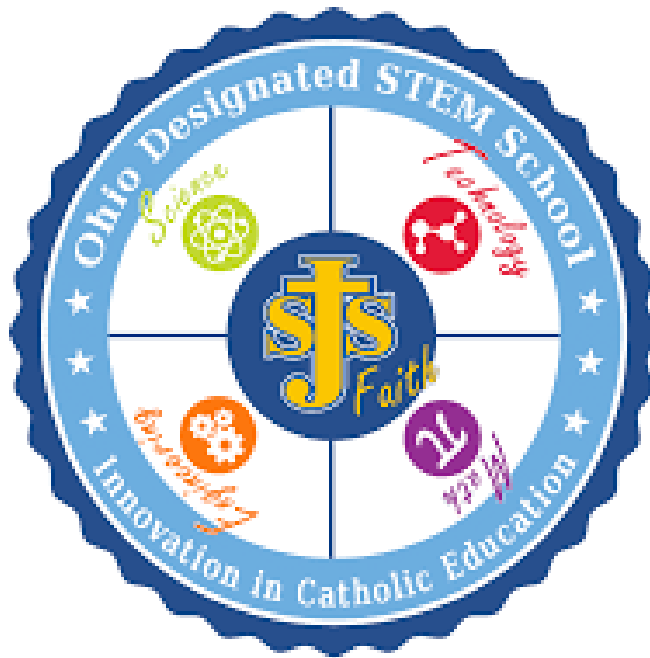


# St. Joseph Parish School Family Handbook 2024-2025



*The mission of St. Joseph Parish School is to provide a Christ-centered environment where dignity, leadership, excellence, and collaboration guide us to become the best versions of ourselves.*

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# LOVE & LOGIC

The St. Joseph School principal, faculty, and staff have reviewed the basic principles of Discipline with Love and Logic.

The principal has given each teacher/staff member the responsibility of disciplining using the Love & Logic principles. Each student will be dealt with as an individual. Students are to be responsible for their behavior and will learn to solve problems that their behavior creates.

The teachers worked together to agree upon the following principles for our school:

1. The student will learn from his/her problem(s).
2. The student will establish ownership of the problem.
3. The student will be encouraged to make a decision(s) concerning the problem.
4. The student will solve the problem so it doesn't make a problem for others.
5. The student's respect and self-esteem will remain intact.

For more information, access the web site at [www.loveandlogic.com](http://www.loveandlogic.com) and sign-up for email alerts to stay informed!

# FINANCIAL RESPONSIBILITIES/ADMISSION POLICIES

## TUITION AND PAYMENTS

Payment Expectations- All tuition payments must be made through FACTS Management at [factsmgmt.com](http://factsmgmt.com). All families must set-up an account with FACTS. If you have any questions regarding tuition, please call the school office at 440-988-4244 and we will assist you.

Tuition Refund Policy- A non refundable registration fee for each child enrolled assures a place on the St. Joseph School student roster. If a child is withdrawn from the school prior to the first day of class, 75% of tuition paid will be refunded. If a child is withdrawn within the first week (5 school days) of school, 40% of tuition paid will be refunded. No tuition payments will be refunded after the first week (5 school days) of school, including any tuition that has been paid in advance or tuition that has been reduced due to scholarships or additional financial aid. Any job change causing a family relocation will be handled on an individual basis.

NSF Checks- Penalties, charged to the school, from NSF checks written to pay any fee at school is the responsibility of the person writing the check. Reimbursement of the NSF check must also be made.

## ADMISSION/READMISSION

The education of your child is a partnership between you and Saint Joseph School. If in the opinion of the administration, the partnership is irretrievably broken OR the partnership is no longer benefitting either party, the school reserves the right to require you to withdraw your child.

*A copy of St. Joseph School's full admission policy may be found on the school website.*

NON-DISCRIMINATION POLICY- Admission to St. Joseph School in Amherst is in accordance with the laws of the State of Ohio as well as the Cleveland Catholic Diocese. A student will be admitted to our school as determined by age of child, appropriate evaluation, screening, and availability of space in the classroom as well as at the discretion of the principal. The governing board of St. Joseph School located at 175 St. Joseph Drive in Amherst, Ohio 44001 has adopted the following racial nondiscriminatory policies. Saint Joseph School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Saint Joseph School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

# SPECIAL EVENTS/REWARDS

**DRESS DOWN DAYS- GRADES K - 8-** As determined by the principal or at the request of the classroom teacher, students may wear appropriate comfortable clothing in good condition and suitable for the weather. Boys and girls must wear pants, jeans, or shorts which fit appropriately for a Catholic school student. Pants, jeans, and shorts may not be too baggy, too big, too short (should go past the fingertips when arms are hanging at the side), or too tight. Low cut/revealing tops, tank tops, thin-strap tops, strapless tops, midriff tops, or halter tops may not be worn. The midriff area may not be bare. Shirts with inappropriate or vulgar words or objects may not be worn. Clothing advertising or promoting drugs, cigarettes, beer, alcohol, violence, or anti-Christian themes or people may not be worn. Socks and closed-toe and closed-back shoes must be worn. Students wearing clothing deemed inappropriate by a teacher or administrator will be asked to change into extra personally owned clothing that the student may have at school or clothing from the uniform loft to be in compliance with the dress code.

**BIRTHDAYS-** Students in grades K-8 can choose one of two ways to share a birthday treat with their class.

1. Students may bring a non-edible treat to pass out to each child or to share with the whole class, i.e. pencils, erasers, stickers, a book, or a playground/indoor recess toy or game. Nothing edible should be included. This treat will be sent home with the class at the end of the school day.
2. Students may purchase an ice cream treat/slushy *from* the cafeteria for each student in the class, since these treats follow all nutrition guidelines put forth by the state and food allergies/sensitivities can be taken into consideration. Please give the cafeteria notice a week ahead of time if a class treat will be purchased. You should contact Holly Dittmer at [holly.dittmer@sjs-amherst.org](mailto:holly.dittmer@sjs-amherst.org) or 440-988-4244. \*\*\*Please note- requests can only be fulfilled when we have enough ice cream in stock to provide the whole class treats, as requested. You may be asked to choose a day before or after your student's actual birthday, if needed.

**Treats or items sent in that do not meet these guidelines will be sent back home.**

**SPECIAL OCCASION TREATS-** During the school year special occasions/holidays pop up. The school always sends out clear guidelines for how we will celebrate these special days. **THE SCHOOL DOES NOT PERMIT SPECIAL TREAT BAGS OF ANY TYPE, BAKED GOODS, TREATS FROM HOME, ETC. TO BE SENT IN ON THESE SPECIAL DAYS.** Please follow the guidelines that are distributed to families for each occasion. **If things are sent in on these days, they will be sent back home with your student.**

**FIELD TRIPS-** Field trips are used as educational opportunities away from school. They are based on the curriculum used in the classroom and are often prefaced and followed by lessons focusing on the major theme of the trip. Trips are to be considered privileges, not "RIGHTS". Participation in field trips can be restricted at the discretion of the teacher or principal. Students exhibiting behavior problems or having repeated disciplinary actions will not be invited to attend field trips. Other reasons a student may not be invited to attend fields trips are: having character traits that do not fit being able to be trusted to represent SJS outside of the school building, having incomplete assignments or repeated poor effort on school assignments, and having poor attendance that is causing their overall school performance to be low. (This list is not all inclusive). It is not required that every class take the same field trips as the year/class before them. All field trip opportunities will be evaluated on a case-by-case basis.

**CLASS PRIVILEGES-** Class privileges will be awarded by homeroom teachers as deemed necessary.

# INTERNET/TECHNOLOGY POLICIES

**COMPUTER/INTERNET ACCEPTABLE USE POLICY** -applies to any technological device on the premises-school owned or personally owned

To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign the Diocese of Cleveland Acceptable Use Policy form, which is sent home with the beginning of the year paperwork. The Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of technology while enrolled at St. Joseph School.

## **Internet Rules**

When using the Internet, students must follow all general school rules for behavior and communications. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision. The Internet is provided for students to conduct research. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files they store on any server or computer will be private. If a user acts inappropriately through the communications systems, St. Joseph School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action, including, but not limited to suspension or expulsion.

Inappropriate computer use and activities include but are not limited to:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate websites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Using programs, apps, websites, etc. not approved by the supervising teacher for the current class period
- Violating privacy issues by:
  - posting personal contact information about you or other people
  - using another's password
  - trespassing in another's folders, work or files
  - Editing, deleting, tampering with the work of others for a sinister purpose
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Accessing personal e-mail accounts during school hours
  - Using e-mail inappropriately to pass along chain e-mails or other communications not related to classroom activities

# COMMUNICATIONS/PARENT INVOLVEMENT

**WEDNESDAY FOLDERS-** Every Wednesday, a folder is sent home to each family with important school information. Folders must be returned in a timely manner. During the 24/25 school year, SJS will be transitioning to a mostly online format for Wednesday folder information, but there may still be items that come home in a folder that come from sources outside of SJS (i.e Girl Scouts, Connecting for Kids fliers, etc.)

**SJS WEBSITE-** St. Joseph School has a web-page where most information can be located. Our web address is [www.sjsamherst.org](http://www.sjsamherst.org).

**E-MAIL-** E-mail addresses for teachers and staff can be found on the St. Joseph School website.

**SCHOOL OFFICE HOURS-** The school office is open for business from 7:00 AM until 3:00 PM.

**VOICE MAIL-**A voice mail message may be left for any faculty or staff member.

**FAMILY/CUSTODIAL SITUATIONS-** The policy for family/custodial situations as set forth by St. Joseph School will be sent home at the beginning of the school year and is available on the SJS website.

## PARENT INVOLVEMENT

**Parent Club-**All parents and guardians of St. Joseph School students are members of the St. Joseph School Parent Club. This group is an important part of our parish school/family. Money earned by our Parent Club directly assists the students and teachers for field trips, enrichment programs, and all the extras needed by them throughout the year. The Parent Club also helps the parish reach the financial goals of the school. Parent Club is an excellent way to foster communication and a goodwill relationship within our SJS family.

**Fundraisers-** Parent involvement is always needed at all of our fundraisers/fundraising events.

**USE OF SCHOOL NAME/LOGO-** Use of the school name or school logo is not permitted without the permission of the school administration. This includes but is not limited to: ordering with a PO, creating an email address, creating a website, and creating any publication to be handed out to school stakeholders or general public.

**GENERAL COMMUNICATION-** Should an issue arise and you need to contact the school, please first contact the teacher(s) involved, then the school principal. Should you need further assistance to resolve an issue, the pastor may be contacted.

**COMMUNICATION REGARDING INTERVENTION EVALUATIONS/SCREENING-** The general education and special education teachers in the building work collaboratively to best meet the needs of all students. Initial evaluations, observations by a special education professional, and consultation with a student may be done without parent permission at the request of a general education teacher to determine if further services will be needed. Formal parental permission will be requested if further formal testing or intervention will need to take place.

# HEALTH & NUTRITION

## IMMUNIZATIONS

Ohio State Law Requires all students to be up-to-date on their immunizations in order to attend school. Check our website for a current list of immunization requirements. Children will be excluded from school if they are not adequately immunized, or a signed waiver is not on file.

## EMERGENCIES AND MEDICINES

An Emergency Procedure Sheet must be completed annually for each child in the family and returned promptly to school. This form indicates who to contact in case of emergency, or in case parents are not able to be reached. Please inform us if addresses or phone numbers are changed during the year.

### Medical Treatment and Medicines

The school has no authority to give medical treatment to the students except that which is limited to first aid and emergency care. Because of the high liability in medical treatment of children at school, the following medication policy will be enforced.

### Medication Policy

It is required that a PARENT'S SIGNATURE AND A PHYSICIAN'S SIGNATURE be on file before any prescription or nonprescription MEDICATION can be administered. This includes all medications including Epi-pens and over-the-counter products such as Tylenol, Advil, Dimetapp, etc. The exceptions are the asthma inhaler and cough drops.

In order for your child to receive any medication at school, please follow these steps:

1. A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is

given during school hours, and duration. When medicine from home needs to be administered at school, it will be given by a staff member designated by the principal and only when accompanied by the forms completed by parent and physician.

2. The medication must be in its original container and have a fixed label which indicates the student's name, name of the medication, dosage, method of administration, and time of administration.

3. The medication and the signed permission forms must be brought to the school by a parent or a guardian.

New permission forms must be resubmitted each school year and are necessary for any changes in medication orders.

If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note for our files.

### Asthma Inhalers

A student may carry an asthma inhaler for use at school if the parent and physician feel that the student is responsible enough to do so. A specific form for this is available in the school office and must be completed by the physician and parent.



## **Cough Drops**

Students are permitted to have cough drops administered at school if the parent provides the cough drops and a note stating frequency to be given. The cough drops will be kept in the clinic so bear in mind that your child will need to leave class in order to get a cough drop.

## **Lice Policy**

If a student is infected with lice, the school must be informed. Infected students must be treated and remain at home until there are no live bugs and very few nits present. Families should pay close attention to the treatment and retreatment directions on packages, as well as treating areas of the home/car where the student frequents. Upon return to school, the student will be checked by our health professional or a staff member. All students exposed to lice will be checked by the health professional or a staff member and a note will be sent home.

## **NUTRITION**

St. Joseph school provides hot, nutritious lunches. An online program is used to pay for lunches / treats / a la carte items. Lunch menus are posted on the SJS website monthly. All foods served follow the State of Ohio nutrition guidelines. No candy, cookies, treats, or junk food are to be brought into school to be shared with the class and eaten during the school day. Snacks must be healthy fruits, vegetables, grains, cheeses, etc. Our cafeteria ice cream treats/slushies follow the state guidelines for snacks and are a good alternative to a treat sent in to share from home. Breakfast is also supplied until 7:30am daily by the cafeteria. Breakfast choices must also meet health guidelines and offerings are made to match accordingly. Students arriving for breakfast after 7:25am may be offered a modified selection of food that also meets these guidelines to facilitate getting to class and being able to start their day on time.

It is the responsibility of the family to monitor the online school lunch account of their student(s), including ensuring there is enough money to purchase breakfast and lunch, as needed, as well as treats/a la carte items each week, when applicable. A student will NEVER be denied a lunch in the event that their lunch account is short money. All students will be fed. Treats/a la carte items will not be permitted to be purchased if there is not enough money on a child's lunch account. Students are only permitted to buy treats/a la carte items from their own lunch accounts.

# ATTENDANCE

<b>SCHOOL HOURS</b>	
<b>ARRIVAL:</b>	<b>DISMISSAL:</b>
7:00 AM- DOORS OPEN	2:10-2:15- STAGGERED DISMISSAL- GRADES K-8
7:25 AM- FIRST BELL RINGS	2:25- END OF DISMISSAL SUPERVISION- STUDENTS WHO HAVE NOT BEEN PICKED UP WILL BE SENT TO EXTENDED DAY AT THE COST OF THE PARENT/GUARDIAN.
7:30 AM- TARDY BELL RINGS	***ALL BUS STUDENTS WILL BE DISMISSED IN TIME TO REACH THEIR BUS AT THE END OF THE SCHOOL DAY.

\*\*\*STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:00 AM

\*\*\*EXTENDED DAY IS AVAILABLE BEFORE AND AFTER SCHOOL. A SEPARATE REGISTRATION IS REQUIRED. EXTENDED DAY IS A FEE-BASED PROGRAM.

## ABSENCE/TARDY POLICY

IF YOUR CHILD IS GOING TO BE ABSENT OR TARDY, YOU MUST CONTACT THE SCHOOL OFFICE ATTENDANCE LINE AT 988-4244 and choose the attendance line option OR E-MAIL [joy.nagy@sjs-amherst.org](mailto:joy.nagy@sjs-amherst.org) by 9:00 AM.

**Tardy:** A student is considered tardy if they are not IN the classroom at 7:30. (Students late due to a late bus are not tardy.) Excessive tardies are not acceptable and a conference may be required to help create a plan to get the student to school on time. Important classroom activities begin at 7:30 and it is important for students to be present.

### Acceptable reasons for excused absence from school:

1. Illness/Quarantine
2. Death in the family
3. Family emergency
4. Religious Holiday
5. 7th or 8th Grade students ONLY-2 shadow days to high schools that are not visited as a class (written verification from visited school is required) (2 days permitted over the course of 7th and 8th grade)

\*\*\*In order for an absence to be considered excused, the office MUST have had contact with a parent concerning the absence (call to/from office, e-mail to office, and/or a note explaining the absence upon return to school). If there is no contact between a parent and school, the absence will be deemed "unexcused". Chronic truancy/absence will be reported to Children's Services and may cause the loss of state scholarship funds.

**Make-up Work Policy-** Make-up work requests for EXCUSED absences must be made prior to 9:00 AM. Work can then be picked up outside of the office between 2:30 PM and 3:00 PM. All requests made after 9:00 may not be granted.

\*\*\*Students who have been absent due to illness should NOT return to school at the end of the day to pick up school work and are not eligible for any extracurricular activities that day.

**Unexcused absences-** If the school cannot qualify the absence as "excused", it will be considered "unexcused" even though the student is absent with parental consent. An unexcused absence may result in losing credit for the grading period, court referral, or loss of class/school privileges. **TEACHERS ARE NOT REQUIRED TO PROVIDE MAKE-UP WORK FOR UNEXCUSED ABSENCES.**

**Planned absences-** Appointments and vacations during the school day are discouraged. If a child is taken out of school for vacation, the teacher is not required to provide work prior to the planned absence. Providing notice to the office of the absence is appreciated.

*\*\*\*Attendance at after school functions such as concerts, Masses, faith formation activities, etc. is expected from each student and should be looked at as part of their role of being a practicing member of the Saint Joseph Parish School community.*

## **SCHOOL CLOSINGS**

You may tune to television channels 3, 5, or 8 or radio stations 930 AM or 1300 AM to find out about school closings. If Amherst Schools are closed, St. Joseph School is also closed. The Remind text system will also be used to alert of a closure, as well as the school social media pages.

# SAFETY

## VISITORS

All visitors/parents are to report to the school office upon entering the building and must use door A. Visitor/parent parking is in front of the church on the north side of the school. Appointments may be made to meet with school staff before or after school hours.

## TRANSPORTATION/DROP-OFF and PICK-UP

Busing- Busing may be provided by the local school district in which the student lives in accordance with Ohio law. Contact the local board of education transportation department for information regarding bus transportation. Students riding buses to and from school are expected to observe the regulations of the local school bus district.

Walkers/Bicycle Riders- Students who walk or ride their bikes to and from school are expected to use crosswalks and follow the directions of the safety personnel. Bicycle riders must walk their bikes on school property. Bikes are to be parked in the racks and locked at all times.

Car Riders- Drop-off and Pick-up Procedures:

AM Drop-off	PM Pick-up
Follow drop-off lane traffic to door D where school personnel will be present. They will direct 4 or 5 cars to drop-off students at one time. ***We ask all parents to use the drop off line and to avoid parking for AM drop-off to help ensure student safety and limit distractions.	Enter from Terra Lane and park in front of the Church/Social Hall. Parents of students in grades K-4, please pick-up your children from the dismissal area near door D.

\*\*\*PLEASE NOTE: ANYTIME A STUDENT USES A DIFFERENT MEANS OF TRANSPORTATION HOME OTHER THAN THE USUAL WAY, OR WILL BE ACCOMPANIED BY AN ADULT OTHER THAN THE PARENT, IT IS NECESSARY FOR THE SAFETY OF THE CHILD, TO CONTACT THE SCHOOL, STATING THE MEANS OF TRANSPORTATION AND/OR NAME OF THE PERSON WITH WHOM THE CHILD(REN) WILL GO. THIS MUST BE DONE EACH TIME THERE IS A CHANGE, AND ALL NOTES SENT IN MUST BE SIGNED BY A PARENT/GUARDIAN.

## LOCKERS-GRADES 5-8

Each student is assigned only one locker to use for the school year. Each student must provide a combination lock for his/her locker. (NO KEY LOCKS!) Both the homeroom teacher and the office must have a record of each student's combination lock code. Lockers and desks are the property of the school and may be entered or searched at any time by a teacher and/or the principal. This is at the discretion of the principal. Lockers are to be kept neat and have only appropriate items decorating the inside of the door. Magnets and sticky tack are to be used to decorate the inside of the locker; no tape or adhesives are to be used. With the exception of that day's lunch, other food, candy, beverages etc. should not be stored in the lockers.

Students should keep their lockers locked. Students failing to do so risk theft of personal and school property for which restitution must be made. Students will have regularly scheduled locker times each day as part of their schedule. Students may not visit their lockers at any other time without a locker pass issued by a teacher. No

backpacks or purses will be carried during the school day. In grades 5 - 8, all backpacks, purses, and other personal bags must be left in the student's locker. In grades K-4, these items will be stored in areas designated by each classroom teacher.

\*\*\*Locker privileges may be adjusted by individual teachers and/or administration according to the needs of the students/school.

**CARE OF BOOKS AND PROPERTY-** Textbooks and workbooks are available for the use of the students. It is expected that proper care be taken of all materials. Each book is to be covered. Students may not write in or mark in textbooks. Book bags of some type are to be used for carrying books to and from school. A fee will be charged for any damaged or lost textbooks and library books. Lost workbooks may also be purchased at cost. Any damaged school property will require financial and/or service restitution.

**PERSONAL PROPERTY-** The bringing of excessive money and valuable personal property to school is discouraged. St. Joseph School will not be held responsible for lost or stolen items.

**CELL PHONES-** Cell phones are not to be in the possession of students during the school day. Phones cause distractions and cannot be monitored by adults in all rooms of the school. The Administration understands the need for students to have phones before and after the school day. Therefore as long as phones are kept in a locker (upper hall) or teacher's desk (lower hall) and turned off, we will not intervene. This same policy applies to activities that extend after school, including but not limited to Drama and other after school clubs/activities, Extended Day, etc. If a student is caught using the phone in the school building or during school functions it will be confiscated. The phone will then be turned in to the office and only returned to a parent. If this policy is abused the principal reserves the right to take further disciplinary action. Cell phones should not be used by students to contact parents/ home during the school day and students should not be touching/looking at their cell phones when they are at their locker during designated times of the day. Students may visit the school office if contact is needed.

Special cell phone rules are also in place for field trips- both day trips and overnight trips. These policies will be handed out prior to each instance.

**APPLE WATCHES/SMART WATCHES-** The wearing and use of any type of smart watch or wearable device that has internet access and/or connects to a cell phone/device is not permitted at St. Joseph Parish School. Students will be asked to remove these items and to leave them at home.

**EMERGENCY DRILLS-** Fire and tornado drills are practiced monthly. Lock down drills are also practiced. The policies for threatening situations are contained in our safety plan. All school safety procedures meet or exceed the guidelines put in place by the state of Ohio and are reviewed annually with support from the Ohio Schools Safety Council and our local police department.

**PROHIBITED ITEMS-** Students are not permitted to bring the following items to school: weapons (real or fake/toy), bullets (real or fake/ toy), cigarettes, lighters, tobacco products, alcohol, drugs, drug paraphernalia, and look-alikes, matches, firecrackers, fireworks, nails, super glue, silly string, shaving cream, electronic games and pets, CD players, stereos, radios, iPods, MP3 players, and tape recorders, laser pointers, pagers, water pistols, water balloons, toys, chewing gum, skateboards, hard balls that could cause injury, and any items of a dangerous nature. This list is not all-inclusive.

**SEARCH OF PROPERTY-** With probable cause or if a concern is brought to our attention, Saint Joseph Parish School reserves the right to search anything brought onto campus property, including but not limited to purses, bookbags, cars, cell phones, etc.

# CURRICULUM/GRADING

**CURRICULUM-** St. Joseph School follows the curriculum set forth by the Diocese of Cleveland.

**GRADES-** Grades can be accessed through St. Joseph's online grading system during the school year once passwords have been given. It is the responsibility of the parent to monitor student progress through this online grading system.

**GRADING SCALE**

Grades K-5	Grades 6-8	Specials (PE, Music, Art, etc.)
A Standards-Based Grading system is used.	Diocesan Grading Scale is used. Grades are earned based on a mastery system.	In grades K-5- O, S, U scale is used.
A 3, 2, 1 scale is used to show mastery.	A+=100-99 B+=92-90 C+=84-82 D+=76-75 A=97-95 B=89-87 C=81-79 D=74-72 A-=94-93 B-=86-85 C-=78-77 D-=71-70 F= 69 and below	In grades 6-8 the diocesan scale to the left is used and grades are factored into academic awards.
No academic awards are given.	Academic awards are given.	***In all grades, Religion is graded on an O, S, U scale.

**REPORT CARDS-** Report cards are issued four times a year, approximately every nine weeks for Grades K-5. Please sign the report card and return it to school not more than one week after it is issued. Grades 6-8 report cards are published online through Gradelink. Kindergarten report cards are issued in January and June only.

**STANDARDIZED TESTING-**

MAP Test (Measures of Academic Progress)

- Taken by grades K-8, three times per school year (early fall, winter, and late spring)
- Goal of testing is to drive instruction in the classroom as well as help students set individual growth goals
- Data will be collected and analyzed to find strengths and weaknesses in overall student performance

The results of these tests will be communicated to parents/guardians.

**PARENT CONFERENCES-** Two days during the year are set aside for parent conferences. Additional conferences may be requested by contacting individual teachers.

**ACADEMIC RECOGNITION-** Beginning in grade 6, recognition is based on achievement in BOTH academic and special subject areas.

Grades 6-8

HIGH HONORS: All A's

HONOR ROLL: All A's and B's

MERIT ROLL: No more than 2 C's

EFFORT ROLL: An effort certificate may be awarded to any student who has shown exceptional effort

Restrictions: Any student who has a U in Effort or Conduct, or an F on their report card is not eligible for academic recognition in the areas of High, Honor, or Merit Roll.

St. Joseph School's promotion and retention policy can be found at [sjsamherst.org](http://sjsamherst.org).

# DRESS CODE

**GYM UNIFORM-** All students in grades K-8 must purchase and wear the standard gym uniform from Schoolbelles as laid out in the Schoolbelles dress code guide. Details can be found on the Schoolbelles website or by visiting the store. The SJS school code for Schoolbelles is S0070.

## GIRLS

Top:

- White polo shirt** with SJS monogram; short or long sleeved; tucked in or banded
- Plain white blouse** worn with a navy blue or green vest, plaid or solid navy blue jumper or SJS monogrammed sweatshirt
- White turtleneck:** plain; worn with plaid or solid navy blue jumper or SJS monogrammed sweatshirt or sweater
- Sweater:** long-sleeved; navy, white, dark green or grey; cardigan or pull-over. Worn over a white blouse, polo, or turtleneck
- Sweatshirt:** navy or dark green with SJS monogram. Must be worn over a white blouse, polo, or turtleneck. No hooded sweatshirts. Can also be an SJS spirit wear crew neck.
- Fleece:** Navy or grey with SJS monogram (pull over jacket style) Can also be a SJS spirit wear fleece. **NO HOODS!**
- T-shirt (optional):** may be worn under normal uniform tops; must be solid white and tucked in

Bottom:

- Jumper:** Schoolbelles plaid, round, or V-neck; OR solid navy blue jumper; no shorter than 2" above the knee
- Kilt or Split Skirt:** Schoolbelles- solid navy or plaid; no shorter than 2" above the knee; no rolling at the waist
- Dress slacks:** solid navy or black; 2 front pockets; 1 or 2 back pockets (no other pockets allowed); should be cotton or cotton/polyester twill fabric; straight-legged. No rivets, stretch fabric, or embellishments. No leggings, yoga pants, or denim.
- Dress shorts:** uniform plaid, navy, or black; no more than 2" above the knee; may be worn weather permitting.

Shoes:

- predominantly one-colored, basic athletic shoes or traditional "school-type" shoes; must be worn with socks; heels must be a reasonable height; no slip-ons in K - shoes must fasten or tie and be kept tied during all school hours.

Accessories:

- **Socks:** solid white, navy, or black ankle sock or knee high; must be easily seen above the shoe line, and above the tongue during all school hours
- **Tights:** solid white, navy, or dark green; no leggings
- **Belt:** optional, solid black, navy or brown
- **Jewelry:** basic watch, necklace with a thin chain and religious medal (cross, etc.), 1 set of small stud earrings in ear lobes, one rubber bracelet that signifies an important cause, and one ring may be worn on one hand
- **Tattoos:** neither permanent nor temporary tattoos are permitted
- **Hair:** neat, clean hairstyles; hair accessories should be neutral or match the uniform colors; hair should not cover the eyes; no fad-cuts or inappropriate colors in the hair are allowed. At the discretion of the principal, a haircut may be required.
- **Make-up:** none may be worn in grades K-6- this includes

but is not limited to: eye make-up, lip gloss, nail polish, artificial nails, or nail tips.

## BOYS

Top:

- White polo shirt** with SJS monogram; short or long sleeved; tucked in or banded
- White dress shirt;** short or long-sleeved; worn with an appropriate tie in grades 4-8, must be tucked in
- White turtleneck:** plain; worn with SJS monogrammed sweatshirt, vest, or sweater
- Sweater:** long-sleeved; navy, white, grey, or dark green; cardigan or pull-over. Always worn over a white dress shirt, polo, or turtleneck
- Vest:** navy or dark green, Always worn with a white dress shirt or turtleneck.
- Sweatshirt:** navy or dark green with SJS monogram. Must be worn over a white shirt, polo, or turtleneck. No hooded sweatshirts. Can also be an SJS spirit wear crew neck.
- Fleece:** Navy or grey with SJS monogram. (pullover or jacket style) Can also be an SJS spirit wear fleece. **NO HOODS!**
- T-shirt (optional):** may be worn under normal uniform tops; must be solid white and tucked in

Bottom:

- Dress slacks or shorts:** solid navy or black; 2 front pockets; 1 or 2 back pockets (no other pockets allowed); should be cotton or cotton/polyester twill fabric; straight-legged. Shorts should be knee length; may be worn weather permitting.

Shoes:

- predominantly one-colored, basic athletic shoes or traditional "school-type" shoes; must be worn with socks; no slip-ons in K- shoes must fasten or tie and be kept tied during all school hours.

Accessories:

- Socks:** solid white, navy, or black; must be easily seen above the shoe line and above the tongue during all school hours
- **Belt:** required in grades 3-8 on pants with belt loops- solid black, navy or brown
- **Jewelry:** basic watch, necklace with a thin chain and religious medal (cross, etc.), one rubber bracelet that signifies an important cause, and one ring may be worn on one hand. **NO earrings.**
- **Tattoos:** neither permanent nor temporary tattoos are permitted
- **Hair:** standard neat, clean haircuts; hair should not cover the eyebrows or touch the shirt collar; no fad-cuts or inappropriate colors are allowed. At the discretion of the principal, a haircut may be required.

## **6th, 7th, and 8th Grade Optional Uniform:**

Girls Only- May wear clear nail polish; flesh-tone foundation; light blush; light or clear lip gloss. No eye make-up, artificial nails, or nail tips.

Girls and Boys- May wear khaki straight-legged dress slacks or shorts with a navy or white SJS monogrammed polo shirt. It must be tucked in or banded. Pants should have 2 front pockets and 1 or 2 back pockets. No rivets, stretch fabric or embellishments. No leggings, yoga pants, or denim.



# PROTECTING GOD'S CHILDREN

**VIRTUS-** The VIRTUS programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. All staff members have been VIRTUS trained and certified.

## A SAFE LEARNING ENVIRONMENT

St. Joseph School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Joseph School expressly prohibits sexual harassment, sexual violence, bullying/intimidation, youth gangs, weapons, and student threats in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive attitudes and respect for others.

**Harassment/Sexual Harassment-** The administration and staff of St. Joseph School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment (including sexual harassment) and violence. St. Joseph School will not tolerate harassment of any type, and disciplinary action will be taken. Examples of peer harassment/sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse, or demean an individual or group.

**Sexual Violence-** An incident of sexual violence occurs when the recipient is physically touched without his/her consent in a sexual manner, is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification, or is the victim of sex offenses under Ohio law.

**Youth Gangs-** Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others.

**Weapons Policy-** St. Joseph School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any object used as a weapon no matter how innocent it's original/typical purpose may be, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon." (O.R.C. 2923.1 IA) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

**Student Threats-** Whenever an individual believes that his/her personal safety has been put in jeopardy or challenged, a threat has occurred. It may be verbal, written, or done through use of technology, including "cyber-bullying". The student should report the threat to their teacher or staff member in charge.

\*\*\*A full copy of each of the above listed policies (sexual harassment, sexual violence, youth gangs, weapons, and student threats) is available in the principal's office and on the SJS website.

### **Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy**

Any form of bullying behavior, in the classroom, on school property, to and from school or at school-sponsored events is expressly forbidden and such conduct will result in disciplinary action. With children, conflicts and bullying can appear similar. When determining if a situation is bullying 2 of the 3 criteria below must be present:

- Aggressive
- Imbalance of power
- Continuous

Bullying may include:

- Physical threats and/or attacks
- Verbal threats or taunts
- Intimidation through words and/or gestures
- Extortion
- Damage or stealing of money and/or possessions
- Exclusion from the peer group
- Spreading rumors
- Repetitive and hostile behavior with the intent to harm
- Cyber-bullying (posting slurs, web logs, sending abusive or threatening instant messages, using camera phones to take embarrassing photographs and posting them on-line)
- Falsely reporting others for inappropriate behaviors

This policy is based on the belief that Ohio schools must provide physically safe and emotionally secure environments for all students and all school personnel. It is especially important in the Christian atmosphere that St. Joseph School creates for its students, faculty, and staff that these policies exist.

To view definitions of terms, means of filing complaints, and disciplinary actions planned, see the St. Joseph school website.

# DISCIPLINE I

*Catholic education must include an emphasis on the whole child, which includes the development of moral character. The school's obligation is to be faithful to the teachings of the Church. For this reason, a code of conduct is necessary in cultivating a sense of Catholic values, encouraging students to think independently in order to make sound judgments, and developing the self-discipline and self-control to live Gospel values. All students at St. Joseph School are expected to behave in accordance with the school mission statement and to act as a Catholic young lady or a Catholic young gentleman at all times. Christ's values of love, truth, and service are lived values in our school. With every right the students are given, there is a responsibility to our school community. Students can be held to strict standards of conduct whether inside or outside of the school and on or off the SJS campus.*

## **General Expected Behavior:**

The students at St. Joseph Parish School are free to make choices that do not cause a problem for anyone else.

## Consequences:

When a child makes a choice that requires guidance, the teacher or staff member in charge will do something about it. Each child will be treated as a unique individual and each situation as a unique case. The staff member will try to be fair to the situation and the child(ren) involved. What is fair is not always equal.

*Teachers/Staff will involve parents, as needed, in order to develop a strong and continuing relationship between school and home regarding the growth of each of our students. Parents may be contacted by a teacher, principal, or their child to discuss choices that have been made and the consequences of those choices during their time at SJS.*

*Consequences exist in order to assist students in developing an awareness of their own behavior. Our aim is to teach students to make appropriate choices and develop personal responsibility. When students make a choice inconsistent with the shared values of our school and faith, there is an opportunity for growth and the development of a conscience. The staff here at SJS will support this development by guiding students through solutions when a problem arises. The purpose of consequences at SJS is to encourage students to make better choices in the future and to keep time on task and academics at the forefront of our school days, not disruptions and discipline problems. It is never the policy of the administration to issue a consequence for the sole purpose to embarrass or punish a student or to make someone feel like a student "got what he/she deserves". All of the students at SJS are children and will be given opportunities to learn and grow in their time at SJS.*

# DISCIPLINE II

## DEFINITIONS OF OFFENSES THAT CAN LEAD TO SUSPENSION OR EXPULSION (NOT AN ALL-INCLUSIVE LIST)

### **DISRUPTION OF SCHOOL**

1. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, false alarms or any other conduct, shall intentionally cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.

2. The following acts are prohibited:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others or interfere with its use
- b. Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others or interfere with lawful access to or from or use of the building or corridor, or rooms
- c. Setting fire to or damaging any school building or property
- d. Preventing or attempting to prevent the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school premises
- e. Preventing or attempting to prevent students from attending a class or school activity
- f. Except under the direct instruction of the principal, blocking or attempting to block normal pedestrian or vehicular traffic
- g. Continuously and intentionally creating noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class or study hall
- h. Taking another student's property through coercion or threat of bodily harm.

**SMOKING-** The smoking or possession of any tobacco product is not permitted at any time. This rule pertains to all extracurricular activities, both on school property and away from school. Smoking is defined as the carrying of a tobacco product on the student's person, holding a tobacco product, whether lit or not, or having held one and tossed it aside.

**DRUGS/ALCOHOL-** The possession, use, transmittal, or being under the influence of alcohol or a controlled substance, drug, narcotic, including but not limited to marijuana, by students on school property, school buses, or at any extracurricular activity is prohibited. Possession, use, transmittal, making or selling of a counterfeit controlled substance is prohibited. "Counterfeit Controlled Substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**DRUG PARAPHERNALIA-** A student shall not possess, use, transmit, or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any school-sponsored or supervised activity.

**FIREARMS, EXPLOSIVES. FIREWORKS. OR DANGEROUS WEAPONS/ITEMS-** The possession, use, or threatened use of firearms, explosives, fireworks, lighters, or other dangerous weapons/items which may cause bodily injury by students on school property or school buses or at any school-sponsored or supervised activity is prohibited.

### **NON-PHYSICAL ASSAULT. BATTERY, FIGHTING**

1. Non-physical assault (disrespect to teacher) - No student shall curse, use profanity, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

2. Battery - No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

3. Fighting - No student shall engage in fighting on school property, school buses, or at any extracurricular activity.

**HARASSMENT-** No student will be involved in physical or verbal harassment involving any school employee or other student.

**MALICIOUS HARASSMENT-** A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, age, national origin, sex, or disability.

**THEFT-** No student shall take/attempt to take the private property of students/staff members or any property owned by St. Joseph School/Parish. Restitution will be required.

**VANDALISM-** No student shall deface, damage, destroy, or attempt to deface, damage, or destroy the private property of students, or staff members, or any property owned by St. Joseph School or Parish. Restitution will be required.

**INSUBORDINATION-** Insubordination is defined as disobedience or not submitting to authority while in school or on school grounds, or during any school-sponsored or supervised activity.

**ANY OTHER DETRIMENTAL ACTION-**

1. Any action which is contrary to acceptable behavior and affects the educational system in the opinion of the administrator (on or off school grounds).
2. Violation of local, state, or federal statutes on school property or involving school activities.
3. No electronic signaling devices or audio or video recording devices are permitted.
4. The misuse of inhalants is not permitted.

**DISHONESTY-** Failing to be truthful to any school official. Violation of this offense may include either verbal or written misrepresentation of the truth. This includes all forms of cheating. Plagiarism is also considered dishonesty and will result in loss of credit for the work as well as a one day suspension. Using AI tools to complete work for a student is also a form of dishonesty and is subject to consequence.

**SEXUAL HARASSMENT-** Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature.

**GANGS-** Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, and school functions and school-related activities, will not be tolerated.

1. A student shall not participate in gang-related activities.
2. A student shall not appear with, or wear gang identifications such as attire, colors, clothing, or graffiti.
3. A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf
4. A student shall not participate in hazing, initiation, or recruiting activities.
5. A student shall not deface property with gang graffiti.
6. When deemed appropriate, the student's prohibited gang activity will be reported to the local police department.