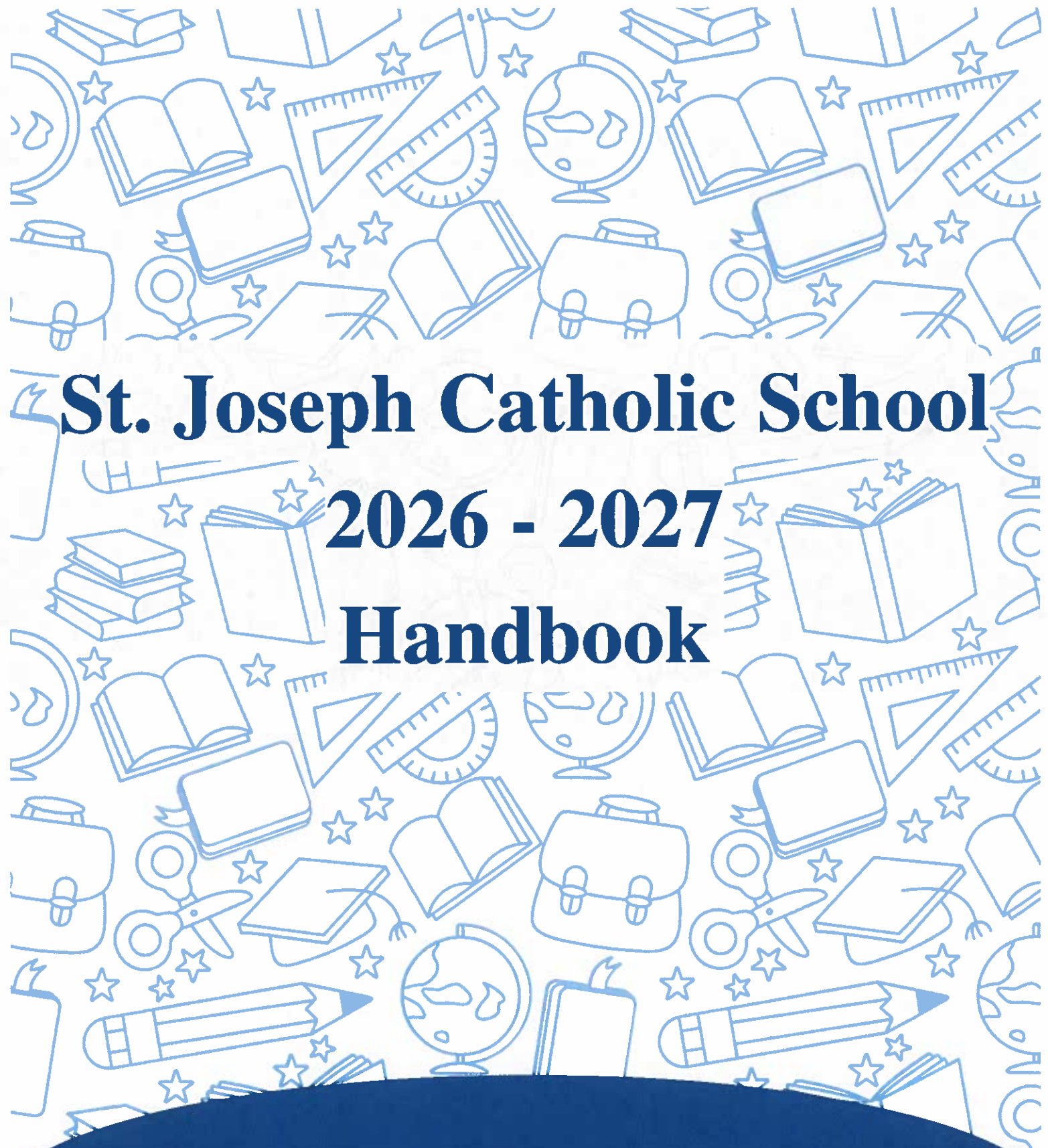




St. Joseph Catholic School

2026 - 2027

Handbook

Enter to Learn - Leave to Achieve - Live to Serve

2026-2027 Parent/Student Handbook

ST. JOSEPH CATHOLIC SCHOOL MISSION STATEMENT

St. Joseph Catholic School, open to all, strives for academic excellence, rooted in the teachings of Christ through cooperative and independent learning, enriched by worship and service opportunities.

ST. JOSEPH CATHOLIC SCHOOL GOALS AND OBJECTIVES

The philosophy of St. Joseph Catholic School is based on a fundamental principle of respect for each student as a unique person and child of God with individual gifts and abilities. Through education and immersion in faith, our students will develop character and responsibility. Developing a proper conscience through Christ-centered studies and atmosphere, children will be instilled with moral values based on scripture and traditions of the Catholic faith.

ACADEMIC GROWTH

Auxiliary Services

St. Joseph Catholic School participates in programs funded by the State of Ohio to enable the school to meet the minimum standards to provide needed benefits and services to students including: speech and language, school nurse, textbooks and educational equipment.

Conferences

Formal parent/student/teacher conferences are held during the first and third quarters. The conference affords a time of mutual communication regarding the progress and growth of the child. Additional conference time may be called for at the request of the parent or teacher. Please note, teachers will return phone calls/emails when a break in the day allows.

Confidentiality

Student records are confidential and maintained in the school office. Parents may view and monitor individual student progress with assigned access to Grade Lock. St. Joseph School protects the privacy of all student records when it collects, stores, releases, and destroys them. Parents have the right to review student records at any time.

Curriculum

St. Joseph Catholic School follows the State of Ohio Learning Standards in all academic subjects and the Diocese of Toledo Religion Course of Study. These courses of study list specific objectives to be mastered in respective subject areas. At each grade level students receive instruction in language arts, religion, mathematics, music, reading, physical education, science/health, social studies and technology.

Grading Scale

ACADEMIC ACHIEVEMENT Grades One-Six

A 93-100 B 85-92 C 75-84 D 66-74 F 65 or below

DEVELOPMENT KEY Grades Kindergarten –One EFFORT

O Outstanding S Satisfactory U Unsatisfactory I Incomplete

Homework Policy

The purpose of individual assignments for class and home is to strengthen the student's grasp of curricular objectives. Homework usually consists of completing a lesson begun in school or projects that might require additional time outside the classroom. Assignments are left to the judgment of the individual teacher and are the responsibility of the student to complete.

Honor Roll Grades 1-6

Students in grades 1-6 can earn Honor Roll status with the following:

First Honors: All A's major subjects; No grade below B in minor subjects; No grade below S in Conduct and Effort

Second Honors: All A's and B's in major subjects; No grade below B in minor subjects; No grade below S in Conduct and Effort

Instructional Program

St. Joseph Catholic School implements the Diocese of Toledo graded Course of Study in compliance with the State of Ohio Standards. At each grade level students receive instruction in Religion, Mathematics, English/language arts, Reading, Science, Health, Social Studies, Music, Technology, Physical Education and Art.

In compliance with the Diocese of Toledo, assessment is mandated in the for the following:

MAP K-6 (Measurement of Academic Progress) Fall, Winter, and Spring

ARK 2-6 (Assessment of Religion Knowledge) Fall and Spring

Kindergarten Program

St. Joseph Catholic School offers a full day Kindergarten program. Students entering Kindergarten must be five years of age by September 30. Children will be assessed through a kindergarten screening process in the spring to determine readiness.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

Liturgies

Students in Kindergarten-Grade 6 attend weekly Mass on Friday mornings. Students also participate in seasonal prayer services, Stations of the Cross, Eucharistic Adoration and other faith-based services. Students are expected to participate and show complete respect and reverence.

Preschool / Pre-K Program

St. Joseph Catholic Preschool and Pre-K Programs gives each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment.

St. Joseph Catholic Preschool and Pre-K offers an all-day program. Children must be four or five years old and potty trained. Classes are limited to 12 students.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

State Scholarships

St. Joseph Catholic School is a state scholarship provider and participates in the State of Ohio EdChoice Expansion Scholarship and Jon Peterson Scholarship Programs. Criteria for these scholarship are available in the school office or at the Ohio Department of Education and Workforce website: education.ohio.gov. All student services, programs and activities provided or offered by St. Joseph Catholic School are available to scholarship recipients.

Transfer Students

Students entering the school after the first grade are accepted on a probationary basis, quarter by quarter for one semester. During this time the staff evaluates the student's ability to adapt to the various aspects of the school program: the Catholic, Christian environment, behavioral expectations, the academic structure and any other demands of the total school program. At the end of the academic probationary period, the student will either be fully admitted or the parents are assisted in finding a more appropriate academic setting.

Tuition Assistance

Student must be registered at St. Joseph Catholic School prior to applying for any tuition assistance through the various funds available. All requests for tuition assistance is kept confidential.

Tuition Policies

No child who is a member of St. Joseph Catholic Church will be denied a Catholic education at St. Joseph Catholic School due to verified inability to pay.

Certain tuition participation guidelines must be followed by all families:

- Tuition contracts will be sent home in May with your upcoming school year tuition bill.
- This contract is to be signed and returned along with the registration fee by the assigned date. Registration fees are non-refundable.
- The registration fee is for all students regardless of scholarship assistance.

Refunds: The school is divided into a quarterly basis both academically and financially. A student attending any part of an academic quarter is not eligible for a refund of that particular quarter. Refunds are based on future quarters only. If a child is expelled, there is no tuition refund granted.

Withdrawal

If a student must withdraw from St. Joseph Catholic School, written notification should be sent to the school office as soon as possible. It is the duty of parents to see that all tuition and fees are paid prior to the withdrawal date. Official school records will not be released until all financial obligations have been fulfilled.

The child must collect any personal items; return all school-issued textbooks and school property including library books. When the student enrolls in the new school, parents must submit a written records release to the school office. Records will be released when all of the above conditions have been met.

ATTENDANCE

Absences

Students are expected to be present and on time for classes throughout the school year.

When a student is going to be absent from school, the parent or guardian **must notify the school by phone by 8:15 AM** on the morning of **EACH** day of absence.

IMPORTANT: If the school has not been contacted by 9:00 AM, the school will contact the parents. If the school is unable to connect with the parents, local authorities will be notified.

-Any consecutive absence, which exceeds 16.5 school hours absent from school, requires a written physician's excuse.

- An unexcused absence is defined as any absence without a legitimate excuse approved by the school.

-An excused absence is one that is justifiable, and the student is free from blame. It includes, but not limited to:

Personal illness

Quarantine of the home

Death in the family

Such good cause as approved by the Principal

-Vacation days are not excused unless parents have submitted the Vacation Request form to the office by the designated deadline.

-Cumulative yearly absenteeism (excused or unexcused) exceeding 55 school hours will result in written notification by the principal and may result in recommendation for counseling with the Crawford Juvenile Court Truancy Office.

-After 66 cumulative school hours excused or unexcused, will requires a physician's excuse in order to be considered an excused absence and for the student to return to school.

Early Dismissal

Students are required to be in school a designated number of hours per day. **EARLY DISMISSAL HOURS WILL BE COUNTED TOWARD CUMULATIVE ABSENCES.** (Students who are transported by a local school district bus that arrives prior to the end of the school day, will not have hours counted against them.)

If your child is to be dismissed early, a written notification should be sent into the school office the morning of the early

After accumulating three in-school suspensions, a hearing will be held with the Principal and Pastor to determine additional corrective interventions or possible expulsion.

Due Process:

Communication of all concerns and questions related to a child or actions taken by school personnel due to a child's choices in school will adhere to the following steps:

1. Parent/guardian is asked to speak to the person responsible for the child at the time the infraction occurred. This meeting will take place in a professional manner and discussed privately with those involved.
2. If further discussion is needed or concerns continue, parents may request a meeting with the school principal.
3. If a satisfactory solution is not reached, the Pastor will be consulted.

Expulsion

Expulsion is a grave penalty for repetitive behavior offenses or serious misconduct.

Expulsion procedures:

- The Principal gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and parent/guardians.
- The Principal confers with the Pastor for agreement to recommend expulsion.
- The principal makes recommendation in writing to the Diocesan Senior Director of Catholic Education who will conduct a formal review to the extent needed and will inform the Principal of concurrence or non-concurrence with the recommendation.
- If the Diocesan Senior Director of Catholic Education concurs with the recommendation of the Principal, the parents/guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of expulsion (there is no appeal of a decision to expel); or, if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation of the Diocesan Senior Director of Catholic Education and notify the parents/guardians of those recommendations in writing.
- All written communications to the parents will be sent by certified mail.

General Behavior Expectations

It is the belief of the administration and staff that all students desire a safe and orderly environment in all areas of the school. Therefore, the following behavior is expected:

- No fighting, pushing, shoving or line jumping.
- No use of foul language.
- Be on time for class, Mass, or detention.

- No running in hallways or cafeteria.
- Keep hands, feet and objects to yourself.
- Respect adults, students and property.
- No littering.
- No throwing of any object.
- No gum chewing.
- No iPods, electronic games, or cell-phones.
- Bullying or intimidation will not be tolerated.
- No skateboards, rollerblades or tennis shoes on wheels.
- No yelling or excessive loudness unless specifically instructed by a teacher.
- Be kind to others.

Serious Misconduct

The following acts are considered serious misconduct:

- **Disruptions:** Repeated disruptions in the classroom or school environment that hinders instruction.
- **Damage/Theft:** Stealing or damaging school or church property or the property of others.
- **Un-Christian Behavior:** Lying, cheating, obscene speech or gestures, degrading or malicious behavior, abusive treatment of fellow students.
- **Weapons:** Possession, handling, transmitting or concealing any object which could be used or viewed as a dangerous weapon, including fireworks.
- **Tobacco:** Possessing, using, or attempting to use, or transmitting tobacco or tobacco products of any type.
- **Alcohol/Drugs:** Possessing, using, transmitting, concealing, or under the influence of narcotics, alcoholic beverages, un-prescribed drugs, or any other controlled substance.
- **Assaults/Fights/Threats:** Behavior in a manner which could cause physical injury to self or any other person, or threaten to cause injury.
- **Truancy/Tardiness:** Absent from class without teacher permission, leaving the school grounds during the school day without adult permission and supervision. Excessive absences and tardiness (See attendance policy)
- **Repeated Misconduct:** Repeatedly violate the regulations of the school or the reasonable directions of the staff.
- **Insubordination:** Failure to comply with the directions of authorized school personnel during the period of time the student is under the authority of the school. A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable discipline from the staff.
- **Hazing:** Organizing, participating in, or coercing another to do any act of initiation.
- **Profanity and/or Obscenity:** Written, verbal, gesture or other means, to annoy or humiliate others or disrupt the education process.
- **Forgery-Falsify:** in writing, the name of another person, times, dates, grades, addresses, or other

cover the eyes. Facial hair is not permitted. Hats are only permitted outside the building or on special spirit days.

Make-Up: Girls in Grades K-6 and all boys are not permitted to wear make-up of any kind.

Jewelry: Should be conservative and tasteful. Long, dangling earrings or hoops may not be worn for safety purposes. Only two piercings per ear may be visible. Boys are not permitted to wear earrings. No alarms or musical watches.

Piercings and Tattoo's: No visible tattoos or additional piercings.

Jeans Days

St. Joseph Catholic School will schedule a jeans day on the last Thursday of each month. No bare midriffs, spaghetti straps, (shoulders should be covered), tight-fitting clothes, leggings, low-cut tops, skinny pant/jeans, or jeans with holes.

Physical Education Days

Students may wear solid white, navy, black or St. Joseph Catholic School Apparel t-shirts, sweatshirts and sweatpants. Shorts may be worn during designated times. Apparel should not have stripes or visible logos.

Enrichment Opportunities

Field Trips: Field trips are pre-planned learning experiences that occur occasionally throughout the school year in specific grade levels. At times, parents are asked to provide transportation. Parents who volunteer must complete the Diocesan Insurance Compliance Form and must have a seat belt in their vehicle for each student being transported.

The Ohio Child Restrain Law (2011) requires that any child four years of age OR weighing fewer than 40 pounds who is transported by car under the control of a nursery school, kindergarten, or day-care center shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints (1986). If parents drive children for school sponsored events, the children must be appropriately restrained. Based on the best information presently available, preschool, kindergarten, and elementary **students should not be transported in the front seat of a car having dual air bags.**

Assemblies: Throughout the school year, assemblies of an educational manner may be presented to the school body.

Gender Related Policy

Please refer to the Diocese of Toledo Policy Statement on Gender-Related Matters.

Guardianship

Each parent, as a natural guardian of their children is presumed to have full authority regarding tuition, record release, and enrollment unless a court order restricts

authority. It is the parents' responsibility to provide the school with the court documentation regarding shared parenting or any restrictions.

Name Change

In case of a change in custody (not adoption), unless and until the school receives a court order changing a child's name, the legal name on file will be used.

Non-Residential Parent

St. Joseph Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-residential parents. In the absence of a court order to the contrary, the school will provide the non-residential parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the residential parent to provide the school with an official copy of the court order.

Health and Safety

The promotion of health for each student at St. Joseph Catholic School is the basis of the school's health program. Individual health records are kept on file and monitored by a School Nurse.

Emergency Medical Authorization

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form each year as required by law. **Please inform the school of any changes needed on the form throughout the school year.**

Medicine

Medication is defined as medicines including those prescribed by a licensed health professional authorized to prescribe drugs AND non-prescribed (over the counter) drugs, preparations, and/or other remedies (for example: cough drops, topical solutions, etc.).

Only medication in its original labeled container with the student's name, name of physician, date, name and telephone of pharmacy, name of medication, dosage, frequency and any special handling and storage directions will be administered. In addition, a form must be filled out by the prescribing physician and be on file in the school office. Forms are available in the school office. A log of administered medicine is kept.

Medication is to be brought to school **ONLY** by a parent or responsible adult to the school office. Students **ARE NOT** permitted to transport medication to school.

The parent/guardian is responsible for seeing that the school is supplied with an adequate supply of medication. Any unused medication by the last day of school each year will be destroyed by the school if not picked up by the parent. Before any prescribed medication may be administered to any student during school hours, we must have a written

Search and Seizure

Certified staff members have the legal right to check lockers, desks, coats, and bookbags if they have reasonable grounds to believe that there is an illegal object in the possession of a student. Anything brought onto the school premises by a student is subject to search.

Solicitation

Individuals are not to use the school environment as a place to sell items unless they have prior approval of the Principal. All approved soliciting must be done without applying any pressure to other students.

Student Activities

Athletic Programs are designed to follow the mission statement of the school. Our focus for all student-athletes is for them to develop and practice new skills, experience competition and participation in sports. All involved in the athletic program, are expected to conduct themselves at all times in a way that reflects our Catholic Identity. Available sports programs are reliant on the number of students and whether we can combine with another Catholic school to make a team.

Student-Athlete Responsibilities:

- A. Must be a student at St. Joseph Crestline or Sacred Heart School.
- B. Must be in the grade levels of 4-6.
- C. Must meet the following eligibility requirements:
 - a. Have a cumulative midterm/quarterly grade of C average or better and no F grades.
 - b. Acceptable participation in class, and completed homework assignments.
 - c. In attendance at school on game day (funeral, dr. appointments excluded).

Parent Responsibilities:

- A. Provide transportation for student-athlete to practice and games.
- B. Sign required forms prior to start of practice season.
- C. Pay registration fee prior to start of practice season.
- D. Obtain student physical prior to start of practice season.
- E. Show respect and Christian behavior towards coaches and teams.

Sports Suspension Policy: Students suspended from school may not participate in practices or games during the suspension. They may not attend the games or be on school property on the day of their suspension. If suspensions are during the week and the game is on a weekend, they may not participate in the weekend games.

Parish Altar Servers in grades 3-6 may also assist the Celebrant during school liturgies.

Student Council representing the student body will be established each year. Elections for officers and class representatives will be held in the fall.

Telephone Use

Telephone use in the office will be limited. Permission must be obtained by the office staff. The calls should be limited to those of an emergency nature.

Transportation

Bus transportation is provided by Crestline Exempted Village School. Parents must contact the Transportation Office of the district of residence to arrange transportation.

St. Joseph Catholic School supports any necessary disciplinary action taken in accord with specific district procedures in cases where a students' conduct is detrimental to the safety of himself or others on the bus. Students are expected to cooperate with the bus driver at all times.

Water Bottles

Water bottles are not permitted in classrooms unless for medical reasons designated by a physician's note.

Updated August 2026