

St. Joseph School

6130 W. St. Joe Road
Evansville, IN 47720
812-963-3335



Student Handbook 2018-2019

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ST. JOSEPH CATHOLIC SCHOOL

MISSION STATEMENT

St. Joseph School is a parish ministry, which provides a positive learning environment that educates the whole child based on **VALUES**:

- V**: Vision
- A**: Academic excellence
- L**: Love of God
- U**: Utmost respect for self and others
- E**: Embracing diversity
- S**: Stewardship

SCHOOL WEBSITE: www.stjoeco.org

OFFICE HOURS: 7:00 A.M. - 3:00 P.M.

SCHOOL MASCOT: Bobcat ("Boomer")

SCHOOL COLORS: Red and white

SCHOOL SONG:
We are from St. Joe. St. Joe are we.
We never lose our capability.
Rah, Rah, Rah.
You do your best, and we'll do the rest.
Cause we are from St. Joe School.
S-T-J-O-E.
St. Joe, St. Joe, St. Joe are we.

St. Joe's Handbook is a supplement to the Catholic Diocese of Evansville Handbook. Unless otherwise noted, current policies of the Diocese will take precedence.

Administration/School Staff**963-3335 or 963-3337**

	Name	Ext.	E-Mail Address
Principal	Nathan Winstead	102	nwinstead@evdio.org
Secretary	Becky Doshier	100	bdoshier@evdio.org
Pre-K Teacher	Saundra Sweeney	131	ssweeney@evdio.org
Pre-K Assistant	Marcia Frey	131	mfrey@evdio.org
PS Teacher	Michelle Courtney	131	mcourtney@evdio.org
Preschool Enrichment	Tiffany Henderson	133	thenderson@evdio.org
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6	Debra Daugherty	126	ddaugherty@evdio.org
7	Mary Kay Elpers	127	melpers@evdio.org
8	Heather Ntewo	128	hntewo@evdio.org
Art	Mary McKean	132	mmckean@evdio.org
Music	Justin Carter	129	jcarter@evdio.org
PE/Health	Mallory Hoefling	113	mhoefling@evdio.org
Resource Teacher	Megan Bartley	119	mbartley@evdio.org
Cafeteria Manager	Keri Hartz	111	khartz@evdio.org
Cafeteria Assistant	Cheri King	111	
Cafeteria Assistant	Beth Spaetti	111	
Religious Education Office	Jessica Reckelhoff	104	jreckelhoff@evdio.org
Liturgist	Kristan Gilles		kgilles@evdio.org
Pastor	Fr. Gene Schroeder	200	gschroeder@evdio.org
Parish Secretary	Julie Kempf	201	jkempf@evdio.org
Speech Pathologist	Ericka Stein		Ericka.stein@evsck12.com
Learning Disabilities Teacher	Desi Wisser	107	Desi.Wisser@evsck12.com
Counselor	Mary Ruth Branstetter	107	mbranstetter@evdio.org

St. Joseph Catholic School 2018-2019 School Calendar



~ August 2018 ~						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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~ September 2018 ~						
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30						

~ October 2018 ~						
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~ November 2018 ~						
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~ December 2018 ~						
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30	31					

~ January 2019 ~						
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~ February 2019 ~						
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~ March 2019 ~						
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31						

~ April 2019 ~						
S	M	T	W	Th	F	S
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28	29	30				

~ May 2019 ~						
S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August 8th First Day of School
 August 13th First Day of Pre-Kindergarten
 August 14th First Day of Preschool
 September 3rd No School - Labor Day
 October 5th & 8th No School - Fall Break
 October 12th End of First Quarter (45 days)
 November 21-23rd No School - Thanksgiving Break
 Dec. 20th-Jan. 1st End of Second Quarter (45 days)
 No School - Christmas Break
 January 21st No School - Martin Luther King Jr
 Potential Make up Day
 February 15th No School
 Potential Make up Day
 February 18th No School - Presidents Day
 Potential Make up Day
 March 8th End of Third Quarter (45 days)
 March 25-29th No School - Spring Break
 April 22nd No School - Easter Monday
 Potential Make up Day
 May 10th No School
 Potential Make up Day
 May 16th Last Day of Preschool
 May 17th Last Day of Pre-Kindergarten
 May 21st 8th grade Graduation
 Last Day of School
 End of Fourth Grading Period (45 days)



What Parents Should Expect of Teachers

- Quality instruction
- Religious instruction
- Order and discipline in the classroom
- Fairness
- Individual concern for each child
- Timely updates on the child's progress
- Communication of problems and concerns
- Presence at school functions
- Value for the investment
- Immediate emergency notification

What Teachers Should Expect of Parents

- Religious instruction, including attendance at weekly Mass
- Support for school and classroom policies and rules
- Support for the teacher's decisions
- An understanding that "fair" does NOT mean "equal"
- Help with homework and assignments
- Response to communications
- Presence at school functions
- Provision of school supplies, lunch, permission slips
- Accountability for the child's whereabouts
- Provision of up-to-date emergency information

ACCREDITATION

St. Joseph is fully accredited by the State of Indiana and through AdvancEd. The school holds membership in the National Catholic Education Association and the Indiana Non-Public Education Association. St. Joseph School achieved recognition as a 2011-2012 Indiana Four Star School from the Indiana Department of Education. St. Joseph School has received A ratings for the 2010-2011, 2011-2012, 2012-2013, and 2014-2015 school years. We were awarded B ratings for the 2013-2014 and 2015-2016 school years.

St. Joseph School is staffed by a certified faculty that is dedicated to the educational and spiritual growth of youth.

NON-DISCRIMINATORY POLICY

St. Joseph School of the Diocese of Evansville admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, nationality, and ethnic origin in administration of educational policies, admission programs, grant-in-aid programs, and athletic and other school-administered programs.

St. Joseph School does not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited consulting services for qualified St. Joseph students with learning disabilities.

CATHOLIC DIOCESE OF EVANSVILLE

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

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

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

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

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

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

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

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

CRISIS/CONFRONTATION POLICY

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

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

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

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the

school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

CATHOLIC DIOCESE OF EVANSVILLE **INTERNET USE POLICY AND AGREEMENT**

We are pleased to bring Internet access to St. Joseph School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of St. Joseph School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.
3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **Electronic Mail ("e-mail").** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. Security. Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. Copyright. I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

DISCIPLINARY PROCEDURES

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility. Misuse of the Internet will not be tolerated. Use of the Internet in school by a student for other than school or educational purposes is misuse. Other examples of misuse include:

- exposing others to stalking, harassment or danger of any kind;
- exposing the school to liability for harm done to others;
- exposing others to inappropriate material;
- contracting computer viruses;
- plagiarism, copyright and trade secret violations;
- damage to computers or computer programs; and
- any interference or disruption of school purposes or school activities.

Any violation of the policies of St. Joseph School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- loss of computer privileges and Internet access for a length of time to be determined by the School;
- detention or suspension; and/or
- expulsion from school.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

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ACADEMICS

St. Joseph School encourages academic excellence by offering a challenging curriculum to its students. The school offers many of the following academic enrichment opportunities, including but not excluded to:

1. Spelling Bee: Homeroom teachers may choose to hold spelling bees throughout the year to determine the qualifying students for the spelling bee. Two (2) spelling bees will be held; one for grades 5-8 and one for grades 1-4.

2. Young Authors K-8: Throughout the year students are encouraged to write a book individually or as a class to be displayed in the spring.
3. Speech Gr. 6, 7, 8: A team of students from grades 6, 7, and 8 competes in the Catholic and Private Schools Speech League. There are 11 categories of competition. Practice begins in August and the season runs through November. Students practice after school and meets are on week nights.
4. Accelerated Reader (AR): This is a school-wide attempt to promote growth in reading comprehension and motivation.
5. Math Bowl: Students from grades 4 through 6 have an opportunity to compete on the math academic team.
6. Robotics: Students in grades 6, 7, and 8 may participate on the Lego Robotics Team in the spring.
7. National Geography Bee: Students in grades 4-8 may compete in the geography bee in the fall.

ACADEMIC HONORS

Grading Scale

A	92-100	D	69-74
B	84-91	F	below 69%
C	75-83		

The Honor Roll recognizes students in grades 5-8 who have demonstrated high achievements for each quarter of the school year.

High Honors: students must have a 92% or better in all classes (straight A's only)

Honors: students must have an 84% or better in all classes (A's and B's only)

ADMISSIONS

As openings become available, the following priorities will be used to accept students to St. Joseph School:

1. Active members of St. Joseph Parish with children already enrolled at St. Joseph School
2. Active members of St. Joseph Parish with children not currently enrolled in St. Joseph School
3. Families who are not active parishioners but have had children attending our St. Joseph Preschool/PreK program
4. Non-parish children

*An active member of St. Joseph Parish is one who:

- Prays with the parish regularly at Mass on Sunday. (Regular means one is present more on Sundays than absent.)
- Is involved in a part of the life of the Parish. (One who participates in regular functions of the Parish, i.e. Summer Social, etc.)
- Contributes to the financial support of the parish (in addition to tuition requirements), supports the Catholic Parishes Campaign (CPC) and participates in other Parish fundraisers.

New Kindergarten students must be 5 years old by August 1 (State guidelines).

At the time of registration, all new students seeking admission to St. Joseph School are evaluated on the basis of current standardized test scores and report cards. These will be reviewed to determine whether the program at St. Joseph School will meet the educational needs of the students.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph School.

St. Joseph Catholic School Lottery Process:

1. If there are more students applying for enrollment then there are spaces available prior to April 1st, a lottery will be held for those applying for a voucher scholarship.
2. Those applying after April 1st will be on a first come, first serve basis.
3. Names of the students will be drawn at random.
4. Names will be placed on plain white index cards, folded once, and place in a box for the drawing.
5. The principal and a member of the school board must be present at the drawing.
6. Notification of the lottery drawing date and location will be communicated so that all may attend.

Immunizations and Physicals

The Vanderburgh County Department of Health recommends that each student have at least three physical examinations during his/her school career. The first is recommended at the time the child enters school (kindergarten or first grade). The second physical is recommended prior to entering sixth grade. The third physical is recommended prior to entering ninth grade. Transfers from other school systems are also expected to have a physical examination or a report of a recent physical exam (within the past year).

Physical examinations should be done during the spring or early summer to avoid a last minute rush in August. Physicals may be done by a private physician or through a Health Department or hospital clinic. For more information on clinics, you may contact your school nursing consultant at 812-435-5765.

Below are the number of doses and each vaccine required for school entry.

**2018-2019 School Year
Indiana State Department of Health (ISDH)
School Entry Immunization Requirements**

<i>3 to 5 years old</i>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 MMR (Measles, Mumps, Rubella) 1 Varicella (chickenpox) Annual Influenza (recommended)
<i>K – 4th Grade</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hepatitis A Annual Influenza (recommended)
<i>Grade 5</i>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hepatitis A (recommended) Annual Influenza (recommended)
<i>Grade 6</i>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella	2 Hep A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis) Annual Influenza (recommended) 2 HPV (Human Papillomavirus - recommended)
<i>Grades 7 to 11</i>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella	1 Tdap (Tetanus, Diphtheria & Pertussis) 1 MCV4 (Meningococcal) Annual Influenza (recommended) 2 Hep A (recommended) 2/3 HPV (recommended)

ASSEMBLIES

Each school year several special event assemblies are held. Assemblies may include cultural events such as musical performances, plays, storytellers, visiting authors, athletic, religious, or informative speakers. Award assemblies honoring academic and athletic achievements as well as school spirit assemblies are also a part of each school year. Assemblies are announced in the Red Folder News, via email and Sycamore. Parents are always welcome. Because of the significant investment in time and money in preparation for an assembly program, special attention to etiquette and to good citizenship is expected of all students.

ATTENDANCE

All students are to be dropped off at the northwest gymnasium doors (door #3) no earlier than 6:45 a.m. Supervision is not provided before 6:45 a.m. Only the gym doors will be opened for morning drop off. If students arrive after the 7:15 a.m. bell, drop off must be made at the northeast church entrance (door #1).

ABSENCE PROCEDURES

1. Students who arrive after the 7:15 a.m. tardy bell should report to the office to sign-in and receive a tardy slip. A detention will be issued after the 5th tardy and again, after the 10th tardy and all other subsequent tardies per quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an *Attendance Truancy and Violation Notification Hearing* will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.
2. If a student is not in attendance, a parent/guardian must call the school office by 8:00 a.m. each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:15 a.m. or signs out on or before 12:00 p.m., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 2:00 p.m. - 3:00 P.M. Arrangements can be made for homework to be picked up in after school daycare until 5:00 p.m.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) in the office. If they return during the school day, the student must sign back in at the office.

VACATION POLICY

St. Joseph Catholic School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child is expected to have class work to make up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

If a student is absent for an extended period of time when an eLearning day occurs, students will still be responsible for turning in assignments on the eLearning due date that is set by the school.

ATTENDANCE DEFINITION OF EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Child sent home from school due to illness
- Absence related to a family funeral
- Absence related to deployment and return for military connected families
- Absence related Court Orders

ATTENDANCE DEFINITION OF UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the definition of excused absences.

ATTENDANCE DEFINITION OF CHRONIC ABSENTEEISM

A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year **for any reason**. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at

the hearing.

- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF HABITUAL TRUANCY

A student is considered a Habitual Truant when he/she has been absent from school 10 days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student considered habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Attendance Policy 6.5.17

AWARDS

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic participation, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive toward special effort and achievement by the students.

BULLYING POLICY

ANTI-BULLYING STATEMENT: The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. Forms for reporting alleged bullying are appended to this manual and may be obtained from the school principal's office. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

St. Joseph School utilizes the Olweus Bullying Prevention Program. All staff members have been trained to implement the program school-wide and a committee of teachers and staff members oversee the program.

Our school embraces the following as school rules against bullying:

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

Possible Consequences of Bullying Behavior Include:

- All reported bullying incidents will be recorded by staff

- Principal/Counseling
- Behavioral Contract
- Parent Conference
- Violations/Detentions
- In School suspension
- Suspension
- Expulsion

BUS ROUTES/CONDUCT

Bus schedules usually remain the same as the previous year. If you do not know what bus your child will ride, you need to call the school office and we will contact EVSC for information.

The following rules have been established to insure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges will result in the denial of transportation.

CAFETERIA/FOOD SERVICES

St. Joe School operates the National School Lunch Program in conjunction with the Indiana Department of Education and the USDA. The Program is here for the nutritional benefit of our school children. We work very hard to make it the best it can be for them.

The school lunch will include one meat, one vegetable, one fruit, bread and milk. Our method is offer vs. serve which means the student is required to take only three of the five food groups offered and still meet the state requirements. The purpose of this is to keep food costs down and to cut down on food waste by the students. **If for some reason your child will be arriving later in the day, please notify the cafeteria ladies by 8:30 a.m. if he/she will be eating a school lunch.** Parents are welcomed to come eat with their child anytime, but we do require you call that morning to let us know you are coming. The cost of an adult lunch is \$3.45, and must be paid that day. An adult lunch cannot be deducted from your child's account.

Students are not allowed to have soft drinks in lunches brought from home. Parents also should not bring lunches or drinks from carry-out restaurants for their children into the cafeteria.

Reduced or free lunches are available through the School Nutrition Program. Families are encouraged to apply at the beginning of the school year or anytime during the year. The

Federal Program pays for these lunches and it does not come from school funds, so please use this program if you think you may qualify.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. St. Joseph School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Our software program is a "Debit System". Each individual will have his/her own account. Money is deposited into each person's account and as they purchase food items the cost of those items is deducted from their account balance. During mealtime, at the point of sale, the students' PIN number will be entered for rapid identification and 100% accuracy. Our computer program will keep track of when they are eating, as well as, the money balance in their account. Account balances can be accessed through Sycamore, our school information system.
- A student may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$25.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Our school will provide an alternative meal of a sack lunch to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.
- The school information system, Sycamore, will notify parents every weekly (on Wednesdays) of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$25.00 and above. There is a \$25.00 service charge for any check that is returned for non-sufficient funds.

- All accounts must be settled before June 1st of the end of the school year. Notices will be sent home weekly, beginning approximately 4 weeks before the end of the school year, to students who have any negative balances.
- Students who graduate or withdraw from the school and have \$5.00 or more left in their lunch/meal food service account will be sent a refund check from the parish office.

USDA is an equal opportunity provider and employer. If you ever have a question, problem or concern please feel free to call the cafeteria manager, Keri Hartz, at 812-963-3335.

CHILD ABUSE LAWS

St. Joseph School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CHRISTIAN CONDUCT AWARD

Each month 2 students will be chosen to receive the Christian Conduct Award. This award recognizes those students who have portrayed Christian-like behavior. The students are nominated by the faculty and approved by administration.

CLASSROOM PARTIES

A classroom party will be held to celebrate Christmas. Room mothers should check with the homeroom teacher to plan the Christmas party.

Children will be recognized during the month of their birthday in a special way by the school. Drinks and treats will not be permitted to celebrate birthdays; however, a treat bag may be sent and distributed at the end of the day. **To protect the feelings of the students, we ask that treats, treat bags, invitations, etc. be given to all students in the classroom if they are distributed at school. Also, no deliveries will be allowed at school for students' birthdays or any other special occasions.**

CLOSING AND DELAYED SCHEDULE

We will follow the same guidelines as Evansville Vanderburgh School Corporation (EVSC) for delays, early dismissals or cancelations due to weather conditions.

Households will receive a phone message from the school via the School Messenger© notification system in the event of a cancelation, a delay, or an early dismissal.

If it is necessary to cancel school due to inclement weather, virtual eLearning days may be utilized on the actual day off at the administrator's discretion. Assignments will be posted online by 9am the day of the cancelled day. Students will have 5 school days to complete the

assignments. However, if an eLearning day cannot be done on the actual day off, built in snow make-up days will be used first before scheduling an eLearning day at a later time.

In the case of an early dismissal, after school care (SACC) will not be available.

CONFERENCES

Planned Parent/Teacher conferences are scheduled during the first semester of school. If at any time a teacher or parent has a concern, this should be addressed at a conference. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year by calling the school office, sending a note, or emailing the teacher.

DISCIPLINE POLICY

At St. Joseph School, it is believed that discipline is essential to an education of high academic standards. As Catholic educators, we recognize the primary role of the parents, yet also recognize the partnership that needs to exist among home, school, and parish, if the students are to benefit fully from the Catholic education.

St. Joe students are expected to practice behaviors that are conducive to learning:

1. Respect others and their belongings
2. Respect school property
3. Be prepared to learn by being prepared for class (tardies disrupt the normal schedule)
4. Do their own work
5. Conform to the dress code
6. Show appropriate behavior in church, class, cafeteria, on the playground and in the halls

Behavior violations are as follows:

1. Disrespect
 2. Inappropriate language
 3. Cheating/Lying
 4. Fighting or Bullying
 5. Damaging property/Stealing
 6. Excessive talking and noise/disruptive behavior
 7. Dress Code
 8. Gum/Candy
 9. Unprepared for class (homework & materials)
 10. Other behavior deemed inappropriate
- When students choose inappropriate behavior, we believe that they also choose the consequences that go with that behavior. The consequences for violations of classroom and/or school rules may vary according to the seriousness of the behavior, grade level of the student, repetition of the behavior, and attitude of the student.

- All generally accepted forms of discipline can be expected, namely oral reprimands, deprivation of pupil privileges, constructive written assignments, violations, detentions, parental consultation, suspension, and in extreme cases expulsion.
- A behavior notice, academic notice, or detention notice is a communication to the parents that a student has acted inappropriately. **Notices are sent to parents via Sycamore. It is highly recommended to set-up Sycamore so that Pass-A-Notes appear in your emails.** If you need assistance, you can call the school office.
- The principal, teachers, substitute teachers, or any other staff member may write a violation or detention to any student in any grade during school or any school function.

DETENTIONS

Detentions are held on Tuesdays and Thursdays from 2:00-3:00 pm. **Detentions take precedence over all other planned activities**, including appointments and extra-curricular practices.

- After 3 academic violations in a single grading period, the student will be issued a detention and it will be served at the next scheduled detention session.
 - 6th, 7th, and 8th grade students may be exempt from field trips, field day, and special events if:
 - ✓ He/she has earned more than 6 homework violations in one quarter
- OR-
- ✓ He/she has more than one "F" in a subject. (This will be checked on the day of the event.)
- After 3 behavior violations in a single grading period, the student will be issued a detention and it will be served at the next scheduled detention session.
 - If an infraction is serious, a detention may be issued immediately. This is left to the discretion of the principal.
 - A student accumulating 2 behavior detentions in one grading period will receive a ½ day in-school suspension. The student will receive credit for assignments and tests completed while serving the in-school suspension. Also, the student shall miss an extra-curricular game/event following the date the suspension is issued; this does not include practices.
 - Upon receiving the 3rd behavior detention in one grading period, the student will serve a one day in-school suspension AND be ineligible to participate in extra-curricular games and events for 15 school days; this does not include practices. The student will receive credit for assignments and tests completed while serving the in-school suspension.
 - 6th, 7th, and 8th grade students will be exempt from field trips, field day, and special events for continued misbehavior/dress code violations. This will be left up to the discretion of the principal.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. A note should be sent to the office through the teacher at least a day in advance when possible to notify the school of the appointment. Parents must come to the school office to sign the sign out sheet before a student leaves school. Upon returning, the student should check in at the office with a note from the doctor's/dentist's office.

DRESS CODE

The school dress code is designed to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from an emphasis on the trends in the clothing industry.

The enforcement of the dress code is the joint responsibility of parents, students, teachers, and the administrator. Parents must see that their children leave the house properly attired. The teachers and administrator are to see that students follow the uniform policy. Failure to adhere to such guidelines will result in either a phone call to parents to make immediate corrections, possible loss of free dress/spirit dress privileges, or a trip to the Clothing Closet for corrective clothing. It is important to note that even though a clothing item is found in a uniform section of a department store, it may not meet the St. Joe dress code.

PANTS/SHORTS	Uniforms pants are solid navy or khaki (tan) and <u>uniform in style</u> , meaning pleated or plain front cotton twill pants/ shorts with no outside pockets. Pants are to be tapered or straight-legged, no flair bottom, bell bottom, denim, stretch tight fitting, cargo, or capri pants. Grades K-4 may wear elastic waist uniform style slacks/shorts with belt loops. All pants/shorts must be worn at the natural waistline. Shorts must be at least long enough so students can touch the hems with their fingertips when standing straight.
JUMPER/ SKIRT /SKORT	Girls may wear the plaid/khaki/navy uniform skirt/skort. Jumpers/ skirts/skorts must be at least long enough so students can touch the hems with their fingertips when standing straight.
SHIRTS	Polo, uniform-style shirts in <u>solid colors</u> of red (not burgundy), navy, and white are allowed. No logos allowed. Moisture-wicking/Dri-fit shirts are acceptable. They may be short or long sleeved, must have a collar and 2-3 buttons. Turtlenecks in the above colors are also permitted. Shirts must be tucked in at all times. Only the school approved logo is permitted on the shirts.
T-SHIRTS	If a t-shirt is worn under the school uniform shirt, it must be solid white with no lettering.
SWEATERS/ ST. JOE SWEATSHIRT/	Cardigans and pullovers in solid colors of red (not burgundy), navy, and white are permitted. A turtleneck or collared shirt must be worn underneath. St. Joe uniform sweatshirts and St. Joe uniform

FLEECE JACKET	fleece jackets worn with a turtleneck or collared shirt underneath are also allowed. Sweaters, sweatshirts and jackets may not be worn around the waist. No hooded sweatshirts or sweaters allowed to be worn in the classroom. Spirit Wear items are not part of the daily dress code.
BELT	Belts must be solid in colors of brown, black or navy and solid material – no accessories or embellishments. Belts must be worn with all pants and shorts.
SHOES	Shoes may be casual or athletic. <u>No boots or sandals.</u>
SOCKS	Socks with a small logo will be allowed, but the logo must be solid white, navy, or black. Socks must be visible above the shoe top. "No-shows" are not acceptable. Girls may wear solid white or navy tights under their dress code jumper/skirt/skort. Leggings or footless tights are not permitted.
HAIR	Hair should be kept clean and properly styled. Hairstyles bordering on the extreme (colors, spiked, Mohawks, designs shaved in the hair, etc.) are not permitted. Hair for the boys may not touch the collar in the back and should not be below the ear on the sides. Long sideburns (below the ear) are not allowed. Boys should be clean shaven. (Students have 3 days with which to comply.)
JEWELRY/OTHER ACCESSORIES	Body piercing jewelry and/or tattoos (permanent or washable) are not permitted. Girls may wear 1 pair of earrings in the lower lobe. No hoops or dangles. Boys are not allowed to wear earrings.
MAKEUP	Makeup is not permitted except on Free Dress days and for junior high girls only. Eye shadow, eyeliner and mascara may be worn on the Free Dress days. This <u>does not</u> include Spirit Dress days.

(approved by St. Joseph School Board, April, 2017)

ELECTRONIC DEVICES

iPods, iPads, cameras, laser pointers, computer games, head sets, and any other electronic devices are NOT permitted during school hours. Students may carry cell phones in their backpacks but the cell phones must be turned off during school hours (7am-2:05pm). If a student is caught using his/her cell phone or the cell phone disrupts class during school hours, it will be confiscated and brought to the school office. On occasion, the teacher may incorporate the use of student cell phones into a lesson. In that case, cell phones will be permitted for that activity only.

E-readers: Students are allowed to have electronic reading devices, such as a Kindle or a Nook, at school that are used exclusively for reading as long as it is being used for educational purposes only, the classroom teacher allows the device, and it is not causing a disruption to the learning environment.

Students who choose to bring and/or use personal reading devices to school do so at their own risk; St. Joseph School will not assume any responsibility if these items are lost, stolen, damaged or corrupted. In no situation are students required to bring personal technology devices to school. Please be sure to label your child's name on the device.

EMERGENCY DRILLS

Fire drills are conducted once each month and tornado drills and earthquake drills are conducted periodically. Detailed escape plans are posted near the door of each classroom. A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations. An emergency bag is provided in each classroom.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number(s) of friend or relative.
5. Physician's name and phone.
6. Medical alert information.
7. Hospital choice.

Notify the school immediately if you have a change of any of the above information during the school year.

EXTRA CURRICULAR ACTIVITIES

ST. JOE PARENTS' CODE OF CONDUCT

The St. Joseph School Board has adopted the following Parents' Code of Conduct, which both parents must sign off on before their child is allowed to participate in school sponsored extra-curricular activities, including sports. The Code of Conduct includes the Diocesan Code of Christian Conduct, as found on pages 5-6 in the Student Handbook.

As a parent of a St. Joe student participating in extra-curricular activities, including sports:

- I will set a good example of sportsmanship.
- I will endeavor to place the emotional and physical well-being of my players ahead of my desire to win.
- I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- I will not use profanity or be crude in front of players, coaches, or other parents.
- I will never verbally or physically abuse any player, official, or coach.
- Games and practices must be free of tobacco products, alcohol, drugs, and weapons of any kind.

- When I am expressing concerns about athletics, I will do so in a manner that is respectful, and not discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

As parents, you will be held accountable to this Code of Conduct. Failure to adhere to this Code of Conduct may result in a probation, a suspension and/or a loss of eligibility to attend games/competitions, practices, or both.

ACADEMIC

Speech, Math Bowl, Robotics and the National Geography Bee are offered as extra-curricular academic activities. Students must attend practices and follow the guidelines set up by the team advisor. Academic teams give students opportunities to use academic skills in a team competition setting.

ATHLETIC

Athletic competition is promoted as an extension of the school's physical education program. A variety of organized sports are offered to all boys and girls. The intention is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience. Guidelines and rules that are followed are included in the Athletic Committee Bi-Laws. Copies are available at the school office on request.

ATHLETIC ELIGIBILITY **ELEMENTARY SPORTS FOR EVANSVILLE FEEDER SCHOOLS**

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that be on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

(approved by Diocesan Evansville Area Elementary Athletic Council April, 2006)

GRIEVANCE PROCEDURE FOR SPORTS

If a concern arises involving your child during a sporting season, it must FIRST be brought to the attention of the coach. Call the coach to set up an appointment, at least 24 hours after the incident. Please do not attempt to confront a coach before or after a contest or practice, as these can be emotional times for both the parent and the coach and meetings of this nature usually do not promote resolution. If after discussing the matter with the coach you feel further action is necessary, then you should contact the first, the Athletic Director, and then the Principal. If a satisfactory solution to the grievance is not obtained after working with the AD and Principal, then the matter will be brought to the attention of the Ethics Committee, a subcommittee of the School Board.

FEES AND TUITION

Each active* (see p. 10) Parish family who sends their children to St. Joseph School will be required to contribute a minimum tuition fee of \$3,600 to St. Joseph Parish annually. Those families who are not members of the Parish and wish to send their children to St. Joseph School will be required to pay the following tuition fees annually in addition to the registration fees listed below:

- One Child \$4,600
- Two Children \$5,500
- Three or more \$5,900

The school charges the following registration fees, in addition to tuition:

General fees	\$175/ per student
Graduation	\$15/per 8 th grader
PTO	\$30/ per family
Technology	\$100/per family
Student Services	\$100/per family
Band students	\$150/per student

The registration fees must be paid at or before registration in order for your child to attend classes. If a student or his/her family has a financial problem that affects the payment of school fees, the situation should be reported to the administration so that suitable arrangements can be made.

Families who choose not to pay the minimum requirements will be asked to send their children to a different school.

For a complete copy of the School Tuition Policy, contact the school office.

St. Joseph School is a participant in the Indiana School Choice Scholarship program. Information about vouchers can be requested from the school office.

FIELD TRIPS

Field trips to special events and to nearby points of interest are scheduled by teachers and staff throughout the school year. These trips are designed to supplement classroom instruction and to introduce students to resources available in the community. Parents will receive notices of field trips well before the scheduled trip date and will be required to sign field trip permission forms. Often a field trip fee will be requested to cover transportation costs and entry charges. No student will be allowed to travel on a school sponsored field trip without an original signed permission slip. **Written forms will not be accepted.** Often parent chaperones are necessary to provide adequate supervision. On other occasions, parents are invited to join as guests. On some occasions, seating is limited so parents cannot be included. Please check the permission form for each trip before making plans.

Please note:

- A field trip is a privilege and not a right.
- Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older.

FINE ARTS

Fine Arts consists of a music and art curriculum enriched through field trips as well as in-school presentations for all students.

Our school conducts at least two Music Programs throughout the year, one for the younger grades and one for the older grades. An All-School Art Show is displayed in the Spring.

Our school has a band program that is available to students of Grades 5-8. This program is under the direction of the Mater Dei Band directors. Please contact the school office if your child is interested.

FOOD ALLERGIES

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training:

In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will provide training and education for all school staff members. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

Notifications:

The school office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms:

- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected allergic reaction (where there is no known allergic history), the principal will be notified and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. If snacks are brought in for special occasions (i.e. ISTEP testing), they will be kept in a separate snack box or chest provided by the parent or guardian.

- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips:

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

FREE DRESS

Periodically throughout the school year, free dress days may be designated. All clothing must be appropriately modest and reflective of Christian values. The rules of proper free dress are: no sandals, no hats, no tank tops, no half or halter tops, no shirts that show midriffs (if arms are extended above the head, no skin may be showing), no short-shorts (must be at least long enough so students can touch the hems with their fingertips when standing straight), no clothing that is torn or has inappropriate wording and no yoga pants. IF leggings (or jeggings) are worn, then the student's top must be long enough to cover the student's bottom AT ALL times. Nylon shorts and running pants are acceptable. Compression Under-Armor is not appropriate unless worn under another shirt.

Anything deemed inappropriate for school will be decided by the principal/designee. If you think you shouldn't wear it, you shouldn't. Parents may be called for a change of clothes or the student may lose their next free dress or spirit dress privilege.

FUNDRAISING

Fundraising is a vital and necessary source of funds for our school. Classroom and club fundraising projects must be approved by the principal. All school affiliated organizations are encouraged to give careful thought and consideration to fundraising and promotional projects. Parental and student support is necessary for each project's success. Families are encouraged to read promotional information carefully and follow directions concerning turn in dates and return procedures. While participation is not mandatory, it is strongly encouraged not only to insure the success of financial campaigns but also to instill a sense of support and school spirit in our student body.

GRIEVANCE PROCEDURE

When a conflict arises that concerns a student and a member of the school staff or that is detrimental to the operation or Christian atmosphere of St. Joseph School, the following procedure should be followed:

1. The matter should first be discussed between the concerned party and the other party involved to arrive at a satisfactory resolution.
2. If mutual satisfaction is not obtained, the matter should be brought to the attention of the principal. The principal will work with both concerned parties. A satisfactory solution to the matter should be obtained within seven (7) days.
3. If a satisfactory solution to the grievance is not obtained, the matter should then be brought in writing to the School Board for review and a resolution in Executive Session. Any meetings held regarding this concern will include the concerned parties, parent (guardian), principal and the School Board.
4. If steps 1, 2 and 3 are not appropriate or satisfactory, the situation of concern may be brought to the Pastor who will investigate the matter and take appropriate actions.

NOTE: This is a personnel grievance procedure and therefore the names of the grieving parties will remain anonymous unless permission has otherwise been granted. All grievance matters will be held in strictest confidence to protect all parties involved. This will insure confidence and integrity in the grievance process.

GUM

Gum is prohibited during school hours unless approved by principal.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed on time. Parents are encouraged to check their child's assignment sheet/notebook daily to monitor classroom assignments. Middle School students (Grades 6-8) may be given a maximum of three quizzes or tests per day.

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render non-medicinal first aid treatment only. If emergency medical

treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. An emergency phone number where parents can be reached, the name and number of the student's family doctor along with hospital choice must be on file at the school.

Students will be sent home if they reach a fever of 100 degrees. **Students should stay home from school until they are 24 hour free of fever (without medication), vomiting and diarrhea.** Students who are sent home during the school day will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

INSURANCE

Neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. Parents or guardians are obligated to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

LEAVING CAMPUS

Students are not permitted to leave the school campus during school hours for any reason without the knowledge and consent of their teacher/principal. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by a librarian. Students use the library with the permission of their classroom teacher. Students in Preschool-Grade 2 may check out one book for a period of up to one week. Students in Grades 3-8 may check out two books for up to two weeks. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks.) Books damaged or lost must be paid for by the student before any other materials may be checked out.

LICE

St. Joseph School follows the guidelines set forth by both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) regarding head lice. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Students who remain after school will be assigned to the after school program.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in lost and found. Money, jewelry, or any other articles of value should be turned in to the office. Items placed in Lost and Found will remain there for 30 days. After 30 days, the items will be donated to charity.

MEDICATIONS

If a student must receive medication at school, the following requirements must be met:

1. Non-prescription medicine must be clearly identified as to the name and type of medication in the original container.
2. **All prescribed medications must be in the original container** bearing the prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
3. A Parent Request for Medication form, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Extra forms are available in the office.
4. Medication will be given by school personnel; therefore, all medication must be delivered to the main office first thing in the morning.
5. Medication (i.e., antibiotics, cough medicine, cough drops, eye drops, or any other medication) is not to be kept with the student or in the classroom.
6. We are not allowed to send home medication with students. Arrangements must be made for medication to be picked up.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, teachers' work rooms, kitchen and maintenance area and designated outdoor areas. Students are expected to cooperate and refrain from playing in or visiting these areas.

PARENT VOLUNTEERS

St. Joseph School considers its parent volunteers a valuable resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Your talents are always needed and welcomed. If you would like to volunteer, please call the school office. All volunteers are required by the Diocese to complete the Youth Protection Training and submit to a mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

P.E. UNIFORM

Students in grades 5-8 are required to wear P.E. uniform shirts and shorts which are purchased through school. All students in grades K-8 are required to have a pair of gym shoes to be kept at school for gym use only. PE uniforms may **NOT** be worn on Free Dress or Spirit Dress days.

PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

PICTURES

Individual student pictures as well as class pictures will be taken early in the fall. Pictures will be available for purchase and returned to the student as soon as possible from the photographer. Pre-school students not enrolled in our program are also welcome to have their pictures taken.

PLAYGROUND RULES

When it is raining or snowing, students will be kept inside during recess. It is up to the teacher/principal's discretion as to whether the students go out due to the temperature. They are restricted to the blacktop when the ground is wet. Each class is responsible for the care and use of equipment provided.

Only students with medical excuses or academic needs will be allowed to remain in the building during scheduled outside breaks. Students will have supervised free times in classrooms on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge.

General rules include:

- Students are to remain on the blacktop or designated field areas. The field and grassy area is off limits when wet or at teacher's discretion.
- The following are prohibited:
 - ✓ Tackling, fighting, or any kind of rough play/behavior
 - ✓ Throwing of rocks, sticks, or snowballs
 - ✓ Sliding on ice or snow
- Swings, slides, and other equipment should be used in the proper manner and ways with concern for the safety of all.
 - Children must sit in swings. There will be no winding of swing chains, and only back and forth motion is permitted. Only one child should in a swing. No jumping out of swings.
 - Dodge ball and Red Rover games are not permitted to be played.
 - Students should not bother any vehicles including bicycles that are on the playground or around the building.
 - Children must ask permission to use the restroom or to leave the playground.
 - No toys may be brought to school for classroom or playground use.

STUDENTS MUST OBEY AND BE RESPECTFUL TO ALL PLAYGROUND SUPERVISORS. Volunteers who help with supervision have the authority to reprimand and discipline students. This may include writing them up for a violation.

PROGRESS REPORTS/REPORT CARDS

Progress reports are no longer issued at the midterm of each grading period. Parents have unlimited access to grades on Sycamore. A reminder will be sent via email at midterm. Report cards are issued following the completion of each nine-week grading period. Check the school calendar for exact dates. Please carefully review your child's progress and contact your child's teacher if you have questions regarding grades.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The reasons for considering retentions are: a) inability to perform academic grade level skills; b) physical or social immaturity; and c) frequent or long absences. Retention is usually considered as a more positive alternative during the primary grades.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

PTO

The St. Joseph PTO (Parent-Teacher Organization) is highly involved in improving our school. All families are assessed a \$30 per family fee at registration. This fee will cover the cost of soft drinks bought for the Fall Festival booth. Meetings are announced in the Red Folder News and posted on Sycamore.

Each year the PTO sponsors several fundraising projects. The money raised allows the PTO to provide funds for school programs and improvements. The Westside Nut Club Fall Festival booth is the biggest annual fundraiser the PTO undertakes. It is EXPECTED that every family participates in its success. Participation can mean working in the booth, chairing a night, washing dishes, or anything that the committee deems as appropriate.

RED FOLDERS

Notices, messages, etc., will be sent home ordinarily on Wednesdays via the "Red Folder". The **Red Folder** weekly newsletter will be sent home via email. **If you have any information to be put in the Red Folder newsletter, please be sure it is sent to the school office by 9:00 a.m. the preceding Tuesday.** Students may also bring a red folder home on Wednesdays with copies of other information. Please have your child(ren) promptly return the red folder to the classroom the next day in good condition.

SAFE ALTERNATIVE CHILD CARE - SACC

The SACC Program has been developed to provide a facility at school for St. Joseph School children to have a safe, secure and caring environment until their parents are available after work. It is designed to provide an alternative care program free from additional transportation at an affordable cost to the parent. Details of this program are available in the school office.

If unpaid balances exceed \$50, the child will not be allowed at childcare the following day. Account balances may be accessed via Sycamore. The child will be allowed to return to daycare upon settlement of fees.

Students are not permitted to loiter on the school campus after school unsupervised. These students will be sent to SACC and the parents will be responsible for the assessed fee.

SCHOOL BOARD

Regular meetings shall be held at the time and day set by the Board. The regular monthly meetings are open to the parish community. However, before any parent, parishioner or community representative can address the school board, a forty-eight hour written notice to the board must be given. The grievance procedure (pg. 29) must be followed; namely, issues and concerns must first be brought to the attention of the involved teacher, secondly to the principal, and lastly to a Board member. A maximum of thirty minutes at the beginning of each school board meeting will be given to address concerns. If more than one person is addressing the board on a specific issue, then the thirty minutes will be divided among all presenters. The board can waive the right to extend this time if it so desires or extend to another Board meeting. The principal and the president of the School Board will be in charge of scheduling the open meeting times.

SCHOOL SUPPLIES

A school supply list will be sent home in the spring and is available at the school office or at registration with an exact list of supplies needed for the school year. The supplies requested are easily obtained and include such items as pencils, ruled paper, crayons, scissors, glue, etc. These supplies will need to be replenished throughout the year as needed.

SECLUSION AND RESTRAINT

St. Joseph School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

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

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

use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

SMOKING BAN POLICY

Diocesan Policy states, "**Smoking in any and all diocesan-owned facilities to which members of the public are invited is forbidden**". This policy applies to all parishes and institutions within the twelve counties comprising the Catholic Diocese of Evansville. The effective date of this policy was January 2, 2007.

SPIRIT DAY

The first and third Wednesdays of every month will be Spirit Dress Days. On these designated days, students are allowed to wear a solid RED shirt/sweatshirt or a shirt/sweatshirt promoting St. Joe School. It can be worn with blue jeans, blue jean shorts (must be at least long enough so students can touch the hems with their fingertips when standing straight), blue jean Capris or uniform shorts/pants. Jeggings are not acceptable. All other uniform dress code rules apply. If students do not wish to participate, they must wear the regular school uniform.

(approved by St. Joseph School Board, April, 2016)

STUDENT COUNCIL

St. Joseph School has an active Student Council comprising of students in grades 4-8. The purpose of the council is to provide all students the opportunity to develop responsibility and leadership skills. The Council is under the direction of a teacher, with approval of activities by the principal.

STUDENT RECORDS & RELEASE OF RECORDS

Academic records, health records, and test scores are recorded for each student. Parents may call the school and request this information or ask for an appointment with the teacher to review student records. Information included in these records may not be released without written parental consent. The exception being that a transcript will be sent to a secondary educational institution when the student graduates.

St. Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the

principal. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

STUDENT SERVICES

Many testing and evaluation services are available to our students. These may include ISTEP+ testing and other tests recommended by the Diocese. Speech therapy and learning disability services are available through EVSC.

Students are screened for visual and auditory problems along with weight and height measurement by our volunteer school nurse.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and all necessary materials.
2. Be an active participant in class. Listen well.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use class time wisely.
6. Use what is learned and apply it to new situations.
7. Strive to do the very best work possible.

SUSPENSIONS AND EXPULSIONS

1. Suspension from Classroom:

- a. If a student is suspended from the classroom, by a teacher, immediate verbal communications must be given to the principal. The reason(s) for such action should be submitted in writing to the principal prior to the close of the school day.
- b. The principal confers with both the student and the teacher prior to the student being reinstated.
- c. Repeated suspensions from the classroom necessitate conference with the parent(s)/guardian(s).

2. Suspension from School:

- a. The principal, after consultation with teacher(s), shall notify the student of the specific reason for which disciplinary action is being instituted.
- b. Students should have knowledge of the rules of the school. There should be a published procedure in the student handbook for suspension and its probable causes.
- c. Prior to suspension, there will always be a hearing at which the student will have the right to present to the principal/designee any relevant information.
- d. If the student is to be suspended, the principal will notify the parent(s) as soon as possible of the reason for the suspension and the steps necessary to reinstate the student. A student should not be asked to leave the school building until the parent(s) appears or authorizes his/her dismissal.
- e. Written notification to the parent(s) or guardian(s), indicating the reason for suspension should be mailed within twenty-four (24) hours. The pastor in the case of a parish school shall also be notified of the suspension and the details. If this is a case of repeated suspensions, the Director of Schools should also be informed since such actions could lead ultimately to expulsion.
- f. The principal shall meet with the parent(s) or guardians(s), student, and the faculty member(s) involved to discuss the problem, and if possible plan the steps required for return of the student to the school.
- g. Suspension while investigation takes place shall be limited to five (5) days.
- h. The duration of the suspension after such investigation shall be determined by the principal following a joint conference with teachers and parent(s) or guardians(s).
- i. Schools should make every effort to provide continuance of instruction during suspension.
- j. The principal shall keep a record of the suspension indicating reason, duration, date, conditions, and referrals. A copy shall be given to the parent(s) or guardian(s).
- k. If the misconduct is serious, reference to the suspension may be placed in the student's permanent records.
- l. Documentation of disciplinary actions may be kept in the school's files until the student graduates or if transferred to another school.

EXPULSION: Expulsion is the permanent dismissal of student from the school for disciplinary reasons.

Due to the gravity of the consequences of expulsion, it is essential that the school principal consult with the Director of Schools prior to initiation of expulsion proceedings.

The expulsion of a student from a diocesan school is such a serious penalty that it should be invoked rarely, and only as a last resort. The fact that a student presents problems to a school is not in itself sufficient reason for expulsion. The principal should use every means available to discover the cause of the problems and exhaust all other appropriate remedies.

Parents must be informed of their rights and opportunity to be heard. A notification of expulsion must be sent to the Director of Schools within twenty-four (24) hours of the determination.

ZERO TOLERANCE

Possession of and/or bringing onto school grounds any form of drugs, alcohol, guns/weapons, or any substance that could pose a danger to oneself or to another person is grounds for automatic suspension and/or expulsion.

SEARCH POLICIES

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

TELEPHONE

The telephone is a business phone. Students are permitted to use it only in cases of emergency. Forgotten homework, PE clothes, lunches, etc. do not constitute an emergency. Exceptions will be at the Principal's discretion.

TEXTBOOKS

Textbooks and workbooks are furnished for a rental fee. This fee is payable at registration. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book or pay for the value of the book.

TITLE IX

St. Joseph School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

TUTORING

Pursuant to Diocesan policy, students cannot be tutored on the premises, unless the tutor is an employee of St. Joseph School/Parish.

VANDALISM

Our school and school equipment is parish property. Any student found willfully damaging or destroying this property will be reprimanded. A suspension or expulsion may be necessary. The school requires that any damage caused by vandalism be paid by the student. If a student accidentally causes damage, he/she should report the damage to his/her teacher immediately so that it is not misconstrued as vandalism.

VIRTUAL LEARNING DAYS

In the event that the number of snow days exceeds the number of potential snow make-up days built into the school calendar, virtual learning days will be used. Every effort will be made to adhere to the state's guidelines regarding virtual learning days. Clear, concise instructions will be given to students and parents in ample time for completion of required work.

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office, **regardless of purpose or length of visit**. For safety and security reasons, each person is required to sign in at the office when he/she enters the building. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees,

set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office and online in Sycamore.

WITHDRAWALS

If a student will be withdrawing from school during the school year, parents should notify the principal as soon as possible. Teachers and staff will summarize the student's progress and prepare the student's permanent record, which will be forwarded to the new school. Parents should make sure all books are returned and any outstanding fees are paid.

RIGHT TO AMEND

St. Joseph School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents via the Red Folder or through e-mail communication.