

## **PARENT/STUDENT HANDBOOK TEMPLATE**

### **Revised 7.19.17**

St. Joseph School is a co-ed elementary school for grades Pre-K4 through 8<sup>th</sup> grade. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). **Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Christina Ashby, Assistant Principal or Mrs. Gail Vernick, School Counselor.** Religion is required for each year a student attends St. Joseph School. All students enrolled in St. Joseph School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Joseph School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

#### **Mission / Vision statements**

*St. Joseph School educates children PreK-4 through eighth grade in the Catholic Tradition. Our mission is to provide a positive learning environment in which every child is challenged to develop their full potential: academically, spiritually, and morally.*

#### **History of School**

To understand and appreciate the St. Joseph School of today, it is important to go back to the 1850's. St. Joseph Parish was founded by the Redemptorist Fathers in 1850 on Bucks Schoolhouse Road.

The first school, attended only by boys, was started in the late 1850s. In 1869 the school was moved to the present location, and at that time girls were admitted. The convent was the original school on the Belair Road property.

The original Church was built by the parishioners in 1870. A new beginning was realized with ground breaking for the present Church in April, 1970. The present Church was dedicated on December 14, 1971.

In 1877, the first permanent pastor, F. J. Miller, was appointed. His first act as pastor was to apply to the Institute of the Sisters of the Third Order of St. Francis (Philadelphia Foundation) at Glen Riddle, Pennsylvania, for religious to staff the growing school. A convent adjoining the school was erected. Sr. Jerome was the first Superior of the Community of two.

The portion of our present building which contains the Multi-Purpose Room and Supper Room was dedicated in 1925 (renovations were made in 1989). Four classrooms were added to this building in 1931. Another addition to the school was made in 1958. The latest addition which houses the media center (library), 2 classrooms, and a conference mini-room was completed in 1982.

St. Joseph School is staffed by a dedicated faculty who continue the mission and message of St. Francis of Assisi and St. Clare. The parish clergy are involved as chaplains in the school. The school is organized into Pre Kindergarten, Elementary School (K-5), and Middle School (grades 6-8).

### **Administration**

St. Joseph School's faculty is dedicated and committed to ideals inherent to Catholic education. As the Franciscan Sisters before them, they strive to foster within the students the spirit of St. Francis, namely, peace, kindness, and respect for all. Their teaching ministry is a positive role model of Catholic Christian living, witnessed by a commitment to the students and the school. Saint Joseph's professional, qualified teachers evaluate and improve themselves in ways that express their student-centered dedication. Evaluations, both formal and informal, followed by dialogue, effectively affirm the efforts of the teacher and encourage growth. The faculty is a cohesive guiding force striving to continue the tradition of religious and academic excellence.

Acknowledging the parent as the primary teacher and a valued member of the school family, the faculty fosters cooperation between home and school and encourages productive two-way lines of communication. Mutual support of values among faculty and parents helps strengthen the Catholic mission of the school and gives the students a positive sense of self.

In view of a changing society, the school addresses the physical, intellectual, spiritual and social maturation of the students. Saint Joseph School strives to create a mutually supportive atmosphere that cultivates self-respect, personal dignity, respect for others, and an appreciation of the diversity in our society.

#### **We strive to instill in our students to:**

*“Live in such a way that those who know you but don't know God will come to know God because they know you.”*

**Calendar for School Year :** The updated calendar is available on the school website at [www.stjoeschool.org](http://www.stjoeschool.org).

**The Listing of School Administration/ Faculty/ Staff with job listings, School Board and HASA Board can be found on the school website.**

### **Accreditation**

St. Joseph School was first granted accreditation by the Middle States Association of Colleges and Schools in August of 1980. The school continued to be fully re-accredited by MSA until the spring of 2010. At that time, the Archdiocese of Baltimore obtained Diocesan Accreditation for all schools from the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement through the protocol of Advanced Ed. As a result, St. Joseph School is now fully accredited by SACS CASI. The Archdiocese was most recently re-accredited in 2017.

## Academics

### Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

### Retention

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

### Graduation Requirements

All students must complete the academic scope and sequence that has been designed by *the Archdiocese of Baltimore in alignment with MSDE.*

Honor Roll for students in Grades 4-8 – *Students in grades 4-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:*

***Principal's Honor Roll*** – *All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time*

***Second Honors*** – *all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time*

### National Junior Honor Society

In February 1999, St. Joseph School became a member of the National Junior Honor Society. Membership in NJHS is based on national guidelines and local standards established by St. Joseph School. At their completion of the 6th, 7th and 8th grade, students each year are invited to become members based on exemplary academic achievement (a year-end “A” average in each major subject) followed by demonstrated leadership, service to school and parish, and good character. The invitation to join is sent out at the beginning of the school year based on the student’s qualifications from the end of the previous school year at St. Joseph School. Graduating 8th graders are recognized at their graduation ceremonies. All middle school students attend the induction ceremony held in September of each year where the qualifications for membership are reviewed for all. Parents and family members are also invited to attend this special assembly.

### Progress Reports and Interim Reports

The schools of the Archdiocese use a student information system known as PowerSchool. This is a data driven system that assists parents, teachers and administrators in maintaining school records and academic progress. This system is designed to provide a very informative tool for reporting to

parents. Communication is the key to any successful school career.

Progress Reports are distributed 3 times per year to grades PreK-4 to 8.

Using PARENT ACCESS a parent can check on a student's progress at any time during the school year and communicate directly with a teacher via the email links for grades 3 to 8. Parent Access requires that a parent attend the training session, receive the access codes and passwords for each child, and have Internet capabilities. Interim Reports are issued in grades PreK-4 to 8 at the mid-point of each trimester.

Parents are encouraged to review their child's records frequently (weekly) and contact the teacher with questions or concerns.

## **Testing Program**

All incoming Kindergarten students will be screened by a team of primary teachers in the spring of the year prior to their entrance to Kindergarten.

The IOWA Assessments are administered in the spring to grades 2 to 8. This is an Archdiocesan testing program.

The CogAT Assessments are administered in the spring to grades 2, 4 and 6. This is an Archdiocesan testing program.

Reading and Math screenings are administered to all incoming students for grades 1 through 8 soon after registration. The purpose of these tests is to help us evaluate the new student concerning reading and math programs and groups at St. Joseph School.

ACRE Religion tests are administered to 8<sup>th</sup> graders in the fall and 5<sup>th</sup> graders in the spring. These tests are distributed by the National Catholic Education Association to measure knowledge of Religion in content and application to life situations.

Parents will be notified if these screenings indicate that the school cannot successfully meet the needs of the student. Parents will also be notified if summer reinforcement work is recommended or required for admission.

Exams are given in January and May/June in grades 4 through 8. The goal is to reinforce study habits, teach long range study habits, and prepare students for high school programs. The weight of exam grades on report card grades varies from level to level and subject to subject. Teachers will spend time each semester teaching the study skills that will help students prepare for exams.

## **Instruction/Curriculum**

St. Joseph School follows the Course of Study for curriculum content as prescribed and created by the Archdiocese of Baltimore. Curriculum programs are developed by our faculty under the leadership of the principal. The instructional program includes the academic areas required by the Archdiocese of Baltimore and the Maryland State Department of Education. Time allotments and curriculum guidelines established by the Division of Catholic Schools are basic to our programs and schedules. The Archdiocese's Course of Study serves as the foundation for our curriculum and

programs as well as a vision for tomorrow. Curriculum content is developed through faculty selection of appropriate grade level and schoolwide materials.

The Archdiocese Course of Study guidelines include Religion, Reading, Language Arts (Phonics, English, Spelling, Penmanship), Mathematics, Social Studies, Science, Computer, Foreign Language (Spanish), Art, Music, Physical Education, and Library/Media.

Our curriculum strives to meet the needs of each child. It reflects our efforts to educate the whole child intellectually, spiritually, physically, socially, and emotionally. Development of strong Christian values in the Catholic tradition are our primary aims. Our Catholic faith is the focal point of our educational process, and it permeates all that we teach and do.

The Archdiocesan Family Life Program presents curriculum in human sexuality through positive and prudent instruction in moral, spiritual, psychological, emotional and physiological development. Parents are informed about the program prior to instruction. We recognize the right of parents to decide whether their child should participate in the program. Requests to exclude the child must be made in writing.

In concert with grade level, classroom teachers establish procedures such as work habits, make-up work requirements, test procedures and selection of support materials. These procedures are listed in the “Back to School” packets distributed in September, stated on the teacher’s website, and discussed with the students .

### **Parent / Teacher Conferences**

At the end of the first marking period, a specific day is designated for conferences. Other conferences may be scheduled throughout the year at a parent’s or teacher’s request.

Whenever conferences are necessary, please make an appointment with the teacher concerned. This may be done by requesting the appointment by note or by calling the school office. The teacher will set a time for the conference. Conferences are typically before or after the school day.

Please DO NOT call the teacher’s home. Teachers have the right to keep their home phone numbers private. If caller ID services prevent a teacher from contacting a parent/guardian, an alternative method of communication will be agreed upon.

Parents are not to visit the teacher before the start of school or during the school day without an appointment.

### **High School Admissions and Visitation Policy**

Students in grade 8 are allowed two excused absences in order to spend the day at prospective high schools. Parents must provide written notification of date and location prior to the visit and return confirmation of attendance to the school office. Students in grade 7 are allowed one shadow day in the second half of the year. The high school must provide advance and follow-up notification that the student is welcome and has subsequently attended.

### **Student Records**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

### **Records Policy** (*Family Educational Rights and Privacy Act*)

St. Joseph School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Joseph School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Kenneth J. Pipkin, the principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Kenneth J. Pipkin, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information. Participation in officially recognized activities and sports

- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Grade and homeroom
- Parents' names

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Kenneth J. Pipkin, Principal, in writing by Monday, September 11, 2017.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joseph School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **Home And School Association**

The Home And School Association (HASA) exists to promote a clearer understanding of the mutual educational responsibilities of parents and teachers. The Home And School Association promotes and sponsors fund raising activities in order to help provide and improve the quality of our educational programs and school life. Dues are collected annually.

Officers for the Home And School Association are elected by the members of the Association. The board names and positions can be found in the official HASA bylaws which are posted on the school website.

**Parent representatives** are elected to assist parents throughout the year. The parent representatives are the voice of the parents at HASA Executive Meetings. They are not, however, the place to go if

there is a problem in the classroom or with a teacher. Please contact the teacher directly. Parent representatives are instructed not to involve themselves in conflicts or problems that relate to personal matters between the home and school. Please refer to the CONFLICT RESOLUTION POLICY. Our parent representatives answer questions about volunteer activities, fundraising, etc. They bring inquiries and/or suggestions to the Executive Committee as needed.

All volunteers at the school or part of HASA events are required to complete the Shield the Vulnerable.

## **Partnership with Parents**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

## **Parental Support/Compliance**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

## **Acceptable Use Policy for the Internet and Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.



Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be

changed frequently)

- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

**Parents are responsible for:**

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

*Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.*

**Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to

the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

## **Administration**

### **Crisis Intervention Plan/Crisis Team:**

In case of any emergency that affects the School/Parish community, a crisis intervention plan and team is in place to address and support the well-being of our students.

### **Fire and safety drills:**

The school has an emergency response team that meets regularly to prepare for various types of emergencies. Students take part in fire and safety drills throughout the school year.

### **Change of Address:**

A change of address, phone number, or emergency information should be reported to the school office immediately. This is important in the event of an emergency, as well as keeping our records up to date. We will honor your request to keep unlisted numbers confidential. In the case of changes please also advise the homeroom teacher.

### **Change in Name or Family Status**

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

## **Emergency & Weather related Closings/Delayed Openings**

St. Joseph School follows the decision made by Baltimore County Public Schools (BCPS) as to weather related closings and late openings. If BCPS are not in session, listen for an announcement about "Catholic Schools of the Archdiocese of Baltimore..." or for "St. Joseph School Fullerton."

Families must listen to the general media (television or radio) and follow the plan for Baltimore County Public Schools regarding closings and delayed openings. You will be notified about early dismissal through the Alert Solutions System via the phone numbers, email addresses, and/or optional text message that were provided to the school. If St. Joseph School has scheduled a NOON DISMISSAL and Baltimore County Public Schools announce a "2-hour delayed" opening, we may be CLOSED. ("1-hour delayed" means we will open at 9:00 AM and still dismiss at noon.)

In cases of extreme heat, St. Joseph School does not follow BCPS. St. Joseph School will make the decision regarding an early dismissal/closure and will contact parents in a timely manner.

### **Communication to Parents**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

### **Notices/Newsletters**

Keeping the lines of communication open between the school and home is of primary importance. Naturally, the student is the vital link in this line. Please stress the importance of delivering any and all forms of communication to the home. Most communications from the office such as monthly calendars (distributed on the last school day of each month), and notices are sent home **WITH THE YOUNGEST OR ONLY CHILD!!** The monthly School newsletter and Home School newsletter are posted online at [www.stjoeschool.org](http://www.stjoeschool.org). An E-mail through Constant Contact from the HASA and Principal is sent home weekly during the school year using the primary E-mail address that families have given the school office on the "Demographics" form. Families are responsible for notifying the school office if any changes need to be made to electronic communication addresses.

### **Teacher Web Pages**

Each teacher has created a Web page. Important and current information about school and classroom may be read on these sites. The Web pages may be accessed through [www.stjoeschool.org](http://www.stjoeschool.org). Go to the Parents Tab on the school website and click on the Teacher websites and then click on the teacher's name.

### **Email**

Faculty and staff can be reached by emailing the school. To email, list the first initial and last name followed by "@stjoeschool.org." (For example: Mrs. Christina Ashby is [cashby@stjoeschool.org](mailto:cashby@stjoeschool.org).) Please allow teachers 48 hours to respond to your request. All names and email addresses are listed on our Web site.

### **Phones**

Office phones are answered on school days from 7:40 AM until 3:15 PM.

Our phone system also allows for emergency announcements regarding weather related schedule changes or emergency situations. Please use the office number to hear the latest announcements when needed. In general, students are not permitted use of the phone in the office as it is for business only. If an emergency arises, however, students may use the office phone. Forgetting

gym clothes, books, homework, etc., is not considered “an emergency.” If a parent needs to get a message to a child, please call the office, and it will be delivered promptly.

### **Non-Custodial Parent**

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child’s records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Joseph School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

### **AlertSolutions**

St. Joseph School families will receive our monthly newsletter, emergency notification and important updates. St. Joseph School does not share or publish this contact information. All families are required to receive these notifications.

### **Harassment Policy**

**Harassment or abuse of any kind is not acceptable behavior in St. Joseph School and will result in disciplinary action up to and including suspension/expulsion.**

#### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

#### **I. Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination

of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

## II. **Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
  - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

## III. **Procedure**

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has

been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

## **Bullying Policy Statement**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available on the AOB website and from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

## **Arrival and Dismissal Procedures**

The safety of our school community is of primary importance. **Please drive slowly and follow the**

**instructions of the teachers and directions in these guidelines.** Safety Patrol members are responsible for helping provide a safe parking lot. Please cooperate with them at all times.

We ask that all drivers always maintain a very minimal speed (no more than 5 MPH) on the parish/school property. Animals of any type are not permitted outside of cars.

### **Supervision Responsibilities Before and After the Official School Day**

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated below. The school is not liable for any injuries or accidents which may occur before or after the times stated below. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **Arrival**

Students should arrive at school between 7:40 AM and 8:00 AM and report directly to their homeroom. Parents are not permitted to walk their student to class.

ONLY Pre-K students and their siblings are to enter using the kitchen door. ALL other students in grades K-8 are dropped off in the “Drop Off Zone” along the front curb and enter at the front doors near the office.

Students arriving prior to 7:40 AM wait at the school doors. No supervision is available until 7:40 AM. Students coming for Coach Class report to the appropriate classroom at 7:40 AM, not before.

Please check the map (found on the school website) for morning traffic patterns that protect the safety of our students and the discharge of passengers. Also note the areas where vehicles may park before school, if necessary. Our one-way traffic patterns are for the protection of everyone. Please adhere to them.

### **Dismissal**

Our dismissal pattern does work! Your patience is key to the safety of our students during every dismissal. Do not block fire lanes or the north driveway (extending to Belair Rd. near the Church).

No drivers are to park in front of the building. If a problem persists, the principal will be notified.

Again check the map (on the school website) for dismissal traffic patterns. All lanes exit at the traffic signal. Please park bumper to bumper, but no parking lanes should extend back to the driveways, cones or fences so that other cars may enter the main lot. This responsibility lies solely with you, our parents and drivers, as teachers cannot assume parking lot duties until after the 3:00 PM bell.

Your help is most important at this time of each day. Young students are crossing the lots on all sides of the building including the south side as they travel to the Scout Building for after-school care. Please follow the directions of the teachers and/or safeties. We appreciate your help greatly.

Students whose rides are not in the main lot stay in an area near the school exits. Students may not leave that area until the initial traffic has moved out and traffic comes to a complete stop. We ask that



drivers do not come and take students from this area once traffic has started moving. They will not be permitted to leave. Again, safety for our children is the primary concern.

On days of inclement weather, students will stay inside the school building if their driver is not in the main lot area. Students can view the parking lot from inside. We ask that you pull up in the lot and give them a moment or two to come out.

Students not picked up by 3:20pm will be charged a fee of \$10 for the first 15 minutes and then \$5 for every 5 minutes after that.

## **Financial Obligations**

All tuition is processed through the FACTS management program. Various plans are available through their website.

St. Joseph School reserves the right to refuse to provide any official school record, including report cards and diplomas to a parent or other educational institution until all tuition, fees, and other obligations to St. Joseph School are satisfied in full. St. Joseph School will consider requests for exceptions to this policy on an individual basis if it judges extraordinary circumstances are demonstrated.

## **Financial Aid**

Part of the parish commitment to education is financial aid to families who are registered, supporting members of a parish who wish to consider our parish school as an educational alternative. Financial Aid is also available from the Archdiocese of Baltimore. Application forms for aid are available online through FACTS. All deadlines must be met and are the responsibility of the applicant. No applications will be accepted after the posted deadlines unless unforeseen circumstances occur. These may include unexpected loss of employment, unexpected medical expenses, and family hardships. It is the responsibility of the applicant to make these special circumstances known to the school office during the school year. A letter describing the circumstances is all that is needed for consideration.

## **Active Participating Catholic TUITION RATE**

For tuition billing purposes a parishioner is defined as a registered family participating with the parish community in weekend worship as evidenced through the use of parish envelopes. There are no requirements for the amount of contribution, but good stewardship in terms of time, talent, and treasure is an essential attribute of an active parishioner.

## **TRANSFERS/WITHDRAWALS**

In case of withdrawal of a student from the school, a transfer slip should be requested by the parents to be presented to the new school. Parents are required to sign a release form (available in the school office) so that scholastic and health records may be forwarded when requested by the new school. Records cannot be hand carried and will not be released unless proper forms are signed.

If a child withdraws during the school year, the amount of tuition owed at the time determines the

refund or balance due.

## **Attendance**

### **Absence**

Regular attendance is considered essential for learning at St. Joseph School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:45 am and 8:45 am to report the reason for absence. All absences and tardiness become part of a student's permanent record. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

### **Truancy**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

### **Lateness/Assignments**

Students may enter their homerooms at 7:40 am. The school day begins at 8:00 am. Any student arriving after 8:00 am is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

## **Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. In case it becomes necessary for a child to be dismissed early, the parent must come to the school office to pick up the student. Under no circumstances will a child be permitted to leave otherwise. A note requesting the early dismissal should be sent to the office prior to the first class for the principal's approval.

### **Regular Dismissal –**

PreK – 4 – 2:45pm

Kindergarten – 2:50

1<sup>st</sup> – 8<sup>th</sup> Grade – Begins at 3:00pm

### **Early Dismissal Days –**

PreK – 4 – 11:45am

Kindergarten – 11:50am

1<sup>st</sup> – 8<sup>th</sup> Grade – Begins at 12:00pm

## ***DISCIPLINE***

### **Statement on Philosophy of Discipline**

St. Joseph School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

### ***Behavior***

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment
- Possession and/or use of a Cell Phone during the school day

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement. An expelled student forfeits all privileges of the St. Joseph School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted

to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### **Search and Seizure**

St. Joseph School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

### **Health and Safety**

**AHERA** – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### **Maryland School Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the

medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

### **Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

<i>Measles – regular or German (Rubella)</i>	<i>Tuberculosis</i>
<i>Meningitis</i>	<i>Whooping Cough (Pertussis)</i>
<i>Hepatitis</i>	<i>Rocky Mountain Spotted Fever</i>
<i>Food Poisoning</i>	<i>Human Immune Deficiency</i>
<i>Mumps</i>	<i>Virus Infection (AIDS and all other symptomatic infections)</i>
<i>Adverse reactions to Pertussis Vaccine</i>	<i>Animal bites / Rabies</i>
<i>Lyme disease</i>	<i>Influenza</i>
<i>Chicken Pox (varicella)</i>	

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

### **Health Records**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

The school must be notified of any changes that occur during the school year.

### **Head Injury**

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **Insurance**

The school provides the option for parents to purchase health insurance for their children.

### **Allergies**

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

### **Bloodborne Pathogens**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

### **Vision/Hearing Screening**

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades PreK, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

### **Child Abuse and Neglect Reporting Policy and Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

### **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

### **Playground/School Supervision Provisions**

Two teachers are always present during playground time and during recess time.

## **STUDENT SERVICES**

### **ARD Referral Process**

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process

begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's local home public school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), student's local home school administrators will consult with the parents to determine the most appropriate academic placement for the child.

### **Before and After School Care**

Before School and After School Care is provided by the White Marsh Child Care Center. Services are provided on site or at a WMCCC center. (WMCCC leases the Scout Building from the parish.) For further information contact Betty Hoffman at 410-931-0555.

Several other after-school providers have van service to and from St. Joseph School in the mornings and after school.

### **Lunch**

There are two lunch options for students. Forms for these options are sent home with students the first week of school. For additional information please see the HASA section of our website.

### **School Activities/Organizations**

St. Joseph School offers a myriad of after school/extracurricular activities. Please check the school website for the most updated information.

### **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings



are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Shield the Vulnerable training.

## **PBIS**

St. Joseph School follows the positive reinforcement plan set by the MD PBIS Team. Our motto is that we are “All Part of the P.A.C.K.” in that each day we:

**Pray**

**Accept Responsibility**

**Cooperate**

**Keep Trying**

## **Guidance and Counseling**

A School Consultant is employed by SJS through a program offered by Catholic Charities. The school consultant is here to serve students, parents, and teachers. Classroom programs for groups and grade levels are provided as well as one on one or small group interventions. A school consultant is NOT a therapist. She/he works with a school community, offers input, aides in assessment, and does referrals as needed. Working with the school consultant can be requested by a teacher, parents, or student. If a parent has an objection to one on one sessions with the consultant, the parent must send his/her objections to the school in writing.

## **Other Student Services**

**Speech and Language Development** is available. Referrals are made by the classroom teacher or as a result of testing. Services are offered one day a week by Baltimore County Public School employee.

**Title I Services** are available to those students that qualify through either Baltimore County or Baltimore City.

## Student Uniforms

The School Board designates a specific manner of dress for students. The purpose of the dress code is to provide an atmosphere conducive to learning and to assist in the maintenance of discipline and respect. Children must be in full uniform each day beginning with the first day of school. All uniforms should be purchased from Flynn and O'Hara so that styles, colors, etc., are uniform and consistent. Repeated failure to comply with the dress code will be addressed by the principal. Continuing failure to conform to the dress code can result in a student not attending classes.

Flynn & O'Hara School Uniforms  
North Plaza Shopping Center  
8868 Waltham Woods Road, Parkville, MD 21234  
410-828-4709, 1-800-441-4122  
www.flynnohara.com

**Pre-Kindergarten** boys and girls will wear the St. Joseph School Physical Education uniform. On warmer days, the T-shirt and shorts are worn, and on colder days the sweatshirt, T-shirt and sweat pants may be worn. All Pre-K students wear tennis shoes and socks.

### GIRLS:

Grades K—5 : burgundy/gray plaid pinafore jumper

white peter-pan collar blouse, short or long sleeves

white turtleneck with SJS

wine crewneck cardigan sweater OR properly fitting SJS p.e. sweatshirt

white or wine socks are to be of FULL LENGTH; NO shortened styles are acceptable. Socks are not turned down more than once, so they are clearly above the ankle. NO quarter crew or sport socks

wine or white cable knee-highs

wine or white tights (Nov. through March)

black leather or suede dress shoes, Mary Jane style; no cloth, canvas, or athletic shoes; no boot styles; no T-straps or "heels"

Grades 6—8 : gray box pleat skirt—length is to be to top of knee

white button down oxford blouse, short or long sleeves

white turtleneck with SJS

wine v-neck pullover or cardigan OR properly fitting SJS p.e. sweatshirt

white socks or white or wine knee-highs; socks should be FULL LENGTH; no short/shortened styles are acceptable. NO quarter crew or sport length socks

wine or white tights (Nov. through March only)

black leather or nubuc shoes - designated manufacturer & style (tie style, low heels and soles or Mary Jane style; entirely black shoes)

Warm weather option: Flynn & O'Hara walking shorts with a belt or skort. Students may wear the white knit polo with burgundy school logo. Only shorts and skorts purchased from Flynn & O'Hara may be worn. Students may also wear tennis shoes with white crew sport socks NO LOGOS. (until Oct. 15 and after April 15)

Hair: Neat and clean, no fad cuts or styles. Hair is to be one's natural color. No hair wraps, extensions, or the like.

Accessories: Simple hair bows, ribbons, or barrettes; no beads.

Jewelry is to be kept to a minimum—watch (no alarms or beeps), 1 pair of small earrings worn in the earlobe (NO hoops, for safety), no rings or bracelets, small cross or religious medal necklace; NO make-up, artificial nails or tips, or nail polish of color may be worn.

No tattoos, no perfume. No artificial or fake nails.

Undergarments may not show through the uniform.

**BOYS:**

- Grades K—5: Gray pants, with or without pleats (no corduroy)  
white knit polo with burgundy school logo, short or long sleeves  
white turtleneck with SJS  
wine v-neck cardigan sweater OR properly fitting SJS p.e. sweatshirt  
black belt (no belt needed for Kindergarten)  
solid white, gray or black socks of FULL LENGTH; NO shortened styles are acceptable. NO quarter crews or sport length socks  
black dress shoes or loafers; NO cloth, canvas, or athletic shoes or boot styles
- Grades 6—8: Gray pants, with or without pleats (no corduroy)  
white button down oxford shirt, short or long sleeves  
wine/gray v-neck pullover or cardigan OR properly fitting SJS p.e. sweatshirt  
solid wine tie (worn Oct. 15 to April 15) a tie tack or clip may be worn  
black belt  
solid white, gray or black socks of FULL LENGTH; NO shortened styles are acceptable. NO quarter crews or sport length socks - only FULL LENGTH socks may be worn.  
black leather or nubuc shoes - designated manufacturer & style - tie-style, low heels and soles; entirely black shoes
- Warm weather option: Flynn & O'Hara walking shorts with a belt. Only shorts purchased from Flynn & O'Hara may be worn. Ties for MS are not worn during these months. Students may wear the white knit polo with burgundy school logo. Students may also wear tennis shoes with white crew sport socks NO LOGOS. (until Oct. 15 and after April 15)

**Grooming:** Neat and clean, no fad cuts or styles (i.e., buzzed or shaven sides, high back, designs, no hair below the collar or eyebrows, hair is trimmed to the top of the earlobe, etc.) Hair is to be one's natural color. Students must be clean shaven at all times.

Accessories: Watches (no alarms or beeps), small cross or religious medal necklace is permitted; no other jewelry is permitted.  
No tattoos. No cologne. No artificial or fake nails.  
Undergarments may not show through the uniform.

“Out of Uniform” days require school appropriate dress. While each special day may have specific guidelines, clothing should always be neat, modest, and free of slogans or words that have any meaning or implication not appropriate to a Catholic elementary school. Students must wear supportive shoes. Backless and flip-flop-type shoes are not allowed. Other rules regarding make-up, jewelry, hair, etc., remain in place on Out-of-Uniform days. Clothing worn under the uniform may not be visible through or showing outside the regular school uniform.

Physical Education Uniforms for all students in grades Pre-K - 8:

Maroon shorts and gray tee-shirts with the SJS logo OR maroon sweats with the SJS logo; tennis shoes (tie or Velcro) with white socks

Shoes must be tied properly in bows. No slip-on, zipper or heely tennis shoes not high tops.

Students wear their physical education uniforms (shorts and tee-shirt/sweats and sneakers) in lieu of regular uniforms on the days they have physical education (gym).

The PE Teacher will determine dates for winter vs. warm weather attire each year depending on weather.

**The principal and /or assistant principal will conduct a uniform check in each homeroom periodically during the year to assure that ALL students are adhering to the policy set forth by the school. The final decision as to what constitutes proper and/or appropriate dress and grooming rests with the Administration.**

**The penalty for violations of these norms will be a detention. No warning need be given. Students and parents who have questions regarding the uniform policy or grooming should consult with the Principal or Assistant Principal before appearing in school with them.**

### **TAGGING CLOTHES**

All clothes and belongings must be labeled with the child's name. If lost, articles are put on the Lost and Found Desk near the office.

### **Lost and Found**

St. Joseph School keeps a lost and found at the main office. The school will do its best to get items back to students that are found. Items not collected are donated to charity twice a year.