



**2019-2020**

**PARENT-STUDENT HANDBOOK  
ST. JOSEPH CATHOLIC SCHOOL**

**323 N. Virginia Street  
Muskogee, Ok 74403**

**918-683-1291**

**Fax 918-682-5374**

**[www.stjoseph74403.com](http://www.stjoseph74403.com)**



## **Saint Joseph Advisory Council Meetings**

**WHEN:** Second Tuesday of each month

**TIME:** 5:30 pm

**WHERE:** School Library

**DATES:**  
September 10, 2019  
October 8, 2019  
November 12, 2019  
January 14, 2020  
February 11, 2020  
March 10, 2020  
April 7, 2020

*Saint Joseph Catholic School*  
*323 North Virginia*  
*Muskogee, OK 74403*  
*918-683-1291 FAX: 918-682-5374*  
*www.stjoseph74403.com*

Dear Parents and Students,

***“Commit to the Lord whatever you do, and he WILL establish your plans.”***  
***Proverbs 16:3***

Welcome to Saint Joseph Catholic School! I look forward to another amazing school year with you and your children. In choosing Saint Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Joseph School for the 2019-2020 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 2019-2020 school year.

The faculty and staff of St. Joe’s School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Rev. Richard Cristler  
Pastor

Joanne M. Myers  
Principal

**2019-2020**  
**St. Joseph Catholic School**  
**Advisory Council**

Pastor	Rev. Richard Cristler 301 N. Virginia Muskogee, OK 74403 w) 918-687-1351 <a href="mailto:fr.richard@stjosephok.com">fr.richard@stjosephok.com</a>
Principal	Mrs. Joanne Myers 707 Gawf Lane Muskogee, OK 74403 c)918-869-7457 <a href="mailto:jmyers@stjoseph74403.com">jmyers@stjoseph74403.com</a>
Chair	Mr. Jim Eby 2630 So. 79 <sup>th</sup> St. East Muskogee, OK 74403 h) 918-682-1169 / 918-682-8259 c) 918-869-8289 <a href="http://www.okfoundations.com">www.okfoundations.com</a>
Secretary	Jamie Adams 3660 Gibson Street Muskogee, Ok 74403 918-781-9612 <a href="mailto:jampigs@hotmail.com">jampigs@hotmail.com</a>
Treasurer	Mrs. Stephanie Morgan 2900 David Court, Muskogee, Ok 74403 918-869-2555 <a href="mailto:Stephaniemorgan14@yahoo.com">Stephaniemorgan14@yahoo.com</a>
Member	Mr. Huy Do 3611 Jeannie Lane Muskogee, OK 74403 w) 918-686-8588 c) 405-408-8539 <a href="mailto:huyd2015@yahoo.com">huyd2015@yahoo.com</a>
Member	Dr. Theresa Amigo 105 Ramona Muskogee, OK 74401 918-687-1218 c) 918-284-2671 <a href="mailto:tamigo65@gmail.com">tamigo65@gmail.com</a>
Member	Josh Cotten 4115 S 65 <sup>th</sup> St. E. Muskogee, OK 74403 918-686-3910 <a href="mailto:Josh.cotten@cottenwealthmanagement.com">Josh.cotten@cottenwealthmanagement.com</a>

**St. Joseph Catholic School  
2018-2019 Home & School Officers**

President	Katie Impson
Co-Vice-Presidents	Brandi Russell/Nerissa Whitaker
Secretary	Michelle Olshen
Treasurer	Stephanie Morgan

**Saint Joseph School**

Saint Joseph School, on the campus of St. Joseph Church in Muskogee, OK, is a Pre-K through 8th grade Catholic Elementary and Middle School under the Tulsa Diocese.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Joseph, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the Tulsa diocesan guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

**HISTORY**

- \* 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.

### **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 Parish School is a vital ministry of the Church. With the support of the Church and school community, parents are recognized as the primary educators and must model Jesus' message of love and commitment. We believe each child can learn and grow to be a successful and morally strong adult. We commit ourselves to educating the whole child in an environment conducive to spiritual, intellectual, psychological, sociological, and physical growth. Through the message of the gospel, our school reinforces Catholic Christian values of dedication, love, respect, and service, thus building a faith community which worships God. St. Joseph School encourages its students to become active disciples, aware of their responsibilities to God, Church, family, society, and self.

### **GOALS**

The **spiritual goal** of St. Joseph School is to enable and encourage each person in this school community to develop a love of God through an understanding of the Catholic faith and to apply this learning to one's own spiritual and moral formation. We strive to achieve this goal by

- Recognizing and supporting parents as the primary educators of their children;
- Providing adult role models who strive to reveal Christ, not only by word, but by example within the community of quality standards and Christian principles;
- Giving priority to instructing the student in the truths of the Catholic faith through formal study of scripture and doctrine;
- Making available religious experiences through Eucharistic liturgy, Para liturgies, sacramental preparation and private prayer;
- Respecting Christ in one another.

The **intellectual goal** for the St. Joseph School community is to develop academic growth within each student's own capacity for learning. We strive to achieve this goal by

- Recognizing parental support fosters academic growth and achievement;

- Providing a learning environment that is free of drugs, alcohol and violence;
- Challenging students to think for themselves and become active agents in their own education;
- Providing a curriculum that uses appropriate facilities and activities;
- Recognizing individual differences yet challenging individual potential;
- Stressing mastery of basic skills in a structured classroom environment;
- Using technology for communication and information processing.

The **psychological/personal goal** of St. Joseph School is to develop in all students the awareness of their intrinsic value and God's unfailing love for them, which will enable them to treat with respect each person they encounter. We strive to achieve this goal by:

- Recognizing the importance of parents in developing and promoting a feeling of dignity and self-worth within their child;
- Fostering awareness of the developmental stages of children and individual uniqueness;
- Assisting each student in developing a positive self-image;
- Guiding each student in dealing constructively with the problems that evolve from the conflicting values of our society.

The **sociological goal** of St. Joseph School is to enable the student to become an active, responsible member in society by reflecting the principles of Christ. We strive to achieve this goal by:

- Developing respect and understanding for people of all ages, races, cultures and creeds;
- Fostering within each child a sensitivity to and responsibility for the needs of others;
- Promoting personal ACCOUNTABILITY and RESPECT for our school, local community and global environment;
- Fostering the recognition and appreciation for individual differences;
- Promoting a feeling of dignity and self-worth within each other.

The **physical goal** of St. Joseph School is to instill the importance and value of a healthy body within an environment where students develop and appreciate their own physical talents and those of others. We strive to achieve this goal by:

- Providing education in basic motor skills and physical fitness;
- Promoting an understanding of and respect for the human body and the need for developing good health habits and personal hygiene;
- Instilling the spirit of Christian sportsmanship and the value of teamwork.



The **moral development goal** is to provide adult role models who strive to reveal Christ by respecting Christ in each other. We strive to achieve this goal by:

- Maintaining respect for others and their property.
- Participating in service projects.
- Engaging in educational programs about tobacco, alcohol, drug awareness, personal safety strategies, and self-image

### **Absence Policy**

St. Joseph School complies with Oklahoma School Law regarding mandatory student attendance.

#### **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 parts 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. (70-10-106)

**Students who acquire 10 absences in a semester will be subject to a review board.** The review board will consist of the pastor, the principal, the child's present year teacher and the child's teacher for the following year. The board will recommend whether retention due to excessive absences is justified. The review board will consider the reasons for absences and degree of unexcused absences and tardies. The pastor and the principal will make the final decision.

Students who are absent due to dental or doctor appointments will be recorded as excused (**with a written slip**) from the dentist or doctor.

1. **Absence Procedure** - If your child is unable to attend school, please **call** the office **BEFORE** 8:30 a.m. to indicate the reason for his/her absence. If the office does not receive a call by 10:00 am, a parent will be contacted. This policy is for the protection of the Saint Joseph students. When requested by 10:00am, homework will be gathered and ready for pick up in the office before 3:00 or in Extended Care between 3:15—5:15 p.m. **By law, parents must send a written note the day following an absence verifying the reason for the absence.**

2. **Absences** – BY LAW, A SCHOOL DAY MUST BE 6 HOURS IN LENGTH. STUDENTS ABSENT 3 HOURS OR MORE WILL BE COUNTED ONE FULL DAY ABSENT. STUDENTS ABSENT FEWER THAN 3 HOURS WILL BE COUNTED ONE-HALF DAY ABSENT.

**3. Tardies** - Children should be prompt to class. Tardiness has caused some of our students to miss important activities that occur at the beginning of each school day. Tardies have also excluded students from special awards at the end of the year. We ask parents to partner with the school in teaching responsibility by getting students to school on time. School begins at 8:00 a.m. Students **must** be at Morning Assembly in the gym ready to begin the day's activities at that time because those minutes are included in the requirements by the accreditation agency, OCCSAA. ***Three tardies equals one-half day's absence.*** (Students who have been tardy in the previous five days may not wear Spirit Wear on Friday.) Disciplinary action may result for students who are habitually late to school or between classes.

**4. Perfect Attendance** – Recognition at the end of the year will be given to students with perfect attendance.

**Excessive absences, including tardies**, can be cause for a student to be retained in the current grade for another year. They can also exclude students from honors that require punctuality.

## **Academic Information**

### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of Oklahoma guidelines, are followed for the teaching of all secular subject areas.

Saint Joseph School offers students opportunities for growth in the following subjects:

### ***Religion***

As Christ is the “reason for this school,” we consider it most important that students develop a lifelong relationship with Christ through prayer, study, and religious activities. All students are expected to participate to the best of their ability in religion classes, prayer, liturgies and Para liturgies. Students, with the support of their families, are expected and encouraged to fulfill their duties as responsible members of the Catholic community by attending Sunday Mass.

The Sacrament of Reconciliation is administered to those children who are baptized Catholic and who have attained the age of reason in accord with the directives of the Second Vatican Council and the norms as prescribed by the Bishops of the United States. The Sacrament of Reconciliation will be administered prior to the reception of the First Holy Communion. Second grade students who have attained the use of reason and an understanding of the Sacrament will be admitted to the reception of the Eucharist. The Sacraments of Reconciliation and First Holy Communion are normally received in Grade Two. Students take a tour of the Church to enhance their preparation for Reconciliation and First Holy Communion. All parents wishing their children to receive these Sacraments must participate in the Sacramental Preparation Program.

Students of Grades K-8 will attend the Holy Sacrifice of the Mass as a school community once a week. All students will participate in Morning Prayer, prayer before meals, and prayer at the end of the day on a daily basis. Younger students pair up with their prayer partners for Mass and Para liturgies during Lent, Advent, and other Religious Celebrations.

While students of other religions are accepted by St. Joseph and no attempt is made to change their religious convictions, all students are expected to attend religion classes, complete assignments and attend liturgies.

***Fine Arts:*** Music and Spanish are a part of the enrichment curriculum.

***Language Arts:*** Composition, Reading, Phonics, Phonemic Awareness, Literature

***Library/Computer Literacy***

***Mathematics***

***Physical Education/Health Education***

***Science***

***Social Studies***

***Leadership skills*** will be incorporated in all grades.

Be proactive

Begin with the end in mind

Put First Things First

Think Win-Win

Seek First to Understand; Then to Be Understood

Synergize

Sharpen the Saw

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose grade is below a C will not be allowed to participate in any sport until the grade has improved.

### **Accreditation**

St. Joseph School shall maintain membership in the National Catholic Educational Association and the Oklahoma Conference of Catholic Schools Accreditation Association recognized by the Oklahoma State Department of Education. St. Joseph School was accredited in 2017 and will undergo the three-year follow-up in the Spring of 2020.

## **Admission Information**

### ***Nondiscriminatory Policy***

Saint Joseph School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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

1. Members of Saint Joseph Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K3 must be three (3) years of age by September 1.

Children entering Pre-K4 must be four (4) years of age by September 1.

Children entering Kindergarten must be five (5) years of age by September 1.

**All children must be toilet trained in the Early Childhood classes.**

At the time of registration, all new students seeking admission to Saint Joseph School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
- \*Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \* Record of IEP

Catholic applicants entering after second grade must also include.

- \*First Communion and First Reconciliation Certificates

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Joseph School will meet the educational needs of the students. An interview with the student is part of the admission process.

**New Student Probation:** For admission of transfer students, the parents must also authorize the release of all academic, psychological, behavioral and evaluative records from the student's prior school. Middle School students and their parents are required to have an interview with the principal prior to placement. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Joseph School.

Non-Catholic students whose parents accept the philosophy of Saint Joseph School will be accepted on a space available basis. An orientation seminar for all non-Catholic families will be available beginning in September in which the teachings of the Catholic Church are discussed in a large group.

### **Advisory Council**

The Advisory Council is a consultative body, advising the pastor and principal. The Advisory Council significantly influences all important areas of the school. Meetings are held once a month from September to April and are open to parents, faculty and staff. Minutes of the meetings are posted in the school office. All Advisory Council policies shall be consistent with diocesan policy.

### **Allergy Policy**

#### **1. Food Allergies**

An estimated 7% of children-or up to two (2) million-have food allergies and are at risk for life-threatening anaphylaxis sometimes called "allergic shock" or "generalized allergic reaction." Peanuts and peanut products and cinnamon seem to be the food allergies that many children have. Some of these products that may be included in cookies, cake, bread, or candy include cinnamon, peanuts, peanut oil in cooking, and peanut butter.

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

#### **2. Animal Allergies**

It is estimated that 10% of children are allergic to pets. This is usually seen in animals that shed (pet hair or dander). Pet dander can remain in the room after the pet has been removed. The reactions vary with each child but can be as mild as watery eyes and runny nose to the extreme of breathing difficulty. **No animals will be allowed at school except for the after school Blessing of the Pets on the feast day of St. Francis of Assisi in October.**

### **3. Training**

In order to minimize the incidence of life threatening allergic reactions, Saint Joseph School will provide training and education for all Saint Joseph School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

1. A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
2. The signs and symptoms of anaphylaxis.
3. The correct use of an epinephrine auto-injector (EpiPen).
4. Specific steps to follow in the event of an emergency.
5. Activating Emergency Medical Response - Dial 911.
6. Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

### **4. Notifications**

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

### **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. The emergency medical services and parents will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water or disinfecting wipes following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **6. School Field Trips**

Protocols for field trips will include timely notification of the school.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the medication or the EpiPen® will be identified and introduced to the student as well as the other chaperones.

## **Asbestos Management Plan**

On October 14, 1987, a federal law went into effect that governs the use and presence of asbestos containing materials in school buildings.

All the St. Joseph Catholic School buildings were inspected and a management plan was implemented on October 7, 1988. The plan was submitted to and approved by the Oklahoma Department of Health. The official documents containing the inspection and management plan are on file and available for inspection in the school office during normal business hours. In compliance with federal law, our management plan went into effect July 9, 1989. **St. Joseph School has no asbestos.**

## **Athletics**

No athletic team (other than DMSAA and Comet League), Boy Scout troop, Girl Scout troop, or any other organized activity shall be considered as school-sponsored unless stated as such on school stationery and signed by the pastor of St. Joseph Catholic Church. St. Joseph School participates in the DMSAA program and abides by the policies of that program.

## **Semester Awards**

### **K-2 Awards**

Little Cardinal Award

- + Academic effort
- + Appropriate conduct
- + Goes above and beyond the norm

### **3-8 Awards**

Pastor's Honor Roll

- + Maintaining a GPA of 3.67-4.0

Principal's Honor Roll

- + Maintaining a GPA of 3.0-3.66

(See Honor Rolls)

St. Joseph the Worker for Most Improvement

Mother Teresa Award for Citizenship

## **End of the Year Awards**

### ***Spirit of Saint Joseph Award in Religion***

Grades 5 – 8 (one per grade)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Goes above and beyond the norm

### ***St. Katharine Drexel Award for Excellence in Reading***

Grades 2—8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for reading
- +Meets Accelerated Reader Goals each quarter
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Cecelia Award for Excellence in Music***

Grades K – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

### ***St. Francis of Assisi Award for Excellence in Science***

Grades 4 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Participates in the school science fair
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***St. Thomas More Award for Excellence in Social Studies***

Grades 4 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum



***St. Thomas Aquinas Award for Excellence in Math***

**Grades 2 through 8: (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Paul Award for Excellence in Language Arts***

**Grades 5 through 8: (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Sebastian Award for Excellence in Physical Education***

**Grades K– 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Jean-Baptiste de LaSalle Award for Excellence in Spanish***

**Grades K – 8 (one per grade)**

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***Student Council Recognition of Officers***

***Perfect Attendance***

Criteria

- +No absences

### ***James Robinson Educator Award - nominated by peers***

#### **Criteria:**

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

### **Birthday Observances**

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday if the birthday occurs when school is not in session. Students will be recognized at Morning Assembly. In addition, healthy birthday treats (no cupcakes, please) may be brought to school for students in the entire class at the teacher's discretion. (See Dress Code Policy)

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram®, Snapchat®, Kik®, etc. may result in disciplinary actions if the content of the student's blog/page includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

St Joseph Catholic School is committed to creating and maintaining a safe learning environment that is free from bullying and harassment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

The St. Joseph Catholic School Staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying and sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to the individuals involved in the school's response to the incident. We expect students to demonstrate respectful behavior throughout campus and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions deemed by the administration. All complaints will be investigated by the principal and appropriate disciplinary action will be imposed.

As required by the state Department of Education, St. Joseph Catholic School will abide by the “School Bullying Prevention Act” which became effective November 1, 2002. A synopsis of the “Act” appears below. For a copy of the entire “Act,” contact the Office of the Principal.

#### AMENDED OKLAHOMA STATUTE TITLE 70 SECTION 24-100.2.4. “SCHOOL BULLYING PREVENTION ACT”

The Legislature finds that bullying has a negative effect on the social environment of schools. Nothing in this act shall be construed to impose a specific liability on any school district. Each district board of education shall adopt a policy for the control and discipline of all attending children. The policy shall specifically prohibit harassment, intimidation, and bullying by students at school and address prevention of and education about such behavior.

#### **Definitions:**

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. The three areas of bullying are: Physical (hitting, kicking, pushing, harming property, threatening), Social (gossiping, spreading rumors, ostracizing, humiliating, harassing), and Emotional (insulting gestures/remarks, name-calling, teasing).

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

#### **Cell Phones**

Students may need a cell phone after school due to walking home from school, entering a house where no one is home, attending sport practices or games, or accessing school assignments. All cell phones must be on silent, not vibration or ring. If cell phones are used in an inappropriate manner, they may be confiscated. **Items taken away from students will be returned to the parent(s)/guardian(s).**

#### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

#### **Child Abuse Laws**

Saint Joseph School abides by the Child Abuse laws of the State of Oklahoma. This law mandates that all personnel are required to report all cases of **suspected** abuse and/or neglect be reported to Child Protective Services. The procedure for reporting these incidents is as follows:

1. Contact the principal and advise of the details surrounding the case.
2. The principal will determine if the Department of Human Services should be called.
3. If the principal makes the decision to call the Department of Human Services, she/he will give them the pertinent information and leave any further investigation of the case to the D.H.S.
4. Any further information obtained by school personnel will immediately be relayed to the principal, who will in turn immediately relay said information to the D.H.S.

### **Communication**

In order to insure that all communication from school reaches home in a timely manner, Saint Joseph School uses a weekly red folder system. School correspondence is sent home on Thursdays and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to the homeroom. Information is not sent home if the Thursday folder has not been returned. All letters, notes and messages sent by parents to the membership are to be reviewed and initialed by the principal 24 hours before they are copied and sent home with students. A copy of all correspondence should be left in the school office. Thursday newsletters from the principal will be sent home in the Thursday folder and by email. Parents may link to RenWeb University to learn about RenWeb's ParentsWeb. Parents may enroll online and register for upcoming webinar trainings over Parents Web and Webforms which includes both videos and documentation on each topic.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, DSs, CDs, iPods or other MP3 players, nuisance items, or anything that will detract from a learning situation are not allowed at school at any time. By permission of the sponsor, students may use electronic devices in transit for field, but the school will not be responsible for them.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) after 30 days.**

### **Off-Campus Conduct**

The administration of Saint Joseph School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

### **Conferences**

Two formal Parent/Teacher conferences will be scheduled during the school year for all students. The first will be at the end of the first quarter, and the second will be at the end of third quarter. Parents are expected to call the teacher and schedule a conference time on the designated days. Report cards will be given to parents at conference time only. Students are welcome to attend conferences with their parents.

**Procedures for Concerns:** The following protocol must be taken if a student has a particular problem and the parent would like it resolved:

Step 1: Request and participate in a conference with the student's teacher. Please use every effort to resolve the issue at this level.

Step 2: Request a conference with the principal. (The principal reserves the right to have the teacher present.)

Step 3: Request a conference with the pastor.

Step 4: Request a conference with the superintendent

### **Counselor**

Many spiritual, educational, social, and personal guidance resources are available for students and families. Spiritual resources include the Parish Pastor, Deacons, and Youth Director. Student referrals may be made to Dr. Mary Brandt, Diocesan psychological consultant and to Green Country Mental Health. The licensed clinical social workers and nurses of Muskogee Health Department provide physical and mental health services, immunization services as well as information and treatment of communicable diseases. A parishioner, who is a certified counselor, provides counseling at the request of the administration in cooperation with the parents.

### **Crisis Plan**

Saint Joseph School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Joseph Church
2. St. Joseph Parish Hall

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court

order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

### **Directory**

This handbook is available to all families enrolled in school. Parents may connect with RenWeb for directory information. **Please notify the office during the year of any changes in marital status, names, addresses or phone numbers, including changes in work numbers.**

### **Discipline**

The immediate goal of discipline is to create a favorable atmosphere for learning. As educators, our goal is to help each student attain a degree of self-discipline whereby each individual will grow in the awareness that he or she is responsible for his or her actions and will accept the consequences of those actions. Corporal punishment is contrary to Diocesan Policy and is not to be used as a means of student control.

#### **Unacceptable behaviors – Disciplinary actions**

Step #1-Conference with student

Step #2-Conference with student and a contact with parent

Step #3-Teacher detention with parent contact

Step #4-Behavior contract with parent, teacher conference

Step #5-School detention after school with parent contact

Step #6-Principal, parent conference to determine student consequences

**The principal is the final recourse in daily disciplinary situations and may add or waive any disciplinary rule or consequence for just cause at his/her discretion.**

#### **Consequences of Inappropriate School Behavior**

- Detention, time-out, and/or loss of privileges
- Notification of parents in order that parents and teachers may work together
- Parent-teacher conference (formal)
- Parent-teacher-administrator conference (formal)
- Professional evaluation and counseling (list of agencies kept on file)
- Request that parents find an alternative educational environment

#### **Detention**

Detention during recess or after school may be issued by a teacher or principal and served under the direction of the teacher for a breach of classroom and/or school rules. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

## Suspension

Suspension from school is a severe action imposed for serious misbehavior. It is important that all students and parents understand that the following behaviors make a student liable for suspension from school at ONE offense.

1. Conduct unbecoming a Christian student.
2. Incurable or disruptive behavior which impedes the progress of the rest of the class.
3. Possession or sale of weapons, drugs or controlled substances.
4. Infliction of or threatened physical injury to another person. (Diocesan Policy 6200.4)

## Expulsion

The expulsion of a student from a Catholic School is such a serious punishment that it should be invoked rarely and then only as a last resort. However, when all other means have failed and expulsion is being considered, the following steps are taken:

1. Written communication between the school and the family will occur.
2. The parents or guardians of the student are granted a conference to discuss the problem with the principal, pastor and teachers.
3. The principal and pastor make the final decision and notify the parents or guardians.

## Dress Code Policy

All students are required to wear the school uniform. The following guidelines are to benefit the parents, students and teachers in order to alleviate any confusion as to how each child should be dressed. **It is the intent of the student dress code to permit students to dress comfortably, and at the same time, restrict extremes in grooming which will distract from the main purpose of the educational program.**

Students not wearing dress code clothing will be removed from class. **Parents will be called to bring needed items to bring student in compliance and disciplinary action may result.** No jackets or sweatshirts may be worn in the building except for the Spirit wear sweatshirts or hoodies. Students must remove sweatshirts or other clothing when inside that are not a part of the dress code.

**If you have any questions about the school uniform policy, please call the office. For suggestions for proper attire you may use the following sources:**

French Toast web site [www.frenchtoast.com](http://www.frenchtoast.com) . (code QS5CGDE)

Lands' End website [www.landsend.com/school](http://www.landsend.com/school) .

C & J School Uniforms, Inc. 918-610-7470

Walmart, Dillard's

## Uniform Regulations

### All Students (Male and Female):

Athletic Shoes

NO LOGOS on any clothing

Belts (navy, black or brown) are required for all students in grades 1—8 unless there is prior approval from the principal for medical reasons.

Navy or Tan Khaki walking shorts (NO CARGO PANTS) (No shorter than 3 inches above the knee)

Navy or Tan Khaki dress pants (NO CARGO PANTS)

Navy cardigan or pull-over sweater

White, red or navy knit shirts with collar--long or short sleeves

**Solid color white, red or navy socks or tights**

White, red or navy long sleeve turtlenecks

No jackets or sweatshirts may be worn in the building except for the Spirit wear sweatshirts or hoodies.

***Monogrammed Spirit wear school sweatshirts or hoodies are acceptable in gray, black or red***

***Scout Uniforms – Students may wear the scout uniforms, not tee shirts, on meeting days.***

**Girls PreK—4<sup>th</sup>:** Regulation navy or tan khaki jumper or dress (no shorter than 3 inches above the knee)

Navy or Tan Khaki skorts (**No shorter than 3 inches above the knee**)

White blouse with collar-- long or short sleeves

**SOLID** color (white, red, or navy) socks, tights or hose

**Girls 5<sup>th</sup> —8<sup>th</sup>--**Regulation navy or tan khaki skirt

Navy or Tan Khaki skorts or walking shorts

White blouse with collar (long or short sleeve)

**SOLID** color (white, red, black, or navy) socks, tights or hose

Walking Shorts may be worn throughout the year as the weather permits and parents see fit. Walking Shorts, jumpers, dresses, skorts, and skirts must **be no more than three inches above the knee**. Girls may wear uniform shorts under jumpers or skirts; however, shorts should not show below the hemline.

The **Mass uniform** for grades 5, 6, 7, and 8 will be as follows:

**Boys:** Long sleeved button-down light blue oxford shirt with khaki pants.

**Girls:** Long sleeved button-down white oxford shirt with plaid skirt. The girls must purchase the skirts from the following vendor:

C & J School Uniforms, Inc.

51<sup>st</sup> & Memorial Fontana Shopping Center

Tulsa, OK 74101

918-610-7470



A visit to the store for measurements will insure the correct size. The store has the following Saint Joseph School requirements on record:

1. Type of material mix
2. Style of skirt
3. School plaid

### **Inappropriate Uniform Wear**

* Sandals, water shoes	*Corduroy pants
* Open toe or open heel shoes	*Cargo pants or cargo shorts
* Shoes without backs	*Any distracting hair color
* Sunglasses inside the building	*Visible body piercing other than ears for girls (tasteful earrings, please)
*Hats, caps, or hoods inside the building	*Pants sagging (must wear pants at waistline)
*Wallet chains	* Bandanas
* Excessive Jewelry	*Jeans of any color
*No hoop earrings for safety issues * Boy's that wear earrings (for heritage purposes ONLY) must wear studs due to safety issues	* Spirit wear not allowed on any Mass day.

Students, who repeatedly violate the uniform policy, will be denied participation in the Spirit Wear days. The principal and/or pastor reserve the right to ask students not to wear articles deemed inappropriate. When students are not dressed appropriately, parents will be called to bring needed items. Disciplinary action may result for improper uniform.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

### **ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

**Spirit Wear:** Students may wear Spirit Wear on Fridays unless Friday becomes a Mass day. Spirit wear consists of a Saint Joseph Catholic School t-shirt, sweatshirt or hoodie and uniform pants, uniform skorts, uniform walking shorts, or jeans without holes or tears (no slacking). Spirit wear may be purchased throughout the year. ***Students who have been tardy in the previous 5 days may not wear Sportswear on Friday.*** **Birthday Observance:** Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday if the birthday occurs when school is not in session unless it is a Mass day. Note: Refrain from inappropriate wear.

### **Drop Off/Pick Up**

No student will be dismissed from any place on the school grounds without a parent or guardian. Students will be picked up in the office or in the gym at dismissal by only those people designated. (Forms are completed at the time of registration.)

### **Drop-Off Procedures and Pick-up Procedures.**

1. Students may be dropped off no earlier than 7:30 am.
2. All children should exit the car on the passenger side.
3. Fast drop off for working parents: Enter the property from Virginia Street, drop your children off at the south entrance of the gym, and exit through the church parking lot onto Broadway Street. Please pull up to fill all spaces before exiting to avoid back up on Virginia Street.
4. If your child needs help exiting a car seat or if you wish to join the student body for Morning Assembly, please enter from "T" Street and park in the spaces next to the curb on the west side of the gym, not in the middle spaces, and walk your child into the gym at the southwest door. **Exit onto "T" Street. Do not exit through Virginia St. or Broadway to avoid conflict with those exiting Broadway St.**
5. Do not park in the parking lot south of the gym in the morning. **This space is reserved for faculty and staff.** Students and parents should not cross through the parking lot on foot to get to the gym. Often children are placed in a dangerous situation because they are crossing the parking lot unattended.
6. Students may not play on the playground immediately before or after school. Please do not bring younger children to play on the playground during dismissal time. You may enter playground at 3:15pm (See diagram at the end of the handbook)
7. All students will go to the gym and be dismissed to parents at 3:00.
8. Students must be picked up in front of the gym, never on the street.
9. **PLEASE PLACE YOUR CHILD'S NAME IN YOUR FRONT WINDSHIELD.**

**Riding Bicycles or Walking to and from School** --A student having parental written permission on file in the office may ride a bicycle or walk to and from school.

### **Pre-school Pick-up**

When picking up preschool children at 11:30 a.m., parents may park in a parking space south of the gym and walk inside. The circle drive-through **cannot** be blocked. If you pick your child up **after 12:00 p.m., you will be required to sign them out in the office.**

### **Tobacco, Drugs and Alcohol Policy**

St. Joseph Catholic School participates in a drug education program, Operation Aware. Through this and other programs, our aim is to make students aware of the dangers of illicit drugs, especially during the last week in October, Red Ribbon Week.

School personnel who recognize a student displaying unusual behavior as a result of drugs, alcohol, and/or other chemical elements, or witness the sale of drugs from one student to another will use the following procedure. Any teacher or school employee who knows or suspects that a student or any person on campus is in possession of, uses, is under the influence of, or distributes illegal/controlled substances or alcohol, in violation of State Law or this policy, must notify the principal immediately.

1. Bring the student to the office.
2. Parents will be notified immediately.
3. Parents will be required to seek medical treatment and/or counseling for their child.

4. Discipline policy concerning the use of/or sale of drugs will be enforced. Students who possess tobacco, drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Electronic Games**

Electronic games are not permitted on campus. In addition, video game consoles, cartridges, discs, and other paraphernalia are not permitted at any time. With teacher approval, students may use these devices to and from lengthy field trips and at parties at their own risk. The school will not be responsible for damaged or lost devices.

### **Emergency Information/Drills**

Parents are responsible for providing the school office with information needed in case of an emergency. An emergency information form is on file in the school office with information about who is to be contacted and what medical procedures are to be followed. Please review their formation and update it as necessary. State Law requires that fire drills, tornado drills, lockdown and lockout drills be held during the school year.

**Fire Drills:** Exit routes are posted in every classroom. During the fire drills, students should follow these regulations:

1. Rise in silence when directed by phones;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column, facing away from the building;
5. Return to building when signal is given.

**Tornado drills** are held in the fall and in the spring. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

**Lockdown/Lockout Procedures** Our School places the highest priority on the preservation of the lives of our employees and students. If an active shooter event should occur, our employees shall use the Avoid, Deny, Defend model. All faculty and staff will have been trained by the police department in this procedure.

## **Enrichment**

### **AIDS Education**

This preventative program is taught in grades K through 8 through science, Operation Aware, or Religion class. The curriculum is in accordance with standards set by the Diocese of Tulsa and the Oklahoma State Department of Education.

### **Math Counts**

This activity is available to all interested students in Grades 6 - 8. Students participate in the Diocesan Math Counts contests.

### **Academic Teams**

All students, grades fifth through eighth, may participate in Academic Team competition. Parent volunteers and teacher sponsors work with students to prepare them for Academic Team Bowl competitions with other schools. This is a gifted and talented program.

### **Science Fair/History Day**

Science Fair/History Day Requirement Packets will be distributed to parents during the month of September. This will give each student ample time to decide upon and conduct an experiment throughout the year. Students in grades fifth, sixth, seventh and eighth are required to do a project. It will count as 20% of the third (3<sup>rd</sup>) quarter's science grade. Students in grades K through four may participate if they wish; however, it is not required. Students may not reuse the same projects from one year to the next but may expand the research into a more complex project. Students are expected to do their own work and be able to explain and demonstrate their projects.

### **Musical Program**

At Christmas (Wednesday, December 4, @ 6:00pm) and each spring (Wednesday, May 6, @ 6:00pm) St. Joseph students are **required** to participate in a school musical program.

### **National Junior Honor Society**

Students in grades 6-8 must meet guidelines to be accepted into the NJHS. Students must adhere to the required prerequisites to be a member: including but not limited to: 10 hours of community service, service project, group project, GPA requirements, attendance, etc. See NJHS website for exact details.

### **Foreign Language**

Spanish is a part of the school day for K—8 students on Wednesday and Friday.

### **Operation Aware**

This program is offered for ten weeks for grades 3—8. The “community building” program emphasizes communication skills, prevention of drug and alcohol abuse, recognition of the characteristics of adolescence, coping skills and responsibilities.

### **Prayer Partners/Book Buddies**

Faculty, staff and students have prayer partner's/book buddies. Younger and older student's pair up for activities to prepare gifts for nursing home residents and veterans.

Book Buddies read to each other.

### **Summer School**

Saint Joseph School does not have a summer school program. Students may participate in St. Joseph Church's Vacation Bible School and the *Totus Tuus* week if available.

### **Extended Care**

Saint Joseph School offers an extended care from 3:15—5:15 during the school year, not to exceed 15 hours per week.

### **Field Trips**

#### **Diocesan Rules**

- o No crossing of state lines
- o No public or private swimming pools (No water parks)
- o No public or private boats
- o No amusement parks
- o No event that would hold a liability issue for our school or Diocese.

#### **Saint Joseph School Rules**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals.
3. If the church bus is used, the students will be assessed the cost of gas, about \$3 per trip.
4. A field trip is a privilege and not a right. Students can be denied participation if they fail to meet academic or behavioral standards.
5. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
6. All grades do not always have the same number of field trips.
7. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
8. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
9. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
10. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does **not** take the place of an original signature.

11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper permission slip. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride with an assigned driver to and from the field trip with their class. Students not transported in an assigned vehicle may not participate in the field trip and will be counted absent for the day.
13. Transportation is arranged with an insured driver who has completed all the required field trip forms in the office. Drivers must verify adequate insurance, VIRTUS, and a background check. Insurance of **\$100,000/\$300,000** is recommended by the diocese.
14. All monies collected for the field trip are **non-refundable**.
15. **Student cell phones or electronic games are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
16. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
17. Medication will be given to a student on a field trip only with the written permission of the legal parent or guardian by a designated school employee or parent who has received instruction or training on administration of the specific medication. Prescription medicine must be in a currently dated prescription vial or properly labeled container which correctly states the name of the patient, the name of the physician and directions for administering the medication.

### **Financial Obligations**

#### SCHOOL YEAR – 2018-2019 Registration Fees

1 Child	<b>*\$375</b>
2 Children	<b>*\$525</b>
3 Children	<b>*\$675</b>
Each additional Child	<b>*\$200</b>

The registration fee insures your child’s enrollment at St. Joseph School. It may include but is not limited to Home & School dues, registration materials, rental of hard-cover textbooks, consumable workbooks, assignment books, materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times). **IT DOES NOT COVER FIELD TRIPS, AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.**

**\*All fees are non-refundable**

## TUITION SCHEDULE

Actual Tuition Rate per child..... **\$5,893**

### 2018-2019 Tuition Rates (K—8)

<u>Per Year</u>	<u>St. Joseph Catholic Church Parishioner</u>	<u>Non-Catholic</u>
1 child	\$4,662	\$5,893
2 children	\$7,262	\$9,974
3 children	\$9,685	\$14,085
4 children	\$12,471	\$18,397

### PRE-KINDERGARTEN

Actual ½ Day Tuition Rate per child.....**\$3,000.00**

<u>Per Year</u>	<u>3 year olds</u>	<u>4 year olds</u>
Mon. thru Fri. 8:00—11:30	\$2,598	\$2,598
Optional extended day	\$16.50 per day	\$16.50 per day (11:30—3:00)
Optional extended care	\$4.50 per hour	\$4.50 per hour (3:15—5:30)

## FINANCIAL ASSISTANCE

- 1. St. Francis of Assisi Tuition Assistance** provides partial tuition assistance to Catholic families of students in grades K—8 who desire a Catholic education for their children but are unable to pay the full cost of tuition.
- 2. The Rooney Tuition Assistance** provides partial tuition assistance to Catholic families of students in grades K—8 who desire a Catholic education for their children but are unable to pay the full cost of tuition.
- 3. Go for Catholic Schools Tuition Assistance** provides partial tuition assistance to both Catholic and Non-Catholic families. Children must be in grades K—8. The funds are made possible from donations dictated by the requirements of the Oklahoma Equal Opportunity Education Scholarship Act, 68 Okla. Statutes Section 2357.206. The funds go to the neediest families.
- 4.** For any of the above forms of tuition assistance, parents must apply ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com). Documentation of filed IRS 1040 and W2's must be faxed or uploaded. If you need assistance, the principal will assist. \*The application deadline to FACTS® Grant and Aid Assessment is March 15, 2019. See also Tuition Assistance. Computers and assistance with filling out the necessary forms is available if needed.
- 5. All tuition assistance applicants (parents) are expected to volunteer their time and talent helping at the school.**

## **Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by September 1, 2019, or
- Pay ½ annual tuition by September 1, 2018 and the remainder by December 1, 2018
- Pay 10 equal payments beginning July 10, 2019 or
- Pay 12 equal payments beginning June 12, 2019.
- Tuition is late after the 20<sup>th</sup> of the month. **A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**
- **Accounts past due longer than 90 days may be sent to Small Claims Court incurring additional charges.**

## **Enrollment/Re-Enrollment**

- The Registration/Book Fee for all new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration/Book Fee upon enrollment to the school. Enrollment and registration for the coming year is due before spring break
- All Registration Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to Saint Joseph School that do not clear the bank.

## **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawing from the school. (withdraw form must be completed)
- **The school will not forward records for students who withdraw with an outstanding balance.**

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL  
OFFICE at 918-683-1291

## **Fundraisers**

The majority of the budgeted revenue for St. Joseph School is generated from tuition, tuition assistance programs, a parish subsidy and the St. Joseph Endowment Trust. Other fundraisers account for approximately 5% of the yearly budget. These fundraisers are a necessary and important aspect of our school's financial well-being. It is the goal of the Advisory Council that 100% of the parents participate in these major fundraisers:

- Annual Gift Campaign
- St. Joseph Endowment Trust
- Fall & Spring Home & School Fundraisers



Further, it is hoped that the parents participate and support their children in as many of these other fundraisers as they feel appropriate.

- o Book Fairs (Library)
- o Christmas Sales
- o Endowment Trust Dinner
- o American Diabetes Walk-a-thon
- o St. Jude's Math-a-thon and Trike-a-thon
- o Casino Night (every other year) 2019-2020
- o Home & School Fall Carnival (every other year) 2020-2021

It is the Advisory Council's policy to review all fundraisers.

### **Funeral Dismissal**

If a funeral is being held during dismissal, there will be an alternate carport route. Please enter on Virginia and exit on "T" Street.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines distributed at classroom parties should include a Valentine for each student in the class.

### **Grading Scale**

#### **Reporting Grades**

##### **Preschool- First Grade**

1. Fall parent meeting, same time as grades K through 8
2. January Report Card
3. Spring Conference, end of third quarter
4. End of year report card

##### **Evaluation Scale**

E	Expected Performance
P	Progress Being Made
N	Area Need/Concern

### **Kindergarten:**

Kindergarten has parent conferences for the first and third nine week periods. They receive report cards for the second, third and fourth nine weeks.

### **Progress Reports**

Progress Reports are given to parents at the midterm for each quarter (grades second through eighth).

### **Report Cards**

Report cards are important tools for communication. Report cards will be sent home at the end of each nine-week period. Beginning in the second grade, all core subjects will be given letter grades with the following scale:

A - Outstanding	(90-100)
B - Above Average	(80 - 89)
C - Average	(70 - 79)
D - Below Average	(60 - 69)
F - Failure	(59 & below)
I – Incomplete	

#### **Grades for K--4: Music, PE, Library, Spanish**

E = Excellent

S = Satisfactory

I = Improving

N = Needs Improving

U = Unsatisfactory

#### **Grades 5—8: Music, PE, Technology, Spanish will receive letter grades.**

If a student is not passing at the time the report card is issued due to illness or extenuating circumstances, a teacher may give an “I” on the report card. An incomplete grade will become a failure unless the student satisfactorily completes the work within two weeks.

### **Gum**

Students should **not chew gum** at school at any time. This includes before school, during school, and after school. Disciplinary action will occur for students’ chewing gum during the course of the school day.

### **Home and School Association**

Saint Joseph School, Home and School Association works to support and enhance the educational ministry of the school, to promote the welfare of our students, and to foster cooperation between the school and the home. Fund-raising, parent education, and building community are goals of this organization. All parents are members with a \$5.00 registration fee which is included in the general registration fee. Parents are expected to support the goals of the Association. The Constitution and By-Laws are available in the office.

### **Homework**

Homework is designed to strengthen and review skills learned in class, to encourage good study habits and to allow students to explore and extend material presented in the classroom.

Homework is an outgrowth of class work. Parents are responsible for:

- providing a proper environment for the completion of assignments;
- showing an interest in the child's work;
- checking neatness and completeness;
- giving individual help to the child;
- remaining patient and understanding;
- encouraging the child to do his own work rather than doing it for him/her.

Students are responsible for time spent on homework. If a child is correctly placed and has effective study habits, homework is usually completed in the following time frames:

Grade K-1	15 - 20 minutes daily	Grade 2	20 - 30 minutes' daily
Grade 3	30 - 40 minutes daily	Grade 4	40 - 50 minutes' daily
Grades 5-6	45 - 60 minutes daily	Grades 7-8	60 - 90 minutes' daily

Homework may be assigned to students Monday through Friday. Homework will **not** be assigned to students on Wednesday evening. There will be NO homework on Home & School meeting nights or student program nights for the grades involved.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to make up prior to being absent if at all possible. The last day of school for the 2018-2019 school year is May 25, 2019. Please plan vacations after that date.

## **Homework Policy Due to Illness**

When a student is absent, a parent must call the school office **before 8:30 AM** to arrange for homework assignments. You may also email the school secretary before 8:30 am at **chutchens@stjoseph74403.com**. Homework assignments may be picked up at the school office after 2:00 or at extended care between 3:00 PM – 5:15 PM.

Students will be allowed one day make up for each day of absence due to illness. For example, a student who was absent three days may be given three school days to complete the missed work.

## **Honor Rolls**

The Semester Honor Rolls are for students in the 2<sup>nd</sup> through 8<sup>th</sup> grades. The letter grade “I” (incomplete) disqualifies a student from the honor roll

### **Pastor’s Honor Roll**

Those students having a combined average of 93% or above in core classes [Religion, Reading, Spelling, English, Science, Math, Social Studies] and who have no grade lower than a “B” will be placed on the Pastor’s Honor Roll by semester. Students may have no conduct grade lower than 2 (good) and no grade for specials lower than S (satisfactory) for grades 2—4. Students in grades 5—8 may have no conduct grade lower than 2 (good) and no grade lower than “B” for specials (PE, Music, Technology, Spanish).

### **Principal’s Honor Roll**

Those students having a combined average of 85% - 92% in core classes [Religion, Reading, Spelling, English, Science, Math, Social Studies] and who have no grade lower than a “C” will be placed on the Principal’s Honor Roll by semester. Students may have no conduct grade lower than 2 (good) and no grade for specials lower than S (satisfactory) for grades 2—4. Students in grades 5—8 may have no conduct grade lower than 2 (good) and no grade lower than “C” for specials (PE, Music, Technology, and Spanish).

### **Students of the Quarter**

Students of the Quarter **MUST** be approved by homeroom teachers. Students should exhibit the following criteria:

#### **Citizenship: 1. Readiness**

- a. **Having homework**, sharpened pencils and other materials ready before class begins)
  - b. **Utilizing** assignment Book (Write in it daily, do assignments, and have parent signature)
  - c. **Following** directions
  - d. **Being punctual** to school
2. **Listening**
  3. **Cooperating**
  4. **Volunteering** to help without being asked

5. **Having a Positive** attitude
6. **Being kind** and **polite**
7. **Being able to work without disturbing** others
8. **Leaving toys**, magazines, electronic games and music/video players **at home**
9. **Following dress code**
10. **Having No referrals** to the office for discipline reasons

## **Illness**

### **Meningococcal Meningitis**

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, eating utensils, kissing, smoking or being exposed to second-hand smoke, and excessive fatigue due to lack of sleep or irregular sleeping patterns. Meningitis may be prevented by avoiding the behaviors that spread it or by receiving the appropriate vaccination. Ask your child's health care provider about the best methods for protecting your child.

## **Head Lice**

### **4.3 Pediculosis (Head Lice), Treatment, and Attendance at school**

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

Head checks will be done on all classroom students for lice/nits within two days after a discovery. With the presence of nits or lice at the time of re-check, the student will continue to be absent from school. The designated staff will be called upon to perform the task of checking for lice. The school will notify parents of an outbreak through email. Due to confidentiality and privacy issues, the school must alert the entire student body not the specific classrooms affected. Upon request, parents/guardians may receive printed educational information on head lice treatment through email. All information shall be kept in confidence in accordance with state and federal laws and regulations. The janitor is required to clean the classroom thoroughly. Parents **MUST NOT** call and send their children to school stating they had lice and were treated. Before turning to school, the student will be required to present a certificate from a health professional or an authorized representative of the Oklahoma State Health Department verifying that the student is no longer contagious. The parents/guardian will be

responsible for the application of a pediculicide agent and/or other treatment options and to remove **ALL** lice/nits. Upon return to school after treatment, the parent/guardian must accompany the student to school and remain present during the re-check. The school designee must approve student re-entry to school.

**Strep Throat:** If a case of strep has been verified, parents will be notified.

### **Illness during school hours**

If a student becomes ill while at school, parents will be notified. Every effort should be made to pick up a child quickly. The health department requires that children with communicable conditions such as virus, pinkeye, scabies, head lice, etc. be sent home. Do not return your child to school until he or she is **free of temperature and symptoms (vomiting, diarrhea) for 24 hours.**

According to the Pediatric Division of the State Health Department, the Good Health Handbook (DHS) defines a fever as over 100°. At 100° a parent is to be called.

### **Emergency Care for Injury and Sudden Illness**

St. Joseph School shall use its best effort for adequate emergency handling of accidents and sudden illness occurring at school and during school-sponsored activities according to established guidelines.

### **Internet Access and Electronic Mail**

We are pleased that we are able to offer students access to online Internet services. Access to e-mail and the Internet will allow students to explore and discover the many possibilities offered through computer technology. Parents should be warned, however, the Internet does contain material that is unacceptable for children. Software has been installed which is designed to block offensive material, and prevent students from transferring or receiving unauthorized messages. Although it is a good program, nothing is completely foolproof. Students will be supervised while using the Internet, and resources and sites will be reviewed before students are allowed access. To gain access to e-mail and other Internet services, all students must have parental permission. The following rules must be adhered to:

1. Students will log on or connect only after obtaining permission, and only under adult supervision.
2. Students will protect their privacy by not sending out their full names, addresses, or phone numbers.
3. Students will be responsible for good behavior on school computers just as they are in the regular classroom.
4. The following will not be permitted:
  - a. sending or displaying offensive messages or pictures
  - b. using obscene language
  - c. harassing, insulting, or attacking others
  - d. damaging computers, computer hardware, computer systems
  - e. violating copyright laws
  - f. using unauthorized passwords

Violations will result in the loss of access as well as other disciplinary action.

\* Also see Chromebook Policy.

## **Library**

Each student is responsible for the care and return of checked – out books. If a book is lost or damaged, the parent is responsible for the replacement cost of the book.

Grades Kindergarten and 1<sup>st</sup> have a checkout time of one week.

Grades 2 through 8 have a two-week checkout period.

1. All books are due in the morning of the child's day in the library.
2. Books must be returned to the library by the due date, no later than the child's regularly scheduled library time, but may be returned earlier to the teacher.
3. Encyclopedias or other reference material may not be taken out of the library for any reason.
4. Behavior expectations are posted in the library and children will be graded accordingly.

## **Book Selection Policy**

St. Joseph School provides library services to all students (Preschool – eight), to faculty, staff, and other “Friends of the Library.”

The library accepts as its basic objectives the provision and servicing of expertly selected books, periodicals, and other materials to aid the individual in the pursuit of education, information, research, and leisure-time reading.

Selection policies emphasize the educational and informational functions of books. The term “educational” includes books that broaden horizons, stimulate imaginations, and enlarge experiences. Therefore, this definition enters into the fields of recreation and appreciation.

The library recognizes the importance of both basic books of permanent value as well as timely materials on current issues and problems. It provides reference materials for answering specific questions and for individual research.

Selection is based specifically on the particular needs and interests of the school community, especially the needs and interests expressed by students. The collection must meet the needs of the various curriculum areas as well as the diverse learning skills of readers of average and above-average ability.

Media selection has been affected by current trends in education and communication. A multimedia approach, the widespread use of paperbacks, and the emergence of computerized learning programs have a marked influence on the scope and use of materials.

The selection of materials by a process of competent evaluation is the responsibility of specialists. The process of selection is expedited by consulting reviews, recommended lists, standard bibliographic tools, and special

releases. Although faculty, students, and parents are free to make suggestions regarding titles to be added to or weeded from the collection, the ultimate decision rests with the administration. All suggestions will be given serious consideration unless the price is prohibitive or the subject area so limited that the material will have very little use.

Gift items are welcomed, but the librarian reserves the right to make the final decision regarding their disposition.

Books which are recognized as children's classics and are of considerable literary merit are retained even though there may be a word or phrase which is unacceptable. Current books which are well written and which meaningfully portray a period, an incident or way of life are accepted despite the occasional use of an unacceptable term.

The library is opposed to the addition or removal of books (at the request of an individual or group) which have been chosen or excluded by the principles of book selection stated in our policy book. The librarian welcomes the opportunity to discuss the interpretation of these principles with any individual or group.

Tools used to select books and materials for the library may include: Children's Catalog, Junior High School Library Catalog, A.L.A. Booklist, Catholic Library World, New York Times Book Review Section, Sooners Gushers and Dusters, Learning Magazine, The Horn Book, Media and Methods, Sequoyah Master Book List, Newberry Medal Book List, Caldecott Medal Book List, St. Anthony Magazine, CDL Source Monthly Bulletins.

### **Lockers**

Each student in Grades 5—8 is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times (before school, before lunch, after lunch, at the end of the day). The school reserves the right to inspect lockers at any time. Lockers may not be decorated outside. The school reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of Saint Joseph School.

### **Lost and Found**

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket in the gym. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.



## **Lunch Program**

Saint Joseph School offers a hot lunch program daily. Meals are served every school day. Students bringing their own lunch must bring items that don't require heating (Ex: sandwiches) and may purchase milk. Milk is provided with purchased lunches. Lunches must be prepaid at \$3.50 per day or \$17.50/week. Milk may be purchased for \$.75 each or \$3.75/week.

Lunches may be prepaid before or after school in the office. **Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents may not bring lunches or drinks from carry-out restaurants.** If there is a special occasion you wish to reward your child with fast food for lunch, we request that you check your child/children out for lunch during their lunch period and return them to school before the next class begins.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with cafeteria staff is expected at all times.

### **Free and Reduced Lunch**

**Applications for free and reduced lunches are available in the office from the school secretary. You must send the application to the school office by August 21, 2019.**

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the secretary in the container received from the pharmacy and must have on its label the following information. Parents must complete the "Request for Administration of Medication." Over the counter medication (i.e. Tylenol, Ibuprofen, cough medicine, etc. must also be labeled the same way. No more than a 20-day supply of medication may be sent to the school each month.

- a. Child's name b. Name of doctor prescribing the child's medication c. Frequency
- d. Dosage e. Date

Oklahoma law provides that the administrator or other designated school employee shall not be liable for civil damages for any personal injuries to the student which result from acts or omissions of the administrator or other designated school employee in administering any medicine pursuant to the provisions of the law except for acts or omissions constituting gross, willful or wanton negligence.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## **Open House**

The school year may begin with an open house to acquaint parents and students with the school, their new teachers, and other students. Open House is scheduled for August 8 at 6:00 in the Parish Hall. Physicals will be available for students in grades 1, 3, 5, 6, 7, & 8. And for students who wish to participate in Comet Basketball/volleyball. Parents are welcome to observe classes by appointment.

## **Parents as Partners**

As partners in the educational process at Saint Joseph School, we ask parents to:

1. Set rules, times, and limits so that your child:
  - **Gets to bed early on school nights;**
  - **Arrives at school on time and is picked up on time at the end of the day;**
  - **Is dressed according to the school dress code;**
  - **Completes assignments on time; and**
  - **Has lunch money or nutritional sack lunch every day.**
2. Actively participate in school activities such as Parent-Teacher Conferences;
3. Pay for any damage to school books or property due to carelessness or neglect on the part of the student;
4. **Notify the school with a written note when the student has been absent or tardy;**
5. Notify the school office of any changes of address or important phone numbers;
6. Meet all financial obligations to the school;
7. Inform the school of any special situation regarding the student's well-being, safety, and health;
8. Complete and return to school any requested information promptly;
9. Read school notes and newsletters and to show interest in the student's total education;
10. Support the religious and educational goals of the school;
11. Support and cooperate with the discipline policy of the school;
12. Treat teachers with respect and courtesy in discussing student problems.
13. Refrain from posting negative comments about students, teachers, or administration on social media.
14. **Sign students in when they are tardy.**

## **Parent's Role in Education**

We, at Saint Joseph School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Joseph School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with your Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are

nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Joseph School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parties**

Students are permitted three class parties a year: Halloween Party, Christmas, and Easter. Parties begin at 2:15. Classroom teachers should be consulted and must approve plans for these parties. The principal must approve any other parties held during school time. Room parents may assist the classroom teacher with these three parties with treats and games. We request that treats be already prepared into individual servings and be healthy without cinnamon, peanuts or peanut products. (See Wellness Policy)

### **Pictures**

Individual school pictures, in uniform, will be taken October 16th. Class group pictures, in uniform, will be January 21st, and Easter pictures, in dress clothing, will be in April.

## **Playground Rules**

1. Keep hands, feet, and objects to yourself.
2. Do not kick or handle rocks.
3. Practice appropriate use of playground equipment.
4. Do not hang or crawl on soccer goals.
5. Do not play games that require pushing, shoving, hitting, or slinging someone.
6. Leave natural surroundings as they are.
7. No hanging or swinging on railing going up or down steps.
8. No jumping from swings.
9. Do not leave the playground area without permission from your teacher.

## ***POSSIBLE CONSEQUENCES***

1. Verbal Warning
2. Loss of ONE (1) full recess
3. Visit with principal
4. Phone call home
5. Loss of TWO (2) full recesses
6. Detention

## **Recess**

1. Students will adhere to safe practices when using equipment or playing games.
2. Students will follow the directions of the teacher on duty.
3. Students will follow playground rules. Inappropriate playground behavior will result in loss of playground privileges and/or detention.
4. Students who stay in during the recess period due to illness must present a written request to their teacher signed by their parent or guardian.

**Inside Days:** When the weather is inclement, children will return to their classrooms at the discretion of teachers and/or administration to engage in quiet activities. **When the weather is cold or snowy, please dress your child warmly as a few minutes of outside activity is very beneficial.** If your child cannot go outside due to illness, please provide a **written note** to the homeroom teacher.

## **Privacy Policy**

Confidentiality is a vital component of privacy. In order to ensure the privacy of students, faculty and staff, parents should refer to the following Tulsa Diocesan Privacy Policies when questioning any disciplinary actions that have taken place.

Excerpt from the: **Tulsa Diocese Catholic Schools Policies and Guideline Handbook**

## **6180.1 Basic Privacy Policy of Students**

The principal is responsible to ensure the privacy of students' records in whatever process is used to collect, maintain, and secure data (including Disciplinary/Warning Records).

### **Promotion Policy and Retention Policy**

Advancement to the next grade in Saint Joseph School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school tutoring as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Parents who do not choose to retain their child after teacher recommendation must sign a form stating that they understand that the child was not promoted but instead placed into the next grade.

### **Releasing Students from School**

Students may be released during the school day only to their parents/guardians or to persons authorized in writing by the parents/guardians via fax.

1. If a student is under the custody of one parent by court order, he/she may be released to the other parent only with the custodial parent's written permission.
2. If you request your child to be released to people other than yourself, the school needs to have on file your written permission of approved people.
3. Students will not be released during school hours for illness, injury or any other reason unless the parent/guardian, or someone designated by the parent, comes directly to the office to get them. Students will wait in the office until the designated person comes in to pick them up. Students will not wait outside to be picked up. All approved persons must come to the office to pick up the student and to follow the necessary checkout procedures.
4. Authorized persons picking up a student from a classroom must complete a form in the office to present to the teacher.
5. If this is your first time to pick up a child, be prepared to provide identification.

### **Returning to School after Dismissal**

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students, who choose to return to school after 3:00 PM without a teacher, may face detention, suspension, or expulsion.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Joseph School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **School Hours**

Preschool: 8:00—11:30. An extended preschool is available from 11:30—3:00. See Financial Obligations for the schedule.

Grades K through 8th: 8:00 AM – 3:00 PM. **Students not in the gym by 8:00 AM are considered tardy.** Morning Assembly is an integral part of the school day and is counted in the number of minutes required by our accreditation with OCCSAA. **Students who are not checked off as present by 8:00 will be counted as tardy or absent by their teacher. After morning assembly, parents must come to the office to check their children in.**

At Saint Joseph School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child (ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the gym. Students will line up in classes at 7:50 AM to prepare for Morning Assembly.

St. Joseph School offers an after school After Care Program from 3:15 until 5:15 not to exceed 15 hours per week. The registration fee for Extended Care is included in the general registration fee. Privileges for extended care may be suspended for inappropriate behavior or delinquent accounts.

Parents are to make arrangements for their child (ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 5:15 PM will receive:

1. A phone call reminding you to pick up your students on time
2. A warning that may result in your child not being allowed to attend After Care.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation, eligibility for awards, access to Spirit Wear days, and promotion to the next grade

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After Care Program. See Financial Obligations for hourly rates.

### **School Office Hours**

The school office is open on all school days from **7:45 AM – 3:20 PM** except on faculty meeting mornings. The office will open at 8:00 on faculty meeting days. The office will open at 9:00am on mass days.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be returned at the end of the school year in good condition. No writing in rented textbooks is permitted. The student will pay a fine or replace damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

Saint Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Twitter®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Student backpacks may **NOT** be on wheels unless by physician's written orders.

### **Scouts**

Scouts is not a school sponsored organization. Scouting for boys is available through the Indian Nations Council in Tulsa. Scouting for girls may be available through the Magic Empire Girl Scouts in Tulsa.

### **Search**

The school reserves the right to search anything brought on school property. This includes cell phones, electronic devices, backpacks, etc.

### **Service Projects-Students**

The stewardship program for students in Kindergarten through Grade 8 is entitled "Light the World." The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through

various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator may assist the homeroom teacher to oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children such as Infant Supply Closet and Kids Space. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community such as nursing home visits, get well cards, and veteran's needs, and the **6<sup>th</sup> through 8<sup>th</sup> grades** will participate in projects directed toward the hungry and homeless such as clothing and food drives.

### **Service Hours for Middle School**

Students serve their families by performing daily chores and tasks. However, service at St. Joseph means service beyond the immediate family. Valid community service must be performed outside the school day and benefit a non-profit organization / agency and be non-paying. Planning and preparation time will not be counted as service.

Community service must be **documented** by the authority that is responsible for supervising the service. For example, if a student serves as an acolyte or altar server, the pastor should sign the service hour log. Some suggestions for service include Special Olympics, Grounds Clean-up at church, school, or park, PAWS, Angel Tree Booth (Gift Wrapping or Money Collection), Garden of Lights, food drives, reading to nursing home residents, reading to small children at the public library Relay for Life, Ark of Faith, Red Cross community projects, 5K Runs, Sunday School teacher's aide, Children's church, Diabetes Walk, Math-a-thon, etc.

**Middle school students are required to perform ten (10) hours per semester of community service which counts as 10% of the religion grade during the second quarter and 10% of the religion grade during the fourth quarter. The deadline for turning in the hours will be December 17 for the first semester and May 20 for the second semester. Log forms are available from the religion teacher or the office.**

### **Service Projects-Parents**

Every family is asked to complete **20 hours** (10 if a single parent) of service throughout the entire year or choose to contribute \$200 (\$100 if a single parent) instead. Possible service hours include but are not limited to the following: parent clean-up day, coaching, field trips, weeding the flower gardens, classroom parties and activities, teacher help (as requested), supervision during playground time or in the cafeteria, activities and committees run by the Home & School association, help with the administrative office, help in the library, and many more. Every semester, parents will turn in a record of the volunteer hours they complete to the office or submit \$100/\$200 in lieu of the service. Service hour form is in the back of the handbook.



There are many opportunities throughout the school year for these volunteer hours to be served. Hours should be recorded on the Parent Service Hour Report at the end of this handbook.

### **Shadowing**

St. Joseph School welcomes children of all faiths. St. Joseph School encourages potential students and parents to shadow for a day prior to enrollment. Shadowing may be scheduled through the office.

### **Smoking**

*St. Joseph Catholic School is a tobacco free environment.* Any type of tobacco product is not permitted in the building or on school grounds. This includes the use of E-cigarettes or vapors, also. This also covers events after hours on our school grounds and in our buildings.

### **Sports**

The Diocesan Middle School Athletic Association sports program allows middle school students to participate in school-sponsored athletic competitions (i.e. basketball, volleyball, and track). Participation in athletic events continues spiritual, personal and social growth. The development of fundamental athletic skills and sportsmanship are also instilled. Winning is not the primary concern of the program. DMSAA rules and guidelines must be followed from the athletic handbook.

Practices are in the St. Joseph School gym after school, and games are at the area Diocesan middle schools, including St. Joseph School. **A DMSAA physical is also required for participation for grades 5—8.** The school will pay the fees for DMSAA volleyball and basketball, and the students will pay the coaching fees.

Comet League Basketball, sponsored by Bishop Kelley High School, is available for students in grades 1—5. Students must pay both registration and coaching fees to participate. All games are on Saturday in Tulsa.

Students participating in athletics through the cooperative agreement with Muskogee Public Schools (MPS) will be governed by the same rules used by MPS students while in athletics. Participation in athletics with MPS does not excuse a student from required class work assigned by our faculty. Parents of students participating in athletics at MPS must request in writing an early release from Saint Joseph at a specific time each day, check out the student from the office each day, and provide their own transportation.

**Sports Uniforms:** School and parish donors have purchased uniforms for basketball and volleyball to be checked out to students. Any uniforms not returned must be paid for.

## **Student Council**

St. Joseph School has an active Student Council consisting of officers and representatives from each class grades 1 through 8. They meet during lunch.

Student Council members must:

- Attend bi-weekly meetings during lunch/recess.
- Report to the classes they represent about Student Council activities.
- Gather ideas from their classes and report back to the Council.
- Help plan, and then participate in, Student Council-sponsored functions during school and during after school hours (i.e. movie day for Catholic Schools week, spring school dance, Halloween grams, etc.)

**Students of the Quarter** See Honor Rolls

## **Student Records**

Saint Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will be sent only through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint Joseph School Office for distribution. Completed forms will be sent via the U.S. Mail.

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

## **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone, and students are permitted to use it **only in case of an emergency**. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

**Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, the cell phone must be in the off position for the day. At no time during the day should a cell phone ring. Texting is not allowed during the school day. A teacher may allow cell phone use to download assignments only.**

## **Testing**

The Iowa Test of Basic Skills is given in Grades 2 through 8 during the week of February 20—23 with make-up the following week.

Students in grades 7 and 8 will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school. They are scheduled for December 17-18 as well as May 14-15.

## **Title IX**

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

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## **Tuition Assistance Requirements (See Financial Assistance)**

1. All tuition assistance applicants must qualify for free and reduced lunches with accompanying income tax documents for the previous year.
2. All scholarship applicants must pay partial tuition.
3. All scholarship applicants must pay full registration fees.
4. Because of the significant benefits available for the school and the family, all scholarship applicants requesting tuition assistance must apply through by **March 15 through [www.factstuitionaid.com](http://www.factstuitionaid.com).**
5. **All tuition assistance applicants are expected to volunteer their time and talent.**

## **Visitors**

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

Parents who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process. However, parents or visitors may schedule an observation to a classroom with the principal.

Students who wish to bring guests to school must request pre-approval from the principal. IN WRITING, 24 hours in advance.

### **Volunteers**

Without your help we could not possibly accomplish all we do at St. Joseph. Your example speaks loudly to all of us. You are saying to the children in effect that school is important. To the staff you are saying you support their efforts not only in words but also in actions. You provide encouragement and help to lift the spirits and lighten the burdens of many.

Various parent events are held throughout the school year sponsored by the Home and School Association. An effort on your part is expected by participating in these activities.

Parents are encouraged to volunteer. Some options include playground duty, cafeteria duty, classroom aides, gardening, office assistance, **teacher substitutes**, homeroom parents, etc. Please contact the principal and/or classroom teacher if you are willing to donate some of your time each week to help reinforce the learning process by providing some individual assistance to one or more students.

It is important for all volunteers to remember that a child's reputation is just as sacred as an adult's. We have no right to observe a child's behavior and then go out and discuss it with anyone else. Occasionally it is necessary for a teacher to share some information about a child so the volunteer may better assist the child. This is strictly on a professional basis for use at school only. It is not intended that the teacher be quoted to others outside the school.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check and Virtus training.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Virtus Training**

Introducing the Protecting God's Children™ Program, The National Catholic Risk Retention Group, Inc., is pleased to present a brief introduction to our Protecting God's Children program. This "Flash" presentation exemplifies the information provided in our child sexual abuse awareness sessions for adults. If you have attended an awareness session, this presentation will repeat some of the information presented in our two awareness videos: *A Time to Protect God's Children* and *A Plan to Protect God's Children*. To register online for this class, go to the web site: **[www.virtus.org](http://www.virtus.org)** . **Virtus Training is required for all personnel and volunteers.** To complete the training, go to the web site, select Tulsa Diocese, then St. Joseph School. Complete the VIRTUS training, the Code of Conduct, and information to have a background check done. The only cost for a volunteer is \$19.00 for the background check to be paid online or to the school.

## **Weather Emergencies**

If it is necessary to close the school because of weather conditions, an announcement will be sent to the home phone, cell phone, and/or e-mail account listed on a student's file. The principal and pastor will determine if classes will be canceled. The administration reserves the right to schedule make-up days with the advisement of the Pastor and the School Advisory Council.

## **Wellness Policy**

**Foods Brought to School for Celebrations** (Birthdays, Halloween, Christmas, and Valentine's)

- ***Treats must follow the Wellness Policy (see Food Allergy Policy) and should be from the suggested list of food and beverages.*** Parents may want to send non-edible treats such as pencils, stickers, inexpensive trinkets, etc.
- Classroom parties should be organized with nutrition and interactive games in mind.
- Homeroom parents should make an effort to contact classroom parents to coordinate food items, so that only a small amount of less nutritional items are offered at holiday celebrations.
- Make games, activities, or crafts the focus of the celebration rather than food. Classroom celebrations should take place after lunch (preschool is excluded from this suggestion).
- It is recognized that these guidelines are in place in an effort to provide healthier choices for our students.

### **Healthy Food Ideas**

- \*fruit smoothies made with low-fat ingredients
- \*fresh fruit assortment, fruit & cheese kabobs
- \*dried fruit or 100% fruit snacks
- \*vegetable trays with low-fat dip
- \*whole-grain crackers with cheese cubes, string cheese
- \*pretzels, low-fat popcorn, rice cakes, bread sticks, graham crackers, animal crackers
- \*angel food cake, plain or topped with fruit
- \*bagel slices with jam
- \*fruit or grain muffin (low-fat or oatmeal)
- \*ham, cheese, or turkey sandwiches or wraps (with low-fat condiments)
- \*low-fat pudding, yogurt
- \*low-fat tortilla chips with salsa
- \*frozen fruit pops
- \*low-fat pudding cups
- \*goldfish crackers
- \*baked chips
- \*low-fat pizza with vegetable or low-fat toppings
- \*dark chocolate

### **Examples of Snacks Not Allowed**

- \*low fiber/high fat cookies
- \*cakes or cupcakes—with heavy sugary icing
- \*chips
- \*Twinkies
- \*Milk Chocolate

- \*candy
- \*Pop tarts
- \*Little Debbie's
- \*pizza with high fat content
- \*heavily-buttered popcorn

### **Yearbooks**

Yearbooks are sold annually. The cost of the yearbook fluctuates depending on the number of advertisements sold each year. Business and personal ads are available. Sales of ads begin in January.

### **\*\*Right to Amend**

Saint Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder or through e-mail communication. The principal and pastor are the final recourse and may waive any and all regulations for just cause at their discretion.

#### **TELECOMMUNICATIONS USE AGREEMENT**

##### ***Telecommunications Use Agreement***

*Adapted from NCEA's from The Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Joseph Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must

comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The Administration will deem what is inappropriate use, and the decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously

**Parent Service Quarterly Hour Sheet**  
**ST. JOSEPH CATHOLIC SCHOOL**

**NAME** \_\_\_\_\_ **Quarter** \_\_\_\_\_ **Year** \_\_\_\_\_

<b>Date</b>	<b>Activity or Service (be specific)</b>	<b>Number of Hours</b>	
		<b>Hours</b>	<b>Total</b>

**Total Volunteer Hours** \_\_\_\_\_

**10 Total Hours Due Per Single Parent Household Family Each Year**

**20 Total Hours Due Per Family Each Year**

**Please turn hour sheets in at the school office.**



***Parent Signature Page***

Initial
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I have read the Saint Joseph School 2019-2020 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

I specifically read Tuition Payment options on page 32 and understand that I will be required to make all payments due or jeopardize my child's continued enrollment and will be sent to small claims court for failure to pay tuition.

**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 Mrs. Myers no later than August 22, 2019**

