



2026-2027

St. Joseph Catholic School Parent/Student Handbook



918-683-1291

323 N. Virginia st. Muskogee

www.stjoseph74403.com

bdoerner@stjoseph74403.com

paldridge@stjoseph74403.com



The Mission of St. Joseph Catholic School is to provide academic excellence in a safe Catholic Christian environment and to follow in Jesus's footsteps to create a better world.

Dear Parents and Students,

Welcome to Saint Joseph Catholic School! I look forward to my second amazing and successful school year with you and your children. As Principal of St. Joseph Catholic School I am honored and humbled to again be your servant-leader and look forward to assisting you with fidelity and virtue. We are an integral part of Saint Joseph Catholic Parish and we have a tremendous opportunity to be part of a community that seeks to have the school flourish. We are a PreK through 8th grade Catholic elementary school within the Diocese of Tulsa in eastern Oklahoma.

In choosing Saint Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic Education. The Oklahoma Conference of Catholic Schools has granted Saint Joseph Catholic School full accreditation for the next six years. This status covers preschool through eighth grade. The Parent/Student Handbook reflects the policies of Saint Joseph School for the 2026-2027 school year. Please read this document carefully and **sign** the attached agreement. This agreement states that you intend to abide by the policies of Saint Joseph School during the 2026-2027 School year.

The faculty and staff forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We are each called to our mission and to deepen our commitment to the virtues of faith, hope and charity that are the foundation of our school. As leaders we will strengthen our community by prioritizing relationships within our school to ensure that every voice is heard and valued. We are committed to accompanying parents as the primary educators of their children. May God bless all the members of the St. Joseph Catholic School community as we continue to minister to God's children and develop the leaders of tomorrow. We begin the 2026-27 school year with our two excellent St. Joseph Catholic Church parish priests, Father John O'Neill, Pastor and Father Allesandro Calderoni, Associate Pastor to assist us in our mission. This team will again help us to meet our goals of reaffirming our mission, expanding enrollment and strengthening our community. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Yours in Christ,
Brian Doerner, Principal

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Mission Statement- The mission of St. Joseph Catholic School is to provide academic excellence in a safe Catholic Christian environment and to follow in Jesus' footsteps to create a better world.

Philosophy- St. Joseph Catholic School is a ministry of St. Joseph Parish dedicated to educating the whole child spiritually, academically, socially, emotionally, and physically.

We believe parents are the primary educators of their children, and we are honored to partner with families in providing a faith-filled education rooted in Catholic values. Our faculty challenges students to pursue academic excellence while developing integrity, compassion, responsibility, and respect for others. Through faith, service, and leadership, we prepare students to become lifelong learners and faithful disciples of Christ.

Goals

Faith Formation- We are committed to helping every student

- Develop a personal relationship with Jesus Christ
- Learn and live the teachings of the Catholic Church
- Participate in prayer, Mass, and service opportunities
- Respect the dignity of every person as a child of God

Academic Excellence- We are committed to

- Providing a challenging, engaging curriculum
- Encouraging critical thinking and problem solving
- Meeting students where they are while helping them reach their full potential
- Preparing students for lifelong learning

Character Development- Students are encouraged to

- Demonstrate honesty and integrity
- Show Kindness and respect
- Accept responsibility for their choices
- Practice leadership through service to others

Community- We foster a school community where student

- Feel safe, valued and respected
- Celebrate the gifts and talents of others
- Build meaningful relationships
- Work together to strengthen our school, parish, and community

Healthy Living- We encourage students to

- Care for their physical, emotional, and spiritual well-being
- Develop healthy habits
- Practice team work and good sportsmanship
- Appreciate God's gift of health and life

THE HISTORY OF ST. JOSEPH CATHOLIC SCHOOL

Celebrating over 135 years of Catholic education in Muskogee Oklahoma

- 1891- 1932 Nazareth Academy
- 1903 - 1955 St. Joseph Preparatory School
- 1921 - 1968 Sacred Heart School
- 1964 - 1968 St. Joseph Grade School
- 1968 - 1975 St. Joseph and Sacred Heart Schools combined and renamed Muskogee Christian Learning Center
- 1975 - present St. Joseph School

Catholic education was the first education to be established in Muskogee, eight years before public school, fifteen years before Oklahoma became a state! The Brothers of Sacred Heart of New Orleans and the Sisters of St. Joseph of Carondelet provided continuous Catholic Education for more than eighty years. The parishes of Assumption and Sacred Heart shared the common goal of spreading the Catholic faith and establishing a sense of unity. Sacred Heart and St. Joseph Schools consolidated in 1968. St. Joseph was restored to its former name in 1975. In 1982 as enrollment increased and a need for more space became imminent, necessary renovations were made to the old gymnasium. The cafeteria, classrooms and Gier-Foken Hall were established. Thanks to the generosity of Mary Catherine McCusker, three new classrooms for the addition of Middle School and new office space were completed in January of 1992. The Lawrence Francis Rooney Library funded by the family was added in 2005. St. Joseph, in the tradition of Catholic education, reinforces Christian values by building a faith community that tends to the social, emotional, physical and spiritual needs of its students.

Non-Discrimination

St. Joseph Catholic School admits students of all races, colors, national and ethnic origins to all rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions, scholarship programs, or school-sponsored activities.

Family Contribution & Financial Assistance

At St. Joseph Catholic School, we believe every child should have the opportunity to receive a quality Catholic education. The actual cost of educating each student is significantly higher than the amount families contribute through tuition. Thanks to the generosity of our parish, donors, fundraising efforts, and scholarship programs, families pay only a portion of the total cost of a St. Joseph education.

We are committed to working with families to make a St. Joseph education affordable through a variety of financial assistance opportunities.

Family Contribution

Each family is responsible for meeting its annual financial agreement through the approved payment plan. Family contribution rates and fees are established annually by the Principal and individual family.

Tuition Assistance

St. Joseph Catholic School offers several financial assistance opportunities to help make Catholic education affordable. These may include

- Parish Assistance
- Need-based tuition assistance
- State tax credit scholarships
- Private scholarships

Scholarship Applications

Families seeking financial assistance are encouraged to apply by the published deadlines. Required applications and supporting documentation must be completed before assistance can be considered. Failure to meet application deadlines may limit available assistance. Openings and Deadlines will be shared once they are made known.

- Go for Catholic Schools
- St. Francis of Assisi – for Catholic Students

FACTS Financial Aid

Families applying for need-based assistance must complete the required FACTS Grant & Aid application and submit all requested documentation by the established deadline. Award decisions are based on financial need, available funding, and school guidelines.

Oklahoma Tax Credit Scholarships

Many St. Joseph families benefit from Oklahoma's tax credit scholarship programs. Eligible families are encouraged to apply each year. Additional information, eligibility requirements, and application deadlines are available through the school office.

LNH- Lindsey Nichole Henry

Students with certain IEP's will qualify for the LNH scholarship.

Financial Responsibility

Parents or legal guardians accepting enrollment agree to fulfill the financial obligations outlined in their annual enrollment agreement.

Failure to remain current on financial obligations may affect:

- Report card release
- Student records
- Re-enrollment eligibility

Delinquent Accounts

Families experiencing financial hardship are encouraged to contact the school office as soon as possible. The school will work with families whenever possible to develop an appropriate solution. Accounts that remain seriously delinquent without communication may result in additional collection efforts or impact future enrollment.

Refunds and Withdrawals

If a student withdraws from St. Joseph Catholic School during the school year, financial obligations will be determined according to the signed enrollment agreement and applicable school policies. Any outstanding balances remain the responsibility of the parent or guardian.

Parents and legal guardians are always encouraged to reach out to the school should any problems arise. Don't forget, we are here to help your student succeed and become their best version academically and spiritually.

Academics

At St. Joseph Catholic School, academic excellence is rooted in faith, curiosity, and a commitment to helping every student reach their God-given potential. Our curriculum challenges students to think critically, communicate effectively, solve problems creatively, and develop the knowledge and character needed for lifelong success. Teachers partner with families to provide a supportive learning environment where students are encouraged to work hard, grow in confidence, and take pride in their accomplishments.

Curriculum

St. Joseph Catholic School follows the curriculum standards established by the Diocese of Tulsa and the State of Oklahoma.

Instruction includes, but is not limited to:

- English Language Art
- Mathematics
- Science
- Social Studies
- Technology
- Art
- Music
- Physical Education
- Religion
- STREAM- Math- Aviation 1- Coding

Additional learning opportunities may be offered throughout the school year.

Academic Expectations

Students are expected to:

- Come to class prepared and ready to learn
- Complete assignments on time
- Participate in ALL classroom instruction
- Demonstrate honesty and integrity in all academic work
- Show respect for teachers, classmates, and the learning environment.

Homework

Homework is assigned to reinforce classroom learning, develop responsibility, and encourage independent study habits. The amount of homework varies by grade level and subject. Parents are encouraged to provide a quiet study environment and support good organizational habits while allowing students to complete assignments independently whenever possible.

Grades	Daily Minutes
Kindergarten -1 st	15 – 20 Minutes
2 nd	20 – 30 Minutes
3 rd	30 – 40 Minutes
4 th	40 – 50 Minutes
5 th – 6 th	45 – 60 Minutes
7 th – 8 th	60 – 90 Minutes

Grading

Pre-K	Developmental progress and teacher observations
Kindergarten	Standards-based progress and foundational skills
Grades 1- 8	Standards-based progress and foundational skills

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% & below

Progress Reports and Report Cards

Parents are kept informed of student progress through report cards, progress reports, conferences, FACTS and ongoing communication with teachers through ClassDojo. Families are encouraged to contact teachers whenever academic concerns arise rather than waiting until the end of a grading period.

Parent Teacher Conferences

Parent-teacher conferences provide an opportunity to discuss student progress, celebrate successes, and develop strategies for continued growth. Additional conferences may be scheduled at the request of either the parent or the teacher.

1st Semester Conferences ----- September 22nd and 24th

2nd Semester conferences ----- February 16th and 18th

Academic Integrity

Students are expected to complete their own work honestly and ethically. Cheating, plagiarism, unauthorized use of artificial intelligence (AI) when prohibited, copying assignments, or assisting another student in academic dishonesty may result in disciplinary and academic consequences.

Academic Support

Teachers work closely with students and families to provide additional support when academic challenges arise.

Support may include:

- Individual teacher assistance
- Small group instruction
- Parent conferences
- Intervention strategies
- Referrals for additional services when appropriate

Student Records

Student academic records are maintained in accordance with applicable state and federal laws. Parents or legal guardians may request access to their student's educational records as permitted by school policy and applicable regulations. Completed forms will be sent Via U.S. Mail. Outstanding balances may affect your child's records from being released.

Service Hours

Students 6th – 8th are required to complete 5 service hours per semester and 10 total for the year. That accounts into their semester Religion grade. 10% or equivalent to a test score. All 10 service hours may not be completed in the same semester. Idea for service hours include: Catholic Charities, Animal Shelter, Library, Youth Core, Home Church, Children's church.

Honor Roll and Academic Recognition

St. Joseph Catholic School recognizes students who demonstrate academic excellence, leadership, citizenship, and Christian character throughout the school year.

Semester Awards

Pre-K – 2nd Grade

- **Little Cardinal Award**

3rd Grade- 8th Grade

- **Pastors Honor Roll-** Maintaining a GPA of 3.76 – 4.0
- **Principals Honor Roll-** Maintaining a GPA of 3.0 – 3.66
- **St. Joseph the Worker-** Most Improved
- **Mother Teresa Award-** Citizenship

End of Year Awards

Pre-K

- Little Cardinal Award

One award per grade is given.

Kindergarten – 8th Grades

- St. Cecilia Award for Excellence in Music
- St. Sebastian Award for Excellence in Physical Education
- St. Josh-Baptiste de LaSalle Award for Excellence in Art

2nd Grade – 8th Grade

- St. Katherine Drexel Award in Excellent Reading
- St. Francis of Assisi Award for Excellence in Science
- St. Thomas More Award for Excellence in Social Studies
- St. Thomas Aquinas Award for excellence in Math
- St. Paul Award for Excellence in Language Arts
- Perfect Attendance

5th Grade-8th Grade

- Spirit of St. Joseph the Worker in Religion

4th Grade-8th Grade

- Student Council Officers

All School

- Perfect Attendance for the entire year. (Tardiness and Early checkout could count against your perfect attendance)

Attendance

Regular attendance is essential to a student's academic success and personal growth. Every school day provides valuable learning experiences, classroom discussions, and opportunities to build relationships that cannot always be recreated through make-up work. Parents and guardians play an important role in helping students develop the lifelong habit of consistent attendance and arriving at school on time.

Drop-off Starts	7:30am
Morning Assembly Starts	8:00am
Classes Start	8:15am
Students considered tardy	8:15am
Dismissal	3:00pm

Attendance Requirements

St. Joseph Catholic School complies with all Oklahoma laws regarding compulsory school attendance. State law requires schools to report excessive unexcused absences. A student who accumulates:

- Four (4) or more unexcused absences within a four-week period, or
- Ten (10) or more unexcused absences within one semester,

may be reported in accordance with Oklahoma law.

Reporting an Absence- If your child will be absent

- Notify the school offices by 8:30am
- State the reason for absence
- If the office has not been notified by 10:00am a parent or guardian will be contacted.
- Provide a doctor's note when required or requested
- Students are responsible for completing missed assignments

Excused Absence- Examples of excused absences may included:

- Personal illness
- Medical or Dental appointments
- Family emergencies
- Death in immediate family
- Religious observances
- Other absences approved by the principal

The principal reserves the right to determine whether an absence is excused.

Unexcused Absences- an absence may be considered unexcused if:

- The school is not notified
- The reason does not meet school attendance guidelines
- Required documentation id not provided when requested

Tardies- Students are expected to arrive at school each day on time

- School begins promptly at 8:00 a.m.
- Students should be present and ready for Morning Assembly at 8:00 a.m.
- Three (3) tardies equal one-half day of absence.
- Students who have been tardy during the previous five school days are not eligible to wear Spirit Wear on Friday.
- Habitual tardiness may result in disciplinary action.

Parents play an important role in helping students develop responsibility by ensuring they arrive on time each day.

Excessive Absences

Students who accumulate ten (10) absences during one semester will be referred to the Attendance Review Board.

The Attendance Review Board consists of:

- Pastor
- Principal

- Current classroom teacher
- Teacher for the following school year

The Board will review:

- The reason for each absence
- Documentation provided
- Number of unexcused absences
- Tardiness
- Overall attendance history

Following the Board's recommendation, the Pastor and Principal will make the final decision regarding retention or other appropriate action.

If your child is sick and misses days, homework will be collected and be ready for pick up in the office for the student to complete and return the first day they return to School.

By law, a school day must be 6 hours long. Students that are gone for MORE than 3 hours will have a FULL absent day. Students that are gone LESS than 3 hours will only have a HALF day counted on them.

Oklahoma State Department of Education School Law Book, Section 232. Records of Attendance of Pupil.

If a child is absent without valid excuse four (4) or more days or part of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10106)

Student Expectations

At St. Joseph Catholic School, every student is expected to contribute to a safe, respectful, and faith-filled learning environment. Our expectations are rooted in Catholic values and encourage students to grow academically, spiritually, socially, and personally. Every student is expected to demonstrate respect for God, themselves, others, and school property both on and off campus when representing St. Joseph Catholic School.

Respect for Others- Students are expected to:

- Treat all students, faculty, staff, volunteers, and visitors with kindness and respect.
- Use appropriate language and maintain a positive attitude.
- Show courtesy and good manners at all times.
- Respect the opinions, property, and personal space of others.
- Resolve conflicts peacefully and seek adult assistance when needed.

Respect for Learning- Students are expected to

- Arrive at school and class on time.
- Come prepared with required materials and completed assignments.
- Participate actively in classroom instruction.
- Follow teacher directions promptly.
- Use class time wisely and avoid disrupting the learning environment.

Respect for School Property- Students are expected to

- Care for school buildings, classrooms, furniture, books, technology, and equipment.
- Help keep the campus clean and orderly.
- Report accidental damage to a teacher or staff member immediately.
- Understand that intentional damage or vandalism may result in disciplinary action and financial responsibility for repairs or replacement.

Christian Conduct- Students are expected to demonstrate Christian values

- Being honest and trustworthy.
- Accepting responsibility for their actions.
- Showing compassion toward others.
- Practicing forgiveness and understanding.
- Serving others with generosity and kindness.
- Representing St. Joseph Catholic School with pride both on and off campus.

Safety Expectations- to maintain a safe environment, students are expected to

- Follow all classroom and school safety procedures.
- Keep hands, feet, and objects to themselves.
- Walk quietly inside school buildings.
- Report unsafe conditions or concerns to a staff member immediately.
- Follow staff directions during emergencies and safety drills.

Personal Responsibility- Students are responsible for

- Following the Parent/Student Handbook.
- Respecting school rules and procedures.
- Taking ownership of their choices and behavior.
- Completing assignments to the best of their ability.
- Wearing the required school uniform and following the dress code.
- Using technology responsibly.

Student Conduct

Students whose behavior interferes with learning, threatens the safety of others, or fails to meet the expectations outlined in this handbook may be subject to appropriate disciplinary action.

Disciplinary decisions will consider:

- The severity of the behavior.
- The student's age and maturity.
- Previous behavioral history.
- The circumstances surrounding the incident.

The administration reserves the right to determine appropriate consequences based on each individual situation.

Student success is strongest when families and the school work together. Parents are encouraged to reinforce these expectations at home and partner with teachers and administrators in helping students develop responsibility, respect, and strong Christian character.

At St. Joseph we are Respectful. Responsible. Faithful.

Gum

Gum is not to be chewed during school, at extended care, on field trips, or any other school event or function.

Discipline

The goal of discipline at St. Joseph Catholic School is to help students grow in responsibility, self-discipline, respect for others, and Christian character. Discipline is intended to teach, guide, and restore—not simply to punish. Parents and school staff work together to help students make positive choices while maintaining a safe, orderly, and faith-filled learning environment for everyone.

Minor Behavior Concerns	Possible actions may include
• Classroom disruptions • Incomplete assignments • Minor disrespect • Dress code violations • Tardiness	1. Verbal reminder 2. Teacher conference 3. Parent communication 4. Loss of privileges 5. Reflection activity 6. Detention

Major Behavior Concerns	Possible consequences may include
• Fighting • Bullying • Threats • Harassment • Theft • Vandalism • Possession of prohibited items • Repeated misconduct	1. Parent conference 2. Behavioral contract 3. Suspension 4. Expulsion

While every effort will be made to address behavior progressively, the principal reserves the right to determine appropriate disciplinary action based on the severity of the incident and the individual circumstances. Please note, these are possible consequences and actions. This is in no order of events. School administrators have to authority to escalate consequences as it sees fit.

Parents will be notified whenever significant behavioral concerns arise. Whenever appropriate, the school will work collaboratively with families to develop strategies that support student success before more serious disciplinary action becomes necessary.

Bullying, Harassment and Student Safety

Bullying is intentional behavior that repeatedly causes physical, emotional, social, or psychological harm to another person. Bullying may occur in person, online, or through electronic communication. Bullying may include:

- Physical aggression
- Verbal abuse or name-calling
- Threats or intimidation
- Social exclusion
- Spreading rumors
- Cyberbullying at school and at home
- Damage to personal property
- Any repeated behavior intended to embarrass, frighten, or harm another person

Harassment

Harassment is unwelcome verbal, physical, written, or electronic conduct that interferes with a student's ability to learn or participate in school activities or creates an intimidating, hostile, or offensive environment. Harassment of any kind is prohibited. Repercussions for such acts are outlined in the discipline section.

Reporting Concerns

Students who experience or witness bullying or harassment should report the behavior immediately to a teacher, the principal, or another trusted school employee. Parents are encouraged to contact the school promptly if they believe their child has been involved in or affected by bullying or harassment. All reports will be taken seriously and investigated as appropriate. School administration will promptly review all reported incidents.

The investigation may include:

- Speaking with the students involved
- Interviewing witnesses
- Reviewing available evidence
- Communicating with parents or guardians when appropriate

The school will make every reasonable effort to protect student privacy while conducting a thorough investigation.

Students who engage in bullying, harassment, intimidation, or retaliation may be subject to disciplinary action consistent with the Student Discipline section of this handbook. Serious or repeated incidents may result in suspension, expulsion, or other disciplinary action.

Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited and may result in disciplinary action.

Diocese of Tulsa Anti-Bullying Policy

As Catholics we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and treat them with respect just as Jesus did with regard to all people. Bullying of any kind goes against our call to be like Jesus and it is never acceptable. The Diocese of Tulsa and Eastern Oklahoma is committed to providing all students with a safe school environment in which all members of its community are treated with respect. We believe that protecting against and addressing bullying is critical for creating and maintaining a safe, secure positive school climate and culture, supporting academic achievement, increasing school engagement, respecting the rights of others, and upholding our Catholic values.

Definition- For the purpose of this policy, "bullying" means a pattern of deliberate or intentional behavior involving the use of words or actions that are intended to cause fear, distress, intimidation, seclusion, or harm. Bullying is a repeated behavior or pattern of behavior and may involve an imbalance of physical, social, or psychological power. Distinguishing the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying can be difficult.

Therefore, some common forms of bullying are listed below:

1. Verbal (e.g., using threatening or intimidating language, insulting, teasing, sarcasm, or name calling)

2. Social (e.g., spreading rumors, ostracizing, socially excluding others, influencing friendships, or scapegoating)

3. Physical (e.g., physical acts and gestures including hitting, kicking, tripping, theft, interfering with or damaging others property, threatening or intimidating behaviors)

4. Cyberbullying (e.g., misusing the internet, social media sites, mobile phones, or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass, or stalk another person.)

Behaviors that do not constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- Isolated incidents of aggression, acts of meanness, or spite

These conflicts, although not considered bullying, still need to be addressed and resolved.

Reporting Procedures- School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

1. Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

2. Any bystander or witness who has knowledge of or observes bullying of another student must promptly report the bullying to a school staff member.

3. Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above must promptly report such an incident to the school administration.

4. Retaliation against a victim, a good faith reporter, or a witness is prohibited and may result in remedial or disciplinary action.

5. False accusations or reports of bullying are prohibited and may result in remedial or disciplinary action.

Investigation- Reports of bullying and disciplinary actions taken as a result of bullying are classified as private and confidential information. Upon receipt of a report or complaint of bullying the building principal (or designee) will initiate an investigation of the alleged incident in as confidential manner as possible. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation must be documented. If an investigation concludes that a student has engaged in

bullying conduct, the administration will determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying. The administration is not to disclose any disciplinary action taken against an alleged bully due to confidentiality.

Intervention Procedures- Upon completion of the investigation the administration will take appropriate action. Consequences and appropriate remedial interventions for students who commit acts of bullying could include, but are not limited to the following:

- Conference with student
- Conference with parent/guardian
- Positive behavioral strategies
- Restriction of privileges
- In-school suspension
- Detention
- Referral to school or outside counselor
- Financial restitution for damaged property
- Suspension
- Involvement of local authorities
- Expulsion

In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider the following factors:

- The development, maturity levels, and/or special learning needs of the parties involved
- The level of harm and severity of the behavior(s)
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences
- Past or continuing patterns of behavior
- The context in which the alleged incident(s) occurred.

The goal of disciplinary consequences or remedial interventions will be to try to deter future violations and to appropriately discipline prohibited behaviors in an effort to help the bully (or bullies) to treat others with respect and dignity. The objective of actions taken should be to help the student(s) responsible to receive redemption, learn from the past, and refrain from bullying others in the future.

Summary- While bullying as defined in this policy will generally warrant disciplinary action against the student(s) responsible for the bullying, whether and to what extent disciplinary action is required is at the discretion of the building administrator (or designated person). Any remedial or disciplinary action will be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and the perpetrator, and prevent the likelihood of retaliation. Nothing in this policy prevents the

school from taking remedial or disciplinary action against a student for inappropriate school behavior that fails to respect the dignity of others or their property, but does not meet the definition of bullying or cyberbullying.

Dress Code

All Students are required to wear the required school uniform daily. Its is the intent for the dress code to allow students to dress comfortably, without having to feel the strain of conforming into modern dressing styles.

Students not in Dress Code will be promptly asked to correct the problem and parents may be called to bring new clothing. No jackets or sweatshirts maybe worn in the building unless they are spirit wear.



Daily Uniform Regulations 1st – 8th required

Shirts Collared Red, White, Navy- Long and Short Sleeve

Pants Khaki or Navy dress pants. No pants with pockets on the side, or jean material.

Shorts Khaki or Navy walking shorts. **Shorts must not be shorter than 1" above the knee or 2 finger widths.**

Skirts/Skorts Khaki or Navy. Skirts **MAY NOT be shorter than 1" above the knee or 2 finger widths.**

Belts Navy, Black or Brown. Belts must be worn everyday with pants and shorts that have beltloops for grades 1 to 8.

Shoes Closed toe and heel athletic White, Black, Brown, Navy or a combination of neutral colors.

Sweatshirts Solid colored Red, Navy or Heather Gray, or that have spirit ware.

Sweaters/Cardigans Solid colored Red or Navy or that have spirit ware

Jackets Any jacket maybe worn to school, but must be removed once in the building except for spirit ware jackets.

Undershirts White, Red, or Navy short sleeve or long sleeve may be worn under your uniform shirt.

Socks Solid color White, Black, Grey or Navy socks.

Tights Black or White tights may be worn under skirts/ skorts

Jewelry Tasteful earrings, necklaces and rings.

MASS DAY REGULATIONS GRADES 5TH-8TH required 1st-4th are encouraged to wear mass uniform, but not required.

Shirt BOYS Light Blue collared long or short sleeve button up GIRLS White collared long or short sleeve button up.

Pants Khaki. Belts are required.

Skirt Office issued skirt no shorter than 1” or 2 finder widths above the knee.

Belts Required for boys

Shoes Closed toe and heel athletic White, Black, Brown, Navy or a combination of neutral colors or flat dress shoes close toe and heel.

Socks Solid color White, Black, Grey or Navy socks.

Tights Black or White tights may be worn under mass skirts.

Jewelry Tasteful earrings, necklaces and rings. NO FACIAL PEIRCINGS

NOT Daily Uniform Regulation

Shirts with Logos, Athletic fabric.

Pants No jean, corduroy, cargo, sweats.

Shorts 1” or 2 finger widths above the knee is not allowed for boys and girls. No jean, corduroy, cargo, or athletic material.

Skirts 1” or 2 finger widths above the knee is not allowed. No jean, corduroy, or athletic material.

Belts No studs, chains, logos, pictures

Shoes No bright, vibrant, and distracting colors on shoes. No cowboy boots, house shoes, slippers, open toe, open heel, fuzzy, high heeled, crocs, allowed.

Sweatshirts NO HOODS.

Jackets May be worn to school, and in between buildings but NOT inside of buildings.

NOT ACCEPTABLE ACCESSORIES/ ATTIRE

Hats, Beanies, Hoods, Bandanas, Sunglasses, Wallet chains Hoop earrings, Distracting hair color.

Headphones ONLY school issues headphones maybe worn when applicable. NO earbuds, airpods.

Students who repeatedly violate the uniform policy, can be denied participation in Spirit ware days or disciplinary action may be taken. The principal and or pastor reserve the right to ask students not to wear articles deemed inappropriate. The principal and pastor have the right to deem an article of clothing or accessory unacceptable. When students are not dressed appropriately, parents will be called to bring needed items.

Clothes must be washed, stain and hole/tear free and wrinkle free. Students represent this school on a daily basis. Keeping clean and upkept uniforms is a requirement.

PreK-K are to adhere to the uniform policies to the best of their abilities.

Places to find school uniforms and brands

French Toast.com	IZod
Lands End.com	Walmart
Children's Place/ Oshkosh	Amazon

C & J School Uniforms- 7923 e 51st ST Tulsa, OK

Technology, Electronic Devices, Internet, and Digital Citizenship Policy

Technology is an important part of learning and communication. At St. Joseph Catholic School, we believe technology should be used responsibly, respectfully, and in ways that reflect our Catholic values. Students are expected to use all electronic devices, the internet, and social media in a manner that demonstrates honesty, kindness, integrity, and respect for others both on and off school grounds.

This policy applies to all students while on school property, traveling to and from school-sponsored activities, participating in school events, and when off-campus behavior involving technology substantially disrupts the educational environment or affects the safety, reputation, or well-being of students, staff, or the school community.

Personal Electronic Devices-Personal electronic devices include, but are not limited to:

- Cell phones
- Smartphones
- Smart watches capable of communication
- Tablets and e-readers
- Earbuds, AirPods, headphones, and Bluetooth devices
- Gaming devices
- Cameras and recording devices
- Any device capable of connecting to the internet, taking photos or videos, recording audio, or sending messages

Students bring personal electronic devices to school at their own risk. St. Joseph Catholic School is not responsible for lost, stolen, or damaged devices.

Bell-to-Bell No Cell Phone Policy

Beginning with the 2026-2027 school year, St. Joseph Catholic School will follow Oklahoma's **Bell-to-Bell No Cell** requirements. From the first bell of the school day until the final dismissal bell:

- Cell phones must be turned off or placed on silent.
- Phones must remain stored in a student's backpack, locker, or another location designated by the school.
- Phones may not be carried in a student's hand, pocket, desk, or used during class changes, lunch, recess, or any other part of the instructional day unless specifically authorized.
- Smart watches may not be used for texting, calling, internet access, gaming, photography, or notifications during the school day.
- Earbuds, AirPods, headphones, and similar devices may not be worn during the school day unless directed by a teacher for instructional purposes or approved through a documented accommodation.

Students needing to contact a parent during the school day should do so through the school office. Likewise, parents needing to reach their child should contact the school office rather than texting or calling the student's personal device. Exceptions may be made only for documented medical needs, Individualized Education Programs (IEPs), Section 504 Plans, or other circumstances approved by the Principal. HB1276

Educational Use of Technology-Technology provided or approved by the school is intended to enhance learning. Students are expected to:

- Use technology only for educational purposes.
- Follow teacher directions when using electronic devices.
- Protect school equipment and report damage immediately.
- Respect the privacy and work of others.
- Keep usernames and passwords confidential.

Students may not attempt to bypass internet filters, access blocked websites, install unauthorized software, use VPNs or personal hotspots, or interfere with the operation of school technology systems.

Artificial Intelligence (AI)

Artificial intelligence tools such as ChatGPT, Gemini, Copilot, Claude, Grammarly AI, and similar technologies can be valuable learning tools when used appropriately. Students may use AI only when specifically permitted by their teacher. Students may not:

- Submit AI-generated work as their own.
- Use AI to cheat on assignments, quizzes, projects, or tests.
- Use AI to create false information, fake images, fake recordings, or impersonate another person.
- Use AI in any way that violates academic honesty or school expectations.

Improper use of AI may be treated as cheating and subject to disciplinary action.

Internet and Digital Citizenship- Students are expected to be good digital citizens. This means students should:

- Treat others online with kindness and respect.
- Use appropriate language.
- Protect personal information.
- Report unsafe or inappropriate online behavior to an adult.
- Use technology honestly and responsibly.

Students should remember that what is posted online often becomes permanent. Online actions can have real-life consequences.

Photography, Audio, and Video Recording

Students may not photograph, record, livestream, or distribute images, audio, or video of students, faculty, staff, visitors, or school activities without permission from a teacher or administrator. This includes:

- Classrooms
- Hallways
- Restrooms
- School events
- School transportation

Social Media- Students are expected to represent themselves and St. Joseph Catholic School in a respectful and Christ-like manner online. Social media includes, but is not limited to:

- Facebook
- Instagram
- TikTok
- Snapchat
- YouTube
- X (formerly Twitter)
- Discord
- Reddit
- Group messaging apps
- Blogs and online forums

Students may not use technology or social media to:

- Bully, harass, intimidate, or threaten others.
- Spread rumors or false information.
- Use hateful, discriminatory, or inappropriate language.

- Create fake or impersonation accounts.
- Share confidential school information.
- Damage the reputation of another student, employee, parish, or the school.
- Encourage unsafe or unlawful behavior.

Off-campus online behavior that substantially disrupts the school environment or affects the safety or well-being of members of the school community may result in school disciplinary action.

Cyberbullying- Cyberbullying is prohibited and will not be tolerated.

Cyberbullying includes using phones, computers, social media, messaging apps, gaming platforms, or other digital technology to harass, threaten, embarrass, intimidate, or harm another person. Students who experience or witness cyberbullying should report it immediately to a teacher, counselor, or administrator. The school will investigate reports of cyberbullying in accordance with the St. Joseph Catholic School Bullying Prevention Policy, See page 18-22 for more information and possible disciplinary actions.

Searches of Electronic Devices

When there is reasonable suspicion that a school policy, safety rule, or law has been violated, school administrators reserve the right to inspect a student's electronic device in accordance with applicable law and diocesan policy.

Consequences for Misuse- Failure to follow this policy may result in one or more of the following:

- Verbal warning
- Loss of technology privileges
- Confiscation of the device
- Parent notification
- Parent conference
- Detention
- Suspension
- Expulsion for serious or repeated violations

Disciplinary consequences will be determined based on the severity, frequency, and circumstances of the violation. The Principal or Pastor reserves the right to determine appropriate disciplinary action for any misuse of technology not specifically addressed within this policy.

Student Health, Safety, and Emergency Procedures

At St. Joseph Catholic School, the health, safety, and well-being of every student is one of our highest priorities. We are committed to providing a safe, caring, and faith-filled learning environment where students can grow academically, spiritually, emotionally, and physically.

Parents and the school share the responsibility of keeping students healthy and safe. We ask families to provide current medical information, emergency contacts, and any updates regarding their child's health throughout the school year.

Illness at School

A student who becomes ill during the school day will be cared for in the school office until a parent or emergency contact can be reached. To help protect the health of all students and staff, children should remain home if they are experiencing symptoms of a contagious illness, including:

- Fever
- Vomiting
- Diarrhea
- Uncontrolled coughing
- Rash of unknown origin
- Symptoms of a contagious disease
- Any illness that prevents the student from fully participating in school activities

Students should be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school unless otherwise directed by a healthcare provider. If a student becomes seriously ill or injured, the school will make every reasonable effort to contact the parent or emergency contacts immediately.

Medications

Whenever possible, medications should be administered at home. If medication must be given during the school day:

- Prescription medications must be in the original pharmacy container with the student's name, medication name, dosage, and prescribing physician.
- Over-the-counter medications must be in the original unopened container.
- A parent or guardian must complete any required medication authorization forms before medication can be administered.
- Students may not carry or share medication unless specifically authorized by the Principal, administrators, or teachers and supported by appropriate medical documentation.

Medical Emergencies

If a student experiences a medical emergency, school personnel will provide appropriate first aid and contact the student's parent or guardian as quickly as possible. If emergency medical care is necessary, the school may contact emergency medical services (911) before a parent or guardian arrives. Parents are responsible for keeping all emergency contact information current throughout the school year.

Counseling and Student Support

Students sometimes experience academic, emotional, social, or personal challenges. St. Joseph Catholic School is committed to supporting the whole child. Students may receive support through the school counselor, teachers, administration, parish staff, or outside agencies when appropriate. Parents will be contacted whenever additional support or referrals are recommended. A referral may be made to Green Country Mental Health.

School Safety

Student safety is everyone's responsibility. Students are expected to:

- Follow directions from teachers and staff immediately.
- Report unsafe conditions or behavior.
- Keep hands, feet, and objects to themselves.
- Use school equipment appropriately.
- Treat all members of the school community with dignity and respect.

Behavior that threatens the safety of others may result in disciplinary action.

Search and Seizure

To maintain a safe school environment, St. Joseph Catholic School reserves the right to search any item brought onto school property or to any school-sponsored event. This includes, but is not limited to, backpacks, lockers, purses, cell phones, electronic devices, and other personal belongings. Any prohibited or illegal items may be confiscated and may result in disciplinary action, parent notification, and, when appropriate, law enforcement notification.

Emergency Preparedness

St. Joseph Catholic School maintains emergency response procedures for situations including:

- Fire
- Severe weather
- Tornadoes
- Lockdowns
- Building evacuations
- Other emergencies

Students participate in regular emergency drills throughout the school year so they know how to respond calmly and safely.

In the event of an emergency requiring evacuation, students may be relocated to one of the school's designated reunification sites, including:

- St. Joseph Church
- St. Joseph Parish Hall
- School playgrounds

Parents will receive instructions regarding student reunification as quickly as circumstances allow.

Visitors and Campus Security

The safety of our students requires that all visitors follow school security procedures. All visitors, volunteers, and guests must:

- Enter through the main east facing doors off Virginia St.
- Sign in at front receiving desk upon arrival.
- Wear a visitor badge while on campus.
- Sign out before leaving.

Parents are asked not to visit classrooms during the instructional day unless arrangements have been made with the teacher and Principal. Students wishing to bring a guest to school must receive written approval from the Principal at least 24 hours in advance.

Volunteers

Our volunteers play an important role in the St. Joseph community. All volunteers must:

- Complete required diocesan background screening.
- Complete Virtus Safe Environment training.
- Follow all school safety procedures.
- Respect student confidentiality.
- Dress appropriately while serving on campus.

Information learned while volunteering is confidential and should never be discussed outside the school. For more detailed roles of Volunteering at St. Joseph visit page

Custodial Rights

Parents are responsible for providing the school with current court orders regarding custody or visitation. Unless the school has received official legal documentation stating otherwise, both parents will be recognized as having equal rights regarding their child's education and school records. The school will follow all legally binding custody orders on file.

Student Release During the School Day

For student safety, students may only be released to a parent, guardian, or other individual authorized by the parent. Anyone picking up a student during school hours may be asked to present identification. Students must be signed out through the school office before leaving campus.

Working Together for Student Safety

The partnership between home and school is essential to maintaining a safe learning environment. Parents are encouraged to:

- Keep emergency contact information current.
- Inform the school of medical conditions or health concerns.
- Communicate changes in custody arrangements.
- Report safety concerns promptly.
- Support school procedures and emergency protocols.

By working together, we create a safe, caring, and Christ-centered environment where every student has the opportunity to learn, grow, and thrive.

Covid-19

Please inform the office if your child has a positive COVID test. Students who test positive for COVID must stay home for 3 days or 24 hours fever free before returning back to school.

Head lice

4.3 Pediculosis (Head Lice) and Attendance at School

According to Oklahoma State Law (70-O.S. 1981, Section 1210. 104A), “Any school child afflicted with an contagious disease or head lice maybe prohibited from attending a public, private or parochial school until such time as he/she is free from the contagious disease or head lice”.

The school will notify parents if an outbreak occurs. Head checks will be done on all classroom students for lice/nits within two days after a discovery. With the presents of nits or lice at the time of recheck, the student will continue to be absent from school. Parents are responsible for treatment of their student. Before returning back to school students must present documentation from a medical professional that they are no longer contagious.

Allergy Policy

St. Joseph Catholic School is committed to providing a safe and supportive learning environment for all students. It is imperative that parents/guardians inform the school administration of any known allergies their student may have, including but not limited to food allergies, pet allergies, environmental allergies, medication allergies, or any other conditions that may require special consideration.

Parents/guardians are responsible for providing the school with accurate and updated allergy information, including any necessary medical documentation, emergency action plans, and required medications such as epinephrine auto-injectors (EpiPens). All allergy-related information will be maintained securely in the school office and will be made available to appropriate staff members to ensure the safety and well-being of the student.

School staff will be informed of student allergies and will work to accommodate students with allergies whenever reasonably possible. While the school will make every effort to reduce exposure risks, it cannot guarantee that all allergens will be completely eliminated from the school environment.

School activities, classroom celebrations, parties, and food-related events may be modified when necessary to accommodate students with known allergies. Parents/guardians may be asked to provide additional information or alternative options to help ensure their student’s safety during these events.

In the event of a suspected allergic reaction, the school will immediately initiate its emergency response plan. Emergency Medical Services (EMS) and the student’s parents/guardians will be contacted immediately. School personnel will provide appropriate care and follow emergency procedures based on the student’s documented allergy information and emergency action plan.

The safety of our students depends on open communication and partnership between families and the school. Parents/guardians are encouraged to notify the school promptly of any changes to their student’s allergy information, medical needs, or required emergency medications.

Athletics, Extracurricular Activities & Field Trips

Participation in Athletics, Extracurricular, and Field trips is considered an extension of the educational mission of St. Joseph. Students are expected to act in a manner that represents St. Joseph in a good light. Students are expected to conduct and show:

- Christian and good sportsmanship
- Leadership
- Responsibility
- Teamwork
- Personal, social and spiritual growth

St. Joseph currently offers athletics for

5 th – 8 th Grades	1 st – 4 th Grades
Volleyball	Soccer
Basketball	Baseball
	Track and field

All students participating in athletics must have a physical performed by a doctor per DMSAA before competing in any athletics.

If a student's grade falls below a 70% they will be placed on probation and students will have one week to bring the grade back up. Failure to bring a grade up in one week will result in ineligibility. **NO athletics, field trips, or extra curriculum.**

Student Council

Students in grades 5th -8th will conduct a Student council election. Each grade will elect a class representative, then cast votes for treasurer, secretary, vice president and president.

- Meets Tuesdays during lunch/recess
- Reports to their class they represent about Student Council activities
- Gather ideas from their class and report back to the council
- Help plan and participate in Student Council sponsored activities.
- Movie days, Catholic Schools week, Halloween grams, Music and Movement

Choir- Mondays after school

Students in grades 5th -8th are eligible to participate in Choir. Students in Choir sing at Mass every Wednesday and help with school musicals/programs. Choir meets every Monday 3:15-3:45 in the Library.

Gardening- Tuesdays after school (day subject to change)

Students will begin learning how to plan, and lay out a new flowerbed. Learning about native plants, and in the spring growing veggies. Keeping our school grounds looking nice, while learning how to care for plants. Tuesdays 3:15 to 4:15 in school courtyard.

Academic Team

Academic Team will be formed under the direction of a teacher, and offered to students in 5th – 8th grade. Academic Team will participate in meets in the area. Practice will be announced if a team is formed.

Math Counts

Math counts will be formed under the direction of the Math teacher and offered to students in 5th – 8th grade. Math Counts team will participate in meets around the area. Practices will be announced if a team is formed.

History Day

6th-8th History Day requirements packets will be sent out for Parents and Students in September. Packets will outline the years theme, and give Students ample time to prepare their presentation. Districts are held at NSU in Tahlequah.

Science Fair

6th-8th will be required to participate as it will account as 20% of their 3rd quarter science grade. 1st-5th are encouraged but not required. A school wide science fair will be held before districts. Date TBA.

Field Trips

Permission slips for any field trip taken with your class will be sent out a minimum of 1 week in advance. Permission slips **MUST BE** turned in no later than 2 days before the field trip. Verbal permission is **NOT** accepted. Students are expected to uphold rules and safety measures on a field trip. Rules and safety measures include,

- Field trips are privileges not a right. Field trips may be taken away if a student doesn't meet academic and behavioral standards.
- Any teacher can take away field trip privileges for poor grades, behavior, or conduct.
- Parents may refuse to allow their student to attend a field trip.
- Student cell phones are allowed on a field trip at their teachers direction. The student is responsible for keeping up with their cell phone and they alone are responsible if it gets lost or stolen.
- If a student needs medication on a field trip, there must be written permission from the legal parent/guardian. Written permission must be filled out prior to the field trip and given to the office.

Students are expected to act with integrity, and to respect others and their property when on field trips or activities. Students need to conduct themselves in a manner that shows St. Joseph in a good light.

At St. Joseph we are Respectful. Responsible. Faithful

Parental/Legal Guardian Expectations

At St. Joseph Catholic School, we believe that a successful education is built upon a strong partnership between the school and the home. Parents and legal guardians are recognized as the primary educators of their children and play a vital role in their academic, spiritual, social, and emotional development. By enrolling a student at St. Joseph Catholic School, parents and legal guardians agree to actively support the mission, philosophy, policies, and expectations of the school. Parents and legal guardians are expected to:

Student Readiness

- Establish healthy routines at home that promote student success.
- Ensure students receive adequate sleep each night so they arrive at school rested, prepared, and ready to learn.
- Ensure students arrive at school on time each day unless an excused absence occurs.
- Encourage regular attendance and avoid unnecessary absences or tardiness.
- Promote good personal hygiene and appropriate grooming before students arrive at school each day.

Academic Partnership

- Take an active role in their child's education by encouraging learning at home, reviewing schoolwork, and supporting classroom expectations.
- Monitor grades, assignments, and school communications regularly.
- Encourage respectful behavior, responsibility, honesty, and accountability.

- Work cooperatively with teachers and administration to address academic or behavioral concerns.

Communication

- Maintain open and respectful communication with teachers and school staff.
- Regularly monitor ClassDojo, email, RenWeb (FACTS), and other school communication platforms.
- Attend scheduled Parent-Teacher Conferences.
- Participate in Home & School meetings and other parent involvement opportunities whenever possible.
- Follow the school's chain of communication by addressing concerns with the classroom teacher before contacting administration.

Student Information- Parents are responsible for keeping all student information current with the school office, including but not limited to:

- Home address
- Mailing address
- Telephone numbers
- Emergency contacts
- Email addresses
- Custody or legal documentation
- Medical information
- Immunization records
- Allergies
- Medications
- Physician information
- Authorized pick-up individuals

Parents shall notify the school immediately whenever any of this information changes.

Financial Responsibility- Parents are responsible for maintaining their family's financial account with the school, including:

- Family Contribution (Tuition)
- Lunch balances
- Library fees
- Extended Care fees
- Any additional school-related financial obligations

Technology Responsibility- Parents are expected to supervise and monitor their student's use of school-issued technology while at home, including:

- School-issued Chromebook or other devices
- School email accounts
- Internet usage

- Appropriate digital citizenship
- Compliance with the school's technology policies

Parents should help ensure school technology is used for educational purposes and is protected from misuse or damage. A fee will occur for lost or damaged school issued technology.

Volunteer Service- St. Joseph Catholic School is strengthened through the service of its families. Parents are expected to complete annual volunteer service hours as follows:

- **Single-parent household:** 10 service hours annually.
- **Two-parent household:** 20 service hours annually.

Families who do not complete the required service hours may have an added fee of \$200. Completing Service hours are easy when broken down to Home and school meetings every month =1 hour and 1 hour of volunteer work with the school a month.

Virtus Training

St. Joseph Catholic School is committed to providing a safe and secure environment for all students. In accordance with the policies of the Diocese of Tulsa, all employees and volunteers who work with or may have contact with students are required to complete **VIRTUS Safe Environment Training** and successfully pass a background check before serving in the school. Individuals who have not completed the required VIRTUS training and background screening may not supervise students, volunteer in classrooms, chaperone field trips, or participate in activities that require interaction with students. www.virtus.org Contact Patty Allison

School Partnership- Parents are expected to:

- Support school policies and decisions.
- Speak respectfully about the school, faculty, staff, students, and other families.
- Model Christian values, kindness, integrity, and respectful conduct both on and off campus.
- Demonstrate the same behavior and respect they expect their children to exhibit.
- Support school disciplinary decisions and work collaboratively with school personnel when concerns arise.
- Encourage their child to live according to the mission and values of St. Joseph Catholic School.

Commitment to Success

Student success begins at home. When parents and the school work together through consistent expectations, open communication, mutual respect, and shared responsibility, students are best prepared to grow academically, spiritually, socially, and morally. St. Joseph Catholic School values this partnership and appreciates the commitment each family makes toward providing every student with a successful educational experience.

Cardinal Café/Cold Lunches/After Care

St. Joseph offers a hot lunch or Peanut Butter and Jelly program each school day. Students may also bring a lunch from home. Students bringing a lunch from home should pack items that do not require heating, such as sandwiches or other ready-to-eat foods. Glass bottles, soft drinks, and excessive amounts of candy are not permitted.

Lunch Prices

- Hot Lunch: **\$3.50 per day** or **\$17.50 per week** (includes Pizza day)
- Milk Only: **\$0.75 per day** or **\$3.75 per week**

Lunches should be prepaid through the school office before or after school.

Restaurant Food

Parents may not bring restaurant or fast-food meals to students during the school day. If a parent wishes to treat their child to a special lunch, the parent must check the student out during their lunch period and return the student to school before the next class begins.

Cafeteria Expectations

Students are expected to demonstrate good manners and respectful behavior while in the cafeteria. Courtesy toward fellow students and cooperation with cafeteria staff are expected at all times. School behavior expectations remain in effect during lunch.

Free and Reduced-Price Lunch

Applications for free and reduced-price meals are available through the school office. Families should submit completed applications by the deadline established each school year.

Forgotten Lunches

Students are expected to come to school each day with either a prepaid lunch account, lunch money, or a nutritious sack lunch.

Aftercare

Aftercare is available to parents who need from 3:15 to 5:15. After care rates are \$5.00 per hour. If a child is in after care after the 5:15 mark, the parent will be charged \$1 per every minute they are late until child has been picked up.

After care is also available to students after an extra curricular activity until 5:15.

Birthdays and Classroom Celebrations

St. Joseph Catholic School recognizes birthdays and special occasions while encouraging celebrations that are safe, inclusive, and support student wellness.

Birthday Observances

Students in Pre-K through Grade 8 may come to school dressed out of uniform on their birthday. If a student's birthday occurs when school is not in session, they may celebrate their half-birthday instead. Students will also be recognized during Morning Assembly. If a student's birthday falls on a Wednesday they may have free dress day the next day, Thursday.

Healthy birthday treats may be provided for the entire class with the approval of the classroom teacher. Treats must comply with the school's Wellness and Food Allergy Policies. Cupcakes are not permitted. Parents are encouraged to consider non-food items such as pencils, stickers, bookmarks, or other inexpensive classroom-appropriate favors.

Classroom Parties

Students are permitted three classroom parties each school year:

- Halloween
- Christmas
- Valentine's Day

Classroom teachers must approve all party plans. Any additional classroom celebrations during the school day must receive prior approval from the Principal.

Home room parents may assist with approved parties by providing games, crafts, and healthy treats. Treats should be individually prepared, comply with the school's Wellness and Food Allergy Policies, and avoid peanuts, peanut products, and other restricted allergens. Classroom celebrations should emphasize games, activities, and crafts rather than food whenever possible and should generally be held after lunch (excluding Preschool).

Invitations and Gifts

Students may not exchange individual gifts at school. Birthday party or slumber party invitations may only be distributed at school if every student in the class is invited. Otherwise, invitations should be mailed or distributed outside of school. Valentine's Day cards distributed during classroom parties should include one for every student in the class.

The Right of St. Joseph School

St. Joseph Catholic School holds the right to amend this handbook at any time. A notice of amendment will be sent out to parents by several avenues that include, but not limited to ClassDojo, Email, Phone call. The Principal and Pastor have the right to waive any and all regulations at their discretion.

Saint Joseph Advisory Council Meetings (SAC)

WHEN: Second Tuesday of every month

TIME: 5:30pm

WHERE: School Library

DATES: September 8, 2026

October 6, 2026

November 10, 2026

January 12, 2027

February 9, 2027

March 9, 2027

April 13, 2027

Saint Joseph Home and School

WHEN: Second Tuesday of every month

TIME: 6:00pm

WHERE: School Cafeteria

DATES: September 8, 2026

October 6, 2026

November 10, 2026

January 12, 2027

February 9, 2027

March 9, 2027

April 13, 2027

Parent Teacher Conferences

1st Semester October

2nd Semester April

St, Joseph Advisory Council 2026-2027

Pastor	Rev. John O'Neill 918-687-1351 fr.john.oneill@dioceseoftulsa.org
Associate Pastor	Alessandro Calderoni
Principal	Mr. Brian Doerner 918-681-0005 bdoerner@stjoseph74403.com
Teacher	Elaine Bartlebaugh 918-781-2517 ebartlebaugh@stjoseph74403.com
Teacher	Kirsten Baker 918-360-3659 kbaker@stjoseph74403.com
Director of Religious ED	Patty Allison 918-348-5513 pallison@stjoseph74403.com
Administrator	Sandy Brewer
Member	Lanise Jamerson

Member	Nicole Neuzil
Member	Sanchari Ghosh
Member	Tammy Garner 918-990-2737
Member	Dr. Edgar Boyd

St. Joseph Home and School 2026-2027

President	Sarah Kingston 918-869-0208 email
Vice- president	Meghan Dominguez 405-531-1502 email
Secretary	Name Phone email
Treasurer	

Sports Booster Club 2026-2027

President	Name Phone Email
Vice-President	
Secretary	
Treasurer	

We need these blank positions filled. If you are interested, in one of these positions, please contact the office.

If you sign up for a position, you service hours will be waived.

Parent Signature Page

Sign, tear out and return to the school office.

_____ I have read the 2026 – 2027 Parent/Student Handbook and agree to follow all Policies and Procedures as Stated.

_____ I Specifically read the tuition options on page 31 and 32 and understand my options completely.

_____ I agree that all outstanding balances are due by the last day of school or I jeopardize not receiving my child’s final report card. If outstanding balances are not taken care of or have an agreement in a timely manner, legal action may be taken.

Family Name_____

_____ Parent signature _____ Date _____

_____ Parent signature _____ Date _____

_____ Student signature _____ Date _____

Student signature Date

Student signature Date

Student signature Date

***Both parents and all students must sign.**

SIGNED FORM DUE TO Mr. Doerner no later than August 28, 2026.

Parent Service Quarterly Hour Sheet

ST. JOSEPH CATHOLIC SCHOOL

NAME _____ Quarter _____ Year _____

Student's Name(s) _____

DATE	SERVICE HOUR ACTIVITY	HOURS

Total Volunteer Hours _____

10 Total Hours Due Per Single Parent Household Family Each Year or \$100,

20 Total Hours Due per 2 parent Family Each Year or \$200/ year for service hours.

Please turn hour sheets in at the school office.

Media Consent Form

Throughout the school year, St. Joseph Catholic School may photograph, video record, or otherwise capture students participating in school activities, events, athletic competitions, field trips, classroom activities, and other school-sponsored programs.

These images and recordings may be used by St. Joseph Catholic School for educational, promotional, and informational purposes, including but not limited to:

- School Website
- Facebook
- Instagram
- YouTube
- School publications, newsletters, brochures, and other promotional materials

Student names will not be published with photographs unless additional permission is granted or required by law.

Please indicate your preference below:

☐ **YES** – I give permission for St. Joseph Catholic School to photograph and/or video my child and use these images or recordings for school-related publications and social media.

☐ **NO** – I do not give permission for St. Joseph Catholic School to photograph or video my child for promotional or school-related publications.

Student Name: _____

Grade: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

