

8416 Belair Road  
Baltimore, Maryland 21236  
410-256-8026  
FAX: 410-529-7234  
[www.stjoeschool.org](http://www.stjoeschool.org)

**Parent/Student Handbook  
2016 - 2017**



**gourmet sandwich shop**

Catering / Business Lunch

**Dine-In, Take-Out & Delivery**

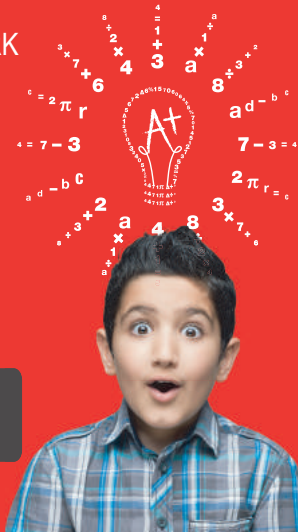
**410.529.DELI (3354)**

9636 Belair Road • Perry Hall, Maryland

MATH HELP | MATH ENRICHMENT | TEST PREP | HOMEWORK HELP

We make math  
make sense.

Call us for a **FREE** trial!  
443-588-8117



**M<sup>A+</sup>THNASIUM**<sup>®</sup>  
The Math Learning Center

**MATHNASIUM OF PERRY HALL**

[mathnasium.com/perryhall](http://mathnasium.com/perryhall)

4136 East Joppa Rd., Suite J  
Nottingham, MD 21236

# **ST. JOSEPH SCHOOL**

8416 Belair Road

Baltimore, MD 21236

410-256-8026

Fax: 410-529-7234

Email: [office@stjoefullerton.org](mailto:office@stjoefullerton.org)

Find us at: [www.stjoeschool.org](http://www.stjoeschool.org)

## **Pastor**

Rev. Jesse L. Bolger

## **Principal**

Mr. Kenneth J. Pipkin

## **Assistant Principal**

Mrs. Christina F. Ashby

## Dear Parents,

Welcome to the St. Joseph School family. We realize that education is a partnership between home and school. We also recognize that good communication is a necessary ingredient for such a partnership to exist. This parent/student handbook is one effort to supply needed communication about the school. It provides much valuable information concerning our school's philosophy and goals as well as details about procedures and policies. Please read the handbook carefully and keep it for future reference as it will provide answers to many questions which will arise throughout the years. Remember, too, that its contents are part of your commitment to our school and are considered part of your contract with the school.

In enrolling your child in St. Joseph School, 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 religious nature 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 individual(s) most directly involved before contacting legal authorities
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

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.

Remember that the school administrators and teachers are only a phone call or email message away. We encourage keeping the lines of communication open between home and school. We look forward to working with you throughout this school year.

Blessings and peace,

*Kenneth J. Pipkin*

Kenneth J. Pipkin

Principal

## 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.

## TABLE OF CONTENTS

|   |    |
|---|----|
| SCHOOL HISTORY .....  | 1  |
| ARCHDIOCESE OF BALTIMORE MISSION STATEMENT .....                                      | 1  |
| SCHOOL MISSION STATEMENT .....  | 1  |
| SCHOOL STATEMENT OF BELIEFS .....   | 1  |
| <b>GENERAL POLICIES</b>   |    |
| Non-Discriminatory Policy/Status of Students.....                                     | 3  |
| Asbestos Management Plan.....   | 3  |
| Registration.....   | 4  |
| Probation Policy.....   | 4  |
| Tuition/Fees .....  | 4  |
| Financial Aid .....   | 4  |
| Active Participating Catholic Tuition Rate .....                                      | 5  |
| Transfers/Withdrawals .....   | 5  |
| Financial Obligations.....  | 5  |
| The School Day .....  | 5  |
| Attendance/Absence .....  | 6  |
| Request for Early Dismissal .....   | 6  |
| Inclement/Hot Weather.....  | 7  |
| Dress Code .....  | 7  |
| Archdiocese of Baltimore Student Harassment Policy .....                              | 10 |
| Archdiocese of Baltimore Harassment or Intimidation (Bullying)<br>Reporting Form..... | 11 |
| Code of Conduct/Discipline Code.....  | 12 |
| Lunch.....  | 16 |
| Parents/Visitors/Volunteers .....   | 16 |
| Access to Records .....   | 17 |
| FERPA Policy .....  | 18 |
| Student Information/Office Records .....  | 19 |
| Crisis Intervention Plan .....  | 20 |
| Problem Resolution Procedure.....   | 20 |
| Health Records.....   | 20 |
| Field Trips.....  | 20 |
| Monies.....   | 21 |
| <b>ACADEMIC POLICIES</b>  |    |
| PowerSchool-Progress Reports/Parent Access.....                                       | 21 |
| Marking Codes .....   | 21 |
| Honor Roll .....  | 22 |
| Retention .....   | 22 |
| Homework.....   | 23 |
| Schoolwide Testing.....   | 23 |
| <b>EDUCATIONAL PROGRAMS</b>   |    |
| Curriculum.....   | 24 |
| Family Life .....   | 24 |
| Special Needs and Accommodations .....  | 25 |
| Remedial/Enrichment Services.....   | 25 |

|   |           |
|---|-----------|
| Pre-Kindergarten.....   | 25        |
| Kindergarten .....  | 25        |
| Summer Reading & Math Program.....                                      | 26        |
| Computer Education & Technology.....                                    | 26        |
| Multi-Media Center .....  | 26        |
| High School Visitation Policy.....                                      | 26        |
| <b>SPIRITUAL LIFE</b>   |           |
| Classes .....   | 27        |
| Liturgy.....  | 27        |
| Sacramental Programs .....  | 27        |
| <b>STUDENT SERVICES.....</b>  | <b>27</b> |
| <b>STUDENT ACTIVITIES .....</b>   | <b>28</b> |
| <b>HEALTH CARE POLICIES .....</b>                                       | <b>30</b> |
| <b>ABSENCES .....</b>   | <b>32</b> |
| <b>COMMUNICATIONS</b>   |           |
| Conferences.....  | 32        |
| Notices/Newsletters.....  | 32        |
| School Rack.....  | 33        |
| Email .....   | 33        |
| Phones.....   | 33        |
| Blackboard Connect Notification System .....                            | 33        |
| Emergency Information Sheets.....                                       | 33        |
| Changes in Personal Information.....                                    | 34        |
| <b>SCHOOL ORGANIZATIONS</b>   |           |
| School Board .....  | 34        |
| Home And School Association .....                                       | 34        |
| Volunteers .....  | 35        |
| <b>PARKING LOT PROCEDURES</b>   |           |
| Arrival.....  | 35        |
| Dismissal .....   | 36        |
| <b>REVISION STATEMENT.....</b>  | <b>36</b> |
| <b>ACCEPTABLE USE POLICY/COMPUTERS<br/>AND TELECOMMUNICATIONS .....</b> |           |
| <b>PARENT/STUDENT VERIFICATION FORM &amp; PHOTO RELEASE FORM.....</b>   | <b>39</b> |

## **SCHOOL HISTORY**

To understand and appreciate the St. Joseph School of today, it is important to go back to the 1850s. 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 lay 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 (two sessions daily), Elementary School (K-5), and Middle School (grades 6-8).

### **ARCHDIOCESE OF BALTIMORE MISSION STATEMENT**

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential – spiritually, intellectually, physically, socially and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

### **ST. JOSEPH SCHOOL MISSION STATEMENT**

St. Joseph School educates children Pre-K 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.

### **STATEMENT OF BELIEFS**

- We believe that our children are our future.
- We believe that Catholic values should be incorporated into all curriculum areas and school activities.
- We believe that each child is unique, with different learning styles.

- We believe that children need to be nurtured intellectually, spiritually, physically, and socially.
- We believe Christian values taught in school and at home enhance a child's self-identity.
- We believe that the parent is the primary teacher and a valued member of the school community.
- We believe that communication and mutual support between home and school are vital to student success.
- We believe that self-respect, personal dignity, and a safe and positive learning environment are necessary in order for every student to reach his/her full potential.
- We believe that the acquisition of critical thinking skills formulates independent thinkers.
- We believe that positive educational experiences increase a child's desire to become a lifelong learner.
- We believe that education is imperative in preparing the child to be a productive member of society.
- We believe that the changing needs of students are met through the re-evaluation of curriculum.
- We believe that a variety of evaluative methods provide a fair assessment of learning.

St. Joseph School's lay 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 Catholicity 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.

Within the caring atmosphere of teacher directed classrooms each child is enabled to learn and reach their full potential. A variety of evaluative methods provide the means for the faculty to assess and acknowledge each child's individual strengths and weaknesses. The changing needs of the students are met through continuous evaluation of curriculum, which involves a cooperative effort of the entire faculty. Along with the core curriculum, teachers are dedicated to providing students with the skills necessary to become critical thinkers and independent learners. Through this acquisition of knowledge and respect, the faculty hopes to prepare each



child to meet the academic and technological challenges of high school and to assume a productive role within the family and Catholic community.

The entire faculty, school board, home school association, parents and clergy are concerned and dedicated to the ideal of educating the total child and fostering commitment to a daily life of following Christ.

## **GENERAL POLICIES**

### **NON-DISCRIMINATORY POLICY/STATUS OF STUDENTS**

“Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message to love and to respect the rights of all people.

It is the policy of the Archdiocese School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, athletic and other school administration programs.

St. Joseph School is a co-ed elementary school for grades PreK-8. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. 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 or class.

The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

### **ASBESTOS MANAGEMENT PLAN**

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 any possible hazards in the school buildings, and implement response actions in a timely manner.

These regulations assign schools, and their parishes, many new responsibilities. SJS’s program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information about our inspections, re-inspections, response actions, and post-response action activities that are planned or in progress.

Any parent or school employee can review this plan at the Archdiocese of Baltimore, 320 Cathedral Street, Baltimore, MD 21201 during their regular business hours. The plan is also available for review at the St. Joseph School office, 8416 Belair Rd., Baltimore, MD 21236 within five (5) working days of receiving a request for inspection.

If you have any questions about reviewing our management plan or about asbestos related activities, please contact our parish facilities manager, Mr. John Berg at the rectory 410-256-1630.

## **REGISTRATION**

Registration and re-registration begin during Catholic Schools Week.

Re-registration information for students continuing at our school is typically sent home in late January.

St. Joseph School begins pre-registration for new families during Catholic Schools Week each year. Parents are advised to watch the parish bulletin for information and dates. All acceptances are conditional, based upon our screenings, receipt of all records from the previous school, and success in the first marking period academically, behaviorally, and socially.

## **PROBATION POLICY**

All new students are given a probationary evaluation during the first year. If during this time the school is unable to meet the needs of the student(s), the parents will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all methods of help available within the school. Additionally, the administration reserves the right to place any student on probation. A student's academic and behavioral progress, including attendance, is evaluated at the end of each marking period to determine if the student remains at school.

## **TUITION/FEES**

Tuition and fees are set by the School Board in consultation with the principal and pastor. Specifics and payment schedules are part of the contract that families sign as part of the registration process each year. Tuition deposit and all fees are non-refundable. Any tuition paid in advance of what is due according to the payment schedule in Plan D will be considered unearned and returned if a student is withdrawn. Any discounts that were applied will be prorated. All payments begin on July 1<sup>st</sup> and are considered due, according to the payment schedule, and earned the first of each month.

The book fee is assessed for the use of textbooks to cover the cost of maintaining a rental system. All texts are turned in at the end of the school year. Full payment at the current price will have to be paid if any textbook is lost or returned to the school in poor or unusable condition. All workbooks and consumables are paid for by means of the book fee. Students are provided with book covers and are expected to use them throughout the year.

## **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. 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 Financial Aid Committee during the school year. This is done through the school office. 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. Families in Payment Plan A, B or C will receive pro-rated refunds or charges based on the amount owed under Plan D.

### **FINANCIAL OBLIGATIONS**

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.

The Division of Catholic Schools will aid in the arbitration of cases only when it deems it necessary.

### **THE SCHOOL DAY**

On regular school days, St. Joseph School admits K-8 students to the building at 7:40 AM.

Students who arrive after 8:05 AM are marked late and must report to the office before reporting to homeroom.

Students who arrive prior to 7:55 AM go directly to the Multi-Purpose Room (gym), unless they are attending Coach Class or are student helpers. Supervision is provided every morning from 7:40 to 7:55 AM. At the 7:55 bell, the teachers pick up their classes and escort them to their homerooms.

Students in Kindergarten dismiss at 2:40 PM. Students in grades 1 to 8 dismiss at 2:50 PM. Students are not allowed to re-enter the building for forgotten books, etc.

Any student remaining on school property 25 minutes after dismissal will be taken inside and supervised by a faculty member. A fee calculated on the length of time of such supervision will be charged on a car pool basis. The fee will be \$10.00 for the first 15 minutes or portion thereof and \$4.00 for every subsequent 5 minutes or portion thereof. Payment is expected when

the student(s) is (are) signed out OR payment should be turned in to the school office prior to 8:00 AM on the next school day. This payment is considered an obligation to the school. (Policy 3/98)

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 pickup at the designated times. Late pickup fees begin immediately after scheduled dismissal from the activity.

If children are participating in the on-site White Marsh Child Care Center before-school or after-school care program, parents must comply with the rules established by that program for dropping off and picking up.

Pre-Kindergarten hours are 8:00-10:35 for AM session and 12:00-2:35 for PM session. The doors in the back of the building open 10 minutes prior to each session.

### **ATTENDANCE/ABSENCE**

All students in Catholic Schools are expected to “attend school regularly and are held accountable for time(s) they are absent from school. More than 20 days absence per year is considered excessive.” (D of CS Policy Statement) Students’ attendance is required for an optimum education. Attendance at daily classes must be regular and punctual. If a student is absent for more than 20 days in a school year, the school may require summer school, additional home tutoring with a qualified tutor, and reserves the right to possibly retain the student due to excessive absenteeism. The school also reserves the right to notify the Baltimore County Pupil Personnel Office in cases of excessive or unexcused absence. All attendance is recorded by the homeroom teacher. Students are considered late if they arrive after 8:05 AM on regular school days. They must report to the office with a note explaining the lateness BEFORE going to homeroom. If a student is frequently late for school, the school reserves the right to refuse re-registration for the next school year.

Requests for extended absence are filed in the student’s cumulative file. The school will not approve time off from school for family trips, vacations, etc. This is a parental decision. Teachers will not plan work ahead for a student. The teachers will gather work while the student is away, and it will be given upon the student’s return to school. Students taking time off from school for other than illness or bereavement are responsible for making up all work in a timely manner, and missed tests will be given at times convenient to the teacher.

Parents may request work when a child is ill by calling the office before 9:00 AM. Work may be picked up in the office after 2:40 PM or may be sent home with a sibling or other student.

### **REQUEST FOR EARLY DISMISSAL**

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.

## **INCLEMENT/HOT WEATHER**

St. Joseph School follows the decision made by Baltimore County Public Schools (BCPS) as to weather related closings and late openings. If the BCPS are not in session, listen for an announcement about “Catholic Schools of the Archdiocese of Baltimore...” or for “St. Joseph School Fullerton.” This is also true during times of extreme heat.

For 2 hour delays the Pre-K will be open as follows:

|            |               |
|------------|---------------|
| AM Session | 10:00 – 11:45 |
| PM Session | 12:45 – 2:35  |

Families must listen to the general media (television or radio) and follow the plan for Baltimore County Public Schools regarding closings and delayed openings. However, you will be notified about early dismissal through the Connect Emergency Information System via the phone numbers, email address that you gave to the school, and/or optional text message. 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 9:05 AM and still dismiss at noon.)

Please direct your child(ren) as to what you wish them to do in the event of early dismissal because of the weather. Students may NOT use the phone in the office.

## **DRESS CODE**

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  
Loch Raven Plaza  
923 Taylor Avenue, Towson, MD 21204  
410-828-4709, 1-800-441-4122  
[www.flynnohara.com](http://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 (until Oct. 15 and after April 15). Only shorts purchased from Flynn & O’Hara may be worn.

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 (until Oct.  
15 and after April 15). Only shorts purchased from Flynn &  
O'Hara may be worn. Ties for MS are not worn during these  
months.

Hair: 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.

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.

### **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.

## **ARCHDIOCESE OF BALTIMORE STUDENT HARASSMENT POLICY**

### **I. Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, 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.)

### **II. 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, 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.

### **III. 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, 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 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, gender, 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.

## **ARCHDIOCESE OF BALTIMORE HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM**

### **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. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

### **Definitions:**

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.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

## **CODE OF CONDUCT/DISCIPLINE CODE**

St. Joseph School is a Catholic community committed to fostering respect and mutual support in recognition of each person's uniqueness. Enrollment in St. Joseph School indicates a willingness by students and parents to fully participate in creating an environment where personal Christian growth and learning can take place. This obligation is extended to each member of the school community.

One of the primary goals of St. Joseph School is to help the student assume responsibility for his/her actions as members of the school community. It is our belief that an individual's responsibility is part of the commitment to a Christian way of living. With this in mind, it is expected that students follow and obey all established school rules and regulations as well as the ordinary rules of good behavior, courtesy, and respect for others that reflect Christian values.

Since the teachers of St. Joseph School are dedicated to guiding and teaching students, classroom order and discipline are consistent with the school's philosophy and code of conduct. Each teacher is responsible for the discipline in his/her classroom. Students are made aware of these expectations as the school year begins and periodically as needed. It is the obligation of all students and parents to be familiar with this code of conduct. Every disciplinary action provides opportunity for adults to model Gospel values, showing the dignity of the human person and respect for others and for students to grow in their faith through forgiveness and reconciliation.

With this in mind, bullying both in personal contacts and through cyberbullying is considered a major offense and will be disciplined according to the violation. Bullying, the repeated degradation of another through words or actions both on and off campus, will be addressed when brought to the attention of staff or administration. The complete policy and reporting form is on the SJS website.

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.

St. Joseph, Fullerton is a Positive Behavior Interventions and Supports (PBIS) School! PBIS assists schools in moving towards school-wide behavior systems that address the entire school, and the individual students with challenging behaviors. These systems define school rules and expectations, provide training about the rules, and offer feedback through acknowledgements and correction. As a PBIS school we use positive reinforcement, including praise, incentives, and rewards to encourage positive behavior. We use this data along with demerit/detention data to evaluate where modifications need to be made to improve student behavior. St. Joseph, Fullerton uses PBIS in various areas of the school, including the classrooms, hallways, bathrooms, and playgrounds. We expect the students to be respectful of themselves, others, and the environment with these targeted areas. Teachers use reward systems within their own classroom in conjunction with a school wide reward system to encourage positive behavior. The students understand this school wide program as Bucket

Filling (Pre-K - 5) and the Fish Philosophy (6 - 8). They are given opportunities to participate as role models, performing skits, and serving as data collectors. Students receive buckets and fish slips when following school rules/expectations and are acknowledged.

### Discipline Review

At the end of each marking period, the administration will review the discipline records of those students with a history of poor conduct. Based on that review students may be asked to withdraw from St. Joseph School or may be allowed to return only under probationary conditions.

### The Primary Grades (Grades Pre-K - 3)

The primary grades fully support the St. Joseph School philosophy of discipline and code of conduct. The teachers reinforce the importance of good manners, courtesy, and respect of the individual in his/her daily activities.

Consequences and rewards help teach responsibility for one's choices. The teacher will try to eliminate negative behavior by working with the student on a one-to-one basis. If the negative behavior continues, the student's parents will be contacted and made aware of the problem. Their input, assistance, and support in resolving the problem are expected. In more serious cases, the teacher, student and parents will meet with a member of the administrative team to develop a plan of action.

### The Intermediate Grades (Grades 4 - 5)

The intermediate grades continue to hold each student responsible for his/her actions and choices. The expectations in the code of conduct reflect the expectations of the intermediate grades. Although discipline is handled on a one-to-one basis, there are consequences for negative/inappropriate behaviors.

Demerits and/or detentions are issued in grades 4-5. We realize that infractions vary in degree and seriousness and consequences should vary accordingly. A DEMERIT means that the student loses socializing time at recess. Demerits are served on Wednesdays. DETENTIONS are a more serious consequence and are served after school until 4:00 PM on Wednesdays.

Written notification of the demerit or the detention is sent home to the parents. The student's awareness of the problem is reflected in his/her signature on the notification. It is hoped that the students realize the need for improvement and growth. A parent's signature is required on the demerit/detention form so that the line of communication is completed. The white signed copy is returned to the issuing teacher. Demerits and detentions do **NOT** become part of a student's permanent record. Both demerits and detentions may be issued by any faculty member or administrator. This written notice serves as a quick and easy method of communication among the student, teacher, and parent.

Demerits are issued for an infraction of a minor offense; detentions are issued for an infraction of a major offense. If demerits/detentions accrue, a conference with the student, teachers, parents, and a member of the

administrative team occurs and the student may serve an in-house suspension. Any student who accrues 2 in-house suspensions may be suspended, asked to withdraw, or be expelled.

### **In the Middle School (Grades 6-8)**

Students in the middle school are the school's leaders and serve as examples to the younger students. Their positive behavior and sense of responsibility as Christians are expected to be strong. The student's growth and understanding of appropriate behavior and dress code are the expectation of all faculty. Therefore, the consequences for negative/inappropriate behavior represent the higher level of expectation SJS has for its middle school students.

Demerits and detentions for minor and major offenses accrue for the entire school year. Typically, demerits are issued for minor offenses and detentions for major offenses. If a student receives 3 detentions, an in-house suspension will be served. A conference with the student, teachers, parents, and member of the administrative team will be scheduled. If a student receives an additional detention, a formal suspension may result. Continuing negative/inappropriate behaviors may result in a request to withdraw or an expulsion. Formal suspensions become a part of the student's record. Demerits, detentions, and in-house suspensions are consequences that are part of the learning process and do not become part of a student's record.

### **Homework Policy**

Because teachers realize homework is not only important but its completion is a responsibility for which students should be held accountable, failure to complete any homework will result in immediate action. A lunch/recess program (G.O.T.C.H.A. Grassroots Organization of Teachers Combating Homework Avoiders) has been devised to encourage students in the middle school to complete all assignments daily. Teachers will check for complete assignments every day. Any student in grades 5-8 who has not completed his/her homework will receive a Parent Notice and will report to the Library at 12:00 noon. Under supervision, the students will eat in silence and begin to complete their assignments. If any assignment is still undone or incomplete it must be finished at home that evening and returned the next day with the signed Parent Notice. Failure to return the completed assignment AND the signed Parent Notice will result in a demerit. This daily program will provide immediate consequences and serve to document the number of times one's responsibility has not been met. Repeat offenders may suffer additional consequences such as detention, in-house suspension, suspension. Conferences with parents and the teaching team will be requested in the case of these repeat offenders.

### **GENERAL INFORMATION FOR GRADES 4-8**

A demerit is served during *lunch and break* on Wednesdays. Detentions are a more serious consequence and are served on Wednesdays from 3 to 4 PM. Written notice of the demerit or detention is sent home to the parents. The student's signature demonstrates their awareness of the problem/negative behavior. It serves as the formal communication between school and home just as it does in the intermediate grades. The signed white copy is returned to the issuing teacher. Ample notice is given to adjust

after school pick-up or rescheduling of appointments when a detention must be served. Failure to appear for a detention for any reason may result in an in-house suspension. Any faculty member may issue a demerit or detention if a student violates the code of conduct. Multiple demerits and/or detentions may affect a student's being able to participate in extra-curricular activities. In-house suspension means that the student does academic work under supervision in a grade level other than his or hers. The student takes no part in his/her regular day. Classwork, tests, quizzes, etc., that are missed when a student is "in-house suspended" may not be made up. The student begins and ends his/her day in the school office. All completed work is turned in to the principal or assistant principal. Unlike a suspension when a student is required to stay at home, the "in-house suspension" does NOT appear on any permanent or transferrable records.

#### **MINOR OFFENSES:**

- Not adhering to the dress code as described in the handbook
- Uncooperative or disruptive behavior
- Chewing gum
- Inappropriate language, written or verbal
- Repeated infractions of general classroom rules
- Being in an unauthorized or unsupervised area

#### **MAJOR OFFENSES:**

- Harassment by word or manner (Treating others in an unchristian manner)
- Disrespect in manner, attitude, and/or language
- Unchristian behavior on the playground, in school, in class, or when representing the school, i.e., field trips
- Bullying/Cyberbullying or Repeated Intimidation to hurt or embarrass others
- Cheating
- Destruction of school property
- Stealing
- Failure to appear for a demerit or detention
- Forging parent signatures
- Carrying pagers, cell phones, or other electronic message devices
- Slandering SJS through media, in person, or through the use of technology
- Conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

\*NOTE: The teachers/administrators have the option of issuing a demerit or detention for any offenses depending on the circumstances of the action. Obviously, a list of minor and major offenses can never be entirely inclusive. Detentions do not have to be preceded by demerits. Demerits and detentions for minor and major offenses above accrue for the entire school year.

Failure to complete assignments on time and/or failure to return signed papers, reports, test, mid-terms, demerits, detentions, etc., also results in a G.O.T.C.H.A. demerit, or detention. These, however, accrue for each marking period and are dissolved when report cards are issued.

## **RESTRICTED AREAS**

When school is in session, students may not be outside the school building unless they are involved in a class activity or accompanied by a staff member. The Faculty Room is a restricted area for students. Empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for the movement at the change of class.

## **SEARCH AND SEIZURE**

As a non-public school, St. Joseph School reserves the right to search any area(s), cars, as well as personal belongings under the student's, visitor's or employee's control to help enforce rules and preserve a safe and orderly learning environment.

Lockers, desks, computers and the like are properties of the school and can be searched at any time. Failure to allow access to these properties may result in automatic suspension and/or expulsion from the school.

## **SUSPENSION**

Students who violate school rules may be suspended from school for up to 5 days, depending on the seriousness of the actions. Suspensions that result in the student staying home are documented on a student's cumulative record that is part of the permanent file. During the time of any suspension all missed classwork, quizzes, tests, etc. receive no credit and may not be made up.

Some reasons that warrant suspension include, but are not limited to, the following:

- Truancy
- Smoking on school property
- Repeated disregard for school policy and rules

## **EXPULSION**

The following documented behaviors may result in immediate expulsion from St. Joseph School:

- Possession or distribution of drugs or alcohol
- Possession or bringing to school dangerous objects or weapons
- Repeated suspensions
- Financial obligations that are not satisfied\*

Police will be notified in the case of illegal drugs (including alcohol) as will be the Superintendent of Catholic Schools. Parents will be notified of any infractions of the regulations concerned with illegal drugs, over-the-counter medications, alcohol, or cigarettes.

\*St. Joseph School Board Finance Committee will consider requests for exceptions to this policy on an individual basis, only if it judges extraordinary circumstances have been demonstrated.

## **LUNCH**

All students eat in their homerooms. Lunches should be brought from home. Please be sure lunch bags are marked with the student's name and homeroom. No glass bottles or cans; no carbonated sodas.

Food from fast food restaurants is not allowed unless it is provided by the

school. Certain children may be sensitive to food products. Reasonable accommodation may be made provided the doctor determined the allergy and provides us with recommendations.

Milk can be ordered through the school's government subsidized program. Orders are placed twice yearly. Watch the September and January newsletters for deadlines and costs.

On *most* Tuesdays and Thursdays of the school year the Home School Association sponsors a lunch program. Order forms will be available online.

Orders for lunches must be placed by the deadlines.

Snack food items may occasionally be sold by the school.

## **PARENTS/VISITORS/VOLUNTEERS**

All parents, visitors and volunteers must report to the office upon entering the school building. A sign-in book is kept near the office door. Badges for parents, visitors and volunteers should be worn at all times. The front door near the office is the only accessible entrance during the school day. Effective Spring 2003, all volunteers working with students in any way must have complied with all procedures of the Policy for the Protection of Children and Youth, now known as "Shield the Vulnerable." This is an Archdiocesan policy. It includes applications, references, training and Criminal History Record Checks. All procedures must be completed and on file for any volunteers who work with students in the classroom, on the recess yard, on class trips, etc. Please follow the links on our school website under the 'Parent' tab. Click on 'Volunteers,' or you may contact the school office for forms if needed.

Parents are NOT to interrupt classes or teachers during the school day (8:00 AM until 3:00 PM). This includes the homeroom period prior to the beginning of classes. **Parents are NOT to accompany students to homerooms in the morning.** You will be asked to leave. If you need to speak with a teacher appointments should be requested either in writing or by calling the office.

The school DOES NOT allow a non-custodial parent physical access to his/her child(ren) during the school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

The school and the parents are partners in the education of children. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

## **ACCESS TO RECORDS**

All parents have the right to make an appointment with the principal or his/her representative to review their child's educational records. Upon proper notification, parents/guardians are allowed to review the child's complete educational record in the presence of the principal or his/her delegate. If the custodial parent can show a court order denying access to the noncustodial parent, then the school may deny access. Otherwise, the records must be made available to both parents. (FERPA, Senate Bill #227, 7-1-87)

If a child is graduating or transferring to another school, records are sent directly to the new school after we receive written permission from the parent. No information on file may be transported by the parent.

Confidential records including psychological testing and evaluation are only available to professionals on a need-to-know basis.

## **FERPA POLICY**

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 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 the principal 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:

- o Student's name
- o Address
- o Telephone listing
- o Electronic mail address
- o Grade and homeroom
- o Parents' names
- o Photograph
- o Honors and awards received
- o Participation in officially recognized activities

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the school administrative assistant in writing by September 1st.

- 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.

## **STUDENT INFORMATION/OFFICE RECORDS**

Please make every effort to help us keep our information up to date. Whenever you move, change phone numbers or emergency information, please make us aware of this information in writing so that we can update our records. 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 court order that names the custodial parent must be on file with the school. Do not wait until the following school year.

Copies of any court documents pertaining to custody, visitation, etc., should be on file in the office for the sake of the student. It is only with such documents that the school can honor requests concerning records, tuition, communications, etc.

## **PROBLEM RESOLUTION PROCEDURE**

Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation occurred. Therefore, the parent should first contact the teacher involved and then, if necessary, the teacher and parent should go to the principal. However, parents are not permitted to interrupt teachers either before school or during class hours. Teachers should be seen by appointment only. If a conference with the principal is needed, please call the office, email, or write a note at least a day or two in advance of the conference date. Should a written request that was sent to the teacher be unanswered in a reasonable time (within 48 hours

during school days) the parents are requested to call or email the office and leave a message. The principal will broker the communication. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers.

Area Representatives of the Home and School Association and members of the School Board are not in a position to solve problems.

### **CRISIS INTERVENTION PLAN**

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

### **HEALTH RECORDS**

Upon entering St. Joseph School, a complete physical and required immunization records are required as per Health Department guidelines. See HEALTH CARE POLICIES for more details.

### **FIELD TRIPS**

Throughout the course of each school year, classes go on a variety of educational trips. The costs are kept to a minimum. The Archdiocese of Baltimore requires that teachers send home an Information Sheet and Waiver that requires a parent's or guardian's signature. Students may not take part in school trips without the signed document being returned to school. If a student does not take part in a field trip, the student is expected to attend school on that day and fees must still be paid as the prices quoted reflect every student's participation. Work will be supplied by the teachers and the student will be supervised for the day. In the event of illness and a student does not attend a trip, we cannot promise a refund. Each case will be handled individually.

Chaperones on trips are considered assistants to the teachers and are expected to follow the guidelines and "rules" established by the supervising/sponsoring teacher. Chaperones are on our trips to help with structure and discipline. Chaperones may have assigned groups to accompany.

Chaperones (parents) are selected by the teachers or by a lottery from those who volunteer to be available. In all fairness and because of liability issues, only those parents selected are to be part of the field trip. Once parents have been notified they are chaperones, they may not ask someone to substitute without notifying the teacher in charge of the trip.

All chaperones are required by the Archdiocese of Baltimore to have completed all procedures set forth in the Policy for the Protection of Children and Youth including the Volunteer Applications with references and the STAND instruction. No exceptions can be made to this Policy.

Typically, the Fine Arts teacher and Home School Association sponsor a trip related to art or music appreciation each year. The trip is part of the Fine Arts curriculum and all students are expected to attend. Absence from this trip may result in a written assignment being given to fulfill the learning requirement. Fees for this trip must be paid in any event.

Fees charged for field trips are financial obligations to the school.

## **MONIES**

All money is channeled through the homeroom teacher to the office. Please enclose payments for whatever purpose in an envelope marked with the student's name, homeroom, amount, and designation, i.e., milk, hot dog, class trip, pictures, etc. Exact change is required.

In the case of lunch monies, orders are not accepted after 9:00 AM on the due date. Please refer to the section on LUNCH in case a student is absent on the due date.

No other money is to be collected without the principal's approval. (If in doubt, call the office.)

## **ACADEMIC POLICIES**

### **POWERSCHOOL-PROGRESS REPORTS/PARENT ACCESS**

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 K-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. Parent Access requires that a parent attend the training session, receive the access codes and passwords for each child, and have Internet capabilities. Written Interim Reports are issued in grades K to 2. In grades 3 to 8 parents are able to view their child's grades through Parent Access in PowerSchool. Parents should review their child's records frequently (weekly) and contact the teacher with questions or concerns.

### **MARKING CODES**

The marking codes for grades 3 to 8 are as follows:

|    |        |    |              |
|----|--------|----|--------------|
| A+ | 97-100 | C+ | 80-84        |
| A  | 93-96  | C  | 75-79        |
| B+ | 89-92  | D  | 70-74        |
| B  | 85-88  | E  | 69 and below |

The Progress Scale for Special Area Classes is as follows:

|                         |  |
|-------------------------|--|
| 97-100 = P (Proficient) | 75-84 = S (Satisfactory)                 |
| 93-96 = V (Very Good)   | 70-74 = I (Improvement Needed)           |
| 85-92 = G (Good)        | 69 and below = N (Not Yet Demonstrating) |

Grades 1 and 2 have a special scale to measure the progress the child is making during the marking period that is listed at the bottom of the Progress Report (E = Emerging, P = Progressing, I = Independent). Please be aware that the meanings of the letter codes for Progress Codes and Effort/Conduct are not the same in this Progress Report.

### **CLASS STATUS**

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

## **HONOR ROLL**

The purpose of the Honor Roll is to provide recognition of students in the intermediate grades or middle school whose work, conduct, effort and study habits earn academic success. Certificates will be awarded at the end of each marking period. (Also see information on the National Junior Honor Society - pg. 27.)

Any student who attains Honor Roll status (First Honors or Second Honors) for each marking period in a school year will receive the special recognition of Principal's Award in June, and will be invited to the Principal's Scholars Dinner.

The Honor Roll is determined by the administration and faculty. A point system for major subjects is used to determine the Honor Roll.

In grade 4, the major subjects of Religion, Language Arts, Mathematics, Science, and Social Studies accrue points for the Honor Roll.

In grades 5 & 6, the major academic subjects of Religion, Reading, English, Spelling/Vocabulary, Mathematics, Science, and Social Studies accrue points for the Honor Roll.

In grades 7 & 8, the subjects listed for grades 5 & 6 plus Spanish accrue points for the Honor Roll.

Points are distributed as follows:

|    |   |          |
|----|---|----------|
| A+ | = | 3 points |
| A  | = | 2 points |
| B+ | = | 1 point  |

|                       | <b>Grade 4</b>    | <b>Grades 5 &amp; 6</b> | <b>Grades 7 &amp; 8</b> |
|-----------------------|-------------------|-------------------------|-------------------------|
| <b>First Honors:</b>  | 11 or more points | 11 or more points       | 13 or more points       |
| <b>Second Honors:</b> | 8 - 10 points     | 8 - 10 points           | 9 - 12 points           |

A student is not eligible for the Honor Roll:

- if a grade of D or E appears on the report card in any subject.
- if two "Needs Improvement" or one "Unsatisfactory" is earned in effort/conduct.

## **RETENTION**

If a student fails to successfully complete the required program, the principal may recommend that the student be retained in the grade or recommend alternative placement. If retention appears to be a possibility, the following process is used:

The teacher meets with the parents at the earliest possible date and all possible assistance to remedy the problem is discussed.

The teacher communicates with the parents on a regular basis regarding the child's progress.

The teacher informs the principal by the midpoint of T-2 that the possibility of retention exists.

By the middle of February (or as near as possible), the teacher, principal, and parents review the progress and performance. This is followed by a written communication to the parents.

By the end of T-2 the school informs the parents in writing of the retention possibility.

During the last marking period the school informs the parents in writing of its decision regarding the student.

Summer school or tutoring may be required if a student has not shown success in one subject area.

## **HOMework**

Homework is assigned as a reinforcement or extension of our daily program. Assigned homework should be completed, and it is the parent's responsibility to supervise the homework. As the student becomes older, the major responsibility should shift to the student. Yet even with older students some parental supervision is expected. Emphasis should be placed on study as well as written work. Each grade level establishes its own expectations and rules regarding homework. This is typically discussed in detail with parents at Meet the Teachers Night in September. Homework is a consideration in our marking system.

Suggested time allotments for homework range from 30 minutes at the primary level to 2 hours in the middle school. This allotment includes time for written work, study and review work, and long range projects or papers.

If a student is absent it is his/her responsibility to make up missed work and/or assignments. Parents can notify the teacher(s) to send work home with a relative, neighbor, or another student. This request can also be made by calling the office early in the day. Work may be picked up at the office no earlier than 2:30 PM.

Parents who request vacation time for their children over and above what is provided in the school calendar must assume responsibility for the work that is missed. Teachers are not required to compile work ahead of time for the student. If the parents request work, the teacher may be able to supply some assignments. Any remaining work or tests must be made up when the student returns to school. Students should be prepared immediately to begin the make-up work, including tests.

## **SCHOOLWIDE TESTING**

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 Stanford Achievement Tests and The Otis-Lennon Ability Tests are administered in the spring to grades 3 to 8. 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.

## **EDUCATIONAL PROGRAMS**

### **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 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, and Physical Education, Early Childhood, Library/Media and Family Life.

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. 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.

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.

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 may be listed in the "Back to School" packets distributed in September, stated on the teacher's Web site, or described to the students.

### **FAMILY LIFE**

As an integral part of our faith formation curriculum, we will be teaching Catechesis for Family Life. This age-appropriate program about Christian living, chastity, character formation, and safe environment training promotes

communication between you and your child. You are encouraged to review the program materials that the teacher will be using in the classroom, as well as materials you will receive for home discussion. After examining the program, if you have any questions or concerns about your child participating in this program, please contact the school principal.

### **SPECIAL NEEDS AND ACCOMMODATIONS**

Students with *diagnosed* Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder, or learning disabilities must have a complete educational evaluation and diagnosis on file with the principal if curriculum is to be modified or specific accommodations are to be made. Having this documentation on file also allows the school to provide special timing or arrangements for standardized testing. This file is confidential and is not part of the student's educational file. The school will provide the student's counselors and physicians with periodic behavior and academic checklists upon request.

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 their local public school system or an independent agency. 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 the Special Education Laws. The school has a plan in place to support students and families during this process.

### **REMEDIAL/ENRICHMENT SERVICES**

Our school offers remedial reading and math programs. These small group instructional opportunities are designed to assist students who are having some difficulty in classroom learning. Frequently, individualized instruction helps meet the needs of certain students. Our reading specialists work with students in grades K through 6 throughout the school year. Programs extend the classroom learning as these teachers work with the regular classroom teacher to plan for the students. Enrichment Reading is offered to a small group of 4<sup>th</sup> and 5<sup>th</sup> grade students who are selected by the intermediate team.

Enrichment in the area of mathematics is part of the standard course offerings in the middle school. Student placement in the enrichment class is based on student progress, measured ability on standardized tests, and math teacher recommendation.

### **PRE-KINDERGARTEN**

St. Joseph School offers Pre-Kindergarten to 4 year olds through choices of AM or PM session five days a week. Students are instructed in Religion, Pre Reading, and Math. Physical and social development are improved through creative play and interaction with others.

### **KINDERGARTEN**

St. Joseph School offers full day Kindergarten. Instruction in Religion, Math, Reading Readiness, Science, and Social Studies focus on the child's social and emotional growth as well as academic content. Physical Education,

Music, Computer, Art, and Library are also incorporated into the Kindergarten program. Completion of the requirements is reflected in the first report card.

### **SUMMER READING & MATH PROGRAM**

Students entering grades 1 through 8 are required to do some summer reading and math work. A book list, instructions for book reports, and math worksheets are given to students in June. Reports and work must be turned in during the first week of school. Teachers use the summer readings for classroom discussions in September. Completion of the requirements is reflected in the first report card.

### **COMPUTER EDUCATION & TECHNOLOGY**

Every classroom is networked to a central computer and has Internet access.

Our PC Center has 30 networked computers with state-of-the-art hardware. MS Office and Windows allow students to learn how to use a PC as a learning tool. Keyboarding is taught. High speed Internet connections allow for students to do research and use cyberspace wisely. Fire walls are built into the system. In addition to planned Computer class, teachers may schedule classes to use the lab during available times.

Each teacher has a PC on his/her desk, and there is a PC for student use in each classroom. All PCs in the school are networked and have Internet access. Internet access is filtered by Comcast's I-Gear, which allows us to set the parameters.

Our Multi-Media Center is equipped with several PCs which are connected to the Internet. These are used for instructional projects, student research, and group activities.

Students and staff must abide by an Acceptable Use Policy (AUP) when using school PCs and the Internet. Please review AUP at the end of this handbook. Your verification form refers to the AUP. For legal, ethical, and anti-virus purposes, no software from home may be used on the school's systems. The Division of Catholic Schools requires this of all students and the faculties.

### **MULTI-MEDIA CENTER**

St. Joseph School provides an up-to-date library and media center. Students and teachers find many valuable resources in our center. All students have time in their weekly schedules to work at the library/media center.

If a student has not met all obligations (fines, overdue or lost books, etc.) by report card time, the report card will be held until the student has settled the obligations.

### **HIGH SCHOOL 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.

## **SPIRITUAL LIFE**

### **CLASSES**

All children attend Religion Class and participate in the religious activities of the school.

### **LITURGY**

As part of our spiritual growth all students attend school liturgies, plan and attend class Masses, and participate in daily prayer and para-liturgical services. Grades 3 through 8 attend Stations of the Cross on alternate Fridays during Lent and daily mass at 8:15 AM on Wednesdays. Other liturgical celebrations include Reconciliation, Blessing of Throats, and The Living Rosary. Each grade level has a chaplain who serves as a resource for the students and teachers.

### **SACRAMENTAL PROGRAMS**

During second grade students prepare for and celebrate the Sacraments of Reconciliation and Eucharist. In the eighth grade students begin their preparation for Confirmation. Our sacramental programs are a part of the parish's overall Christian Formation Program. We work with the CCD students at workshops and celebrate the sacraments together. Parents are an integral part of the teaching and preparation for the sacraments. (Confirmation is celebrated in ninth grade under the direction of the Office of Youth Ministry.)

## **STUDENT SERVICES**

**Coach Classes** are unique to the middle school. Students who are having problems with the material covered in class are encouraged to attend the weekly Coach Class. The teachers will work one-on-one or with a small group to help reinforce or reteach material. Students should come prepared with specific questions or problems. Coach Class is held at 7:40 AM in the teacher's classroom by appointment.

Professionally, and more specifically as ministers of Catholic education, teachers have a responsibility to assist their students with periodic extra help before or after school as needed when pre-arranged with the parent/guardian. Some teachers do tutoring during the school year. However, teachers cannot tutor (for fees) any students that they have in class.

A **School Consultant** is employed by SJS through a program offered by Villa Maria and 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 counselor! She/he works with a school community, offers input, aides in assessment, and does referrals. Appointments are made by contacting the school nurse. 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 counselor, the parent must send his/her objections to the school in writing.

**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 (Wednesdays).

**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.

**Summer Programs** are offered each year. Students may sign up for remedial, reinforcement, or study skills. Parents are notified in May of the teachers who will be tutoring during the summer and the associated fees.

### **STUDENT ACTIVITIES**

The **Student Activities Committee** offers opportunities throughout the year for students to serve the school, parish and community. Students work with the assistant principal and a teacher moderator to plan a variety of events and activities to involve students in sharing with others. Through the SAC the role of students as stewards and caretakers is stressed. This group helps demonstrate our Christian attitude and caring.

In February of 1999, St. Joseph School became a member of the **National Junior Honor Society**. Membership in NJHS is based on national guidelines and local standards. Students in grades 6-8 are invited to become members each year based on exemplary academic achievement (an A average in each major subject) followed by demonstrated leadership, service to the school and parish, and good character. Middle school students will attend an assembly in September of each year to review the qualifications for NJHS.

Students in grades 4 and 8 can volunteer to serve the parish community as **Altar Servers**. Students are trained to assist at the liturgies by a priest and/or deacon. Commitment is an important part of this activity.

Eighth grade students serve as **Student Ushers** for school liturgies. The **Music Ministry** for our liturgies is very important. Students in selected grades who enjoy singing can volunteer for this group.

Students in the Middle School can volunteer to serve the school community as members of the **Safety Patrol**. This helps make our parking lots safe for all students before and after school. Members of the Safety Patrol must maintain satisfactory or better grades in conduct/effort and unstructured time each marking period. Earning a "needs improvement" will eliminate students from the patrol until the grade improves in the following marking period. Two of our teachers serve as moderators.

Under supervision of our School Consultant, students are offered the opportunity to work out problems through **Peer Mediation**. A select group of trained middle school students assist in finding agreed solutions to disputes among students. Teachers may recommend students for peer mediation. Parents are advised after mediation has occurred. (With this and

any counseling programs, parents must inform the school in writing if they do not want their child to participate.)

The **Instrumental Music Program** is open to students in grades 4 through 8. This program is offered as an extra-curricular activity. All band students take lessons once a week during the school day and have recess or after-school practices depending on their band group. Parents who want their child to participate in this program sign a contract directly with The Instrumental Music Program of Columbia, MD who sets all fees. Our band has been ranked #1 many times over! *The responsibility of making up all missed work while at band is solely that of the student. Parents, please reinforce this weekly.*

The **Children's Choir** is a parish-sponsored group open to students in grades 3 through 6. The parish music director coordinates this program. Rehearsals are held in the evenings. Children participate at school liturgies as well as parish liturgies and functions.

Athletics are important to us, too. The **St. Joseph Athletic Association** provides many organized sports for all the young people of the parish. Contact the rectory or watch the parish bulletin for details from season to season.

The school sponsors a **Track and Field Team** that competes in programs sponsored by the Knights of Columbus in the spring. This is coordinated by our PE teacher and volunteer coaches. Students in grades 5 to 8 compete for placement on the team through a series of practices and tryouts.

In the fall, the school participates in **Cross Country** competition with neighboring schools. This group is open to all who want to run, sprint, and enjoy sports. Students in grades 4 through 8 take part in this program. Several faculty members volunteer as our coaches.

Other programs include the annual Spelling Bee, Catholic Challenge Writing competitions, Science and Social Studies Fairs, Handwriting competitions, Teacher's Helpers and Jump Rope for Heart.

**NOTE:** Students will be excluded from school's extra-curriculars (including, but not limited to, track and field teams, cross country team, talent show, middle school production, student music ministry, safety patrol) if they earn points equal to a grade of D or less with an N or U in Conduct or Effort on their Progress Reports or Interim Reports applicable on the date indicated prior to the event.

## **HEALTH CARE POLICIES**

### **All medications (prescription and non-prescription) require doctors' instructions and parents' consent.**

The only exclusions are cough drops and calamine lotion, which require a parent's note; the RN or teacher must hold these items, and students may NOT share these items with other students.

### **Medication instructions needed from the physician include the following:**

Name of child, name and dosage of medication, times and duration of medication to be given, doctor, and parent's signature. All medications need orders for EACH school year. It is the parent's responsibility to get written doctor's orders for school. Our school has a fax (410-529-7234) for your convenience, for physicians to fax us orders if needed. When an order is discontinued, a physician's note must be sent to school.

### **Labels and handling and storage:**

All prescription and non-prescription medications must have labels. Prescription medications need medications labeled by a pharmacist. Non-prescription medications must be in non-prescription container with labels from manufacturer. The RN can NOT administer loose pills sent in envelopes and baggies. Parents (or an adult designated by parent) are to hand carry medications to school. All medications are kept in the health suite.

### **End of the year medications or outdated medications:**

Please check expiration dates on all medications and replace them as needed. Parents are to pick up medications the last day of school. The school nurse will discard any medications not picked up by parents the last day of school.

### **Medications administered by non-nursing personnel:**

Medications will be administered by school designated personnel instructed by the RN in the case of the nurse's absence. For field trips, medication will be administered by school personnel unless the child's parent is available to administer. The school office personnel will act as a back-up in the case the RN is not available. While teachers have been instructed in the use of an Epi Pen for allergy emergencies, if your child has a fragile health issue that requires specialized care, you may be required to accompany your child on field trips. "Shield the Vulnerable" certification is still mandatory.

### **Change in health and/or change in emergency phone numbers:**

Parents are requested to complete emergency form at the beginning of each school year. Please notify the school nurse of any health problems or changes that develop throughout the year. Please contact the school office and health suite when phone numbers change throughout the year. Feel free to contact the school nurse if you have any questions or concerns @ 410-256-8026 (ext. #4).

### **Health Forms for the Nurse:**

#### **ALL NEW STUDENTS:**

Shot records must be current and signed by your physician before entering school. The RN may give you a list of the requirements of immunizations at

Registration. The parent can ask the school office for these forms if registering in the RN's absence (such as summer time). The health department may periodically check our medical records for compliance. The county health department does not allow students to attend school without the required immunizations. Physicals forms and Dental forms must be completed on all new students.

### **Allergies**

Parents must notify the school of their child's allergies including food allergies. School medication orders must renewed each year by the physician and the order must be signed on or after July 1<sup>st</sup>.

### **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.

### **Parent's Phone Call to the Nurse**

Each day a student is absent from school, the parent must notify the school office and the nurse as to the nature of the absence. This can be done by calling the school office and the nurse or by email through the "Absentee Reporting" button on the school website. This notifies the nurse and office simultaneously. The nurse can be reached in the morning after 7:40 AM for limited consultation if needed.

### **Parent's Note needed following an absence:**

A student must present a note to the teacher upon returning to school after an absence. The note should include the student's name for the absence, date/s of absence, and the signature of the parent. The note is given to the teacher; the teacher returns pertinent notes to the school nurse. If attendance problems seem to develop, the teacher may request the RN to follow up. In some instances it is required that the parent obtain a release from the doctor before the child can return to school, particularly in the case of contagious illness, head injury/concussion, or for reinstatement after an orthopedic injury.

### **Hearing and Vision Screening:**

Screening is done routinely on all students per guidelines of Baltimore County. Students in Pre-K, Kindergarten (not previously screened in Pre-K), 1st, 4th and 8<sup>th</sup> grades, any student new to Baltimore County private school, and any teacher referral of a student with suspected hearing or vision problems will be tested. Parents will only be notified if the student fails the screening.

### **Communicable Diseases:**

We are also required to report communicable diseases. Please call the school nurse when your child has any communicable disease such as: strep and/or scarlet fever, head lice, chickenpox, measles, etc. Any questions, feel free to call the RN.

### **Rash:**

An unknown rash needs to be evaluated by your child's physician before returning to school. Please ask the doctor to write a note to the nurse with diagnosis and treatment or instructions.

**Fever of 100 and greater:**

Children must be sent home. A child must be free of symptoms (fever) for 24 hours before returning to school.

**Reporting of Allegations:**

St. Joseph School complies with MD laws requiring reporting suspected child abuse to civil authorities.

**ABSENCES**

Parents must report their child’s absence to the school office and the nurse each day that the student is absent through the “Absentee Reporting” button on the website or by calling the school office. A student must present a note to the homeroom teacher upon returning to school after an absence. The note should give the student’s name, reason for the absence, date or dates of absence, and the signature of the parent. If records begin to indicate a pattern of extended absences or numerous absences the nurse or homeroom teacher contacts the parents.

The Health Department checks our records periodically to see that immunization records and attendance records are up to date. We are also required to maintain records regarding communicable diseases including strep, chickenpox, scarlet fever, pediculosis (head lice infections) and measles. Please notify the school nurse.

Please watch the September Newsletter for information concerning current health requirements for school attendance.

The school nurse will contact parents when records are in need of updating.

**COMMUNICATIONS**

**CONFERENCES**

At the end of the first marking period, a specific evening and day are designated as conference times. 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 or the teacher calling during the school day will be agreed upon. Please notify the principal if there is a problem.

Parents are not to visit the teacher before class without an appointment. Teachers need this time for preparation for the day.

**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. Communications from the office such as

monthly calendars (distributed on the last school day of each month), and notices are sent home WITH THE ONLY OR YOUNGEST CHILD!! (This helps keep down the cost of paper.) Order blanks, flyers, etc., are sent home with all students. 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.

## **SCHOOL RACK**

Each teacher has created a Web page through “School Rack.” 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 “General Info” and then “Faculty and Staff.”

## **EMAIL**

Faculty and staff can be reached by emailing the school. To email, list the first initial and last name followed by “@stjoefullerton.org.” (For example: Mrs. Christina Ashby is [cashby@stjoefullerton.org](mailto:cashby@stjoefullerton.org).) Please allow teachers 48 hours to respond to your request. All names and email addresses are listed on our Web site. In addition, you may contact us through the following emails:

|                    |  |
|--------------------|--|
| Development Office | <a href="mailto:development@stjoefullerton.org">development@stjoefullerton.org</a> |
| School Office      | <a href="mailto:office@stjoefullerton.org">office@stjoefullerton.org</a>           |

## **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. We only have 4 lines into the entire building. 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, call the office, and it will be delivered promptly.

## **BLACKBOARD CONNECT NOTIFICATION SYSTEM**

By subscribing to ‘Blackboard Connect’ you will receive our monthly newsletter, emergency notification and important updates from St. Joseph School. St. Joseph School does not share or publish this contact information. All families are required to receive Blackboard Connect Notifications. Information on how to receive Blackboard Connect is available in the office.

## **EMERGENCY INFORMATION SHEETS**

Emergency sheets are to be filled out for each student at the beginning of each school year. Adults authorized to assume responsibility for a child must be noted on the Emergency Sheet. Each authorized individual must be

named specifically. In the case of custodial arrangements, a copy of the court document should be on file that states the authorization, if limited.

A parent's/guardian's signature must be on the sheet.

### **CHANGES IN PERSONAL INFORMATION**

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 advise the homeroom teacher also.

If there is a change in the family status or a change in the 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 names the custodial parent must be on file with the school.

## **SCHOOL ORGANIZATIONS**

### **SCHOOL BOARD**

Our School Board exists to provide policy making expertise to the Principal and to broaden the participation of the Parish Community in the educational mission of the Church. The School Board, recognizing that the primary responsibility for a child's education rests with the parents, promotes the overall mission and philosophy of the school within the framework of a Christian education in the Catholic tradition. Developing the Strategic Plan for the school, monitoring and evaluating the progress in achieving these goals and objectives, and assisting in the budget process are the primary objectives of our School Board.

In the Strategic Plan, the School Board has set the following goals:

1. Maintain a Catholic identity and a Franciscan tradition in the school.
2. Support and enhance a curriculum of excellence.
3. Monitor the school's finances.
4. Expand the resources of the school.
5. Engage the community of St. Joseph's in supporting the mission of the school.
6. Strive to maintain maximum levels of enrollment within the framework of the Archdiocesan guide.

### **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.

Meetings are held 3 times each year. Parents meet in the Parish Center for the business meeting followed by speakers, programs, and/or student presentations. The goal of all meetings is to help parents be better parents. Our programs are designed to help parents understand educational programs, discover ways to understand children better, or enjoy the talents of our students.



Officers for the Home And School Association are elected by the members of the Association. Officers include: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and 3 Parent Representatives.

Each area of the school has a **parent representative** who assists parents throughout the year. The parent representatives are the voices of the parents at 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.

## **VOLUNTEERS**

Volunteering is an excellent way to be involved in the school and your child's education and set an example of service for the students. Our large crew of volunteers help the school run more smoothly, and they provide a great many services to the teachers, students, and school community in general. Some areas for which parents can volunteer include: homeroom parents, assistant homeroom parents, milk distribution, lunch/recess duty, library, copy room, health room, typist, Chicken Dinner, Grandparents'/Special Friends' Day, hospitality. A checklist of volunteer activities is included in the registration package each year. Make your selection and return it to the office.

All volunteers must be "Shield the Vulnerable" approved and are asked to come to the office, sign our Volunteer Book and display the Volunteer Badge each time they come to help. This helps maintain a safe and secure environment for our school.

## **PARKING LOT 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) when traversing the parish property. Students feel that this is a "safe space" and do not watch out for moving vehicles as they should. Animals of any type are not permitted outside of cars.

## **ARRIVAL**

Students should arrive at school between 7:40 AM and 8:05 AM and report to their classrooms.

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 (at the end of this handbook) 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 (in this handbook) 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 2:50 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. All students are thinking of two things at dismissal time: Where is my driver? Where am I going? They are not watching for cars. Only you can help us keep our lots safe. 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.

**THE ADMINISTRATION RETAINS THE RIGHT  
TO AMEND THIS HANDBOOK AT ANY TIME.  
PARENTS WILL BE GIVEN NOTIFICATION IF CHANGES ARE MADE.**

## **ST. JOSEPH SCHOOL ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the St. Joseph School community. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Joseph School provides computing and network resources for the use of students, employees, and others affiliated with St. Joseph School. Members of the St. Joseph School community are encouraged to use the computers, software packages, electronic mail (email), or outside the St. Joseph School network software for educational or St. Joseph School related activities and to facilitate the efficient exchange of useful information. However, the services are and remain the property of St. Joseph School. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information for libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using email capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through St. Joseph School email or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of email or other computer messages that are sexually explicit constitutes harassment which is prohibited by this St. Joseph School (if such a policy prohibiting harassment exists, include a reference to the policy nomenclature here). It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.

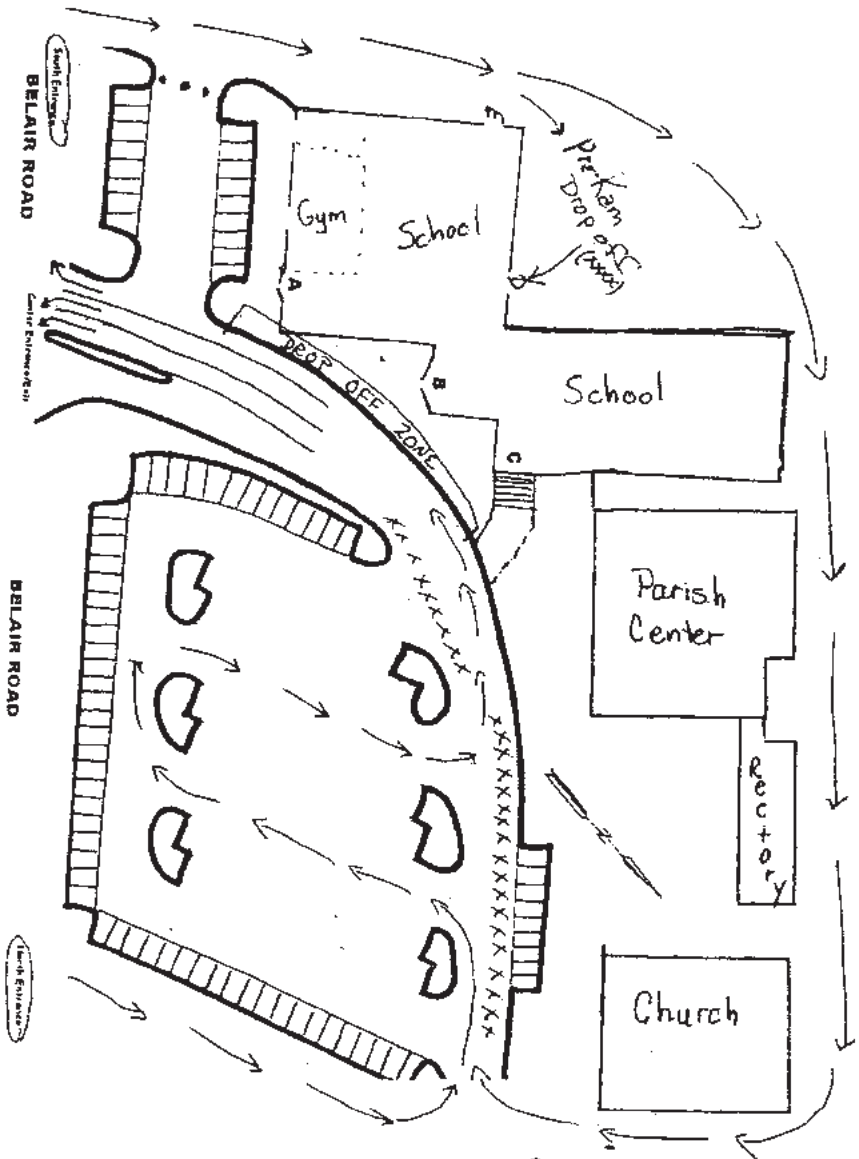
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the St. Joseph School operator from intercepting and stopping email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of St. Joseph School computer resources.

Access to St. Joseph School's email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. St. Joseph School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that St. Joseph School cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over the email.
- St. Joseph School reserves the right to access email to retrieve St. Joseph School information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a St. Joseph School computer's hard drive or computer disks, which were purchased by St. Joseph School, are considered the property of the St. Joseph School.

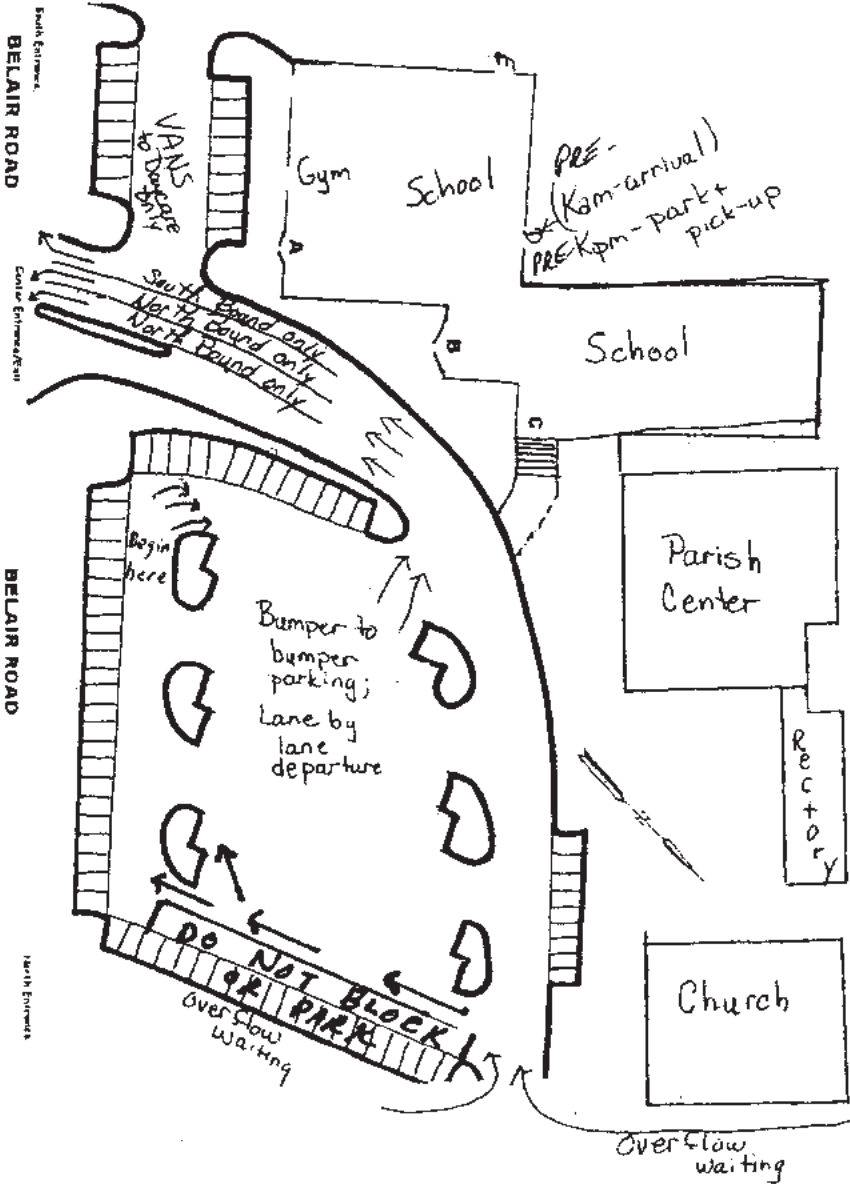
This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Joseph School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

# A.M. Arrival



xxxx = Perkam parents  
by-pass drop-off  
traffic

# P.M. Dismissal





**ST. JOSEPH SCHOOL HANDBOOK & AUP**  
**PARENT/STUDENT VERIFICATION FORM**

We have read the Student/Parent Handbook and Acceptable Use Policy and agree to abide by the regulations set forth in these documents. We realize that these are part of our contract with the school. If a parent does not cooperate with the school and exhibit proper conduct when on campus, the student may be asked to withdraw.

I hereby consent to the student having access to, and use of, the telecommunications resources at St. Joseph School. I also hereby indemnify and hold harmless The Archdiocese of Baltimore and St. Joseph School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

---

Parent's/Guardian's Signature    Date

---

Student's Signature

**PHOTO RELEASE FORM**

I consent to the use of my child's photographic image/voice for use in any marketing/advertising materials or programs created by the Archdiocese of Baltimore Department of Catholic Schools and/or Office of Communications or associated Catholic Schools. Mediums used include, but are not limited to, publications, brochures, posters, fliers, any advertising campaign featuring broadcast (TV or radio), web pages, outdoor billboards and/or print ads in various publications throughout the Archdiocese of Baltimore Catholic Schools geographic area. I also consent to the use of my child's physical image and/or vocal talents in the case of broadcast (TV, video or radio) interviews or filming. I release any claim to or control over the photographs/vocal or visual talents regarding their production, use or placement in said marketing campaigns/materials.

---

*(Name of Child - please print)*

---

*(Name, Parent or Guardian - please print)*

---

*(Signature, Parent or Guardian)    Date*

**This agreement must be signed and returned to school by  
 Friday, September 2, 2016, for each child attending St. Joseph School.**









## **7-Eleven Store #23703**

9410 Harford Road • Baltimore, MD 21234

**410-661-5585**

***Doug and Barb Graham***

---



***Columbus Gardens***

---

*Catering For All Occasions*



Phone: 410-256-2737

Fax: 410-529-8814

4301 Klosterman Ave.

Baltimore, MD 21236

[info@columbusgardens.GTBmail.net](mailto:info@columbusgardens.GTBmail.net)

[www.columbusgardens.com](http://www.columbusgardens.com)



# THE DANCE STUDIO

PEGGY BUSEY-BOURGEOIS

AGES 3 TO ADULT

TAP • BALLET • JAZZ • LYRICAL  
FITNESS • POM/CHEER • HIP HOP • ZUMBA  
BALLROOM/SWING • YOGA  
SPECIAL PREPARATORY CLASSES  
FOR AGES 3 TO 6 YEARS

**BUSINESS: 410-248-3332**

[www.the-dance-studio.com](http://www.the-dance-studio.com)

HONEYGO SQUARE  
11550 PHILADELPHIA ROAD  
SUITES 102 & 103  
WHITE MARSH, MD 21162

*A Family Operated Business  
Since 1944*

# CAPPY CLEANERS

9660 Belair Road  
Perry Hall 21236  
**410-248-2211**  
Fax 410-668-3545

---



Lion Home Group

of **kw** | KELLER WILLIAMS  
GATEWAY

*Improving Lives through Real Estate*



8015 Corporate Drive, Suite C • Baltimore, MD 21236

443-318-8800

[www.lionhomegroup.com](http://www.lionhomegroup.com)

**443-219-2280**





**brian bunce**  
barbers

Mon-Fri 8-7 • Sat 8-4 • Sun 10-2

8911 Belair Road  
Perry Hall, MD 21236

*Corner of Belair & Joppa  
Between Outback & Superfresh*

**410-248-0370**



**A set of skills. A system of values.  
A man who matters.**

**Open House: October 30, 2016 from 11:00 a.m. - 2:00 p.m.**

**Learn more. Contact us at 410-644-3300  
or visit us at [www.msjnet.edu](http://www.msjnet.edu)**



**Mount Saint Joseph High School**  
4403 Frederick Avenue  
Baltimore, MD 21229  
[www.msjnet.edu](http://www.msjnet.edu)

*A Xaverian Brothers Sponsored School*

THE ORIGINAL —  
**Dominick's**

— OF PARKVILLE



**FAST FREE DELIVERY**

**410-248-1090**

**8864 Belair Road**

**LUNCHEON SPECIALS AVAILABLE**

11 am to 3 pm Monday through Friday

**OPEN 7 DAYS:** Mon. Tue. & Wed. 11am-10pm • Thurs. 11am-11pm  
Fri. & Sat. 11am-1am • Sunday 12pm-11pm



*We Accept Visa, MasterCard, Discover, American Express, and All Debit Cards*

*We gladly take phone charges for deliveries. Limited delivery area.*

*All prices subject to change without notice. Thank you for your continued support.*

**Quick, courteous counter service**  
**Closed Mondays**



**113 Back River Neck Road • Essex, MD 21221**

**Phone: 410-687-7733 • FAX: 410-687-0641**

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

---

***Putty Hill Garage, Inc.***

24 Hour & Police Towing

General Auto Repairs

MD Inspection Station #8256-A

**410-256-5763**

4420 Fitch Ave.

Baltimore, Maryland 21236

---

**CHUCK'S BODY & FENDER, INC.**

*ASE & I-Car Certified Technicians*

8400 Belair Road  
Baltimore, MD 21236

**410-256-9777**

410 Pulaski Hwy.  
Joppa, MD 21085

**410-679-9777**



# WHITE TIGER TAE KWON DO

*He Can Do It...  
She Can Do It...  
Why Not Me?!*

**SPECIAL PROGRAM:**  
**3 Lessons With Uniform**

**Experience Our Program**  
**For Only \$20.00**  
**(Ages 4 And Up)**



**Call To Make An Appointment Today:**  
**410-248-9232**

5009 Honeygo Center Drive, Suite #104  
Perry Hall, MD 21128

**Find Us On Facebook:**  
**Perry Hall White Tiger Martial Arts**

This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, the Superintendent, or this Baltimore County Public School or Office.



## JPS MARBLE & GRANITE KITCHEN & BATH

### COMPLETE KITCHEN & BATH REMODELING

#### WE SPECIALIZE IN:

Granite Countertops  
Cabinetry • Flooring

8864 Bel Air Road  
Baltimore, MD 21236

**410-256-5346**

FAX 410-256-5408



**ARCHBISHOP  
CURLEY**  
HIGH SCHOOL

## OPEN HOUSE

OCTOBER 22 & 23 • 10 AM - NOON

[ARCHBISHOPCURLEY.ORG/OPEN-HOUSE](http://ARCHBISHOPCURLEY.ORG/OPEN-HOUSE)

Get to know Curley.

[www.archbishopcurley.org](http://www.archbishopcurley.org)

3701 Sinclair Lane, Baltimore, MD 21213-2079 • Phone: 410-485-5000 • Fax: 410-485-6493



#### RESTAURANT & CARRYOUT

Byron Station

**410-931-0200**

8601 Honeygo Boulevard  
Baltimore, MD 21236

FOR THE BEST FRESH DOUGH PIZZA,  
OVERSTUFFED SUBS, AND  
GREEK AND ITALIAN FOODS.

**OPEN 7 DAYS**

**DELIVERY EXTRAORDINAIRE!**



# FRANK'S PIZZA & PASTA

EST. 1985

Baltimore Sun Paper,  
Oct. 2015 - Listed in  
"Best Kept Secrets"  
Restaurant Section

[www.frankspizzaandpasta.com](http://www.frankspizzaandpasta.com)

DINE IN OR CARRY-OUT  
CATERING

"A UNIQUE TREAT  
FROM ITALY"

Best  
Homemade  
Crabcake  
in Town!

ITALIAN PARTY SPECIALTIES

BYOB  
No  
Cork  
Fee!



CALL FOR  
TUESDAY  
PIZZA SPECIAL

PIZZA - SUBS - PASTA - SALADS

## 410-254-2900



6620 Belair Road  
Baltimore, MD 21206





- Award Winning Crab Cakes
- Fresh seafood prepared daily
- Catering and Party Platters
  - Shipping Nationwide



**Seafood Market &  
Carry Out:**

1801 Taylor Ave  
Baltimore, MD 21234  
410-665-4000

**Shipping & Catering Division**

1803 Taylor Ave  
Baltimore, MD 21234  
888-535-CRAB (2722)

**PappasCrabCakes.com**

**Restaurant Locations:**

**Parkville:**

1725 Taylor Ave  
Baltimore, MD 21234  
410-661-4357

**Cockeysville:**

550 Cranbrook Road  
Cockeysville, MD 21030  
410-666-0030

**Glen Burnie:**

6713 Ritchie Hwy  
Glen Burnie, MD 21061  
410- 766-3713

**Because Every Child Should Know How To Swim...**

# KIDS FIRST® Swim Schools

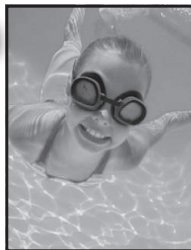
**We Offer:** Group or Private Instruction  
Mommy & Me Classes • Developmental Swim Team  
Homeschoolers Programs • Birthday Parties

*For a list of all our locations, visit us at*

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

*or on facebook at*

**[www.facebook.com/kidsfirstswimschools](http://www.facebook.com/kidsfirstswimschools)**



**PERRY HALL**  
410-529-8350

**COCKEYSVILLE**  
410-666-2966

**FESTIVAL AT BEL AIR**  
410-569-1500



## THE JOHN CARROLL SCHOOL

*Considerate. Compelling. Uncompromising.*

*Providing a Catholic foundation of  
values, challenging academics,  
and real-life experiences*

703 E. Churchville Rd. • Bel Air • 21014 | (410) 879-2480

**WWW.JOHNCARROLL.ORG**



**HI-TECH AUTO BODY**

Auto Collision Repair

Domestic and Foreign

8606 Old Harford Road  
Parkville, MD 21234

**410-661-4377**  
**Fax: 410-661-4010**

**Don and Diane Ruth**



***North Plaza Shopping Center***

*2008 East Joppa Road*

*410-668-2444*

*[www.chick-fil-a.com/jopparoad](http://www.chick-fil-a.com/jopparoad)*

***Perry Hall Shopping Center***

*8867 Belair Road*

*410-248-1400*

*[www.chick-fil-a.com/perryhallshoppingcenter](http://www.chick-fil-a.com/perryhallshoppingcenter)*

***Breakfast "On the Go"***

*With our convenient drive-thru and indoor play place*

*Monday-Saturday \* Closed Sundays*

*Store Hours: 6:00 AM - 10:00 PM*

*6:00 AM - 10:30 AM (Breakfast)*





*Wishing the students  
of  
Saint Joseph School, Fullerton  
a  
successful school year!*



**CALVERT HALL**

[www.calverthall.com](http://www.calverthall.com)



**CHC**

Clip this coupon and bring it to our  
Cardinal Shoppe  
to receive a **FREE**  
Calvert Hall lanyard.

