

# Family and Student Handbook 2025-2026



**ST. JOSEPH**  
CATHOLIC SCHOOL

*Values for a Lifetime*

**2025-26 Handbook**

*Revised June 2025*

### **Mission Statement**

St. Joseph Catholic School Community educates our students by nurturing the whole child—physically, emotionally, socially, intellectually, and spiritually—so that they will develop a life-long love for learning and become responsible Christian members of our society.

### **Vision Statement**

The St. Joseph Catholic School Community aspires to create a Christian family atmosphere where a firm foundation of morals will lead to academically sound, well-rounded students. The combined efforts of the school and parish communities will focus on the 3 R's –religion, respect, and responsibility – to create a place where faculty and students will be proud to work together.

## **ST. JOSEPH CATHOLIC SCHOOL HANDBOOK *POLICY AND REGULATIONS OF ST. JOSEPH SCHOOL***

**HANDBOOK ACKNOWLEDGEMENT** The St. Joseph Catholic School Handbook contains the policies and procedures that will be upheld by the school, the parents, and the students. Mutual support of these policies and procedures allows the school and families to be effective in collaboratively working to support and educate the students of St. Joseph Catholic School.

All parents must review the St. Joseph Catholic School Family & Student Handbook, as posted online, and submit an electronic confirmation verifying that you have read the handbook and agree to uphold and support St. Joseph Catholic School's policies and procedures. This form will be sent to parents electronically by the school at the beginning of each new school year.

# ARCHDIOCESAN MISSION

## Policy Statement

The language below is to be shared with families when enrolling to ensure that they understand the benefits of Catholic education and formation and to encourage all to embrace the mission. The language is to be placed in the Parent/Student Handbook and a signature of each parent/guardian is required, acknowledging that they have read and understand what it means to be a part of a Catholic school.

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools' rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

Most Reverend Charles C. Thompson, D.D., J.C.L.

Annette "Mickey" Lentz

Archbishop of Indianapolis

Chancellor

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## **ACCIDENTS (ACCIDENT INSURANCE)**

St. Joseph School and the Archdiocese carry supplemental insurance that helps to cover common accidental injuries such as falling on the playground, etc. The insurance covers what your own family health insurance does not cover after a deductible. We work hard to avoid situations where students get hurt, but accidents do happen. Parents are to be notified of any serious injury that might require a visit to a doctor. Contact the school nurse for a simplified claim form. The insurance is designed to reimburse for deductible costs and co-pays. Note this insurance also covers injuries from St. Joe and CYO sports.

Please let us know at once if you find out about an injury that is not reported to the office. Contact the office if you see a potentially dangerous situation that we can correct. Remember that safety is no accident.

## **ADMISSIONS**

**See the formal admission policy in the appendix**

**For admission to kindergarten, a child must be five years of age on or after August 1. Health records are required and must be up-to-date thirty days after school begins. Parents enrolling a kindergarten or preschool student are required to furnish a copy of their child's birth certificate, which will be kept on file in the school office. All kindergarten students will be assessed to see if they are ready for kindergarten. Any registrant who is not a member of St. Joseph or St. Vincent's parish will be required to pay a higher tuition than those who are members of either parish.**

**When enrolling a student from another school system, the faculty of St. Joseph School is accepting in good faith that the parents are giving us the correct information. Parents will be asked to provide records from their child's previous school. These records include the child's permanent record, records of any special testing, IEP reports (Individual Educational Program), standardized testing scores, and the immunization record.**

**All new students will be assessed to see if they are ready for the grade they are entering. If a student is not ready for that grade, the school might be able to offer a lower grade to him or her. In some cases, a child might not be admitted if it is determined that St. Joseph School does not have the resources that he or she truly needs in order to succeed. The principal has the final decision on the student's admission to St. Joseph School.**

**Each new student will be given a trial period of one semester 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 the St. Joseph School. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Joseph School. This decision will be made for**

the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Joseph School is made by the school, the student's tuition due would be prorated.

## **AFTER SCHOOL ACTIVITIES/SUPERVISION**

Students participating in any after-school activities must be supervised at all times. Students may not wait in the gym area, around the school, or on parish grounds for an activity to start. Coaches, leaders, sponsors, or other appropriate adults must provide effective supervision for students once school has dismissed for the day. Sponsors, leaders, or coaches must stay with students after the event until the student is picked up by a parent or other approved person. Parents will be called to pick up a child who is left unattended. Failure to provide proper supervision may require removal from or cancellation of the event

## **AFTER SCHOOL CARE (Will not be provided until further notice.)**

After-school care will not be available for St. Joseph students until further notice. As of now parents have the option to have their child/ren take the bus and go to the YMCA, Girl's INC., or the bus can take a student home if they are in the Shelbyville Central School District.

St. Joseph School's Allergy Management Protocol includes the following:

### **1) Families are asked to adhere to the following guidelines regarding Allergies, medications, and food allergies.**

#### **Allergies:**

- Please alert us to any significant allergies your children may have, such as bee sting, food allergies, etc. on your child's emergency form.
- Parents must provide medicines, (Epi-pen, etc.), if they are required.
- We have several students with severe food allergies, especially to nuts of any type. These allergies can be life-threatening. *To protect student's individual dietary needs, students will not be permitted to exchange lunch or treats with others.*
- **Our classrooms are "Nut Free Zones." All families should refrain from sending snacks or bringing class treats to the classroom which contain nuts of any kind or products containing nuts, such as peanut butter.** Thank you for your cooperation.

**Wellness:** Parents are asked to restrict sweets and candy at school. Fruits and other

nutritious treats are requested. Our classrooms are “Nut Free Zones”, so families should refrain from bringing nuts, nut-containing products, or peanut butter for class treats due to severe allergies (see allergies).

**2.) Classrooms are Peanut-free areas.** (Please see above.)

**3.) Epi-pens** which are provided by the parents will be kept in the office/cafeteria/classrooms, if enough are supplied. Each Epi-pen is placed in a clearly labeled bag, with the child’s name and contains not only the medication needed but a care plan provided by the child’s doctor, containing symptoms and directions on when to give Epi-pen, Benadryl or inhalers. It also lists emergency contacts and how and when to call 911.

**4.) The cafeteria staff members** are educated on food allergies at the beginning of each school year. They are given a demonstration on how to use an Epi-pen and then must give a return demonstration using a trainer. They are also taught if they give an injection, the next phone call is 911. The severe allergy protocol is reviewed each year at this time. Additional training is given throughout the year as needed.

**5.)** Names of students with severe allergies are confidentially shared with all staff.

**6.)** Each teacher is notified at the beginning of the school year, of any student in their classroom, with a severe allergy, the symptoms that they have demonstrated in the past, what medications they need, and where to locate these medications. They are also instructed to call 911 if they administer an injection.

**7.)** Each year, teachers are asked to watch a video demonstrating how to administer Epi-pens.

**8.)** If a child has an Epi-pen at school, it is sent on field trips, along with any other medications required for an anaphylactic reaction. The child’s individual care plan with instructions on how to proceed if a child is having a reaction is also sent. Teachers are instructed to call the school nurse or 911 if they have questions.

**9.)** All office staff are educated individually each year on signs and symptoms of an anaphylactic reaction, where to locate Epi-pens and list of children with severe allergies, how to give an Epi-pen and how to call 911. They must also give a return demonstration on administering an Epi-pen injection.

**10.)** Lunchroom tables are cleaned each morning by the cafeteria staff before lunch starts. Children with severe allergies are not allowed to clean the cafeteria tables..

**11.)** The cafeteria keeps a confidential list of students with severe allergies and an Epi-pen, if supplied by the parent. Each person working the register keeps a book that lists the

student's name and allergy.

12.) If a student has a peanut allergy and is not old enough to know what precautions to take, they are observed and moved, if they sit by another student at lunch who has a peanut product.

13.) Students are encouraged by the cafeteria staff to not lay their food directly on the table but to put it on a napkin instead.

14.) The cafeteria has a specific protocol for preparing peanut butter sandwiches. They are made in a specific area so that cross-contamination is avoided. This protocol is posted in the cafeteria above the prep area.

15.) Severe food allergy protocols for St. Joseph School, are based on the most recent recommendations from the National School Board Association. For a copy of these guidelines and more information, please go to the following website:  
<http://www.nsba.org/safe-school-and-ready-learn-comprehensive-policy-guide-protecting-students-life-threatening-food>

## **ASBESTOS**

St. Joseph School does contain some asbestos in non-friable, sealed locations in the older part of the school. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around the asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. Federal law requires this notice.

## **ASSESSMENTS**

### ILEARN

St. Joseph's School participates in the state ILEARN testing program. Students in grades three, four, and five are given a combination of tests in English/Language Arts, Math, Science, and Social Studies. Results provide information regarding the level of proficiency and achievement as well as ability level for each student.

### IREAD

Students in grade three participate in the IREAD test in the spring. Students who do not pass the IREAD test may be required to attend summer school and retake the IREAD test after completing summer school. Students who do not pass the IREAD the second time may be required to repeat the third grade.

### NWEA

Students in grades K-5 participate in the NWEA formative assessments three times a year. These assessments in math, reading, and language usage (grades 2-5) assist teachers in measuring students' academic growth and designing differentiated instruction to meet each child's needs.

## DIBELS

Students in grades K-1 participate in the DIBELS assessments two times a year. This assessment is a national assessment designed to measure student mastery of early literacy skills related to letter and sound recognition as well as decoding words.

## **ATHLETICS (Also see Athletic Handbook)**

Students attending St. Joseph School in grades four and five may participate in athletics. Grades four and five only participate in the sports programs to assemble a team. Participants must, above all else, be Christian participants. They are expected to be good citizens at school and in the community while representing S. Joseph School. The participant is expected to be honest, reliable, and to represent St. Joseph's in a becoming manner at all times. A student may be declared ineligible by the principal or coach for flagrant misconduct.

Students participating in the athletic program are required to be covered by health insurance.

### **Academic Eligibility**

Academic Eligibility standards must also be met. Student-Athlete Academic Eligibility Standards: If a student-athlete falls below an accumulative 'C' average (75%) on a midterm progress report or report card and/or receives an 'F' in any subject on a midterm progress report or report card, that student-athlete becomes ineligible and will be suspended from practice and games until the next progress report or report card is issued. Suspension and reinstatement begin on the day of the grade distribution. Reinstatement will occur if the above grade requirements are met at the next distribution of grades. The Principal or AD will contact coaches and parents of those who are ineligible at the time of grade distribution and when reinstatement occurs. Student-athletes, who have been determined by the teachers to be working to the best of their ability, but fall below an accumulative 'C' average (75%) and/or receive an 'F' in any subject on a midterm progress report or report card, may still be eligible to play based on a conference with administrators, teachers, and parents. A student on academic probation may register for athletics in anticipation of being reinstated, and may be a spectator at games, but may not participate in practices or games until reinstated. Athletes with specific emotional, mental, or physical limitations shall be allowed to participate with approval from the Coach, AD, and Principal. **(If a student is written up for behavior in the classroom, he or she may also be suspended from practices and games.)**

## **ATTENDANCE**

Enrolling a child at St. Joseph School indicates a family's strong commitment to the education of that child. Foremost in the educational process is the child's presence in class from the beginning to the end of the school day. St. Joseph School follows the requirements of the State of Indiana regarding school attendance. This state requires that a school year consists of 180 days unless special permission is given to the school to have less than the 180 required. **To maintain our state accreditation, expected attendance requirements set by the Indiana Department of Education for our school must also be met. The following attendance policies have been**

**adopted to ensure that St. Joseph will meet the requirements of the Department of Education, and most importantly, provide a structured, uninterrupted learning environment that supports a curriculum where lessons are interrelated and built upon each day.**

- Absences will be marked daily by the classroom teacher.
- Call the school office (317-398-4202) by 8:00 a.m. on each day of your child's absence stating the reason for the absence. Arrangements may be made at that time to pick up your child's work in the office at the end of the day. **If you do not call the school office, this will be considered an unexcused absence.** Work missed at school cannot be made up for these absences.
- You will be notified by email if your child is not in attendance.
- Per multiple state educational legal requirements, including IC 20-20-8-8, an accounting of excused and unexcused absences must be reported to the state annually. Absences that are legally excusable are: a. Personal illness b. Death in immediate family c. Family emergency d. Page for state legislature e. Court appearance f. Doctor or dentist appointment g. Work at polls on Election Day 9. Habitual truancy is defined by the state educational legal requirements as students being absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.
- If a student is absent 3 days in a row a doctor's note must be presented on the 4th day for the child to come back to school.
- If a student is absent more than a total of 10 days during the course of the year, a doctor's excuse is needed for each additional absence. A letter will be sent home to the parent/guardian notifying them of 10 absences.
- If an extended absence due to illness is anticipated, the parents should notify the principal.
- Habitual absences over 14 days can be reported to the Department of Child Services and the school resource officer.
- Routine doctor and dentist appointments should be made outside of school hours whenever possible. The parent or authorized adult must meet the child in the office and sign the child out. When returning to school the parent/authorized adult needs to sign the child back in school.
- The parent/guardian must make a request to the principal prior to request absence for special events or personal business. Missed assignments and homework will be given upon student's return to school. **(Vacations are considered unexcused absences.)**
- **Failure to comply with this policy may result in your child's dismissal from St. Joseph School and can be prosecuted under Indiana's Compulsory Attendance Laws.**

### **Tardy Policy**

Punctuality is an important habit to cultivate. Students should be in the classroom and in their seats when class is ready to begin. A student is considered tardy if he/she arrives after the morning bell at 8:00 a.m. Tardies will be considered "excused" for the following reasons:

- Illness
- Family emergency
- Unforeseen weather/road conditions

- Medical/Dental appointments (Parents and students need to present a medical/dental form to verify the appointment.)

**Upon arrival at school, the adult accompanying the student must sign the student in at the office. If the parent fails to sign his/her child in at the office, one of the office personnel will call the parent for the first time this happens. Failure to comply with this policy may result in your child's dismissal from St. Joseph School. Parents of a student with Excessive tardies (7 or more per quarter) will need to meet with the principal to collaboratively develop a successful plan for the remainder of the school year.**

## BACKPACKS

Students may use backpacks to and from school, but not between classes. Rolling backpacks must be carried inside the school building during dismissal. Should a child not be able to carry a backpack for the walk out of the building, the child may wait in the room and walk out after the hall has cleared. Please monitor your child's backpack. Backpacks and other personal property may be searched if deemed necessary.

## BEHAVIOR CONDUCT CODE

**The goal of school discipline is to encourage self-discipline for students.** Students are expected to live out Catholic Christian values by:

- 1) Praying and participating reverently in all worship and religious services
- 2) Treating others, students and staff, with respect
- 3) Being prepared and on time for class
- 4) Doing their own work with their best effort and ability
- 5) Reaching out to help others in need
- 6) Treating school & parish property and the property of others with respect
- 7) Following the uniform code and dress with respect
- 8) Following staff instructions quickly and quietly, without being disrespectful
- 9) Representing St. Joseph School in a positive way in any public situation or event

*Children can misbehave occasionally and need correction.* Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation FIRST and evaluate the situation carefully before deciding if it is necessary to contact the adult involved for additional information.

1. Use email to contact the teacher directly to request a phone call or meeting. Discuss the situation directly with the staff member BEFORE contacting the administration. Approach the situation with an attitude of collaboration. Do not discuss the matter with another parent or staff member.
2. If you and the teacher are not able to work the problem out together, contact an administrator to schedule a meeting. This does not mean you will get the answer you hoped to get; it means we will work to reach a mutual understanding.
3. If further concerns still exist, the pastor may be contacted, but ONLY after following steps 1-2. ***The administration reserves the right to change/modify disciplinary actions.***

### School- wide Consequences:

- **Restitution** -- Students may be required to work, clean up, repair, replace, or pay for damage.
- **In-School Suspension** -- The administration may determine that the student receives an in-school suspension, which is served during regular school hours. The student is suspended from attending regular classes. The student is expected to complete class assignments and will earn credit for work/tests completed that day. *Students will be suspended from all extracurricular activities for those days – including CYO sports.*
- **Out-of-School Suspension** -- Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. Students receiving an out-of-school suspension are expected to remain current with class assignments. 100% credit will be given for work/tests completed and turned in after their return. Students receiving such suspensions may be considered for exclusion/expulsion. *Students will be suspended from all extracurricular activities for those days – including CYO sports.*
- **Exclusion/Expulsion** -- Should exclusion or expulsion become necessary, the parent(s)/guardian(s) may be given the option of withdrawing the student from school.

**Academic Integrity:** A student with academic integrity is not involved with the following behaviors that outline academic dishonesty. At St. Joseph Catholic School we expect academic integrity.

*Academic dishonesty includes, but is not limited to:*

#### **Cheating**

- copying another student's work on homework, projects or assessments
- using information or technology to assist on an assessment without teacher permission
- giving or receiving improper assistance on assignments or assessments

#### **Plagiarism**

- Turning in any assignment for credit that is not based on your own research and writing. You may not copy part or all of another person's paper or an online resource and turn it in as our own work.

**Illegal Actions (Alcohol/Drug Abuse, Weapons):** A student shall not possess, use, transmit, or be under the influence of any drug, hallucinogenic drug, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds at any time, off the school grounds at any school activity, or when traveling to or from school sponsored activities.

Possession or use of weapons of any type (i.e. guns, explosives/fireworks, knives, etc.) is forbidden and may result in a eight-day, out-of-school suspension pending exclusion/expulsion at the administrator's discretion. Any illegal materials will be confiscated and turned over to proper authorities. A teacher or school administrator, if deemed necessary, can search any property on the campus.

**Bullying or Harassment Policy:** Students are to respect all students and staff. Harassment in any form by a St. Joseph School student during school hours or at school-sponsored activities is strictly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated if reported to the school administrators in a timely manner. The parents of the suspected offender and reported victim will be notified. Consequences will be determined.

## **Definition of Bullying & Harassment:**

**Bullying:** Any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean)
- Power over another person

### ***Bullying and harassment may include, but are not limited to:***

1) overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically) [*Ind. Code 20-33-8-0.2*] 2) physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment [*Ind. Code 20-33-8-0.2*] 3) any foul or obscene behavior or communication including technology 4) inappropriate or unwelcome touching of another 5) the display of explicit sexual visual material 6) the use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable 7) inappropriate comments about race or religion 8) speaking ill of or telling lies about others 9) encouraging others to use any of the above behaviors.

### ***Harassment does not include [Ind. Code section 20-33-8-0.2(b)]:***

1. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger
2. Participating in a religious event or activity
3. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults
4. Participating in an activity undertaken at the prior written direction of the student's parent.
5. Respectful disagreement and dialogue between students regarding matters of national, state, and/or local news. [*Ind. Code section 20-33-8-0.2(b)*]

Harassment by means of electronic media, including, but not limited to the internet, Facebook, Instagram, Twitter, Snapchat, or any other social media platform, text messaging, or any other means of communication employing digital and/or analog signals – **even outside of school** - is subject to the same review.

It is the policy of St. Joseph to presume that any harassment by electronic means against faculty, staff, and/or students has the effect of substantially interfering with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school [*Ind. Code section 20-33-8-0.2(a)(4)*] and will not be tolerated. This presumption exists regardless of location or the harassment, date/time of the harassment, or communication network used for the harassment. Should a person accused of harassment claim that the harassment did not interfere with the targeted faculty/staff member's and/or student's ability to participate in or benefit from the services, activities, and privileges provided by the school [*Ind. Code section 20-33-8-0.2(a)(4)*], the accused person must provide proof thereof by clear and

convincing evidence.

This includes taking pictures or videos in the classroom or depicting students or teachers, which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class (see Electronic Devices). Such items will be confiscated and returned only to a parent.

### **Method for Reporting an Incident of Harassment or Bullying:**

● **The Administration must know about bullying situations in order to be able to help. All incidents should be reported as soon as possible to the individuals denoted below. If the incident happens...**

- 1) ...at school: report the incident to a teacher, staff member or administrator.
- 2) ...at an athletic event: report the incident to the coach.
- 3) ...at a youth ministry activity: report the incident to a chaperone or Youth Ministry Director.

- Please report all incidents promptly so that we can be proactive in addressing the situation!
- In the event of a bullying or harassment complaint being brought to the school's attention, the administration will conduct a thorough investigation and a conference will be held with involved parties. Consequences will be determined based on the results of the investigation in a manner consistent with the Behavior Conduct Code described above.

**Threat Assessment Protocol** Any student, parent, guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence shall follow this protocol:

- Assume the threat is serious.
- Report the threat to the school administrator.
- Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
- Immediately remove the person making the threat from the classroom and take him/her to the school office.
- Notify law enforcement officials if necessary.
- Provide written statements regarding the threat of violence.
- If a student threatens someone, he/she will automatically be suspended the rest of the day. If the school feels the threat is meaningful, the police will automatically be called.

**Suspension/Exclusion (Serious Acts)** In addition to the school's discipline policy, students and parents must be aware that certain acts could lead to long-term suspension or permanent exclusion from school. It is not necessary that a student be suspended before he/she is excluded.

The following acts are considered to be serious and therefore may result in suspension or exclusion:

- Extreme vandalism or destroying of school and church property, or property belonging to others.
- Bringing to school any implement with the intent to frighten or cause danger to the student or others.
- Leaving school grounds without permission.
- Behaving in such a manner as to cause serious injury to another person.
- Deliberate and intentional profanity, or criticism and severe disrespect, verbal, written, or sent, of school personnel or students.
- Threats, harassment, and bullying, physical, verbal written, or sent. This includes deliberate

- shunning of students, which is a form of bullying.
- Stealing of school property or property of others.
- Any other incident deemed to be serious by the school.

Missing school due to disciplinary reasons is considered an unexcused absence. Students must make up projects, and tests, from these days. If the suspension is due to academics, the student will not get credit for their work.)

**Due Process:** We commit ourselves to a notice and a hearing in all major discipline situations. In cases of suspension or exclusion, the following will happen before the child is sent home, except in cases of extreme emergency:

1. The principal will study the problem.
2. The student will be told what rule is broken.
3. The student will be given a chance to be heard and explain the behavior.
4. Parents will be notified and asked to come to school within a given time for a conference.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at discretion. The principal has the right to search and seize students' property if reasonable cause exists.

## BOOKS/SUPPLIES

The cost of texts, consumable workbooks, tests, online access to materials and other educational supplies are included in tuition. The St. Joseph School Commission determines this fee yearly. Students are expected to return books in good condition. Replacement cost will be assessed for damaged or lost materials. All hardback books are to be covered and the student's name written on the inside of the cover.

## DAILY SCHEDULE

7:15-School doors are open. Students should be dropped off in the parking lot between the school and church. Morning care takes place between 7:15-7:45 in the gym.

7:45-First bell will ring and students may enter the classroom.

8:00-Final bell will ring and all students must be in classrooms. You are late if it is past 8 AM.

11:45-Half-day Preschool dismissal

2:50-Final bell and school is dismissed from the back parking lot.

- Mass will be on Tuesdays at 8:15 and Fridays at 8:15. All are welcome.
- Wednesday is an early dismissal day for staff professional development. Students will be dismissed at 2:30.
- If school is dismissed early for unforeseen circumstances or in the event of inclement weather, please pick your child/children up as soon as possible.

## CAFETERIA

Each month a calendar listing of the menu will be shared with parents. It must be filled out and returned to the office. An order is needed for each child.

- Payment will be made through our FACTS tuition program. Parents will need to register for a lunch deposit account.
- If your child will be receiving a free/reduced lunch, the form must be completed in order for lunches to be ordered.

In accordance with our Wellness Policy, fruit juices and fruit drinks are acceptable for lunch. **Soft drinks are not allowed. Food items that contain peanuts are strongly discouraged for packed lunches. Any student that brings a peanut product from home will be asked to wash their hands before going to recess and may be asked to eat at a different table. Fast food items are not to be brought in for your child.**

Students are expected to observe polite table manners and courtesies in the cafeteria. Students are responsible for cleaning their own space and tables as assigned.

**It is important to alert the cafeteria manager about any food allergies or dietary restrictions.** Contact the cafeteria manager if you have any questions regarding the cafeteria. Note that federal guidelines do not allow the substitution of water for milk as part of a school lunch. Water may be purchased separately for those with milk allergies.

**Federal Lunch Program:** St. Joseph School participates in the Federal Lunch Program. If your family income qualifies for the free or reduced rate, complete the application or contact the cafeteria manager. All applications and information is kept confidential. Students who qualify for the Free or Reduced Lunch rates will order lunch in the same manner as all other students. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**Mail:** U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2. **Fax:** (202) 690-7442; or 3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

# CARE OF SCHOOL PROPERTY

Proper care of desks, floors, walls, and school property is the student's responsibility. Intentional markings, cutting, carving, or other damage will result in serious and expensive problems for you and your child. If a student observes another student destroying property, the student has an obligation to report him or her to the office or to his/her teacher. Please remind your child that he/she is just as guilty as the student who damages the property if he/she fails to report the incident.

## CARPOOL

Safety is the chief concern for student drop-off and pick up. Drivers must follow the directions of the supervising staff members. Always drive slowly and carefully on school/church property. Insist that your passengers wear seat belts, and do not use cell phones when driving in carpool areas. Turn off your engine if you leave your car.

### 1) Morning Drop Off:

- St. Joseph School offers supervision for students at 7:15 AM. Students should not be dropped off before that time.
- Cars should enter on Noble Street and exit on Hendricks Street.
- Pull up in a single file line by the drop off area in the parking lot. Staff members will be on duty beginning at 7:15 a.m. to assist parents/students. All students are to enter through the drop-off/pick-up area in the parking lot between church and school on the Hendricks side.
- Students should never be dropped off at the main school entrance. If students need assistance getting into the building, parents are to park in a parking spot and accompany their child inside.
- All students should go directly to the cafeteria for morning supervision from 7:15 - 7:45. It is best to.
- **TARDY:** Students will be considered tardy if they arrive to class after **8:00 am**.
- If you arrive at school after 8:00, please park by the flag pole and walk child into the school office. Late students must be signed in by an adult.

### 2) Dismissal Pick Up:

1. Cars enter from Noble Street, falling into the available line.
2. Students will be dismissed to your car, and staff will let you know when you can pull out.
3. Teachers are assigned afternoon traffic control duties. Please be aware of their first responsibility and schedule a time to discuss your child when the teacher can devote his/her full attention to you.

### 3) Late pick-up

1. If a student is not picked-up on time you will have a 5 minute grace period.
2. We then will call you the parent/s to see if you are on the way
3. We will continue to call.
4. After 30 minutes we will call CPS unless we receive a call or talk to you.

### 4) Release of Student during School Hours:

For the safety of the children at St. Joseph School, it will be necessary for the parent or guardian to send a written note or e-mail to the homeroom teacher (sent before 8 AM) if the child is to be picked up during the school day. Children will be released only to those persons whom the custodial parent

has authorized. Parents/guardians/authorized persons calling for a child during the school day must come to the school office in person and sign out the student. Students must report to the school office before returning to class.

## COMMUNICATION

It is very natural for parents to occasionally have questions or concerns regarding their children's education. The teachers and principal at St. Joseph School welcome an opportunity to discuss any matter, which is important to the parent. Direct communication with school personnel in regard to questions, concerns, or compliments keeps the lines of communication open, alleviates misconceptions, and allows for the spread of accurate information regarding our school.

There is a procedure to follow for good communication between home and school:

1. The parent having a concern should speak first with the classroom teacher.
2. If the concern is not resolved as a result of this initial contact, the parent should let the classroom teacher know of his/her continued concern and should then speak to the principal.
3. After speaking with the principal and still not coming to an acceptable resolution, the parent should be sure the principal knows he/she feels the matter is still not resolved.
4. The principal will explain the process for contacting the pastor concerning the matter.

The pastor has the ultimate authority for all educational operations in the parish. He delegates the administrative responsibilities to the principal. These responsibilities include, but are not limited to, the operation of the school program and building, management of all faculty, staff, volunteers, and students, providing instructional leadership, the hiring, support, and supervision of staff members, professional development and evaluation, establishment of educational programming, management and evaluation of student behavior, and spiritual leadership. If a concern or complaint surfaces, it should first be brought to the attention of the classroom teacher if it is a classroom issue. If it is a school-wide concern, or needs further attention, the principal should be informed. The pastor is only notified if requested by the principal for consultation or if resolution has not been met by the school administrator and the parties at hand.

## COMPUTERS/TECHNOLOGY

**St. Joseph is blessed to have a wealth of technology for educational use. Each student is issued a Chromebook for use at school and to take home under certain situations. Our classrooms are equipped with electronic boards and all students and staff have access to the network. Computer technology is used at all levels for instruction, word processing, student engagement, data management and research. Respect for others' files and copyright laws are expected. Cheating or vandalism using the computer will not be tolerated. Software from outside the school is not permitted on our computers due to risk of computer virus infection.**

St. Joseph students have access to the Internet for school projects. They must be trained in Internet use and have an Internet use agreement signed by their parents. Inappropriate use of school-owned technology to gain access to Internet sites such as those dealing with pornography, hate groups, or contrary to Catholic teachings is prohibited. Use of the Internet or other technology – inside or outside of school - for bullying or harassment in any form is a serious violation and may be subject to disciplinary action, including expulsion from school.

Students will have the opportunity to develop technological skills and access information systems through instruction in computer use and the internet. All students and their parents are required to sign a Computer User Policy Agreement each year before gaining access to the internet. The expectations for responsible use

of this learning tool are spelled out in the agreement. Parents are encouraged to monitor student internet and email use at home.

Any misuse of Chromebooks will result in a student not being able to use the device assigned to them. If a Chromebook is sent home to use for school work, it is only meant for that work and great care of the device should be taken. Chromebooks are to return to school the next day and *must be charged*. Chromebooks are monitored by the technology specialist, as well as the sites that students visit on the Chromebook. Any inappropriate usage of the device will result in disciplinary action and a loss of the use of the technology. Any damage of the device could result in a fee being assessed to pay for the damage.

### **Internet Use Agreement**

Internet access is available for students at St. Joseph School. We are very pleased to offer this tool as a valuable resource to both students and teachers for the purpose of conducting research. Students will have access to thousands of libraries and databases. All students will receive Internet instruction which focuses on safety issues, as well as how to navigate the Internet to search for information for school-related projects.

While we acknowledge that we cannot control the vast amount of information, which is available on the Internet, every effort within our power has been taken toward providing for online safety. We invite students and parents to read the “Conditions of Internet Use” section in the appendix. Both student and parent signatures are required for students to access the Internet.

## **CURRICULUM**

St. Joseph is fully accredited by the State of Indiana Department of Education and complies with the requirements therein. St. Joseph offers a challenging curriculum in religion, reading, English, math, science, social studies, music, art, physical education, and Spanish. The Archdiocese posts a curriculum guide on the web at [www.archindy.org](http://www.archindy.org).

## **DIVORCE/LEGAL SEPARATION**

Parents who are divorced or legally separated must provide legal (court) documents regarding custody, financial responsibility and other information related to the educational well-being of the children involved. Both parents have access to school and academic information unless restricted by a court order. Parents have the responsibility of keeping the school informed in writing of any changes. Contact the administration if you have any questions.

## **EARLY LEARNING PROGRAM**

Recognizing that learning is a lifelong process that begins early in a child’s life, St. Joseph School offers a preschool/early learning program to assist parents in their child’s development. Our preschool promotes a hands-on, investigative approach to learning. The children are encouraged to try new things and to be curious about the world around them.

St. Joseph School offers several options for preschool. Please contact the office for information.

## **ELECTRONIC DEVICES**

Students are not permitted to use or carry cell phones or other portable communication devices (ex. apple watches) during school hours. Cell phones or Smart watches that are brought to school should remain

turned off and in the student's book bag during the academic school day. Personal iPads/tablets, apple watches, or other electronic devices/toys such as iPods/MP3 players, etc. are not appropriate for school and may not be brought to school without specific staff permission. Any student choosing not to follow these rules will have his/her electronic device confiscated by the teacher for the remainder of the school day. If a second offense occurs, the electronic device will be held in the principal's office until picked up by the parent.

## **E-MAIL**

St. Joseph School and church staff members have email addresses. Parents and students may contact staff members by email. A response to a question should be received within 24 hours, except on weekends, or for certain part-time staff who are not at school daily.

*An email is great for sharing or requesting information, but not so great for problem solving.* Ask for a meeting or phone call to solve a problem or discuss a concern. See the directory for addresses of staff members.

## **EMERGENCY CLOSING**

School closings due to emergency conditions will be communicated in the following manner:

**Severe Weather:** St. Joseph will follow Shelbyville Central Schools regarding weather related closings. Note: Please look or listen for weather-related announcements from Shelbyville Central Schools, St. Joseph School will not have a separate announcement. Parents will be notified of emergency closings, etc. through a text or an email.

St. Joseph is an e-Learning school. This could mean that if school is closed, students would be asked to make up assignments through our e-Learning procedures. If Shelbyville Central Schools declare an e-Learning day, then that day will also be an e-Learning day for St. Joseph school. These procedures for e-Learning days will be sent to parents before an e-Learning day.

## **EMERGENCY EVACUATION**

St. Joseph School's emergency evacuation location is the Knights of Columbus building, 413 E South Street or Cagney's Pizza. Parents will be notified by phone and Powerschool of any such emergency.

## **FAMILY NEWSLETTERS**

Family Newsletters will be sent home each week via email. This newsletter contains important dates and upcoming events at St. Joseph School as well as updates pertaining parish activities. Families should read these emails carefully to stay abreast of all events taking place at St. Joseph School.

## **FIELD TRIPS**

Field trips are designed to enhance the students' understanding of a subject or topic they are

studying and to provide an educational or cultural experience they would otherwise not have. Field trips must be planned by the teacher and approved by the principal. Some trips are local; others involve trips outside Shelby County. Transportation is provided on the school bus.

When a trip is taken, parents will receive written notification of what is planned, the date, and how many students will be transported. Students must have a signed permission form to attend the field trip. Proper student behavior is expected. Failure to achieve academic or behavioral expectations in the classroom may prevent a student from attending a given field trip. Alternate work will be given to make up for the experience missed.

Parents are invited to chaperone field trips. As a chaperone, your responsibility is to the children in the class you are accompanying; therefore, no younger siblings on field trips. You must have completed Safe and Sacred training in order to chaperone a field trip. Follow the link to do this: <https://shelbycatholic.org/resources/helpful-links>

## **FEDERAL PROGRAMS**

St. Joseph School participates in some educational programs funded by the U.S. government. Through these programs we are able to provide remedial services, purchase supplemental materials for instruction, provide library resources, and attend educational seminars. These programs are administered through Shelbyville Central Schools.

St. Joseph School complies with all federal regulations regarding the Civil Rights Act (Title VI), Section 504 of the Rehabilitation Act and Title IX regulation regarding sex discrimination. The policies and procedures of the school commission and the school administration do not discriminate on the basis of race, sex, color, national origin, age, or handicap. Furthermore, implementation of federal programs follows the appropriate federal and state regulations governing such programs. If a person believes his/her rights have been violated or believes program regulations have been violated, he/she is entitled to a hearing on the matter. Procedures for filing and resolution of conflicts have been established. These complete procedures are in the section entitled "Grievance Procedure".

## **FINANCIAL POLICIES**

St. Joseph uses the FACTS tuition collection system for all tuition payments. Parents must set up an account on the FACTS system. Parents may select their payment schedule.

St. Joseph is dependent on the prompt payment of tuition and fees to meet its responsibilities. It is the policy of St. Joseph School that all tuition or fees must be paid up-to-date to receive report cards or standardized tests. We may not forward records if there are outstanding financial obligations. Please contact the school to correct errors or make special financial agreements. All such agreements must be in writing. Contact the principal to request information about financial aid.

Parents are responsible for any outstanding tuition or fees, should they unilaterally decide to withdraw their child from school, once a place is accepted. Requests for consideration of exceptions to this policy, for such things as moving from the city, etc, must be requested in writing to the principal.

# FINANCIAL AID

Tuition assistance is available at St. Joseph School for parishioners. This pertains to active parish families who have kindergarten through grade five students. There is limited assistance available for preschool. A completed Tuition Assistance Application form through our FACTS tuition program is required. Families who qualify for free or reduced lunch or have some unfortunate interruption of income (i.e. laid off from job, death of spouse, extended illness or disability that causes being off work, and other uncontrolled emergencies) are eligible to apply for reduced tuition arrangements. Reduced tuition arrangements are based on the number of requests and the availability of funding and are not considered permanent. Parent requests are to be completed on a yearly basis.

**CHOICE Scholarships (Vouchers)**—The Indiana CHOICE Scholarship Program provides scholarships to lower income Indiana families for their children to attend a school of choice by utilizing a portion of state funds allocated for that child to follow them to the non-public school of their choice. St. Joseph School participates in the School CHOICE program in Indiana that is commonly known as the voucher program. To be eligible, a student must satisfy these initial requirements:

- Be a resident of Indiana.
- Be accepted for enrollment into an eligible (St. Joseph is an eligible school.)
- Be between the ages of 5 and 22 no later than August 1 of the school year.
- Live in a household below the income limits allowed.

If you are in Kindergarten through fifth grade and you satisfying the requirements above, you may then apply for CHOICE Scholarship:

**TAX CREDIT PRE-KINDERGARTEN SCHOLARSHIPS**—The Indiana Scholarship Tax Credit Program provides eligible lower income families with scholarships given by a certified Scholarship Granting Organizations (or SGOs) to attend a school of their choice. The SGO Scholarships for our pre-kindergarten students are funded by donations to the Institute for Quality Education and designated for St. Joseph School students. Donations receive a 50% state tax credit for their donations in addition to any federal tax deductions. Families who fall under 400% of the Federal Free and Reduced Lunch qualifying amount are eligible to apply for a Tax Credit Scholarship and must do so each year.

The Tax Credit Scholarships at St. Joseph School are used only for incoming Pre-kindergarten students.

# GRADES

Evaluation is an ongoing process. Grading, record keeping, progress reports, and grade reports are methods used to help parents, students, and teachers understand how a child is progressing toward stated educational objectives.

Academic growth is an important factor in a student's school life. Teachers use a variety of methods to evaluate a student's progress toward stated objectives on a daily, weekly, and grading period basis. Progress may be derived from various sources - homework, class work, projects, daily class participation, effort, and formal and informal test results.

Progress is reported to parents in the form of progress reports and nine-week report card. The progress indicated on the nine-week grade report is part of a student's permanent record. A progress report will be available at the midpoint of the grading period.

St. Joseph School uses an on-line grading system called Powerschool. Parents are given username and passwords at the beginning of the school year. This enables parents to check on their child's progress at any time. It is the parents' responsibility to use the Powerschool.

The report card serves as one source of important information. Parents are encouraged to review your child's report card along with other performance information, which may include: progress reports, standardized test results, projects, classroom assessments, daily assignments, teacher documentation, etc. General descriptions of the levels of achievement are provided below to help you better understand how your child/ren are performing on specific standards.

Achievement Scale for Kindergarten - Grade 2:

- E Exemplary Performance Level: Demonstrates an understanding of the standard and consistently performs above grade level expectations.
- M Mastery Level: Demonstrates an understanding of the standard and consistently performs at grade level expectations.
- P Partial Mastery Level: Demonstrates partial understanding of the standard or does not demonstrate an understanding of the standard and/or is rarely or inconsistently able to perform at grade level expectations.
- N Non-Mastery.

Achievement Scale for Grades 3-5

- A = 93-100%
- B = 85-92%
- C = 75-84%
- D = 70-74%
- F = 69% or below

## HEALTH INFORMATION

**Please inform the school, in writing, of any medical problem or limitation.** Examples of this would include asthma, allergies, bee sting reactions, respiratory or heart conditions, epilepsy, diabetes, etc., as well as any temporary physical conditions. Specific written information on treatment, medication, and emergency procedures must be provided. **The school must have a doctor's note on file to excuse a student from more than one PE class for medical/injury reasons. If a child cannot participate in PE class, that child will also not participate in recess or athletic activities.**

**Medication:** Prescription and non-prescription medicines must be dropped off by an adult, kept in the school office, and dispensed at the written direction of the parent/guardian by properly designated school personnel. The written authorization should include:

- (A) Student's name
- (B) Type of medicine
- (C) Dosage
- (D) Hourly time of administering
- (E) Any side-effects

The prescribing physician must sign a specific medication release form for prescriptions that must be administered daily on a long-term basis. Parents must make arrangements for picking up any

medication when necessary. Any left-over medication will be disposed of at the end of the school year.

We cannot give non-prescription drugs such as generic Tylenol or generic Benadryl, etc unless the parent provides the medication and we must have direct parent contact and permission in each instance.

**Following CDC guidelines, students with temperatures of 100 degrees F or higher, are vomiting, or have diarrhea must be sent home.** Students must be free of these symptoms for 24 hours before they may return to school. Any communicable disease requires that students go home.

**Asthma:** All students who have been diagnosed as having asthma must have a (current) asthma management plan on file in the school office. Please contact your physician about completing the form.

**Allergies:** Please alert the office/nurse and the homeroom teacher if your child has a serious food, bee sting, or other potentially life-threatening allergy.

**Communicable Diseases: Call the school office if your child has a communicable disease.**

Health Department Regulations will be followed in the event of a student having a communicable disease (e.g. Measles (Rubella), Chicken Pox Impetigo, Ringworm, Pink-Eye, Mumps, Scarlet Fever, Strep Infections, Head Lice). The school will communicate the time that a student needs to remain out of school based on their condition.

**Diabetes:** All students who have been diagnosed as having diabetes must have a current diabetic health management plan on file in the school office. Your physician will be able to provide you with this information.

**Injuries:** All injuries should be reported as soon as possible to the school office. A written record of the injury will be kept. Serious injuries require a complete incident report being filed. Normal accidents are not covered by the school's insurance. Parents are encouraged to take the very low cost accident insurance offered at the start of the year. (See Accidents.)

**Medical Conditions:** Please alert the office staff and homeroom teacher of any significant medical condition, such as diabetes, seizure disorders, neuromuscular conditions, cancer, etc impacting your child's health.

**Screenings:** St. Joseph School has the services of the Public Health Nurse; these include health/safety/nutrition programs, vision screening for grades 1, 3, 8; hearing screening for grades 1, 4, 7. Immunization forms are kept for each student in the school office. It is the responsibility of the parents/guardians to see that these records are updated as required by law. Students must be excluded if records are not complete.

**Universal Precautions:** Always avoid direct contact with various human body fluids, such as blood. Each classroom has universal precaution kits with gloves, etc. There are first aid kits supplied for field trips with emergency gloves, bandages, etc.

## Illness and Injury at School

The school personnel, according to the complaint or injury, will administer first aid and care of a sick child, and parents will be notified when school personnel feel notification is necessary. If any parent disagrees with this policy for his/her child, please bring it to the attention of the principal.

- A child with a temperature of 100 degrees or more should not be in school. This is a sign of illness, and the child may need medical attention.
- Parents are expected to come to school and take ill children home when notified. The information entered on the emergency form will be used to contact parents.
- Parents are asked to keep their child at home if they know he or she has an elevated temperature or other definite signs of illness. The child should not be sent back to school until the temperature has been normal for 24 hours or until they feel confident the illness is over. This allows for better care of the ill child and decreases unnecessary exposure to other children and staff members.
- If a child in school is found to have lice, the child will be sent home with guidance for treatment. Guidance from the Indiana Department of Health can be found here <https://www.in.gov/health/>
- A child with head lice will not be allowed to return to school until treatment has been administered. Evidence of treatment includes an absence of lice.
- It is not helpful for the child to stay out of school any longer than the time necessary for treatment. Thus, we expect a child back in school no later than two days after referral.

## HEALTHY LIVING/WELLNESS POLICY

St. Joseph School complies with the policies of the State of Indiana and the Archdiocese in requiring healthy nutrition and lifestyles. Procedures are being developed at the school level to respond to these policies.

The Archdiocese of Indianapolis is committed to supporting school environments that promote and protect the health, well being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity. Guidelines to achieve these goals are as follows:

- All students will have opportunities to be physically active on a regular basis.
- Health education is to be offered to provide students with the knowledge and skills necessary to promote and protect their health.
- Each school will support parental efforts to provide a healthy diet and daily physical activity regarding health and nutrition.
- School lunches will serve as a focus to support the integration of nutrition education with healthy lifestyle choices.
- Schools will refrain from scheduling tutoring, clubs, or organizational meetings or activities during meal times, unless students may eat school lunch during such activities.
- Parents and students will be encouraged to include fresh fruits and other healthy items rather than packaged chips, etc.
- Soft drinks and/or fast food items may not be brought to school and are not allowed in the cafeteria.
- Elementary students are not to have access to vending machines at any time during the school day unless supervised by a faculty member.
- In light of the information available regarding childhood nutrition, schools will limit the practice of using candy, soft drinks, or food snacks as rewards for academic performance or good behavior.
- Food or beverages, including food served through the school meals, will never be withheld from students as a disciplinary measure.
- Classroom teachers will make adaptations, which will allow students to experience a healthy physical environment, by examining the school day for opportunities for increased physical movement.
- Students will not be kept from participation in physical education classes for academic or disciplinary reasons.

- No child may miss more than half the recess period.

## HOMework

Homework will be given most days of school. It should meet a specific need as recognized and understood by the child. Homework may be for enrichment, practice to strengthen and deepen understanding of a skill, or make-up work. Students should be able to do the homework assignments independently within a reasonable period of time. The general rule is 10 minutes of homework for each year of school. For example a third grader should expect to have about 30 minutes of homework. If your child is taking longer than you feel necessary to complete homework, contact your child's teacher.

All students are expected to do their own work to the best of their ability. The work should be turned in on time. **Failure to do so will impact the grade. Students who miss assignments due to illness will have one school day for each day they were absent to submit their work in order to be counted for credit. It is the student's responsibility to ask the teacher for their late or absent work.**

**Academic Dishonesty:** Cheating will not be tolerated in any form. Cheating shall be defined as copying other students' work for assignments or tests, giving answers to another student, plagiarizing (using another's work without acknowledging author and source. This includes books, Internet, etc.), turning in another student's work as their own, etc. Cheating will result in a zero for the specific project and may involve a suspension (in or out of school) at the administrator's discretion. Repeat offenses may result in removal from school.

**Absent Work:** The school will not collect absent work for their students while they are home sick, as this time should be resting and getting better. Parents or students may check the assignment section of the grade book system for work or test information. Students are given one day for each day absent to turn in work missed due to illness or any other excused absence. It is the student's responsibility to check with teachers for any missed assignments upon their return to school.

**Voluntary Absences:** We discourage removing students for family vacations, athletic or other non-emergency reasons. It is a student's responsibility to make up work missed during an absence and to seek copies of their work from their teachers. **Teachers will not prepare homework packets for such voluntary absences.** Parents choosing to remove students from school choose to be responsible for their child's education during the absence. Work not turned in on the day of return is late. It is hard to avoid negative impact on grades from such unexcused absences. Work may be obtained from the online gradebook or another student. Work may be faxed or emailed to the teacher.

Any work must be turned in on the day of return. A late penalty will be applied to any late work (late work, in this circumstance, is defined as work not turned in on the day of return). All tests or quizzes must be made up on the day of return to school. We will continue to work with families dealing with

family deaths, emergencies or specific needs. Please contact the principal in such situations.

## HONOR ROLL

St. Joseph School recognizes academic excellence with an honor roll. Students will be recognized for their achievements at the end of the school year. An Honor Roll for straight A's and A/B's is acknowledged.

## INDOOR AIR QUALITY PROGRAM (IAQ)

Indoor Air Quality, (IAQ), is becoming an increasingly important issue in our nation's schools. The State of Indiana has recently addressed the issue with new standards that apply to all public and non-public schools in the state (410 IAC 33). This rule is administered by the Indiana Department of Health. The Archdiocese of Indianapolis oversees implementation of the rule in schools through the Office of Management Services.

The IAQ coordinator at St. Joseph School is the principal. The principal's contact information can be found on the school website—[www.sjsshelbyville.org](http://www.sjsshelbyville.org).

In order to maintain a good IAQ, the school is responsible for meeting specified criteria in the following areas: carbon dioxide levels, humidity, mold or water damage, and excess dust. If parents have questions, please contact the principal.

## IMMUNIZATIONS

All students are required to have an accurate and up-to-date record of required immunizations. State law requires removal from school until such notice is provided. You may request forms from the health department or most doctors' offices. Note that all sixth grade students must show evidence of two measles vaccinations given after the age of one. Note that Hepatitis B vaccinations are required after Aug. 1999.

The Indiana State Department of Health has new immunization requirements.

- **All kindergarten students** are required to have 2 doses of varicella vaccine, given on or after the first birthday.
- **All kindergarten students** are required to have one of the required doses of polio vaccine given on or after the fourth birthday, and at least 6 months after the previous dose.

As you take your children in for their routine examinations, please obtain a current immunization record if they receive any vaccinations on that visit and send it in to me so that I may update their records. Before leaving the doctor's office, make sure that the vaccination that your child just received is listed on the document. Sometimes copies are made prior to the vaccination so the needed dates are not on the copy.

As always, if you have any questions please contact the school office.

## **INVITATIONS TO PARTIES**

St. Joseph is a school dedicated to the principles of Jesus Christ. We are all considered His brothers and sisters in faith. We know it is often impossible to invite such large numbers, so if just a few can be invited please mail the invitations from home. Please do not leave out one or two children. No matter what the reason, it is hurtful. Instruct your child not to discuss the party at school. Please do not hand out invitations or discuss parties at school unless all in the class are invited (all boys, all girls or the entire class). Your cooperation is appreciated!

## **LIBRARY**

St. Joseph is fortunate in having a fine library, with books in a wide range of fiction and non-fiction, available to students in all grades. A well-rounded collection gives the teachers and students added material for supplementary classroom work. Students receive formal library instruction in grades K-5. All materials checked out or used by the student are the responsibility of the student. The student or family must pay for any damaged or lost materials.

## **LOST AND FOUND**

Any articles of clothing or books lost at school are placed in a box in the main hallway by the principal's office. All unclaimed articles are given to charitable organizations at the end of the year. Because of this, students are urged to clearly label all personal possessions and to check periodically for lost items. When an article is found, it should be taken to the office.

## **NON-DISCRIMINATION**

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PARENT TEACHER CONFERENCES**

Parents and teachers need to establish a cooperative relationship, which is favorable to a child's progress. Conferences are best arranged after school hours. At such conferences, the teacher and parent may review the child's learning experiences and explore ways to improve them. Teachers and/or parents may initiate conferences. Please check the school calendar for conference dates.

To assist you in the conducting of a productive conference, the following guide is available for your use:

1. Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Ideally, both parents should attend the conference.
2. Determine what you can tell the teacher about your child. The teacher sees only one side of your child. There may be things you know about your child that could help the teacher better understand him/her.

3. Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours.

Parent Teacher Conferences are held in the fall of each year for Preschool through grade five.

## **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of the Parent-Teacher Organization is to support the efforts of parents, teachers, and administration in the process of Catholic education. The PTO is composed of school parents. PTO supports the school by fundraising for educational materials, providing social activities for families and acting as a volunteer pool for a variety of special activities. PTO meetings are held throughout the school year.

PTO hosts a variety of activities throughout the year. All families are encouraged to be active in this organization.

## **PARISH STEWARDSHIP AND CONTRIBUTIONS**

We are called in faith to give back to God, what has been given to us. Stewardship is the practical application of this tenet of our faith. Stewardship of treasure, as well as time and talent, is an expectation for all parish families. Stewardship is a commitment for all parishioners claiming parishioner tuition. Stewardship also involves service to the parish community.

St. Joseph families are considered parishioners if they are active members of the St. Joseph or St. Vincent Catholic community. An active parishioner is one who attends Sunday Mass regularly and participates in the stewardship program by contributing time, talent, and financial resources to the parish.

## **PERSONAL PROPERTY**

St. Joseph Catholic School and Church is not responsible for the damage, loss, or theft of personal property. This is in accordance with Archdiocese insurance requirements. Do not allow your child to bring valuable or important items to school.

## **PHOTOGRAPHY OF STUDENTS/ACTIVITIES**

Photographs and videos of students and student activities are often taken to document and share the great things that are happening at St. Joseph School. Images of students and staff may be used for various print or online applications. Unless otherwise notified by parents/guardians student images without individual name identification may be used for such publications. Parental permission will be requested before listing a student image with name for publication in print.

## **PESTICIDE USE**

The purpose of this rule (357 IAC 1-16) is to minimize the potential for pesticide exposure to students at school by ensuring that:

1. Pesticides are used only by a certified applicator or an individual operating under the

- direct supervision of a certified applicator;
2. Pesticides are not used when students are in the pesticide application area;
  3. Pesticides are stored in locked storage areas;
  4. School corporations keep records of pesticide application;
  5. Except for immediate health threat situations, school corporations provide advance notice of pesticide applications to school parents, guardians, and staff on a notification registry; and
  6. Pesticides with lowest hazards to children are used whenever practical and effective.
- Pesticides must not be applied at school during normal instructional hours when school is in session. However, a pesticide may be applied during school hours only if:
1. There is a pest present that poses an immediate health threat to the students (i.e. stinging wasps or bees);
  2. The application is to an area not immediately adjacent to a student occupied building and the students are kept out of that area for at least 4 hours; or
  3. The application is a rodenticide bait applied in areas that are totally inaccessible to the students.

## RECESS

During the school day there will be recess breaks for playground activities-weather permitting - for preschool through grade five. Outside recess is important in the child's total school day. Students will be going outside for recess unless it is raining, icy, or windchill below 20. Recess should be a happy, relaxing experience. We encourage all children to dress according to the weather.

St. Joseph School Playground Rules:

- Rough play will not be tolerated.
- Pretend guns and knives are not appropriate.
- Our fifth grade patrols will be respected.
- Toys from home will be allowed with permission from the classroom teacher.
- Ropes should be used for jumping.
- A student must have adult permission to re-enter the building without the entire class.
- No kicking of balls unless involved in an organized game.
- When the bell rings, everyone freezes (no balls bouncing or ropes twirling).
- When the bell rings a second time, students are to line up for lunch.

Behavior expectations at lunch and on the playground are as high as in the classroom. Good lessons from home, church and school must not be lost at recess. Students are expected to include others in various games and activities. Students are to follow the recess rules and follow the instructions of the supervisors.

When children are out of the listening range of an adult, they sometimes choose to speak less than charitably to other children. Please continually talk with your children about how they speak to other students. Children who would never speak unkindly in the presence of an adult are sometimes very cruel to other children. We need to all take the lead in letting them know this is never acceptable Christian behavior. Protecting children physically is easier than protecting them psychologically. We need everyone's help and cooperation in making our school peaceful and safe.

## **SACRAMENTAL PREPARATION**

When a child is in the second grade, he/she will prepare for the sacraments of the Holy Eucharist and the Rite of Reconciliation. This preparation is done in the religion class. Parents may be asked to attend special meetings. Any student wishing to receive First Communion with their class must be baptized already and be regularly attending Mass on the weekend.

## **SECLUSION AND RESTRAINT POLICY**

St. Joseph School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Our plan is on our school website.

## **SPEECH THERAPY**

Through the cooperation of Shelbyville Central Schools, St. Joseph School offers the services of a speech and hearing therapist. Students, depending upon their need, are instructed individually or in small groups. Before a student can be placed in this program, parental consent is required.

## **SACRAMENTAL PREPARATION**

St. Joseph students who are Catholic prepare for the Sacraments of Reconciliation and Eucharist in second grade. Parental involvement in the preparation process is expected and is critical for success. There are parent meetings and materials for each sacrament. Classroom instruction and celebration of Reconciliation is usually in the first semester, and Eucharist is usually in the second semester. Dates are determined annually. Check the school and parish calendars.

Students prepare for the Sacrament of Confirmation during their eighth, ninth or tenth grade year. Parents and students should attend the information session as scheduled. Content-based preparation happens in school and in SMRE. Retreat and service activities happen at the parish level outside of school and SMRE normal hours.

Special arrangements may be made with the parish director of Religious Education for children wishing to become Catholic or in need of off-year sacramental preparation. Please contact the parish office for additional information.

## **SAFE PARISH**

St. Joseph Catholic Church and School, as well as the Archdiocese of Indianapolis, are charged with

protecting all of God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check, as well as participate in, successfully complete and update the approved training program. **“Safe Parish” is the approved online training program for the Archdiocese.** Both the training and background check use this link: <https://shelbycatholic.org/resources/helpful-links>

## **SCHOOL JURISDICTION**

The school administration reserves the right to search student clothing, lockers, bookbags, desk, purse, wallet, or electronic devices in the presence of a third party should there be reasonable suspicion of possession of drugs, alcohol, cigarettes, weapons or other dangerous, illegal or inappropriate material.

Parents will be notified of behaviors that may endanger a student's physical or emotional health, safety or reputation, should the administration become aware of such dangers, even if they are not under the direct jurisdiction of the school. The school administration reserves the right to take appropriate action if such behavior, even if not during school hours or events, should have a negative impact on the operation or reputation of the school.

## **SECURITY**

Parents, visitors and guests enter the school through the office. Press the buzzer outside the main entrance to be allowed in and proceed directly to the school office to sign in. All other exterior doors are locked except during arrival and dismissal times. Please send a written note if you are authorizing a person other than a parent or sibling to pick up a student.

## **SECLUSION AND RESTRAINT**

St. Joseph School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised,

short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school's plan by request.

## **STUDENT RECORDS**

School records are confidential. Students and volunteers are not permitted to view files. Parents may request to look at their children's records. An appointment must be made with the administration to review the records. The principal makes the final decision to remove or alter a file's contents.

Records may be forwarded to another school upon official request from the student's new school. Written parent/guardian permission is required to forward record information to any other agencies. Records of transferring/ graduating students will not be forwarded until all financial obligations (tuition, supply fee, cafeteria, fines, etc.) have been paid.

## **SUPERVISION**

**Students must be under proper supervision while on school or church property. Supervision needs vary by age and grade. Students are expected to be in their proper area and may not wander off.**

Students must be directly supervised during after school activities. Do not permit your child to "wait" at school for practice or a game unless there is a responsible adult supervising your child.

## **TELEPHONE**

Telephone calls to teachers and pupils during the school day should be limited to those of an emergency nature. Children may not call out from school without permission from the school personnel. Forgotten lunches, gym clothes, sports uniforms, field trip permission slips, or homework assignments will not be considered emergencies. It is our belief that students must develop a sense of responsibility in these areas. Teachers will not be interrupted during instruction or student supervision. Teachers will return phone calls Monday-Friday during their business hours.

## **UNIFORMS**

- Any questionable items will be left to the discretion of the principal.
- The dress code is to be followed by all St. Joseph School students in kindergarten through grade 5. Children are to be dressed for classroom work. Clothing should not distract from the learning process. Clothing should be neat, clean, and comfortable.
- The clothing may be purchased through Shaheen's of Louisville, KY, if desired, but any clothing that follows the dress code guidelines is acceptable.

Girls Uniform Kindergarten - 5th grade Revised July, 2023	
Jumper, Skirt/Skort/Dress	<ul style="list-style-type: none"> <li>--St. Joseph School plaid, available exclusively through Shaheen's Uniform Company</li> <li>--Solid color—navy or khaki</li> <li>--Pleated or A-line</li> <li>--No shorter than 2 inches above the knee</li> </ul>
Slacks	<ul style="list-style-type: none"> <li>--Solid color—navy or khaki</li> <li>--Cotton dress twill or corduroy</li> </ul>
Shorts/Capris	<ul style="list-style-type: none"> <li>--Solid color—navy or khaki</li> <li>--Cotton dress twill</li> <li>--Walking shorts, zipper style</li> <li>--No shorter than fingertip length when holding arms at sides</li> </ul>
Blouses/Shirts	<ul style="list-style-type: none"> <li>--Solid colors—white, powder blue, navy, yellow, or gold</li> <li>--Blouses, knit shirts, or turtlenecks with sleeves and collars</li> <li>--Decorations on shirts may ONLY be a St. Joseph School logo.</li> <li>--Blouses/shirts must be tucked in.</li> <li>--Exposed undershirts or camisoles must be uniform colors.</li> <li>--No long-sleeved shirts under polos.</li> </ul>
Sweaters/Sweatshirts	<ul style="list-style-type: none"> <li>--Solid colors—navy or white</li> <li>--Crew necks, V-necks, cardigans, sweater vests, fleeces, or sweatshirts</li> <li>--Decorations on shirts may ONLY be a St. Joseph School logo.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>--Socks must be worn at all times.</li> <li>--Socks should be in uniform colors.</li> </ul>
Tights and Leggings *Yellow, Navy, White or Powder Blue Only	<ul style="list-style-type: none"> <li>--Leggings may only be worn under jumpers or skirts.</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>--All jewelry should be conservative and not disrupt to the classroom atmosphere</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>--Casual dress shoes or athletic shoes</li> <li>--ALL shoes must be closed-toe, have backs or heel straps.</li> <li>--Platform shoes are not acceptable—one-inch heels or less.</li> <li>--Crocs are not to be worn.</li> </ul>
Belt	<ul style="list-style-type: none"> <li>--Belts must be worn with looped slacks, shorts/skort, or skirts.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>--Hair should be moderately styled.</li> <li>--Hair accessories should not be distracting</li> </ul>

	- Natural Hair Color - Nothing distracting
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Boys Uniform Kindergarten - 5th grade Revised 7/2020	
Slacks	--Solid Color – navy or khaki --Cotton dress twill or corduroy
Shorts	--Solid Color –navy or khaki --Cotton dress twill --Walking shorts, zipper style --No shorter than fingertip length when holding arms at sides
Shirts	--Solid colors—white, powder blue, navy, yellow, or gold. --Plain shirts, knit shirts, or turtlenecks with sleeves and collars --Decorations on shirts may ONLY be a St. Joseph School logo. --Shirt must be tucked in. --Exposed undershirts must be uniform colors. --No long sleeve shirts under polos.
Sweaters/Sweatshirts	--Solid colors—navy or white --Crew necks, V-necks, cardigans, sweater vests, fleeces, or sweatshirts --Decorations on shirts may ONLY be a St. Joseph School logo.
Socks	--Socks must be worn at all times. --Socks should be in uniform colors.
Shoes	--Casual dress shoes or athletic shoes --ALL shoes must be closed-toed, have backs or heel straps. --Crocs are not to be worn.
Jewelry	--All jewelry should be conservative and not disrupt the classroom atmosphere.
Belts	--Belts must be worn with looped slacks or shorts.
Hair	--Hair should be moderately styled. --No hair accessories may be worn.

- Any questionable items will be left to the discretion of the principal.
- The dress code is to be followed by all St. Joseph School students in kindergarten through grade 5.
- Children are to be dressed for classroom work.
- Clothing should not distract from the learning process.

- Clothing should be neat, clean, and comfortable.
- The clothing may be purchased through Shaheen's of Louisville, KY, if desired, but any clothing that follows the dress code guidelines is acceptable.

## VISITORS AND VOLUNTEERS

St. Joseph School would be lost without our great volunteers and visitors who come and assist in a wide variety of programs. The PTO coordinates a complete list of volunteer opportunities. A detailed description of each position is sent both at the beginning and end of the year. Please offer help whenever you can. **All volunteers must agree to an Archdiocese approved background check and take the “Safe and Sacred” training.** All volunteers and visitors must sign in at the office upon arrival and receive a visitor's badge to show that they are to be in the building. This is for the safety and security of our students and staff.

## WEBSITE

St. Joseph Catholic Church and School host a website at [www.https://shelbycatholic.org/school](https://shelbycatholic.org/school) . It is a source of information about parish and school life. Click on the “School” link to access school information. You will find school calendar, forms, uniform link, student work and more on this site.

## WORSHIP AND PRAYER

St. Joseph is a Catholic school. This means that we stress our heritage and traditions. Students and faculty at St. Joseph are expected to make prayer a key part of daily life. Prayer before class and meals is the norm. Students attend an all-school liturgy twice a week on Tuesday and Friday. Students take an active part in these liturgies. Respectful behavior in church or during prayers is a normal expectation.

Parents and children are encouraged to take time for regular prayer. Parents are expected to make attending Sunday worship a family priority.

### **Right to Amend**

Saint Joseph Catholic School reserves the right to amend this Handbook at any time. Notice of Amendments will be emailed to parents.

**St. Joseph Catholic  
School**

**Family and Student Handbook Appendix**

## PARENT CODE OF CONDUCT

### Mission Statement

St. Joseph Catholic School Community educates our students by nurturing the whole child—physically, emotionally, socially, intellectually, and spiritually—so that they will develop a life-long love for learning and become responsible Christian members of our society.

### Vision Statement

The St. Joseph Catholic School Community aspires to create a Christian family atmosphere where a firm foundation of morals will lead to academically-sound, well-rounded students. The combined efforts of the school and parish communities will focus on the 3 R's –religion, respect, responsibility – to create a place where faculty and students will be proud to work together.

### **As a St. Joseph Catholic School PARENT, I will support my students' spiritual and academic growth by:**

- Encouraging my child to be a faith-filled person by taking him/her to Mass or a Sunday service weekly and ensuring he/she is present for school Masses.
- Supporting my child in participating in their retreats, religious education, weekday school Masses, and faith-based activities at school.
- Encouraging my child to have an active prayer life and a relationship with God.
- Making sure that my child arrives at school on time and ready to learn each day.
- Making sure my child is dressed in proper uniform so the staff can focus attention on teaching.
- Support and enforce all school safety policies and procedures.
- Facilitating a positive study environment at home and fostering responsibility and academic integrity for my student(s).
- Encouraging my child to be an advocate for him/herself with his/her teachers.
- Allowing my child to learn from his/her mistakes by not delivering forgotten items to school. I will also encourage and empower my child to speak directly with the teacher if he/she has any questions.
- Supporting my child's teachers by fostering a positive relationship and trusting the teachers of St. Joseph School to educate my child in the long-standing tradition of excellence for which St. Joseph School is known. I will approach any questions and/or concerns with staff members respectfully in the spirit of cooperation.
- Supporting the St. Joseph staff in upholding all school policies as outlined in the Family and Student Handbook.

**I agree with the above statements that will allow the parents and staff of St. Joseph Catholic School to work together as a team for the benefit of the children.**

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Parent Signature Date

## Student Code of Conduct

St. Joseph School is here to help me learn and be the best person I can be. I will help them do their job by agreeing to the following statements.

### **As a St. Joseph School STUDENT, I will:**

- Do my best at all times – in class work and behavior.
- Be a good self-advocate by asking questions in a respectful manner when I don't understand.
- Tell a teacher when I have a problem or need help.
- Follow all school and classroom policies and procedures. I understand that if I choose not to follow a rule, I will have a consequence as outlined in the school's Behavior Conduct Code.
- Demonstrate honesty and take responsibility for my actions.
- Will not cheat, plagiarize, nor tolerate those who do.
- Help my parents and teachers work together to help me.
- Show respect to all St. Joseph students and staff members during school, at school/Parish events, and on social media.
- Treat other students as important children of God.
- Demonstrate my Catholic faith and values in my words and actions.

By signing below, I agree to follow the above statements.

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## Computer and Internet Agreement

St. Joseph Catholic School provides computers and iPads for student use on school related projects and internet access to support such projects. Use of the technology is a privilege. Respect and proper use of the equipment and internet resources is an expectation for student access.

### **I/We Agree to the following to maintain the privilege of using St. Joseph Catholic School computers, iPads, and internet:**

- A. I/We will use the computer or iPad that is designated for my/our use with care and respect.
- B. I/We will not have liquids, food, or candy around any computer or iPad.
- C. I/We will not write or mark on any computer, keyboard, monitor, or iPad.
- D. I/We will not use any computer or iPad without permission
- E. I/We will not install any software on any school owned computer
- F. I/We will report any damage, accidental or otherwise, immediately to the supervising teacher.
- G. I/We will be financially responsible for any damaged equipment by deliberate or neglectful action.
- H. I/We will only go to internet sites designated by my/our teacher
- I. I/We will report any access to an inappropriate site to my/our teacher
- J. I/We will not deliberately access sites with inappropriate that are violent, pornographic, or hate sites of any type. I/We will immediately report accidental contact with such a site so it may be blocked.
- K. I/We will not use school owned technology for any form of harassment or bullying of another person, group, or institution. I/We will that school discipline may apply to any such actions on any other form of technology, even outside of school.
- L. I/We will return any computer to its designated storage space.
- M. St. Joseph reserves the right to review, monitor, and restrict information stored on or transmitted via iPads or other electronic devices utilized at St Joseph, at any time, and investigate inappropriate use of resources. This includes online accounts managed by St Joseph,.

## **Admissions Policy**

### **POLICY STATEMENT**

In order to ensure an orderly and equitable admission for children to St. Joseph Catholic School (hereinafter referenced as the “School”), this policy and procedures are adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the school.

- **A. Primary Goal – Catholic Education**

The primary goal of the school is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the school, archdiocesan policies, curriculum, and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the school.

- **B. Accommodation of Students with Special Needs**

The school strives to accommodate students with physical, emotional, social, or learning challenges. Families must fully disclose the nature and known extent of such challenges at the time of registration. Careful assessment takes place when a family seeks to transfer their child into St. Joseph School. Because the school has limited resources to meet certain challenges, there are times when we cannot accept a student because his or her needs are beyond what we are able to accommodate. In these cases and in order to better serve the needs of these students, St. Joseph School will recommend another school that will be better able to meet their needs and help them succeed.

- **C. Parishioner Status**

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the school. Parishioners are expected to contribute to the support of the parish through weekly church envelopes.

- **D. Financial Aid and Responsibility**

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible.

However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the school. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate since they do not participate in the investment (subsidy) received by the School from the contributions of parishioners.

- E. Agree to Abide by the School Rules

Upon admission, all parents and students agree to abide by the policies and rules of the school as specified in the School Handbook.

- F. Non-Discrimination

The School Commission, Administration, and Pastor establish policies for the admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school-administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions concerning students who publicly advocate any practices or doctrines, which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

## ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 5, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the school.
2. Catholic children of parishioners who are siblings of students

attending the school in the current school year.

3. Catholic children of parishioners who are siblings of a graduate of the school.
4. Catholic children of recently enrolled parishioners.
5. Catholic children of non-parishioners who are siblings of students attending the school in the current school year.
6. Catholic children of non-parishioners who are siblings of a school graduate.
7. Catholic children of non-parishioners.
8. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “parishioner”. Within categories numbered 5 through 8 above, priority will be given according to the date of the school admission application.

For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status.

## **WAITLIST**

Students not selected for admission to the school will automatically be placed on a waitlist. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above.

## **TRANSFER STUDENTS**

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. If needed, a conference with the principal, parents, and student has been held to discuss the school's goals, religious mission, and expectations.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the school.
4. Previous educational records have been supplied to the school including, if available and applicable: current grade transcript or report card, most recent

standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan, or Individual Catholic Education Plan (ICEP).

5. If appropriate records are or are not available or if there are other educational concerns, the principal will require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. **NOTE:** Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by the school, and that the student is likely to be successful in the Catholic educational setting, and an opening exit; the student may be admitted on a probationary basis. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

