

# St. Joseph Catholic School

Parent/Student Handbook  
2016-2017

## *Mission Statement*

*Children Following God in Faith, Respect, Knowledge and Service*



## *Vision Statement*

*St. Joseph Catholic School is a child-centered environment promoting:*

- *Catholic Values, spiritual growth, and respect.*
- *Academic excellence for a lifetime of service to Christ and their community.*

2016-2017

Dear Parents,

Welcome to St. Joseph School. We are energized and excited about the new school year and look forward to teaching the children by following the mission of the school. May God bless us with a successful 2015-2016 school year.

In order that you might better understand the philosophy and requirements of St. Joseph School, it is important that you thoroughly read and accept these rules and regulations. Please sign and return the slip below. Failure to return the form below has no effect upon the applicability of the handbook provisions.

Sincerely,

Kristine Call  
Principal

**HANDBOOK RECEIPT ACKNOWLEDGMENT**  
Required by the Diocese of Fort Wayne-South Bend

By signing below we acknowledge that we have received a copy of the St. Joseph School Parent Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and /or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

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**DETACH and RETURN by August 29, 2016**

Date \_\_\_\_\_

Parent(s)/Guardian(s) Signature \_\_\_\_\_

Student's name(s) (Please print) \_\_\_\_\_

## ST. JOSEPH CATHOLIC SCHOOL

Fr. Jim Shafer	Pastor
Ms. Kristine Call	Principal
Mrs. Alice York	Office Manager
Mrs. Jill Hamblin	Family Development Coordinator
Mrs. Jillian Dunn	Preschool Teacher
Miss Amy Hoersten	Kindergarten Teacher
Mrs. Karen Garn	Kindergarten Assistant
Mrs. Jill Marshall	Grade 1 Teacher
Mrs. Janice Richardson	Grade 2 Teacher
Mrs. Gloria Didion	Teaching Assistant and recess monitor
Miss Brooke Riecke	Grade 3 Teacher
Mrs. Angela Getts	teaching assistant and recess monitor
Mrs. Amy Edelman	Grade 4 Teacher
Mrs. Angela Getts	Teaching Assistant and Recess Monitor
Mrs. Angela Cupp	Grade 5 Teacher
Mrs. Kelli Monroe	Grade 6 Teacher
Mrs. Bonnie Disque	Volunteer Licensed Teacher/RTI Specialist
Mrs. Gloria Kemp	Physical Education Teacher/Tech. Coordinator
Ms. Jane Drummer	Title I Teacher
Mrs. Carol Shumaker	Music Instructor
Mrs. Jody Prokupek	Art Teacher/Library Coordinator
Mr. Kirk Vachon	Parish Custodian
Mr. Dave DeKoninck	Building and Ground Chairman-Volunteer
Mr. Bill Moyer	Parish Finance Chairman-Volunteer
Mrs. SaraBeth Kelham	Hot Lunch Coordinator/HASA President-Volunteer
Mrs. Beth Noel	Lunch Room Cook
Mrs. Judy Werkheiser	Lunch Room Supervisor
Bob Blotkamp	Bus Driver
Mr Larry Gurtner	Substitute Bus Driver
Mrs. Christina Gaar	School Board President-Volunteer

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## **ADMISSIONS (Please see Enrollment for more information.)**

Students will be considered officially admitted to St. Joseph School when the following criteria have been met.

- A. Current students of St. Joseph School
  - 1. Fill out registration papers in the spring.
  - 2. Turn in signed Parishioner verification form, if applicable, to the school office.
  - 3. Sign tuition contract and set up method of payment by the end of May.
  
- B. New students to St. Joseph School
  - 1. Fill out registration forms.
  - 2. Take placement test and meet with Principal to discuss results and placement.
  - 3. Turn in signed Parishioner verification form, if applicable, to the school office.
  - 4. Fill out FACTS financial assistance form if seeking financial assistance.  
[www.factstuitionaid.com](http://www.factstuitionaid.com)
  - 5. Sign tuition contract and set up method of payment by the first day of school.

NOTE: When asking your parish priest to sign the active parishioner verification form, keep in mind that being an ACTIVE registered parishioner means being registered at that particular parish, attending Mass regularly and maintaining a consistent weekly contribution.

All registered families must have an Active Registered Parishioner form completed and on file in the school office in order to receive the Active Registered Parishioner tuition rate.

## **ACCIDENTS**

Accidents of any nature which may require completion of insurance forms must be reported to the office as soon as possible; otherwise, the school cannot assume the responsibility of verifying the claim.

## **ATTENDANCE P4040**

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

### **I. PARENT / LEGAL GUARDIAN RESPONSIBILITY**

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years.

## II. ABSENCES FROM SCHOOL

Absences from school shall fall into one of the three following categories:

### A. Absences which are counted as present:

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

### B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
  - a. for death in the immediate family
  - b. for persons outside of the immediate family with parental permission
3. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
4. Out-of-school suspension
5. School/college visits (2) - parents need to check with the individual school's policy for arranging such visits.

### C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).

3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

### III. TRUANCY

A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures. Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

### IV. REPORTING AN ABSENCE

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed. When your child will be absent for the day, a parent/guardian is to call the school office between 7:30 a.m. and 8:30 a.m. (There are days when the staff will be meeting before school for morning prayer. During this brief time, no one will be available to answer the phone. In this situation we ask you to please use the answering machine and leave a voice message in regards to your absent child. **Please do not e-mail in a student's absence.**)

A written explanation for any absence and signed by a custodial parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

### V. FREQUENT OR PROLONGED ILLNESS

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

### VI. RESPONSE TO IRREGULAR ATTENDANCE

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to parent/ guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

- D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer or the DeKalb County Juvenile Probation Department.

VII. HABITUAL TRUANCY REPORTED TO BMV

If the student is at least 13 years of age but less than 15 year of age and is truant more than 10 mtimes in 1 school year, the studeent shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Ratified November 16,2012 Diocesan Bishop

TARDY

**A student is considered tardy if he/she arrives after 8:00 a.m.**

- A. A written excuse signed by the parent/guardian stating the reason for tardiness must accompany the student.
- B. Students arriving on a late bus are not considered tardy.
- C. Students who are tardy 10 days in a semester will be considered chronically tardy and parents/guardians may be required to attend a meeting with the principal to discuss the problem and explore possible solutions.

EARLY DISMISSAL

- A. The principal is authorized to grant early dismissal to a student, provided the request is made by the parents/guardians. These requests are usually made for medical or dental appointments.
- B. The parent/guardian must come to the school office to meet the student and sign the early dismissal form.

**AWARDS**

At the end of the school year, awards are presented to every student at our Academic Awards Program in the following categories:

Grades 1-6	Scholarship Award	All A's or B's in academic subjects
Grades 1-6	Certificate of Completion	C's or below in academic subjects
Grades 1-6	Citizenship	High marks in conduct/effort
All grades	Attendance	

Gold seal: Perfect attendance with not a minute missed of school.

Silver seal: Attended school each day but may have been pulled out for a Dr. apt. or been tardy.

Kindergarten: Certificate

Special Unique Quality award: One for each child



## **BUS REGULATIONS**

Students riding the St. Joseph School bus or the Garrett-Keyser-Butler Community School bus must follow the bus regulations and obey the bus drivers. (SEE Addendum II)

Permission must be requested in writing by the parent/guardian and given to the bus driver a day ahead of time for a child to ride a bus other than that which he/she normally rides.

School authorities and the bus drivers will deny the privilege of riding on the school bus to any pupil who refuses to conduct him/herself in a proper manner on the bus.

## **CONFERENCES**

Parent-Teacher Conferences will be held after the first grading quarter.

Parents who wish to discuss student progress throughout the year with a teacher or the principal should do so by appointment.

Parents are not to interrupt teachers during school hours, 7:30-3:30, without permission from the principal.

## **CUSTODIAL REQUIREMENTS**

The school can recognize ONLY the person or persons who are listed on the registration form as the parent or legal guardian. Single, separated, or divorced parents are to complete the "Custodial Parent Information Form".

## **DISCIPLINARY REVIEW FOR STUDENTS (Suspension or Expulsion) P4530**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Ratified November 16, 2012 Diocesan Bishop

### **PROCEDURE FOR DISCIPLINARY REVIEW**

- A. For the first serious offense, the teacher and principal will meet with the child and his/her parents. The child is eligible for a one to three day suspension.

- B. For the second serious offense, the parents and child will again meet with the principal and teacher. The child will be eligible for a one week suspension.
- C. For a third serious offense, the child will be expelled from St. Joseph School.
- D. In cases involving possible expulsion, a student will be immediately suspended until the parents meet with the teacher, principal, and if necessary, the pastor.
- E. The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in needs of services" in accordance with I.C.31-6-4-3-(a)(7), and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

**GROUND FOR SUSPENSION OR EXPULSION OF STUDENTS P4520**

**I. GROUND FOR SUSPENSION OR EXPULSION BELOW APPLY TO STUDENT CONDUCT WHICH OCCURS:**

- A. On school grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.

**II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.**

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy.

- G. Possessing, using, transmitting, or being under the influence of any controlled substance, including prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes a danger to other students of constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Ratified April 12, 2012

### III. FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING P4420

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior, if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with 1.C.31-34-1-7, and, in that case, the matter shall be referred by the building administrator to the Child Protective Services.

Ratified April 12, 2012

### IV. STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT P4550 "When a student is accused of a non-school related criminal act, the school shall follow diocesan policy."

Ratified November 16, 2012

## **DRESS CODE AND APPERANCE**

The St. Joseph School Board revised this dress code policy on August 7, 2014 by including the color, navy blue, back into the K-6 allowable school colors. The dress code policy is subject to change throughout the school year via School Board vote. Parents will be notified through Wednesday Go-Home folders of any dress code policy changes.

Uniform style items are often found at: Lands End, Wal-Mart, J.C. Penny's, Target, and Sears, as well as specific websites designated to selling only uniforms.

Each child will be required to purchase and wear an "Official school logo Uniform" shirt each Friday as well as on special designated days. These shirts can be purchased at MJS Apparel in Garrett and Big Red in Auburn.

We do have a clothes closet full of donated uniforms that are free. If interested, please call the school office and make an appointment to browse through the items.

### **I. ATMOSPHERE**

An atmosphere conducive to learning as well as the health and safety of all students is affected by what students wear. St. Joseph students will present themselves in a clean, neat and modest manner. In no way should a student's clothing present health or safety risks to a student or cause disruption of the educational process. It is the prerogative of the teacher/and or principal to ask students to remove any type of jewelry or change clothing which attracts undue attention and /or interferes with the learning process. It is the parent's responsibility to see to it that their child follows the dress code.

### **II. DRESS CODE**

Clothing must be neat, clean and modest at all times.

- A. **Official Uniform** - The standard school uniform will be a royal blue St. Joseph School polo style logo shirt with khaki slacks, khaki skirt, or khaki jumper. The logo shirt can be purchased at Big Red Sports in Auburn or MJS Apparel in Garrett. This official uniform will be required on specified days during the school year or may be worn on any school day. Students are **required** to wear the official school uniform on Friday, **All School Mass Days**. On Mass Days, students may wear a completely plain, red, white, navy, or royal blue sweat shirt over their royal blue St. Joseph polo shirt. Sweatshirts may have no hood, zippers, or pockets. The only emblem or writing on the sweatshirt allowed is, "St. Joseph School." The collar of the polo shirt must be pulled outside of the sweatshirt.
- B. **Approved uniform colors:** True Red, White, Royal blue, Navy and Light blue.
- C. **Shirts** - Shirts must be solid in color with a fold down collar. They may be long or short sleeve and must be tucked in at all times. Shirts are permitted in the approved uniform colors.  
**Slacks** – Uniform style slacks may be plain or pleated front slacks in the following colors: Khaki (tan), and Navy Blue only. Cargo pants and corduroy

pants that are the uniform Khaki color are allowed. Skinny pant or jeggings/leggings are not allowed. Jeans are not allowed.

- D. **Skirts and Jumpers** - Skirts and jumpers are allowed in the following colors: uniform Khaki and Navy Blue. They must be modest in length, no shorter than one inch above the knee. Leggings are not allowed to be worn under skirts and jumpers. Tights, in a solid approved school color, that cover the entire foot are allowed.
- E. Uniform style Sweaters and Sweater Vests - Sweaters and sweater vests are allowed in the approved solid colors. Only *uniform style* sweaters that completely zip or button open may have a hood.
- F. Sweatshirts and uniform type fleece zip up jackets that are plain and in the approved solid colors are allowed. No hooded sweatshirts or shirts are allowed.

#### IV. SHORTS DRESS CODE

The Shorts Dress Code will be in effect during the months of August, September, May and June. Shorts, skirts, and Capri pants may be worn while the Shorts Dress Code is in effect.

- A. Only uniform shorts in the colors of *Khaki* or *Navy Blue*. Capri pants and skirts will also be allowed.
- B. Shirts must be solid in color with a fold down collar. Shirts are permitted in the approved colors.
- C. Shorts must be of modest length, no more than three inches above the knee.
- D. Shorts, skirts, and Capri pants **may not** be worn on Mass days.

Shoes: \*Clean athletic shoes that have Velcro closures or string ties are allowed.  
\*Athletic shoes can be of any color.  
\* No high or medium top shoes.  
\* Leather type loafers, similar to Speedy brand, or Doc Martin type shoes are allowed.  
\* Mary Jane type shoes with rubber soles are allowed as well. These shoes must be all one color with a flat heel.  
\* No glitter, pictures, or lights on any shoes.  
\*No boots are to be worn in the classroom.  
\* Snow boots may be worn to school and students must change into dress code approved shoes upon arrival.

Socks: \*Socks must be worn at all times.  
\*Socks must be matching.  
\* Socks are to be one solid neutral or school approved color.  
\*Socks must reach ankle.  
\* **No footie or no show socks allowed.**  
\* Solid color knee high socks in approved uniform colors are allowed.

V. MISCELLANEOUS GUIDELINES

- A. No leggings are allowed. Tights that cover the entire foot are allowed in solid school approved colors only.
- B. Hats are not to be worn in the building.
- C. Shirts must have sleeves.
- D. Pants must not be shabby or worn.
- E. Athletic shoes must be worn on P.E. day.
- F. The following are NEVER allowed:
  - 1. Distracting displays of any kind on any piece of clothing or jewelry
  - 2. Male students may not wear pierced jewelry.
  - 3. Make-up of any kind
  - 4. Snow boots worn in the classroom
  - 5. Hairstyles, which disturb classes in either style or length
  - 6. Open-toed shoes
  - 7. Skate type shoes
  - 8. Extreme wide-legged pants or long pants that students walk on
  - 9. Pants or shorts with a waistband hanging below the waistline
  - 10. Jewelry- Earrings may be of button size only. Necklaces may be a simple fine gauge chain and not distracting.
  - 11. Hair bows and pony tail holders, scrunchies, and headbands must be neutral in color or approved school colors. Hair accessories are to be minimum in size. No other hair accessories are allowed.

VI. REGULATION OF DRESS CODE

The administration may at any time refuse entrance to school if the student is not in compliance with the dress code. In the event of an infraction of one of the above guidelines:

- A. First/Second Offense: A letter will be sent home with the student that must be signed by the parent or guardian and returned to school the next day.
- B. Third Offense: The parent or guardian will receive a call from or be required to meet with the principal/teacher.

VII. FIRST COMMUNION DRESS CODE

First Communicants are modest and reverent in their dress to receive our Lord for the first time.

GIRLS – Traditional white communion dress (the dress must have sleeves that cover the shoulders) with veil, white shoes, white anklets or tights. They may also wear white gloves, but they will take them off to receive Holy Communion.

BOYS – White shirts with a tie, dark-colored dress slacks and dark shoes. A sport coat is optional.

## **EMERGENCY PROCEDURES**

### **I. ILLNESS**

Emergency information is on file. A quickly available listing of the parents' address, telephone number at home, work, and information about two other persons who have agreed to assume responsibility when the parents are not available is to be provided to the school office. If no one can be reached, the school will decide how to best handle the situation. In case of change of address or telephone number, please notify the school. Also, notify the school if you will be out of town for more than three days.

### **II. INCLEMENT WEATHER**

The school cannot call every parent in case of early dismissal. All BUS students will be sent home on the bus unless the office has heard from the parents. Make sure your child knows what he/she is to do in the event he/she arrives home and you are not there. If for any reason you think school will be called off, please listen to the news channels for the announcement. St. Joseph School will follow the same schedule as the Garrett-Keyser-Butler Community School District. (News Channel 15 will allow you to sign up for Text Message alerts for our school delays and closings.)

### **III. FIRE DRILLS**

Fire drills are frequently, according to the state Fire Marshall's requirements. All persons in the building must exit at the nearest exit and go to the designated areas away from the building. This is to be done quickly, quietly, and orderly.

### **IV. TORNADO DRILLS**

Tornado drills are throughout the year as required. All persons in the building are to go to the designated areas in the building and remain there until notified otherwise. All should move quickly, quietly, and orderly.

### **V. LOCK DOWN DRILLS**

Lock down drills are held throughout the year as required. No one may enter the building during a lock down drill.

## **ENROLLMENT P4010**

### **I. SCHOOL ADMISSIONS POLICY**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

### **II. NONDISCRIMINATION POLICY**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate students with disabilities in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement test and reporting test result data to teacher and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic education. Requests for waiver or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

### **IV. SCHOOL ENTRANCE REQUIREMENTS**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate and baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

### **IV. KINDERGARTEN AGE REQUIREMENT**

Schools shall follow state law guidelines in enrolling kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or the date set by the state.

A school should administer a developmental assessment for determining proper placement in kindergarten.



## V. FIRST GRADE ENTRANCE REQUIREMENTS

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7<sup>th</sup> birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

## VI. CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

**Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school.** Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. **In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.**

## VII. STUDENTS OR PROSPECTIVE STUDENTS WITH DISEASES

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued

presence in the school would expose others to significant health and safety risks. In making its determination the review team, will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Ratified July 23, 2014 Diocesan Bishop

### **EXTRA-CURRICULAR ACTIVITIES**

Students participating in extra-curricular activities are representing St. Joseph School. Any student not showing due respect for teachers and school regulations would not seem to be a good school representative.

In order to participate in any extra-curricular activity, a student must not receive mid-term or report card marks or comments from his/her teacher stating attitude, conduct, behavior, attendance, effort, or homework are lacking in any way.

Students receiving low marks in the above areas will not be allowed to participate in practice or games for two weeks. At the end of two weeks, students will take the initiative to meet with their teacher and seek a letter or re-instatement.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT P4170**

“A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.”

Ratified November 16, 2012 Diocesan Bishop

**FAMILY INFORMATION**

Name, address, phone numbers and child’s name and grade will be sent home to all parents unless requested otherwise.

**FIELD TRIPS**

Activities, such as field trips, small or large group instruction at locations other than in the school, are highly encouraged.

As an extension of the child's education, field trips are planned throughout the year. The school requires the written consent of parents before the child is permitted to go with the group on a field trip.

These trips are for instructional and educational purposes. They are school days; therefore, when a child does not accompany the class, he/she is expected to be in school to study what he/she is not experiencing on the trip.

Volunteers and/or chaperones accompanying students on field trips or class projects are requested to attend the function without other children and must complete Safe Environment Training.

**FILMS AND VIDEOS**

Students in kindergarten through grade four watch films and videos rated for General audiences. Students in grades five and six may watch films and videos rated Parental Guidance if the teacher views and approves the film.

**FUND-RAISING**

Various fund-raising activities take place throughout the year. All families are expected to support these activities by fully participating.

- |    |                  |         |                              |
|----|------------------|---------|------------------------------|
| 1. | Pumpkin Festival | October | Preschool through Grade 6    |
| 2. | Burger King      | January | Preschool through Grade 6    |
| 3. | Merchant Bingo   | April   | Preschool through Grade 6    |
| 4. | Walk-a-Thon      | May     | Kindergarten through Grade 6 |

**GOD'S GIFT OF HUMAN SEXUALITY**

Bishop D'Arcy approved the following statement and mandated that it be included in all elementary and high school handbooks:

The Catholic school upholds and supports God's plan for sexual relations by

promoting chastity and respect for human life. Sexual union is intended by God to express the complete gift of self that a man and woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

### **GUM CHEWING**

Gum chewing presents a serious maintenance problem.

Gum chewing is not permitted on school or church premises--this means park area, as well as buildings. Gum should not be given as a birthday treat or for any other event.

Volunteers at school are asked to abide by this rule.

### **GUN FREE SCHOOLS** P4560

“Students are prohibited from bringing a firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school...” (Please contact the school office for the full policy.)

Ratified July 23, 2014 Diocesan Bishop

### **HEALTH PROGRAM**

- I. Vision Screening – Screened will be students in Grade 1 and all new students as well as any student requested to be screened by teachers.
- II. SPEECH AND HEARING SCREENING  
Speech and Hearing Screening is part of the public school district's responsibility. Students in grades 1, 4, and any student requested to be screened by the teacher are screened.

**HOME AND SCHOOL ASSOCIATION**

All parents of students attending St. Joseph School are members of the Home and School Association. There are annual dues. Meetings are held throughout the school year.

The purpose of the Home and School Association is to promote friendship, cooperation, and understanding between teachers and parents and to promote the welfare of St. Joseph School.

**HOMEWORK**

Homework is to be assigned with great care and for the purpose of fostering habits of independent study. Homework is for completing assignments not finished in school, reinforcing, and studying for tests. Late papers for full credit are not ordinarily accepted; however, the work must be completed.

Suggested time for homework should be approximately--

- Kindergarten . . . . . 10 minutes
- Grades 1, 2 . . . . . 20 minutes
- Grades 3, 4 . . . . . 40 minutes
- Grades 5, 6 . . . . . 60 minutes

NOTE: When your child is sick, homework is not to be picked up at the classroom during class time. Please call the school off to let the teacher know when you can pick it up AFTER school.

**HOT LUNCH**

St. Joseph School has a satellite hot lunch program from the Garrett Public School. Checks are to be made out to, "HASA Hot Lunch."

Hot lunch is \$2.50 per day.

A Peanut-Butter and Jelly Cold lunch is also available to order for \$2.50 per day.

Milk is 50cents a day.

*\*St. Joseph in conjunction with Garrett Public School also offers a free/reduced program based on eligibility. For information on this, please contact the lunch coordinator or Office Manager for more information.*

In the event that a funeral dinner is to be served in Bennett Hall students who ordered a hot lunch will be served a brown bag lunch sponsored by the school lunch program.

## **ILLNESS**

These are guidelines for school attendance in the context of illness. Written by Dr. Mark O'Brien, pediatrician.

- I. Illness
  - A. Fever  
When fever is present, it can serve as a parameter by which to gauge fitness for attendance. A child must be fever-free, without the aid of fever reducers, for 24 hours before returning to school.
  - B. Rashes  
Rashes are difficult to diagnose by description, but a rash that progresses as the day goes on, especially one that looks like bruising or burst blood vessels, is cause to notify parents and to advise medical evaluation.  
Further details are in the school office.
  - C. Vomiting  
This may have many causes, from the flu to appendicitis. Parents need to keep a child home until he/she ceases vomiting for 24 hours and is holding down solid food well. If a child vomits at school, parents will be notified and the child sent home.
  - D. Cough  
In the context of fever or an ill-appearing child, or a cough that does not subside or accompanies chest pain or difficulty breathing, parents will be notified and the child sent home.
  
- II. Virus vs. Bacteria  
Most colds and flu's are caused by viruses and are contagious from 3-5 days from the onset of symptoms, even in the absence of fever.  
Bacteria are responsible for strep throat, many kinds of pneumonia, impetigo, and most ear and sinus infections. Ear and sinus infections are not contagious; however, the child with strep throat, bacterial pneumonia or large areas of impetigo should be on appropriate antibiotics and fever-free for 24 hours before returning to school.
  
- II. Miscellaneous Complaints  
Any miscellaneous complaint that progressively worsens, such as sore throat, abdominal pain, or headache, will prompt parental notification, and the child will be dismissed until symptoms resolve.

## **IMMUNIZATION / PHYSICAL EXAMINATION**

When a child enrolls in school, his/her parents must show either that he/she has been immunized or that parental or medical objection to immunization has been filed. All immunizations must be kept current. Students are required to have a physical examination before entering kindergarten.

## **INSURANCE PROGRAM**

A School Insurance Program is provided through the Diocese. The recommended procedures from the Diocese will be followed.

## **INTERNET**

The school shall follow the Diocesan Internet Policy published in November of 2013. Each Employee, Volunteer, and Student will receive a copy of the Policy and Standards. Verification forms will be signed and kept by the technology coordinator.

## **INVITATIONS**

The family information sheet sent home at the beginning of the school year is to be used to send correspondence such as birthday invitations. Invitations are not to be sent to school to be handed out.

## **KINDERGARTEN**

Kindergarten screening will take place in the spring each school year. Kindergarten is an all day every day program.

## **LIBRARY**

All St. Joseph students utilize the school library weekly. A book is overdue if it is not returned for renewal at the end of the original check out period. A book is considered lost if it is not returned within 2 weeks of the due date. The librarian determines the price for a lost or damaged book.

The student is responsible for replacement of all materials checked out in their name. A student will be denied use of the library if they have failed to replace materials prior to their next library period. If at the end of the school year materials have not been replaced, the school office will be notified and appropriate action will be taken.

## **LOCKER INSPECTION** P4590

“All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc. At any time and for any reason consistent with diocesan policy. (Please see full policy in school office.)

Ratified November 16, 2012 Diocesan Bishop

## **MEDICATION**

It is recommended that medications be given at home whenever possible. However, during school hours, the principal/designee will supervise the administration of medication. The following requirements **MUST** be observed or the medication will **NOT** be given.

### **I. MEDICATION REQUIREMENTS**

- A. The medications (pill or liquid) must be brought to school by the parent/guardian in the ORIGINAL doctor's or pharmacy container, labeled by them with the NAME of MEDICATION, the amount to be given, time of day to be taken, and the expected duration that the medication is to be taken.
- B. The physician's name and the student's name **MUST** be on the label for prescription medication. In case you need medication at home as well as at school, your druggist will give duplicate, labeled containers upon request.
- C. Over-the-counter (OTC) non-prescription medication shall have the manufacturer's ORIGINAL label with ingredients listed AND the student's name affixed to the original package. This includes cough drops.
- D. The permission form to give non-prescription and/or prescription medication **MUST BE SIGNED** by the parent or legal guardian of the child.
- E. The parent may withdraw consent for the medication to be given (in writing) at any time.
- F. The principal and/or designee **MUST BE AWARE** of the PURPOSE of the medication, side affects dosage, administration, and time.
- G. In specific cases, St. Joseph School may require the parent to come to school to administer the medication for his/her child.

### **II. DISCARDING MEDICATION**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or designee will dispose of the medication in an appropriate manner and document that the medication was discarded.

NOTE: The school retains the discretion to reject requests for the administration of medication at school.

If a student needs medicine OFTEN, it is advised that he/she remain home until he/she is better.

## **PARENT/ GUARDIAN CONCERNS PROCEDURE P2310**

To facilitate and promote the orderly and efficient resolution of concerns, Parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the procedure below:



- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has a concern).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g. Pastor and principal).
- Step 5: Contact the Catholic Schools Office

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Ratified June 2010      Diocesan Bishop

### **PHOTOGRAPHS**

Students are photographed for the local newspapers, the parish bulletins and other media. If you do not want your child to be photographed for the media, notify the teacher and principal in writing.

### **PLAYGROUND SUPERVISION**

Playground supervisors will be on duty each day. They are to be respected at all times and the rules must be followed.

### **PRE-REGISTRATION**

State law requires that a child entering kindergarten must be five (5) years of age on or before August 1. Pre-registration is held for the coming year's kindergarten class; and any new students; the date is announced in the church bulletin, school newsletter and local newspapers.

### **PROGRESS REPORTS**

Progress Reports are given mid-way between the beginning and ending of the first three grading quarters to ALL students.

## **PROMOTION AND RETENTION**

Pupils who have completed a grade to the best of their ability are ordinarily promoted to the next grade.

Should a teacher feel that retention would be beneficial to a child, she will meet with the parents during the course of the year and discuss with them the child's attitude and academic progress. If parents reject the recommendation for retention, notation for future reference will be made, and placed in the student's cumulative file.

## **REGISTRATION**

Registration is held for children planning to return to St. Joseph's School the following year. Any new families wishing to receive the parishioner tuition rate must be registered in the parish before registering for school and complete the Active Registered Parishioner forms (obtainable in the school office).

## **RELIGIOUS EDUCATION**

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in St. Joseph School. We make every effort to help make religion a lived experience. Religion is to be integrated into every area of study. Parents are the primary educators and examples to their children. Therefore, parents have the greatest responsibility in this regard.

Meetings are held for parents who have children preparing for their First Reconciliation and First Communion. Attendance at these meetings is a responsibility that should not be taken lightly. Helping your child learn the necessary information at this time should also be given priority over other activities.

While in school, you can be assured that your child will be given varied opportunities to pray. Students in grades 2-6 will attend Holy Mass at least twice a week, as well as participate in paraliturgies, special services and the sacrament of reconciliation on a regular basis.

## **RELIGIOUS ISSUES** P4410

“The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.” (Please see full policy in school office.)

Ratified February 20, 2015 Diocesan Bishop

## **REPORT CARDS**

Report cards are issued four times per school year. Students who are absent ten (10) days or more in a grading period do not receive a report card unless all work is completed.

I. REPORT CARD MARKINGS

Report card markings are based on the student's performance in these areas:

- A. class participation
- B. homework
- C. written work
- D. tests
- E. quizzes

II. GRADING SYSTEM FOR BASIC SUBJECTS

Our grading system for BASIC SUBJECTS is as follows:

- A + 97-100
- A 93-96
- A-90-92
- B+87-89
- B 83-86
- B-80-82
- C+77-79
- C73-76
- C-70-72
- D+67-69
- D 63-66
- D-60-62
- F 59 and below
  
- O 95-100
- S+ 87-94
- S 80-86
- S- 70-79
- N 60-69
- U 59 and below

**SAFE ENVIRONMENT PROGRAM FOR STUDENTS**

In keeping with Article 12\* of the Charter for the Protection of Children and Young Persons; the Diocese of Ft. Wayne/South Bend has adopted the following Safe Environment Training Program:

*ARTICLE 12 Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.*

## **SAFE ENVIRONMENT BACKGROUND CHECK FOR ADULTS**

It is mandatory for ALL adults that wish to be in a supervisory role such as a chaperone on a classroom field trip, to have a background check. We ask that parents contact the Office Manager at the start of each school year in order to have this done BEFORE the desire to supervise an event arises. **There will be NO exceptions made.** If a background check has not been completed, we will not be able to ask you to help.

### **SAFETY**

Classroom doors are locked at all times.

Parents are asked to sign into the office and get a visitors badge when entering school.

For the safety to the children, parents are NOT to distract teachers by engaging in conversations during school. Teachers are responsible for their students during this time and are not to be distracted. For this reason, parents are ask NOT to spark conversation when teachers are dismissing students, at the beginning of the day when teachers are greeting their students or during the school day when teachers are teaching. Please call or write a note to make an appointment if you would like to talk to your child's teacher. Let's keep safety first!

Students walking or riding home in cars are dismissed after the buses leave. Parents picking up their children are to remain parked until AFTER the buses have left. We ask parents to wait outside due to the congestion of the students dismissing inside when possible.

For the safety of the students, it is imperative that children be picked up in the car line. In the rare instance when a parent cannot wait in the car line, they are to come into the school and accompany their child/ren to the car.

Articles which may cause injury or create a disturbance are not to be brought to school (e.g. matches, lighters, hard balls, etc.). These will be taken away and may not be returned.

Items such as electric devices are not permitted on the school premises without the permission of the teacher and/or principal and then, only when a special occasion requires it.

\*Cell phones: Students may have a cell phone in their locker or book-bag, but it must be turned off during school hours and may not be taken on a field trip.

If your child is to remain indoors for health reasons, over the noon recess, a written request must be sent. These notes should not be given unless absolutely necessary.

We are concerned with the safety and well being of our students. Our school and the diocese have prepared a Safe and Secure School Plan which addresses threatening situations. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying

evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

### **SCHEDULE FOR SCHOOL DAY**

7:45 A.M.	Doors Open! Students should NOT come before this time. St. Joseph School is NOT responsible for supervision of students before 7:45 a.m.
8:00 A.M.	School Day Begins. <b><u>Students not in their classrooms at 8:00 a.m.</u></b> are counted as tardy.
2:45 P.M.	Bus students are dismissed
2:50 P.M.	Walkers and car riders are dismissed.

NOTE: School responsibility for supervision begins at 7:45 A.M. and ends at 3:00 P.M.

### **SCIENCE FAIR**

Our School Science Fair is a part of the Regional Science Fair held at Tri-State University each year. This regional fair is part of the National Science Fair held annually for winners from the regional fairs.

The purpose of the Science Fair is to promote science education through research and investigation. Each student is provided an opportunity to pursue individual interests in any of the areas of science.

#### **I. GRADE REQUIREMENTS**

The requirements of the grades are as follows:

- A. Grades KG-3 OPTIONAL participation
- B. Grades 4-6 ALL students must complete a project.
  - 1. All students will present their project to the judges in Bennett Hall during the Science Fair.
  - 2. All projects will be graded by the teacher. This grade will be part of their final grade on the report card for that grading period.
  - 3. Students in the upper grades must have a neatly written or typed report containing a bibliography, which further develops the project.
- C. Students in ALL grades will use cardboard science boards available from the school for a nominal fee.

Participation in the Fair makes the students eligible for ribbons. **FIRST PLACE** winners in Grades 1-6 have the privilege of entering their project in the Regional Science Fair.

The educational benefits of this school and home activity include: the development of research and communication skills, the fostering of creativity, self-motivation and planning skills, the use and care of equipment and the increased ability to draw conclusions.

### **SCHOOL BOARD**

St. Joseph School Board is a body that is responsible for ensuring the continuity and growth of the school by implementing its mission statement. The school board provides a representative body for identifying and articulating the educational needs and aspirations of the school community. The board's primary responsibility is to define policies that govern the operation of the school. All other duties are subsidiary functions. In the Diocese of Fort Wayne - South Bend, the local board for an elementary school is advisory to the pastor and principal.

### **SCHOOL PARTNERSHIP**

Enrollment in St. Joseph School is subject to the approval of the Diocese and the St. Joseph School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each child is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

### **SCHOOL RECORDS P4170**

“In accordance with the Family Educational Rights and Privacy Act of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right “to inspect and review” his/her minor student's educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.” **Please see the school office for the full policy.**

Ratified November 16, 2012 Diocesan Bishop

**SEXUAL / RACIAL HARASSMENT P4580**

“It is the policy of the Catholic school of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and /or the teaching of the Catholic Church.”

Ratified November 2012      Diocesan Bishop

**Environmental Tobacco Smoke P5430**

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings.

Ratified January 2014    Diocesan Bishop

**SUBSTANCE ABUSE P4570**

“This school shall assist students experiencing substance abuse problems in accordance with diocesan policy.”

**TELEPHONE**

**I. TELEPHONE CALLS**

Except in cases of emergency, teachers and students are not to be called from their classrooms to answer calls while classes are in session. Telephone calls by the students are limited to sickness or an emergency and must have the teacher's permission.

**TUITION**

**I. TUITION AND FEES**

Parent(s)/Guardian(s) will sign a tuition contract in the spring and select one payment or ten payments using the FACTS Management Company. Please see our website for more details. [www.stjosephgarrett.org](http://www.stjosephgarrett.org)

\*If tuition payments are not current at the end of the first and or second semester, parents will be notified and the student’s report card will be held.

\*Families must continue to attend Mass every Sunday and maintain a consistent weekly contribution to their parish or tuition will be changed to a

non-parishioner rate.

## II. TUITION ASSISTANCE AND VOUCHERS

### A. Tuition assistance guidelines

1. All families requesting tuition assistance should contact the school office to see what assistance they qualify for.
2. All families requesting SGO assistance of more than the minimum amount must meet with the tuition assistance review board, comprised of 2 or more members. This is to be done after filling out the on-line FACTS application @ [www.factstuitionaid.com](http://www.factstuitionaid.com). Please contact the school office once you have filled out the on-line application.
3. Should it be that an assistance amount is offered and agreed upon, that family will then utilize the FACTS monthly service for making payments to this agreed amount or pay in full before the child begins school.
4. Anyone who request/receives tuition assistance must also file for free and reduced lunch. The state funded free and reduced lunch program will assist both the family and the school.
5. Tuition assistance and School Choice Vouchers are not offered to Preschool students.

### B. DIOCESAN FINANCIAL ASSISTANCE TO LARGE FAMILIES

1. At least one parent must be an Active Registered Parishioner.
2. Must have three or more students attending or will attend a diocesan school.
3. Must demonstrate serious financial need.
4. Must fill out facts assistance form.

### C. VOUCHERS and SGO's

1. Students entering St. Joseph School in grade K or higher, for the first time, may qualify for a School Choice Voucher or a SGO scholarship. Please call the school office for more information.

## VISITORS



ANYONE coming into St. Joseph School, including a parent or guardian, is to register in the school office. NO ONE is to go directly to a classroom for any reason.

## **VOLUNTEERS**

St. Joseph School is very fortunate to have parent and non-parent volunteers. The service they render to the school is invaluable. If you are able or know someone who is, you will be more than welcome to become a part of our already fine program. Any amount of time you are able to give will be most appreciated. It is not necessary to have a teacher's certificate or a college degree. All volunteers must complete Safe Environment Training including a State Criminal History check.

## **ADDENDUM I**

### **EXTENDED CURRICULUM**

#### **I. ART FAIR**

The Art Fair is held in the spring of each year. Artwork throughout the school year is saved and displayed.

The purpose of the Art Fair is to lead students toward self-expression through visual images; to develop creative thinking; and to expose the students to a variety of art media.

#### **II. CHOIR**

St. Joseph's Choir consists of students in grades 3, 4, 5, & 6.

#### **III. CONCERTS AND/OR PLAYS**

Students in Preschool through grade 6, under the direction of their teachers, are responsible for the annual Christmas Program. All students have a role in the program.

IV. SPEECH

Students needing speech services receive this service from J. E. Ober Public School. The speech teacher sets the days and times at the beginning of the school year in consultation with St. Joseph School.

VI. SPORTS

St. Joseph School presently participates in the following sports. St. Joseph School and St. Mary's School pair up to make a combined team.

- A. Boys Basketball - Grades 4, 5, 6
- B. Girls Basketball - Grades 4, 5, 6
- C. Girls Volleyball – Grades 5, 6
- D. Girl's Softball- Grades 5, 6

Practice is held in St. Joseph's gym after school, and in the evenings.

VII TESTING

Each year the following tests are given in the indicated grades.

- A. ISTEP+ - Grades 3, 4, 5, 6
- B. DIBELS- K-5
- C. NWEA- K-6
- D. I-READ- Grade 3

**ADDENDUM II**

**TO THE PARENTS OF PUPILS TRANSPORTED BY THE GARRETT-KEYSER-BUTLER CSD AND ST. JOSEPH SCHOOL BUS**

By authority of the Board of School Trustees of the Garrett-Keyser-Butler Community School District, your child is privileged to ride a school bus provided you live in a bused area.

- A. Obey the bus driver cheerfully. (He/she is responsible for your child's safety and must be obeyed).
- B. Pupils are not allowed to:
  - 1. put arms, head, or legs out of windows;
  - 2. use any abusive or profane language;
  - 3. throw any objects from the bus windows;
  - 4. leave their seats while bus is in motion;
  - 5. chew gum, eat, drink, or smoke on the bus;
  - 6. strike, push or otherwise abuse another pupil on the bus;
  - 7. yell, stomp feet, or clap hands, (sudden noises can be responsible for accidents);
  - 8. board or leave the bus except at their regular bus stop, without written approval by the principal.
- C. No sharp objects, balls, bats or cutting instruments of any kind allowed on the bus.
- D. No pupil will be allowed to ride a school bus unless he/she is registered to that particular bus, unless given permission by the principal.
- E. Pupils are expected to enter and leave the bus in orderly single file.

- F. Pupils are to be silent while bus is approaching and proceeding across any railroad crossing.
- G. If it is necessary to cross the road after leaving the bus, pupils are to cross in FRONT of the bus, after receiving a clear signal from the driver and all approaching traffic has stopped.
- H. Band instruments which interfere with the seating and safety of others will not be permitted.
- I. Pupils shall observe classroom conversation while riding a school bus.
- J. Treat bus equipment as you would valuable furniture in your own home.
- K. Any child may be required to walk a reasonable distance to a pickup point. Where several children live close together, the driver should establish a central pickup point.
- L. The child should be waiting at his/her boarding station when the school bus arrives.
- M. Pupils shall be seated immediately upon entering the bus. Drivers may or may not assign seats.
- N. No windows or doors will be opened or closed except by permission of the driver.
- O. Drivers should not allow riders in the afternoon unless the principal approves and sends written approval to the driver.
- P. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct themselves in the proper manner.

St. Joseph Catholic School Board, or the principal, retain the right to amend the handbook for just cause and parents will be given notification if changes are made.

The St. Joseph parent/student handbook and other Diocesan school policies are subject to review and interpretation by school administrators and/or the Diocese.

The policies issued by the Catholic Schools Office must be followed by the student and their parents. A copy of those policies is available in the principal's office. When the Catholic Schools Office issues a policy on a particular issue, it will be granted precedence over any conflicting individual school policy.

## **PHILOSOPHY OF EDUCATION**

### **Diocese of Fort Wayne - South Bend**

**“I have come that you may have life - life in all its fullness.”**  
John 10:10

**We as Catholic educators, participate in the redemptive mission of the Catholic Church by providing faith formation for our students and assisting them to integrate faith values into their contemporary life experiences.**

**We recognize that each of us is created in God’s image as a unique mosaic of talent and potential. Called through Baptism and incorporated into Christ’s life, we embark on a journey of bringing God’s love to the world. Through the ministry of education, with the help of God’s grace, we seek to accept the call of Christ to love and serve God and one another.**

**We, as Catholic educators, embrace all that is good, true, and beautiful in human culture. We nurture faith, that opening of the heart and mind to God’s word, and elicit each student’s response to Christ by providing opportunities for total formation. We strive to integrate our student’s spiritual, intellectual, emotional, moral and social lives.**

**Our schools are communities of faith with the Eucharist as their life-giving center. Through the sacramental life and liturgical year, love of God and neighbor becomes a focal reality, transforming attitudes, actions and relationships. We continually challenge our students and one another to participate in Christ’s victory over sin and evil with lives of love, compassion, and observance of the law of God and our church. Through witnessing our faith and working together, we call our students to recognize the love of God in their midst and to contribute their talents in service to others, especially those in need.**

