

St. Joseph
CATHOLIC SCHOOL
GRADES PreK- 5



FAMILY HANDBOOK

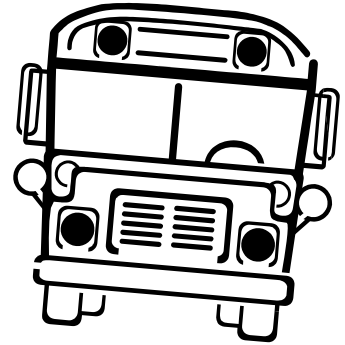
2017 - 2018

**ST. JOSEPH
CATHOLIC SCHOOL/
ST. JOSEPH MAUMEE
PREPARATORY**

**112 West Broadway
Maumee, OH 43537
Phone 419-893-3304
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TABLE OF CONTENTS

Page 5	Welcome to St. Joseph Catholic School
Page 6	Mission Statement Philosophy Accidents Admission
Page 7	Aids Announcements Articles Prohibited at School
Page 8	Assemblies Athletics Attendance Policies and Procedures
Page 9	Before and After Care Guidelines
Page 10	Bicycles Bus Transportation Cafeteria
Page 11	Change of Information Church Class Behavior Code of Conduct
Page 16	Communication Computer Use
Page 17	Confidentiality
Page 19	Daily Schedule Delaying or Closing School
Page 20	Dismissal/Arriving Dress Code Policy
Page 23	Emergency Drills Extra-Curricular Activities Faculty
Page 24	Fees/Tuition Field Trips Free/Reduced Lunch



Page 25	Government Funded Services Grade Cards/Grading
Page 26	Hall Courtesy Health/Medical
Page 28	Homework Honor Roll
Page 29	Internet
Page 31	Invitations Library Locker Policy Lost and Found
Page 32	Mission Projects Music/Choir Open House Parent Association Parents as Partners in Education
Page 33	Pastor Permission to Leave School Physical Education Prayer Promotion and Retention
Page 34	Protecting Personal Property Publication and Publicity Permission Agreement Recess
Page 35	Records Religion Sacraments Security System School Pictures
Page 36	School Pride School Spirit School Student Council Shadowing Skate Boards Spirit Wear
Page 37	Sportsmanship Telephone Textbooks



Page 37

Videos & CD's

Page 38

Visitors



St. Joseph Catholic School/St. Joseph Maumee Preparatory

112 West Broadway - Maumee, OH 43537

Phone: 419-893-3304 Fax: 419-891-6969

Pastor – Fr. Keith Stripe

Principal – Mr. Dave Nichols

Welcome to St. Joseph Catholic School/St. Joseph Maumee Preparatory!

This handbook is provided to assist families and students with an understanding of the policies and procedures at St. Joseph Catholic School/St. Joseph Maumee Preparatory. Cooperation between the home and school is vitally important if students are to have a successful school experience. Students need to develop skills in all academic areas. Specific attitudes should be fostered such as respect for God, respect for others, respect for self, and responsibility. Our country's heritage and citizenship can be promoted through interaction between students and parents, administrators, teachers, church, and community. It is our goal that students make the most of their potential while they are young and that they enjoy their years in school.

Better home-school relations will result if the school program and policies are clearly understood. Therefore, we encourage parents/guardians to study this handbook carefully with your children before signing the handbook agreement form. We recommend keeping a copy on your home computer or a printed copy for easy reference.

St. Joseph School accepts, approves, and adopts the local school policies established in this year's edition of the diocesan Principal's Handbook, except as specifically modified or extended in this school handbook.

If you have any questions or concerns that are school-related in any way, please call the school. You are always welcome (419) 893-3304.

It is a privilege to assist you in the education of your children. Let us work together at this all-important task. Toledo Diocesan Schools with the parents/guardians of the students enter into an implied contract that the school will educate their children so long as the latter abide by the school's academic and disciplinary standards.

Thank you for choosing St. Joseph Catholic School/St. Joseph Maumee Preparatory.

MISSION STATEMENT

St. Joseph Catholic School/St. Joseph Maumee Preparatory accepts the mission to help students to take on the mind and heart of Jesus Christ in their everyday lives according to the traditions of the Roman Catholic School. Christ is the reason for this school, the ever-present teacher in its classes, the model of its faculty, and the inspiration of its students.

PHILOSOPHY

St. Joseph Catholic School/St. Joseph Maumee Preparatory offers the best learning environment and experience for your children's education and personal growth. Faith is integrated in the learning process.

The Catholic School, at every level, is a deliberate, conscious apostolate of the Church. It is this which makes St. Joseph Catholic School/St. Joseph Maumee Preparatory purposeful; it is vital as an agency of the Church.

Each student is looked upon as an individual of importance in his/her own right. We guide and help to develop proper attitudes and relationships in his/her school life, prayer life, community life, and social life, and home life.

At St. Joseph Catholic School/St. Joseph Maumee Preparatory it is believed that an individual can realize his/her own potential only as he/she is given the opportunities to develop his/her capabilities. Each individual must be provided encouragement to realize his/her special needs and abilities in an atmosphere designed to encourage the person to reach his/her greatest potential.

St. Joseph's program is committed to furnishing an opportunity for growth of children and young adults so as to lead to the broadest possible intellectual, vocational, and civic horizons.

ACCIDENTS

All accidents and injuries to either persons or property in the school building and/or on the school grounds will be reported on an accident/incident form with the original sent home and a copy kept on file in the students' health records in the nurse's office.

ADMISSION

St. Joseph Catholic School/St. Joseph Maumee Preparatory recruits and admits students of any race, color, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, and athletics or extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative-agency-ordered or public-school-district-initiated desegregation.

On a student's initial entry to school, the original birth certificate must be presented to the school office. A copy will be made and kept in the student's permanent file. Social Security numbers are also requested on student forms.

Each new and returning student must annually file in the school office an updated student information card and emergency medical authorization forms. It is recommended for the best interest of your child that a copy of any court custody papers be on file.

It is at the discretion of the principal for a student to be admitted to St. Joseph Catholic School/St. Joseph Maumee Preparatory. New students and their parents/guardians will meet the principal and will be given full information about St. Joseph Catholic School expectations.

No student who has had behavior problems at another school will be admitted to S St. Joseph Catholic School/St. Joseph Maumee Preparatory. Past behavior will be determined in discussion with the student's most recent principal and teachers.

New students will be admitted for a one-month probation period. During this month, the student's behavior, attitude, and relationship with teachers will be monitored, as well as all other aspects of his/her student life and studies. If there are repeated violations of the Code of Conduct, his/her parents/guardians will be notified. If the parents/guardians have to be notified twice within the month, the student will have missed his/her opportunity to be admitted and his/her enrollment's permanency will be denied.

This policy is in effect to maintain our atmosphere of Christian Living.

AIDS

St. Joseph Catholic School/St. Joseph Maumee Preparatory Council has adopted an AIDS policy. Copies are available in the principal's office upon request. A "Catholic Approach to AIDS" will be taught at all grade levels, K-8.

ANNOUNCEMENTS

Announcements are made after morning and afternoon prayer each day. Students who want announcements to be made should discuss them first with the principal.

ARTICLES PROHIBITED AT SCHOOL

Dangerous and/or disruptive articles are not permitted in the school. Such articles are hazardous to the safety of others and interfere with school procedure. These items include, but are not limited to, toy guns, water pistols, knives, radios, tape recorders, video games, curling irons, firecrackers, lighters, matches and pagers. CD players, cell phones, I-pods, and electronic media may not be used during the school day. All electronic devices not provided by the school should be stored in the student's locker.

ASSEMBLIES

Throughout the year a variety of assemblies are planned. Students shall maintain courteous and polite behavior during assemblies. Students shall enter and exit the assembly area quietly with their teacher(s). No students should leave the assembly without permission from the student's teacher.

ATHLETICS

St. Joseph Catholic School/St. Joseph Maumee Preparatory is proud of its CYO athletics. The Athletic Director handles the programs for students in Grades K-8. Since a Christian school educates the whole person, St. Joseph includes athletics and CYO inter-school competition in its program. All St. Joseph CYO Athletes must be a student at the school or a registered parishioner. Because CYO is a separate organization, any St. Joseph student can choose to play for their local public school.

ATTENDANCE POLICIES AND PROCEDURES

Our academic programs are based on learning skills taught each day. These daily learning skills need to be continuous and are sequential in order. When a student is absent from class, part of a day, or a day of school, he/she misses a part of the whole skill development that is necessary for complete understanding of a lesson. Therefore, daily attendance is absolutely essential if quality learning is to ensue. Total commitment by the students, parents/guardians, and school personnel will assure that daily attendance is maintained.

- 1) All attempts to schedule around the school day for personal business, family business, and doctor/dental appointments are gratefully appreciated.
- 2) An excused absence or tardy permits a student to make up missed class work. Students are given the same amount of days they were absent to make up their missed class work, tests, and/or special projects. Students are responsible to make arrangements with their teachers to make up their class work. Grades will be withheld if make up work is not completed. This incomplete will be changed to an F in two weeks after the due date if work is not handed in to the teacher. Students are not permitted to make up work or receive credit with an unexcused absence. Absences and tardiness can result in a risk for failure in a nine week grading period, a semester, and/or a year. Any student arriving at school **after 8:45 A.M.** must enter through the front of the school and report to the office. If a bus is late, those students should go directly to the office as well.
- 3) Regular attendance is expected and necessary for student success in school. The administration reserves the right to review cases of chronic absence to determine the continued enrollment of the student.
- 4) Written excused absences include:

Personal illness or injury	Emergency family illness or family concerns
Death of a relative	Doctor and dentist appointments
Unavoidable circumstances	Family vacations
(approved by the principal)	(approved by the principal)
- 5) Students are expected to be in their classrooms when the 8:45 A.M. bell rings.
- 6) Tardy - arriving at school some time after 8:45 A.M. and before 10:30 A.M.
One-half day absent - any student arriving after 10:30 A.M. or leaving before 1:30 P.M.

- 7) If a student is absent, the parent(s)/legal guardian is required to call the school attendance line at 419-893-3304, Ex. 703 before 9:00 A.M., in addition to providing a note signed by the parent(s)/legal guardian when the student returns to school.
- 8) If the school does not hear from the parent(s)/legal guardian by 9:00 A.M., the school will attempt to reach them by telephone or written notice to determine the reason for the student's absence.
- 9) If an absence or tardy is anticipated, the parent(s)/legal guardian is to notify the school in writing, giving the reason and number of days the student is to be absent and/or tardy. Class assignments can then be arranged in advance. Please request a Personal Convenience Absence Form from the office.
- 10) If a student accumulates five unexcused absences or tardies or ten total absences or tardies, the attendance officer will be notified in a quarter. The only absence or tardy that will be excused is a medical reason with a physician's statement or approval by the principal.

BEFORE AND AFTER CARE GUIDELINES

Overview: This program is designed to supervise students before and after school who are in kindergarten through eighth grade. Due to State of Ohio regulations, preschool children cannot participate in this program

Registration: There is \$30 registration fee for the program per year.

Hours: The program is a pay as you use it service. It will run from 7:30 a.m. to 8:30 a.m. in the morning before school, and after school it will run from 3:30 p.m. to 5:30 p.m.

Activities: Students will be required to study or silently read for the first part of the time before starting any activities. St. Joseph School will provide puzzles, board games, art supplies, and rated G movies as activities. A small snack (which will not replace a meal) and a drink will be provided after school. The entire class may go to the gym.

Fees: The first student in a family is \$4.00 per hour which is rounded off to the nearest quarter hour. Every student after the first per family is \$3.00 per hour, also rounded off to the quarter hour.

Payment: Once a student is registered the family will receive an invoice in their Friday folder. The invoice will indicate how many hours the family utilized Before and After care the week prior. Payment must be returned to school in the envelope by Monday. Anyone who is delinquent over \$100.00 will not be allowed to use the program until the account balance is under \$100.00 Also, any account, which has no payment activity for over two weeks, will be suspended until the account balance is paid in full.

Drop off and Pick up: Parents must walk their children into the Before and After Room which will be in the art room located in the school basement. Please enter through the Community Center door next to the gym on the parking lot side of the school. At the bottom of the green railing stairs to the right is a buzzer to alert the teacher. When dropping off or picking up, please sign the attendance sheet and the time the student was dropped off or picked up. Only registered adults will be allowed to pick up or drop off students, please do not send a sibling who is not an adult. They will not be allowed to leave with the student.

An extra \$4 per hour will be added to any student's account past the 5:30 closing time until they are picked up.

Staff: All staff will be registered teachers and have their CPR certification. If the class is over 20, students a second teacher will be added. To reach the teachers please call

419-893-3304 ext 342. Gym phone

419-893-3304 ext. 320. Art Room

419-893-3304 ext. 341. Community Center

Closing and Delays: The Before and After Care will follow "St. Joseph Maumee" when closing or delaying due to weather. If a student is dropped off and the school closes, parents must return to the school to pick up their child. There is no before care with a two hour delay.

Discipline: The before and after care program will follow the discipline guideline in the student/parent handbook. A student who continually misbehaves will be asked to leave the program.

BICYCLES

For safety and liability, all bicycles will remain locked on the racks during school hours.

BUS TRANSPORTATION

The bus transportation policy of each individual school system will be enforced.

CAFETERIA

Lunch time is from 11:28 A.M. to 12:50 P.M. Lunch orders and money are collected in lunch envelopes sent home in the Family Envelope. Students are dismissed by class to go to the cafeteria. All students are required to go to the cafeteria during their assigned cafeteria period. All lunches, regardless of being purchased in the cafeteria or brought from home, will be eaten in the cafeteria. Food may not be taken out of the cafeteria. Good lunchroom manners are expected of all students. Bringing in fast foods and pop is highly discouraged. Permission must be obtained from the principal for any special circumstances. This is also in compliance with the Ohio School Lunch Program guidelines.

The School Lunch Program provides portions and meal planning in accordance with the Ohio State guidelines. Students are encouraged to eat a portion of everything that is served. Parents/guardians will be contacted if students are not eating lunches.

The cafeteria charge limit is \$8.00 per student. Notices of money due will be sent home as necessary. All charges need to be paid before the end of each month to conform to our state records and accounts. Failure to do so may jeopardize the school lunch program. Students who forget lunch money may borrow money from the principal after the \$8.00 limit has been reached. This should be repaid the following day.

Parents/guardians and grandparents are welcome to eat in the cafeteria with their children. Again, bringing in fast food and pop is highly discouraged. Please come to the office for a name tag.

CHANGE OF INFORMATION

Inform the office if you change your address, home phone number, cell phone number, or work phone number, as soon as possible.

CHURCH

Students are to enter and leave the church in silence, genuflecting toward the tabernacle upon entering and leaving the pew.

Feet should not be put on the kneelers. Kneelers are to be put down at the beginning of Mass and kept down, though they may be put up quietly, if necessary, at Communion time.

Students are to fold hands when going to and coming from Communion.

Teachers, the music director/liturgist, and students plan weekly and all-school masses. All students are expected to respectfully participate.

Students in Grades 5 and the Preparatory School may become mass servers upon successful completion of the training process.

Students are encouraged to contribute to the missions through their classrooms and also to the collection at weekend mass. Special service projects are periodically sponsored by the classrooms and school.

CLASS BEHAVIOR

Students are expected to conduct themselves properly. Students are to pay attention during class and study halls. There should be no talking without permission from the teacher. When the bell rings to begin a homeroom period, a class or a study hall, **it should be sufficient notice that students are expected to be in their seats and quiet. It should not be necessary to tell students each time that they are to be quiet.**

CODE OF CONDUCT

Discipline Policies

The discipline at St. Joseph Catholic School/St. Joseph Maumee Preparatory aims to form Christian character through Gospel values. Because the school is Catholic, each child learns to grow in:

Respect for God,
Respect for Others,
Respect for Property,
Respect for Self.

The rules and expectations of the school and of individual classrooms are based on these values.

When students enroll at St. Joseph Catholic School/St. Joseph Maumee Preparatory, it is assumed that parents/guardians and students have accepted the school's discipline policies and procedures. At the beginning of each academic year, parents/guardians and students receive a notice of a copy of this Family Handbook, outlining in detail the various rules and exceptions. It is strongly recommended that parents/guardians review the discipline code with their children at that time, sign and return the agreement sheet sent home in the Family Envelope.

Every student, as well as every teacher, has the right to a classroom atmosphere that provides the maximum learning environment. Respect for adults and fellow students, respect for property, obedience, awareness of the needs of others and the effort to develop self-directed behavior are expected of each student.

Parents/guardians are kept informed of their child's cooperation in matters of behavior and are asked to support the school's efforts by their own consistency in the home. Unless the student knows that parents/guardians and teachers are working together in matters of behavior, there is little that can be accomplished to instill appropriate behavior.

Apart from serious discipline problems, there will inevitably arise minor difficulties between students and teachers. Misbehavior, misunderstandings, mistakes of judgment are bound to occur. Parents/guardians can use these occasions to intelligently and maturely teach their children some important practical truths. If there is some question about justice or fairness in a particular incident, discuss it first with the child's teacher. If there is still need to do so, the matter can then be referred to the principal.

Student Code of Conduct

Students have a right to reasonable treatment from the school and the employees. The school and the employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any one or more of the following Student Code of Conduct rules and the other policies and procedures outlined in this handbook may result in disciplinary action including: parent/guardian consultation, denial of privileges, detention, emergency removal from class or school, suspension from the affected classroom, suspension, expulsion, and/or permanent exclusion. This is not meant to be all inclusive, since a building principal may also use other options if they are deemed more appropriate to the infraction of the rules such as involving outside agencies and/or law enforcement.

Misconduct Code System

Violation

1. Tardy to class
2. Chewing gum, paper, or eating candy
3. Littering in building or on school grounds
4. Unexcused tardiness to school
5. Public display of affection
6. Profanity

Consequences

Warning and/or detention
Parent/guardian conferences will be scheduled if the behavior continues

7. Objectionable publications/pictures in possession	
8. Failure to report to assigned location when directed by staff	
9. Cutting a single period of a class/study hall during a day	Warning/Detention/Suspension
10. Rude, ill-mannered or inconsiderate behavior to a staff member	Warning/Detention/Suspension
11. Writing on building or furniture	Warning/Detention/Suspension
12. Falsifying any note, pass, or other school communication	Warning/Detention/Suspension
13. Shooting rubber bands	Warning/Detention/Suspension
14. Spit wads	Warning/Detention/Suspension
15. Throwing money	Warning/Detention/Suspension
16. Throwing other items	Warning/Detention/Suspension
17. Throwing food and/or liquids in the cafeteria	Warning/Detention/Suspension
18. Wearing inappropriate clothing	Warning/Detention/Suspension
19. All other action of an inappropriate nature or as defined by individual teacher requirements	Warning/Detention/Suspension
20. Disruptive conduct in the classroom or halls	
1 st Time Teacher calls parents/guardians	
2 nd Time Teacher calls parents/guardians; detention	
3 rd Time Parents/guardians will be notified from the office; detention	
21. Pushing, shoving, scuffling, fighting, and aggressive physical contact	Warning/Detention/Suspension
22. Disrespect	Detention/Suspension
23. Smoking or possession of tobacco *	Detention/Suspension
24. Vandalism *	Detention/Suspension
25. Drugs or alcohol - possession or using *	Suspension/Expulsion
26. Threatening and/or harassment *	Detention/Suspension
27. Three missed assignments per class	Detention
28. Sexting	Detention/Suspension

*** Police may be notified since these problems violate state law.**

Procedure

1. The student will receive a warning or detention.
2. The principal will receive notice of the detention.
3. Parents/guardians will receive notice by receiving a letter when a student has a detention or a chronic discipline problem.

Consequences and Due Process for School Community Misbehavior

1. Most violations will be addressed at grade level by classroom teachers. Teachers will maintain close communication with parents/guardians regarding violations. Parents/guardians are encouraged to do the same since it is a team effort. Violations that are unresponsive to classroom intervention (e.g., classroom consequences, contracts,

conduct cards, parent/guardian conferences and/or phone calls) will be referred to the principal.

2. Violations or a combination of violations will be dealt with immediately and consequences will be given by the principal. The child will call to notify parents/guardians, if possible, that detention will be served for 45 minutes before school (8:00 A.M. to 8:45 A.M.) or (3:30 P.M. to 4:15 P.M.). **A letter will be sent home the same day of the offense. The letter is to be signed and returned the following school day.** This also serves as notification that the violation warrants a detention. Failure to report to detention will result in a second detention. If the detentions are not served, the principal may impose a one day suspension.
3. If the detention process is not effective in changing the student's behavior, the principal may impose a one day in-house suspension. The principal will notify the parents/guardians of the date and time by phone and/or letter which is to be signed and returned the following day.
4. Some instances call for immediate suspension or expulsion. These include, but aren't limited to, acts of vandalism, weapons, aggressive physical contact of a student or staff member and possession, use or sale of illegal substances. Parents/guardians have the right to appeal, but in cases of immediate suspension/expulsion, the suspension/expulsion will stand until the appeals process is completed.
5. It should be noted that any one violation can result in further disciplinary action deemed appropriate by the principal based on the student's past record of acceptable and unacceptable behavior, the student's attitude, remorse for his/her actions, and willingness to change his/her behavior. Further disciplinary action includes but is not limited to immediate suspension from the affected classroom, detention (before or during school), parent/guardian consultation, suspension (in school and out of school) and/or expulsion.

Suspension

The principal shall have the power to suspend any pupil for just cause for a maximum of 10 days. The principal shall adhere to the following guidelines before a pupil is suspended:

1. The principal shall make a thorough investigation of the offense.
2. If more than one party is involved, the principal shall talk with all parties to ascertain the circumstances under which the offense took place.
3. The principal shall conduct an informal hearing with the accused student and explain the meaning of the suspension and the reasons.
4. The principal should make an attempt to notify the parents/guardians prior to the effective date of the suspension.
5. The pastor shall be informed at the earliest possible time of any suspension.
6. A written copy of the suspension notice shall be delivered to the parents/guardians and to the pastor within 24 hours of such action.
7. The pastor shall give the student an opportunity for an appeal through a hearing, which permits the student to explain why suspension is unjustified.

8. The student and parents/guardians, may appeal the suspension. The pastor may reinstate the student.
9. When appealed, the Discipline Team (3 teachers) will call a meeting at the earliest possible time. Parents/guardians will be notified of the date and time. **In the event parents/guardians do not attend the meeting, it will not be rescheduled and the suspension will stand.** An informal hearing will be held at which time the student has the opportunity to state his/her case before the Discipline Team. The student's teacher and/or documentation will be on hand. (Since this is an informal hearing, students are not allowed counsel other than parents/guardians or licensed staff members). A suspension appeal must be made no later than the end of the following day after the suspension letter is received.
10. A parent/guardian dissatisfied with the results of a hearing may appeal in writing to the Court of Equity of the Diocese of Toledo within fifteen (15) days of the notice of the results of the hearing. The Court of Equity will hear and decide the case in accordance with its established procedure, but shall be limited to determining whether the parents/guardians were accorded procedural due process and shall not be authorized to review the substantive decision nor substitute its judgment for that of the appointed disciplinary group or official.
11. Students will not receive academic credit while on suspension, including in-school suspension.

Expulsion

The principal shall have the power to expel (permanent dismissal from St. Joseph Catholic School/St. Joseph Maumee Preparatory) any student for the time remaining in the current semester or beyond, for just cause. He/she shall adhere to the following guidelines before expelling a student:

1. The principal shall make a thorough investigation of the offense.
2. The principal shall hear all parties involved.
3. The principal, in an informal hearing with the student, shall explain the seriousness of expulsion and the reasons for the expulsion to the student.
4. The principal shall discuss the student's past involvement in disciplinary matters prior to action on the expulsion.
5. The principal shall give the student a hearing, permitting the student to state why he/she feels expulsion may be unjustified.
6. A written copy of the expulsion notice shall be sent to the parents/guardians of the student and the pastor within 24 hours of such action.
7. The parents/guardians of a student may request a hearing with the principal to discuss the reasons for the expulsion.
8. The hearing process for an expulsion will be the same as the suspension appeal, but will include the principal. The conclusion of the hearing will be forwarded to the pastor. Decisions in cases of expulsion will ultimately be the responsibility of the principal with the ultimate appeal to the pastor.
9. A parent/guardian dissatisfied with the results of a hearing may appeal in writing to the Court of Equity of the Diocese of Toledo within fifteen (15) days of the notice of the results of the hearing. The Court of Equity will hear and decide the case in accordance with its established procedure, but shall be limited to determining whether the

parents/guardians were accorded procedural due process and shall not be authorized to review the substantive decision nor substitute its judgment for that of the appointed disciplinary group or official.

10. The principal may expel a student from school for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident for the expulsion occurs, the principal may apply any remaining part or all of the period of the expulsion to the following school year. Permanent removal from school is also an option.
11. Students will not receive academic credit while on a suspension or in-school suspension or expulsion.

COMMUNICATION

Parents/guardians are their children's first educators and as such have entrusted the teachers with assisting them in the responsibility of educating their children.

Good communication between the school and parents/guardians is a must. For this reason, parents/guardians will be receiving weekly newsletters from the principal, including a calendar of events for St. Joseph Catholic School/St. Joseph Maumee Preparatory. Please take the time to read the information, as it is vital to the successful operation of the school and for your children's education.

In addition, communication will be accomplished through quarterly report cards, midterm reports, parent/guardian conferences and informal reports, and telephone calls when necessary.

St. Joseph School Advisory Council and the Parent Association are also active vehicles for communication.

Information will also be sent through Constant Contact. If a family has not subscribed, please do so at www.stjosephmaumee.org.

COMPUTER USE

Our school offers PreK -5 and Preparatory students the ability to use technology for the enrichment and enhancement of the curriculum. The program is centered on the National Educational Technology Standards which is an initiative of the International Society for Technology in Education. Students in Grades K-8 have access to the media center as well as the computer lab for their use during the school day.

Students at St. Joseph Catholic School/St. Joseph Maumee Preparatory have access to the Buckeye Cable communication network and the internet. St. Joseph Catholic School/St. Joseph Maumee Preparatory, Buckeye Cablesystem, and the Ohio Education Network have taken available precautions to restrict access to controversial material. However, on a global network, it is impossible to control all materials, and an industrious user may access controversial information. Buckeye Cablesystems monitors all communications for inappropriate material.

The principal, along with Buckeye Cablesystems will deem what is appropriate use of the network; their decision is **final**. Violations may result in the permanent loss of the student's account number and use of the school network and computer, parent/guardian consultation, denial of privileges, detention, emergency removal from class or school, suspension for the affected classroom, suspension, permanent exclusion, or the involvement of outside agencies and/or law enforcement. The following guidelines will be enforced:

1. Use of the network in accordance with the school's code of conduct.
2. Use of the computer requires ethical and legal utilization of all resources and hardware. Knowledge of unethical and/or illegal use must be reported.
3. Files stored on the school network are restricted to school related assignments ONLY. Personal files may not be stored without permission. Do not establish any accounts or personal electronic mail service accounts on the school network.
4. Any use identified as a security risk or having a history of problems with other computer systems may be denied access.
5. Malicious attempts to alter, destroy, or reduce the usability of data or hardware will not be tolerated
6. Personal information of any type or the security of a personal account number and/or password is not to be revealed.
7. Any trespassing into the account of another, including changing the data in the account of another user will not be tolerated, and consequences will be issued.
8. Permission must be granted by the principal to access data and use school hardware.
9. All communication and information accessible via the internet is assumed to be the private property of the originator.
10. Any user writing, sending, or knowingly maintaining their account with an inappropriate message or language will lose their access to the computer, including removal from the class. Examples of inappropriate information are, but not limited to, threatening language, profanity, lewd, or distasteful comments, names, sayings or stories of an obscene or sexual content.
11. Signing the Family Handbook Statement by parents/guardian and students ensures the correct use of the network/computers/programs.

CONFIDENTIALITY/FERPA/RECORDS

*The Family Educational Rights and Privacy Act (FERPA), was established to ensure student/parent access to education records and limit disclosures for unauthorized purposes. The records of students with disabilities will also be subject to the *Individuals with Disabilities Education**

Act (IDEA). IDEA policies and procedures are given to parents/guardians upon engagement in the special education process.

Education Records: records that are directly related to a student) contain personally identifiable information, and are maintained by the school district or institution.

Disclosure: To permit access or the release, transfer of educational records to any party, by any means, including written) oral or electronic means.

The parent/guardian shall provide a signed and dated written consent before school discloses personally identifiable information from the student's educational records) EXCEPT in the following situations;

1. The disclosure is to officials of another school or institution in which the student seeks enrollment provided that the school has a notice in its policies that it forwards education records on request to school in which the student seeks to enroll-
- 2 To comply with judicial order or lawfully issued subpoena if the school or institution makes a reasonable effort to notify the parent/guardian of the order or subpoena in advance of compliance.
- 3 To organizations conducting studies for or on behalf of educational agencies or institutions to develop) validate) or administer predictive tests; administer student aid programs; or improve instruction provided that the personally identifiable information is destroyed when no longer needed for which the study was conducted-

FERPA was enacted to ensure the confidentiality of personally identifiable information in education records and to guarantee parents/guardians access to their children's education records. The statute defines "education records" that are subject to its requirements, specifies who can see them and under what conditions) and contains procedures for complaints.

Any school district or institution receiving funds under any federal programs is subject to FERPA.

Who may see records without prior notice/parental/guardian consent?

- School officials in the same district with a "legitimate educational interest1"
 - School officials in another school system in which the student intends to enroll
 - Various state and national educational agencies when enforcing federal laws
- Anyone to whom the school must report information as required by state statute
 - Accreditation and research organizations helping the schools
 - Those with court orders or subpoenas

Content of Special Education Files

Since many students are in special education programs for a few school years or more, the special education file can become bulky. A 2-tier process will be used.

A primary file is kept in cumulative recorder space containing; access log, referral form, initial consent, current Individualized Education Plan, current written notices and meeting notes/progress reports. A secondary file will be used for; outdated IEPs, outdated written notices, discipline notices, student work samples and parent correspondence.

Record Destruction

The standard of seven years after the student exists the educational program institution will be upheld. At that time, records can then be destroyed. Parents can request that personally identifiable information destroyed when that information is no longer needed to provide educational purposes. This can be accomplished by removing any personally identifiers from retained records.

A school district may retain a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year of completion even over parental/guardian objections. Parents/Guardians can request that their child's record be amended if they feel the contents are misleading or inaccurate.

DAILY SCHEDULE

8:30	Classrooms are open to students
8:45	Prayer, Pledge of Allegiance, announcements
11:30 to 12:50	Lunch and recess
3:28	Announcements and prayer
3:30	Dismissal

DELAYING OR CLOSING SCHOOL

All local radio stations, local TV channels, and internet sites will normally carry school weather announcements. The school office, parish office, and the individual district transportation departments will not be available for calls.

We also have instituted a **texting alert system** to quickly and viably inform you of any school delays/cancellations or emergencies. From your cell phone, simply send a new SMS text message to phone number 40404 that reads *follow sjmalerts*. A message will be sent to you when the need arises. If you prefer to use Twitter, you can visit <http://www.twitter.com/sjmalerts>.

All local radio stations and local TV channels will normally carry school weather announcements. **St. Joseph School will follow "St. Joseph Maumee. Text "Follow SJMAAlerts to 40404" to follow us on Twitter.**

If Anthony Wayne or Maumee closes, and St. Joseph still is open, busing will not be provided. If a student doesn't have alternate transportation, the absence will be an "excused absence". Parents still needs to call in to the office to have the absence marked as "excused".

*****Please note that if school is cancelled due to weather conditions, then sports practices and scout meetings held on school grounds will also be cancelled. Please call your coach if you have any questions.***

ARRIVAL/DISMISSAL

Arrival - Enter through the Community Center doors and proceed to classroom. If arriving before 8:30 a.m., student needs to report to the appropriate area designated for “Before/After Care”.

Dismissal – Walkers and car riders in grades K-5 will go to the lobby area outside the Community Center and will wait on the steps for their child to be picked up.

Students in grades 6-8 will be dismissed through the green awning door and can pick up siblings and walk out to family car.

Students not picked up by 3:45 p.m. will report to the After Care classroom and a fee will be assessed.

Students riding Maumee or Anthony Wayne buses will wait in classroom until appropriate bus is called over P.A. system. Students will exit school through doors on Broadway Street side (outside office and kindergarten rooms) and walk to buses.

The teacher/school office must receive advance notice if any other person besides a parent/guardian or family member is picking up a student. **Due to liability, students may not ride buses from districts other than their own.**

DRESS CODE POLICY

It is the policy of St. Joseph Catholic School/St. Joseph Maumee Preparatory that all students K-Preparatory wear uniforms. Uniforms allow students to focus their attention on the educational and spiritual aspects of school by lessening the competition in clothing style, the distraction of inappropriate clothes in the classroom, and the concern for safety.

The development of habits of neat appearance and good grooming are goals which should be part of the education of every student. Proper dress has a direct bearing on discipline and creation of a desirable atmosphere for learning.

The school uniform fosters pride in being a St. Joseph Catholic School/St. Joseph Maumee Preparatory student and expresses awareness of God’s presence, mutual respect among students, respectful attitudes toward teachers, and values of self-esteem. The intent of the uniform dress code is to encourage appropriate attire which emphasizes the academic environment and Christian values.

Students in Kindergarten through Preparatory are expected to follow the dress code. Neatness in dress and grooming reflects pride and sets a tone of serious commitment to a learning environment. Parents/guardians are encouraged to help enforce this dress code.

Local Sports Scene is the official uniform supplier for St. Joseph Catholic School/St. Joseph Maumee Preparatory. No hoodies will be allowed to be worn during the school day.

St. Joseph Catholic School Uniform Guidelines - K-5

Boys: Grades K-5

Required: Khaki shorts, Khaki pants, Hunter Green short/long sleeve polo (non-logoed), Hunter Green short/long sleeve oxford (non-logoed). Non-logoed white undershirts are permitted. *Under Armour is not permitted.*

Girls: Grades K-5

Required: Khaki shorts, Khaki pants, Khaki/SJM Plaid skirt, SJM Plaid Jumper Hunter Green short/long sleeve polo (non-logoed), Hunter Green short/long sleeve Oxford (non-logoed).

Non-logoed white undershirts are permitted. Under Armour is not permitted.

*Permitted Outerwear: ¼ Navy Zip Fleece Pullover with SJM logo, Navy or White Sweater (**The polar fleece or sweater will be the only outer garment students can wear to Mass or in the classroom for the school year. Hoodies are not permitted outerwear*)

St. Joseph Maumee Preparatory

Boys: Grades 6-8

Required: Khaki shorts, Khaki pants, White shirt/long sleeve polo with SJMP logo

Permitted Outerwear: 1/4 Navy Zip Fleece Pullover with SJMP logo

Optional: White Short/long sleeve oxford with SJMP logo, plaid tie, 1/4 zip pullover with SJMP logo. *Non-logoed white undershirts are permitted. Under Armour is not permitted.*

Girls: Grades 6-8

Required: Khaki shorts, Khaki pants, SJMP Plaid skirt, Khaki skirt, White shirt/long sleeve polo with SJMP logo

Permitted Outerwear: 1/4 Navy Zip Fleece Pullover with SJMP logo

Optional: White Short/long sleeve oxford with SJMP logo, plaid tie, Navy sweater vest with SJMP logo. *Non-logoed white undershirts are permitted. Under Armour is not permitted.*

**Students do not need to purchase ALL required wear, a combination of required wear is acceptable. One official SJM Prep logoed polo shirt will be given to each student in grade 6 or new students to the Prep School. SJM Prep girls may wear SJM Prep plaid tie. Please note hoodies are not permitted outerwear.*

Skirts

Uniform skirts must be no higher than 5" off the floor from the kneeling position.

Shoes

Shoes must be in good condition and tied at all times. Dress shoes are recommended for Mass days. “Heelies” are not permitted. All shoes must be closed toed. No sandals, flip flops, or crocs.

Socks/Hosiery

Socks/hosiery must be worn at all times. Tights/leggings can be any color, but they must be a solid print. Preferred colors black, hunter green, or white.

Hats

Hats may not be worn in the school building except on special occasions.

Hair

Boys must be clean-shaven and their hair should be well-groomed, clean and above the eyes and collar. The hair may be no longer than to just cover the top of the ear. Hair cannot go below the back collar line. Boys may not have pony tails. No fad haircuts (for example a Mohawk cut) or hair coloring are permitted. Sideburns may not go below bottom of the earlobe.

Pants

Pants must be pulled up to waist level and a belt must be worn.

Make-up

Minimal make-up is permitted in middle school.

Nail Polish

Nail polish must be clear or pale.

Earrings/Bracelets

Pierced ears are permitted with posts or closed hoops only. Earrings for boys are not permitted. No dangle bracelets are permitted.

On Fridays before weekend games, students who participate in athletics may wear school jerseys during their season.

On the day of scout meetings, scouts may wear their Class A uniforms.

Coats and jackets may not be worn during the school day. Uniforms for scouting are exempt from the uniform code on appropriate meeting days.

Students who disregard the dress code will be removed from the classroom. The principal will notify the parents/guardians. The student will sit in the office until the appropriate uniform is brought to school.

The Principal will determine necessary dress for out of school functions or special occasions.

The Principal shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

There may be occasions when the students are not required to wear uniforms, such as field trips and/or class trips.

EMERGENCY DRILLS

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is first heard, everyone obeys promptly and clears the building as quickly as possible by the prescribed posted route. The classroom teacher will give the students instructions.

The fire alarm will sound, with strobe lights in some locations.

Lockdown Drills

Lockdown drills are required by law. Teachers will follow lock down procedure when the lockdown tone sounds over the P.A. system.

Rapid Dismissal Drills

Rapid dismissal drills are required by law. At the signal for all classrooms to evacuate, teachers will direct students to the prescribed outside area as quickly as possible.

Tornado Drills

Tornado drills are required by law and will be held in April and in May. The classroom teacher will give the students instructions for reporting to the posted location. Drill procedure when the tornado drill tone sounds over the P.A. system.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are important in the total development of the individual. At St. Joseph Catholic School/St. Joseph Maumee Preparatory there are many areas in which one can become involved, as well as develop leadership qualities.

If a student wishes to participate in any extra-curricular activities connected with St. Joseph Catholic School/St. Joseph Maumee Preparatory, such as cheerleading and interscholastic sports, he/she will be required to maintain a satisfactory standing in all areas of academic study and behavior.

FACULTY

The St. Joseph staff of caring teachers teaches in a positive way offering praise. They are in this Catholic School because they want to minister to the faith and academic growth of the children.

The members of the faculty are extremely dedicated to the education profession. All are state certified with Bachelor's Degrees, with several having a Master's Degree. Our faculty at St. Joseph Catholic School is more than a group of teachers; it is a community ministering together and supporting each other in the challenging role of Teacher-Minister.

FEES (TUITION)

Tuition for students is determined annually by the number of family members attending St. Joseph Catholic School/St. Joseph Maumee Preparatory. Parents/guardians who choose to send their children to St. Joseph Catholic School are responsible to help support the school. Families are considered parishioners if one or both parents/guardians are registered members of St. Joseph Catholic Church, or if their home parish does not offer a Catholic education for their child's grade.

FACTS Tuition Management collects tuition for those families not choosing to pay in full before July 1. Tuition Data is sent home at registration time in February.

Report cards will be released at the end of the school year to those who are current with tuition payments. St. Joseph Catholic School/St. Joseph Maumee Preparatory reserves the right to withhold all records to those not meeting financial obligations. This includes tuition payments, book fees, library fines, cafeteria charges, and any other fees due to St. Joseph Catholic School/St. Joseph Maumee Preparatory.

Through the generosity of parishioners of St. Joseph Church, an assistance fund has been established with the interest to be used to assist in partial tuition payments. Parents/guardians who are registered parishioners of St. Joseph Catholic Church are encouraged to apply for assistance through FACTS Grant and Aid Assessment to determine eligibility. It is highly recommended to also apply for assistance through Diocesan assistance programs, such as the Northwest Ohio Scholarship Fund. The applications are available through the diocesan website in the spring (www.nosf.org).

FIELD TRIPS

Field trips are to be an extension of learning that has taken place in the classroom. Students attend these educational social adventures with their classmates as planned by the teacher and approved by the principal. Students are accountable in follow-up classes for what they have learned.

Written permission from a parent/guardian, using the diocesan field trip permission slip is necessary before a student may participate. Permission given by phone is not acceptable. The administration, teacher, or parent/guardian may place restrictions upon a student's participation in such programs.

FREE/REDUCED LUNCH

A cafeteria is provided for students. St. Joseph Catholic School/St. Joseph Maumee Preparatory offers a free/reduced lunch program for qualifying students. Forms and an explanation of the program are available at the beginning of the school year. New forms are sent annually to each family and must be completed by September 30 to be considered for the current school year.

GOVERNMENT FUNDED SERVICES

St. Joseph Catholic School/St. Joseph Maumee Preparatory provides a variety of supplemental services to meet the unique needs of each individual, through government funding.

Tutor - A state-funded program has made it possible for students to receive special assistance in reading and math skills, in which they are having difficulty. A teacher provides this assistance to students in Grades K-8 on a small-group basis.

Speech Therapy – A speech therapist financed by the State of Ohio tests and provides therapy for those students in Grades Pre-K – Preparatory who experience difficulties in communication. The therapist serves as a consultant to the teacher and parents/guardians providing individualized programs for those who qualify.

Nurse – The school nurse updates students' health records and sends notices when immunizations are due. No student at the time of his initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless he/she presents written evidence that he/she has been immunized or is in the process of compliance. The school nurse arranges health programs for students.

Yearly vision screening and state required forms are attended to by our nurse. Any communicable disease will be routinely checked, including scheduled lice checks.

GRADE CARDS/GRADING

Grade cards for grades 1 through Preparatory will be distributed to students at the end of the school year. Grades for quarters 1-3 will be available on-line and may be printed from home. Grades K-4 will be using a standards based grade card.

St. Joseph Catholic School/St. Joseph Maumee Preparatory operates on a nine week grading period. Semester grades are recorded on each student's permanent record card. In grades K-4, the one of the following will show: S = Secured; D = Developing, or B = Beginning.

A serious attempt is made at all times to assess in the best possible manner the progress of the students. The following grading system for grades 5 - Preparatory has been devised for that purpose:

A The student is more than meeting the demands of the teacher. His/her work is on time, of a superior quality, and shows mastery of the subject matter. The student has the ability to carry the job through and exerts a positive influence on the class.

B The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

C The student does the work required satisfactorily. The work is on time and is showing achievement.

D The student is not doing all of the assigned work, is dependent on others, and is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.

F The student does unsatisfactory work with little growth taking place. There is a lack of interest and attention.

5-8 Grading Scale

A+	100 - 99	C+	84
A	98 - 94	C	83 - 77
A-	93	C-	76
B+	92	D+	75
B	91 - 86	D	74 - 71
B-	85	D-	70
		F	69 and Below

HALL COURTESY

All students should use common courtesy between class periods, treating others as they would like to be treated in regard to use of gym lockers, drinking fountains, bathrooms, and classrooms. This will allow everyone to fulfill his/her needs in the time allotted.

HEALTH/MEDICAL

Emergency Medical Authorization

Annually, each school is required by law to provide an Emergency Medical Authorization form to the parent of every child. Part I or II must be completed by the parent and returned to school by the 14th day of school. The school is required to keep this form on file. It will accompany the teacher or chaperone when they leave the school premises for any school approved/related experience or trip.

Illness

For the sake of your child's health and that of other students, we ask that you keep your child home if he/she exhibits signs of fever or diarrhea or other illness. We also ask that children do not return to school after an illness unless they have been (1) fever-free for at least 24 hours, (2) vomit and/or diarrhea free for at least 24 hours. If your child has been diagnosed with a contagious illness (i.e. strep throat, pink eye), he/she should not return to school until he/she has been on antibiotic therapy for at least 24 hours or returns with a physician's note.

Illness/Injury At School

Parents will be asked to pick up their child from school if their child exhibits any of the following:

- 1) Temperature over 100 degrees or temperature of 99.6 with the chills
- 2) Questionable red throat that the school nurse feels may be contagious, with or without a fever
- 3) Abdominal pain--not a "belly ache"
- 4) Vomiting or diarrhea with or without a fever
- 5) Rash of undetermined origin
- 6) Injury that may require medical attention
- 7) Head injury with symptoms of a concussion
- 8) Symptoms of a communicable disease

Health Screenings

Vision and hearing screenings are conducted on students according to all state requirements and any parent or teacher referrals. Grades K, 1, 3, 5 are screened for vision and hearing; Grade 7 is vision only. If a problem is found, referral to a doctor will be sent home and follow-up care will be documented on the child's school health record.

Immunizations that are required by law in sections 3313.67 and 3313.671 of the Ohio Revised code for school attendance are:

	<u>Preschool</u>	<u>School K-Preparatory</u>
DPT	4 doses	4-5 doses K 4 doses (Grades 1-8)
TDAP/TD	None	1 "booster" dose (Grade 7-8)
POLIO	3 doses	3-4 doses
MMR	1 dose	2 doses
HiB	3-4 doses	
HEPATITIS B	3 doses	3 doses
VARICELLA	None	2 doses (K-5) 1 dose (6-8)

Each dose of a vaccine must be documented properly. The specific month/day/year of each dose of each vaccine received must be on record. This record must be verified by a physician's signature. No student at the time of his/her initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days without written documentation that he/she has been immunized or is in the process of compliance. A physician's statement that immunization may be detrimental to the student's health is required annually. A parent's statement that immunization is objected to for religious beliefs may also be accepted and must be signed annually. In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school or surrounding area. Diocesan schools will enforce all public health epidemic regulations, especially local and county regulations regarding exclusion.

Administration Of Medication

We will administer over-the-counter Acetaminophen and/or Ibuprofen to your child if written permission from a parent is on file in the school office. The permission form can be obtained at the school office or online. The dose given will be based on the child's age according to the labeled directions. Before administering anything to a child, an attempt to call a parent will be made. (Acetaminophen and Ibuprofen are available in the school office and it is not necessary for you to send in an individual supply unless you wish a certain brand to be given.) This also applies to cough drops, Neosporin, and Benadryl cream.

The following guidelines must be followed for school personnel to administer **prescription** medication.

- 1) A written request from the parent and physician must be on file.
- 2) Medication must come to school in a pharmacy labeled bottle with the student's name, type of medicine, dosage and time to be given.
- 3) New request forms must accompany any change in dosage and each school year.
- 4) All medication must be picked up at the end of the school year or it will be discarded.

Children are not permitted to keep medication with them while at school. This is for the child's safety as well as for the safety of other school children. The other exception to this rule is in regard to an asthma inhaler that a doctor feels must remain with the student. **A special form is then required to be filled out by the doctor, parent, and child, which will be kept on file at school. You can obtain a copy of this form from the office. This form will need to be updated each school year.**

Students with Allergies

For students with documented food allergy or any allergy they may be exposed to during school hours, we need an *Allergy Action Plan*. If these allergies require an Epi Pen and/or Benadryl/Zyrtec, we need an *Allergy Action Plan* that requires a Physician signature. We also need prescription medication forms on each of these medications, which also require a physician signature. These forms are required for each new school year. Forms are available in the office and online. The Epi Pen and Benadryl/Zyrtec must be provided by each family.

HOMEWORK

Homework assignments will be made by teachers. The faculty and administration believe homework to be an important part in the years of the elementary school student. Students should be certain that each assignment is understood and should not hesitate to ask questions to clarify the assignment. It is the student's duty, and a most important one, to complete the assignments on the day assigned. Students must realize the importance of maintaining their education and the responsibility they have in the learning process. Students may receive detention for not completing classroom assignments and/or for not participating in required classroom activities.

In an effort to assist the study skills and organization of our students, students in Grades 1 - 5 will receive homework assignment books. These are tools that help student organize their work and foster responsibility.

Parents/guardians may be asked to check these books daily or weekly and initial their signatures. This will further aid in school communication with parents/guardians.

HONOR ROLL

An honor roll for grades 5-Preparatory will be published at the end of each nine weeks period. The students for the honor roll will be selected on the following criteria:

- 1) The "First Honors" section of the honor roll will be awarded students who have an A in each subject.
- 2) The "Second Honors" section of the honor roll will be awarded to students who have received all A's and B's in each subject.

- 3) If a student receives anything less than an A or B in any subjects he/she will not be eligible for the honor roll.
- 4) The honor roll includes all classes.
- 5) Awards will be given for outstanding conduct and effort.

INTERNET ACCEPTABLE USE

It is the policy of ST. JOSEPH, MAUMEE to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The following guidelines are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. Key terms are as defined in the Children's Internet Protection Act.

To gain access to the Internet, all students of ST. JOSEPH, MAUMEE must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet - Terms and Conditions

- 1) A USER is defined as any student, faculty, or staff member using the technology resources at ST. JOSEPH.
- 2) The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege - not a right - that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators, after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final.
- 3) The system administrators will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log may be kept of all Internet use by students, faculty, staff, and administration.
- 4) The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 5) Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
- 6) Users are not permitted to use the computing resources for commercial purposes, product advertising, or political campaigning.
- 7) Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, *cyberbullying* or illegal materials.
- 8) To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purpose.

- 9) Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 10) To the extent practical, steps shall be taken to promote the safety and security of users of the ST. JOSEPH, MAUMEE online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- 11) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
- 12) Security on any computer system is a high priority, especially when the system involves many users.
 - a. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should not demonstrate the problem to others.
 - b. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
 - c. Attempts to logon to the Internet as someone else may result in cancellation of user privileges.
- 13) ST. JOSEPH, MAUMEE makes no warranties of any kind, whether expressed or implied, for the service it is providing. ST. JOSEPH, MAUMEE assumes no responsibility nor liability for any phone charges, line costs nor usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, miss-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. (ST. JOSEPH, MAUMEE) specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 14) Exemplary behavior is expected on 'virtual' field trips. When 'visiting' locations on the Internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they 'visit'. Conduct that is in conflict with responsibilities outlined in this document will lose network privileges.
- 15) Network systems administration may update technology use policies when new or changing technology warrants.
- 16) It shall be the responsibility of all members of the (ST. JOSEPH, MAUMEE) staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.
- 17) Signed acceptable use forms will be kept on file. Please refer to the Technology Policy in the Family/Staff Handbooks. Any violation(s) may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

St. Joseph will be monitoring the online activities of minors and will provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The Principal or designated representatives will provide age-appropriate training for students who use the St. Joseph Internet facilities. The training provided will be designed to promote St. Joseph's commitment to:

- *The standards and acceptable use of Internet services as set forth in the St. Joseph's Internet Safety Policy;*

- *Student safety with regard to:*
 - *safety on the Internet;*
 - *appropriate behavior while on online, on social networking Web sites, and in chat rooms; and*
 - *cyber bullying awareness and response.*

- *Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").*

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

INVITATIONS

In an attempt to avoid hurting feelings, please do not pass out party invitations at school unless all students in the class are invited.

LIBRARY

Students enjoy weekly library visits. Books and other materials must be checked out. Materials may be renewed. Reference materials are available for use. Copies of reference articles can be made for classroom projects.

A fine will be charged each school day that library material is overdue and library privileges will be denied except when ill. If a book is lost or damaged, the student will be expected to pay the replacement cost.

LOCKER POLICY

Locks stay off during the day and locks go on at the end of the school day. Lockers must be kept clean. Anything hanging on the lockers must be magnetic.

LOST AND FOUND

A lost-and-found box is located in the gym. Students who find articles should take them to that box. Parents/guardians are encouraged to frequently check this area to claim missing items lost during the school year. If you have lost something, please check the box.

MISSION PROJECTS

As a Catholic community, it is our responsibility and privilege to serve and support those in need. Our students have great compassion and willingness to help others.

Our school may participate in projects including Soup Kitchen collections, Coats for Christmas, Operation Rice Bowl Mission Boxes, Mission Raffles, visits to nursing homes, and cards to parishioners.

MUSIC/CHOIR

Students in Grades K-8 are instructed in music. Our Christmas program is the musical highlight of the year. All students in Grades Pre-K through Preparatory Choir are expected to be present at the performance of the Christmas performance.

OPEN HOUSE

An open house will be held on the first Sunday in March.

PARENT ASSOCIATION

St. Joseph Parent Association plays an active role in the success of our school. Meetings are scheduled in the evenings throughout the school year. Parents/guardians are encouraged to attend and become a part of their children's education.

PARENTS AS PARTNERS IN EDUCATION

Parents/guardians involvement is vital to the success of St. Joseph Catholic School/St. Joseph Maumee Preparatory. A working relationship between home and school is the best environment for a student and his/her progress. Therefore, parents/guardians and teachers must complement one another for each student to succeed.

Parents/guardians are the first and most important teachers and models for their children. How parents/guardians interact with their children will forever influence their eagerness to learn.

As their children come to school, parents/guardians assume a role of support where they display enthusiasm for what the teacher is presenting.

This handbook has been developed and annually revised as a guideline of our school's policies and expectations. Teachers and parents/guardians work hand-in-hand in a covenant contract in our children's growth and education.

The Family Handbook Statement is to be signed and returned and placed on file for the current school year.

PASTOR

Most significant in the great strides St. Joseph Catholic School/St. Joseph Maumee Preparatory is making in educating the young is the ever-present support and encouragement of our pastor.

The pastor's presence within the school and assistance with our youth's experience with Liturgy planning and participation are very important to our school community.

PERMISSION TO LEAVE SCHOOL

Under no circumstances is a student to leave school unless the student has the approval of the office. Any student who has an appointment during regular school hours must bring a note from the parent/guardian to the teacher/office **prior to** the student's early dismissal. An early dismissal form will be sent to the child's teacher stating the time the student needs to come to the office for parent/guardian pick-up. If a student becomes ill and needs to go home, it is necessary to **first** see the school nurse, or, if the nurse is not in, to report to the office and receive permission. Failure to obtain permission before leaving will be considered truancy.

PHYSICAL EDUCATION

Every child participates in physical education two times a week. Eighth grade students will participate in physical education five times a week. The physical education teacher builds a sequential skills program for all students in Grades K-8, including instruction in group and individual games, teaching rules and familiarity with equipment and its proper use. Students are required to wear tennis shoes for physical education class.

PRAYER

St. Joseph Catholic School/St. Joseph Maumee Preparatory students will begin and end their school day with prayer. Preparatory students will rotate the responsibility of leading prayer and reciting the Pledge of Allegiance in the morning and a closing prayer before dismissal in the afternoon. Teachers will lead prayer before going to the cafeteria for lunch.

PROMOTION AND RETENTION

Students are promoted, assigned or retained based on their performance over the school year. Throughout the school year, student progress is reported to parents/guardians through midterm reports, report cards, and parent-teacher conferences. Acquiring the necessary skills to be successful in the next grade is vitally important to the student.

Promotional policies are the responsibility of local authorities in accordance with Ohio Minimum Standards, 1983. The school will maintain a record of the codes that have been used for grading and the dates during which that particular code was used.

The Ohio Revised Code gives to the superintendent the right to assign pupils to levels because we are a network and not a system, this is to be done by the principal-minister. The basic test on promotion puts the responsibility clearly on the teacher-minister. Parents/guardians will be notified and consulted in reasonable time prior to the decision to retain a child, however, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents'/guardians' permission is not required.

PROTECTING PERSONAL PROPERTY

Money beyond \$20.00 or valuables should not be brought to school. If a student is carrying a large sum, it should be brought to the office or given to a teacher for safekeeping. Money should not be kept in desks or unlocked lockers.

PUBLICATION AND PUBLICITY PERMISSION AGREEMENT

I hereby give St. Joseph Catholic School/St. Joseph Maumee Preparatory unlimited permission to use my child's work, photo, voice image or likeness or name in any St. Joseph Catholic School/St. Joseph Maumee Preparatory publicity and/or publication(s). Publications include but are not limited to school yearbook and newspaper, sports publications, school web site, television and radio segments, and press releases, and any school-approved re-publication thereof. The child's address or phone number will NOT be included.

RECESS

All recess breaks will be outdoors as weather permits. Inclement weather and temperatures below 25 degrees (with consideration of the wind chill factor) will be the determining factors.

Local weather reports should be consulted for choosing appropriate clothing for the school day. Students should wear coats outside if the temperature is below 60 degrees.

Students are to play in their designated areas. Playground equipment will be assigned daily to various grades

Supervisors help on the playground and will be given a list of guidelines.

Students are to use the hall restrooms before going to lunch. No students are to enter the school building during the noon hour without permission. Exceptions would be for reasons of sickness or injury, with students needing help accompanied by a supervisor. All playground incidents are to be reported to a playground supervisor.

Food should not be taken out of the cafeteria and eaten on the playground.

If a ball goes outside the fenced area, the student must inform a playground supervisor. The supervisor will either retrieve it or watch while the student goes after the ball.

RECORDS

Parents/guardians have the right to inspect and review official records, files and other information about their children (according to the Family Educational Rights and Privacy Act, 1984). Parents/guardians must request in writing two weeks prior to their desire to inspect and review their children's records. A form to sign is in each student file. Parents/guardians who

request transfer of student records (after graduation to a new school or for other reasons) must have met their financial obligations to St. Joseph Catholic School.

RELIGION

Students plan and participate in a weekly Mass in addition to Holy Day celebrations. Students also participate in morning, lunchtime, and afternoon prayers and reconciliation services.

Religion is considered a major subject, and all students who have chosen to attend St. Joseph Catholic School/St. Joseph Maumee Preparatory are expected to participate in religion classes in school and at religious functions. Non-Catholics do not receive the sacraments. Students will be provided the opportunity to receive the sacraments of Baptism, Reconciliation, Holy Communion, and Confirmation.

SACRAMENTS

The sacraments of Reconciliation and First Communion are taught in the second grade, with Reconciliation preceding First Communion. Confirmation will occur when students are in eighth grade after a 2 year sacramental preparation program. Parents/guardians are expected to fully participate in their students' preparation for these sacraments.

SECURITY SYSTEM

Anyone entering the building between 8:45 A.M. and 3:30 P.M. on school days must use the security system at the front of the school and report directly to the office.

No weapons are allowed on campus. A 24 hour camera surveillance system is in place.

SCHOOL PICTURES

School pictures are taken in the fall and purchase is optional. The yearbook is also ordered at this time. Students may wear dress clothes. Middle School girls should follow the Dress Code for wearing make-up.

SCHOOL PRIDE

Students are to conduct themselves as ladies and gentlemen at all times. Students represent the St. Joseph Catholic School community wherever they go. Their conduct represents the image and lasting impression people have of us as an entire community.

SCHOOL SPIRIT

School spirit may be divided into three categories:

- 1) **Courtesy** toward teachers, fellow students, and officials at athletic events.
- 2) **Pride** in everything our school endeavors to accomplish and has accomplished.
- 3) **Sportsmanship** as the ability to win and to lose gracefully.

SCHOOL STUDENT COUNCIL

School student council consists of elected eighth grade officers and elected classroom representatives who hold monthly meetings after school.

SHADOWING

Grade 8 students wishing to visit prospective high schools should, if possible, arrange visits on St. Joseph School free days or during vacations. A Personal Convenience Absence form should be requested from the office for any in-session day taken for a visit. A St. Joseph in-session visit day will then be counted as an excused absence.

SKATE BOARDS/IN-LINE SKATES

Skate boards and/or in-line skates are not to be used on the school grounds during the school day.

SPIRIT WEAR

Students may wear the following on designated Fridays, unless it is a Holy Day of Obligation, where school uniforms are required.

- Professionally Printed St. Joseph t-shirts
- School uniform pants/shorts/skirts

Students may wear the following on \$.50 Mission or Student Council dress down days:

- Yellow/green/or white t-shirt
- Printed St. Joseph t-shirt
- Jeans
- School uniform pants/shorts/skirts

SPORTSMANSHIP

Each student and parent/guardian should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship.

- 1) Consider the visiting team, fans, and officials as guests and treat them as such.
- 2) Respect the rights of all spectators.

- 3) Accept the officials' decisions as final.
- 4) Support our cheerleaders with enthusiasm.
- 5) Be modest in victory and gracious in defeat.
- 6) Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

Students and parents should refrain from the following unsportsmanlike conduct:

- 1) Booing and jeering officials or players at any time.
- 2) Applauding errors by opponents or penalties inflicted upon them.
- 3) Yelling for or demanding a substitution or withdrawal of a player.
- 4) Using profane language at any time.
- 5) Throwing objects.
- 6) Criticizing players or coaches.

TELEPHONE

Students are to come to the office and ask to use the telephone. Calls are to be kept to a minimum and used for emergency situations. Students may have cell phones which must be turned off during the school day and kept in school locker. Student cell phone may not be taken on school sponsored trips.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Some teachers will require the books to be covered at all times and have the student's name written in the books in case they are misplaced. There is a charge for books in cases of abuse, misuse, or loss of books. The charge for damaged books will be based on the amount of damage, age of the book, and the reusability of the book. This charge may be as little as \$2.00 up to the replacement cost of the book, which may exceed \$60.00.

VIDEOS AND CD'S

Videos and CD's may be shown in the classrooms. General audience rated media or the equivalent can be shown without parent's permission. Parents/guardians will be advised if a video or CD other than a general audience rating is being planned at least a week in advance in writing.

VISITORS

Visitors are always welcome at our school. Parents/guardians, relatives, friends, and former students may visit the school from time to time. Visitors are asked to follow directives regarding the security system and to report to the school office before going elsewhere in the building.

