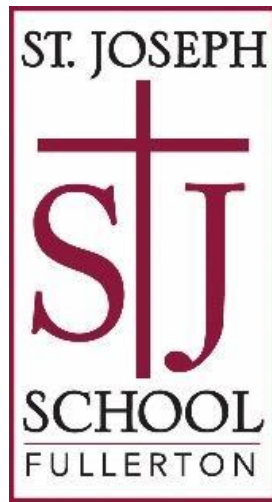


St. Joseph School - Fullerton



2024-2025

PARENT/STUDENT HANDBOOK

Updated 8.21.24

St. Joseph School-Fullerton is a co-ed elementary school for grades PreK through 8. St. Joseph School-Fullerton reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

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MISSION AND VISION

As a central ministry of our parish, St Joseph School-Fullerton educates children in PreK4 through 8th grade in the Catholic faith. Our mission is to cultivate an environment of academic excellence and spiritual growth within a loving faithful community committed to family, discipleship and evangelization.

HISTORY OF SCHOOL

To understand and appreciate the St. Joseph School-Fullerton of today, it is important to go back to the 1850's. St. Joseph Parish was founded by the Redemptorist Fathers in 1850 on Bucks Schoolhouse Road. The first school, attended only by boys, was started in the late 1850's. 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 groundbreaking 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 Gymnasium and Pre-K(formerly the 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-Fullerton is staffed by a dedicated faculty who continue the mission and message of St. Francis of Assisi and St. Clare. The parish clergy are involved as chaplains in the school. The school is organized into Pre-Kindergarten, Elementary School (K-5), and Middle School (grades 6-8).

Administration

St. Joseph School-Fullerton's faculty is dedicated and committed to the 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. St. Joseph's professional, qualified teachers evaluate and improve themselves in ways that express their student-centered dedication. Evaluations, both formal and informal, followed by dialogue, effectively affirm the efforts of the teacher and encourage growth. The faculty is a cohesive guiding force striving to continue the tradition of religious and academic excellence.

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

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

We strive to instill in our students that:
“Together We Learn, Pray, and Serve”

FACULTY, SCHOOL BOARD & HASA LIST

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

CALENDAR OF EVENTS

All activities and events for St. Joseph School and Parish are listed on our website. This will be updated as necessary. Dates of events are also sent out each Wednesday via the school weekly email called the “Wolfpack Weekly”.

ACADEMICS

Accreditation

St. Joseph School-Fullerton 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-Fullerton is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Joseph School-Fullerton met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

Instruction/Curriculum

St. Joseph School - Fullerton follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years.

- Curriculum programs are implemented by our faculty under the leadership of the principal.

- 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, World Language (Spanish), Art, Music, Physical Education, and STEM. 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. The development of strong Christian values in the Catholic tradition is our primary aim. Our Catholic faith is the focal point of our educational process, and it permeates all that we teach and do.

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

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

Grading Information Scale

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

Effort/Conduct Codes

O-Outstanding

G-Good

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

Achievement Comment Codes

I-Independent/Proficient
V-Very Good Progress
P-Progressing
S-Satisfactory
N-Needs Improvement
U-Unsatisfactory/Not Progressing

Missing Assignment/Unprepared for Class Policy (Grades 3-8)

Students are expected to complete homework as assigned and to bring all necessary materials to each class every day. Communication in the form of an “Unprepared for Class” notice will come home to be signed and returned if your child misses homework or shows up to class without the needed materials. If a student receives three of these notices, it results in a demerit.

Honor Code for Students

Our school community strives to uphold the standards of integrity, respect, and responsibility. These standards are supported by intellectual and interpersonal honesty. These values remind our students of the importance of hard work. They serve as a foundation for academic success at St. Joseph School - Fullerton and beyond.

In the event of academic dishonesty, the following consequences are in place for cheating:

- 1st Offense- 50% Credit + Demerit + Redo of assignment at teacher discretion
- 2nd Offense- Zero Credit + Detention + Redo of assignment at teacher discretion
- 3rd Offense- Zero Credit + Conference with administration and family of student
+ Redo of assignment at teacher discretion

In the event of academic dishonesty, the following consequences are in place for plagiarism (including anything with ChatGPT/AI):

- 1st Offense- 50% Credit + Demerit + Redo of assignment at teacher discretion
- 2nd Offense- Zero Credit + Detention + Redo of assignment at teacher discretion
- 3rd Offense- Zero Credit + Conference with administration and family of student
+ Redo of assignment at teacher discretion

Promotion Requirements

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

Retention

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

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, and student review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Honor Roll for students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

First Honors– All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time.

Second Honors – All A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time. Equal amount of A's and B's do not qualify for honors.

Principal's Scholars' Dinner

Students who earn Honors all three trimesters are invited to a celebration the following fall known as the Principal's Scholars' Dinner.

National Junior Honor Society

The St. Joseph-Fullerton Chapter of the National Junior Honor Society was established in February of 1999. Membership in the NJHS is based on national guidelines and in alignment with local Archdiocese of Baltimore schools. Students are invited in the beginning of their 7th or 8th grade to apply for membership based on their exemplary academic achievement (an all "A" final average **OR** an all "A" with one B+ final average in all graded subjects in 6th or 7th grade), Students are then required to submit: a student resume; two teacher recommendations; one personal recommendation; and a letter explaining why they feel they are deserving of membership in the NJHS. A Faculty Council of five members reviews all documents submitted

and votes on acceptance or rejection of membership. An induction ceremony is held to celebrate their accomplishment.

Once members of the National Junior Honor Society, students are expected to maintain their academic standing, uphold the school Code of Conduct, and take an active role in service and leadership in their school community. Offenders of the school Code of Conduct will receive written notification of warning, probation, or possible dismissal as stated in the NJHS St. Joseph School Chapter by-laws. If a member's academic performance falls below the standards in effect when selected/inducted, the student will not be invited to retain membership the following year.

Extracurricular Activity Status

In order to continue to participate in any of the extracurricular activities at SJS, a student's grades and/or conduct must remain in good standing. Final decisions are designated by the Administration.

Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent home 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades 3-8 at the middle of each trimester. It is also the responsibility of parents to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Students in pre-kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student’s daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

Archdiocesan Report Card Grading Codes by Grade Level			
Course	PreK – 2	Grades 3-5	Grades 6-8
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Spanish	Progress Codes	Achievement Comments	Achievement Comments
Technology	Progress Codes	Achievement Comments	Achievement Comments
Physical Education	Progress Codes	Achievement Comments	Achievement Comments
Art	Progress Codes	Achievement Comments	Achievement Comments
Music	Progress Codes	Achievement Comments	Achievement Comments
All Classes		Effort and Conduct	Effort and Conduct

Letter Grades:

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

PreK-Grade 2 Progress Codes		
Grade	Description	Comments
I	Independent/Proficient	The student understands the concept/skills and works with little or no reinforcement or assistance. The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Student is able to do more challenging work.
P	Progressing	The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance. The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.
E	Emerging	The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance. The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.
NA	Not assessed at this time	

Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments		
Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/Not Proficient	1-69
NA	Not Assessed at this Time	0

Achievement Comments

I= Independent/Proficient

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks.
- Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester.
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area.
- Always completes and turns in accurate class work and homework.

V= Very Good Progress

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

G= Good Progress

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information.
- Completes and turns in above average class work and homework

S=Satisfactory

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

N= Needs Improvement

- Makes many errors when applying skills or processes required to

- complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

U=Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

Effort & Conduct Achievement Comments		
Grade	Description	Grade
O	Outstanding	93-'00
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

Effort Comments:

O= Outstanding

- Always exceeds the level of expectation
- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

G= Good

- Most of the time exceeds the level of expectation
- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

S=Satisfactory

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

N=Needs Improvement

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

U=Unsatisfactory

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- Students failing two or more core subjects may not be advanced to the next grade level

Conduct Comments

O=Outstanding

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

G=Good

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirected

S=Satisfactory

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

N=Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

U=Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

ADMISSIONS

Application Process

The application portal for the upcoming 2025-2026 school year will open on August 1, 2024. The application, non-refundable \$50 application fee, and all checklist requirements are due no later than December 15 for your application to be considered in the regular admissions window. After that time, applications for any remaining available seats will be considered on a rolling basis. Notifications of admissions decisions will be sent on January 3, 2025. All applications will be evaluated using the Admission Policies set forth by our School Board and reviewed in the order listed below:

- Siblings of current SJS-Fullerton students
- Children of SJS-Fullerton graduated alumni
- Active Catholic Parishioners from St. Joseph Church - Fullerton
- Active Catholic Parishioners from any Catholic Parish within the Archdiocese of Baltimore
- Non-Active Catholics or those of other faiths

Prospective students are required to undergo in-person NWEA MAP Growth and Fountas & Pinnell screenings prior to acceptance. While reviewing applications, our team looks at prior-year grades, current-year grades, standardized test scores, teacher referrals, and the prospective student placement screenings that were administered at SJS-Fullerton to find the proper placement for each student. Acceptance is also contingent on the successful completion of their current grade.

Behavior issues, financial issues, or hostile parents may be asked not to re-enroll.

Enrollment process

Once a student has been accepted and enrolls at St. Joseph School-Fullerton, there are fees associated with the enrollment process. There is a nonrefundable “new student fee”; cost is \$150. In addition to the “new student fee”, there are schoolwide fees that cover various expenses such as the Archdiocesan fee, book fee, technology fee, etc. These fees are also nonrefundable and the costs are \$580. The following enrollment forms as well as the non-refundable student fees are required to complete the enrollment process.

Middle School Re-Enrollment Fee Policy:

To secure a spot for the upcoming school year, all students, including those applying to high school/middle school programs, are required to fully complete the re-enrollment process. This includes the payment of a \$580 student enrollment fee. **Please note that this fee is nonrefundable, regardless of acceptance to another school.**

- Non-refundable student/technology fees
- School Communications Form
- Technology Acceptable Use and Media Release
- Student Accident Information

- New Student Health Form (does not require a physician's signature)
- Release of Records
- Immunization Record
- FACTS Tuition Plan Setup

Financial Information

Financial Obligations

All tuition is processed through the FACTS management program. Various payment plans are available. St. Joseph School-Fullerton 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 SJS-Fullerton are satisfied in full. St. Joseph School-Fullerton will consider requests for exceptions to this policy on an individual basis if it judges extraordinary circumstances are demonstrated.

FACTS Tuition Management

FACTS Tuition Management collects all tuition payments. Enrollment in the FACTS Tuition Management is mandatory for all payment plans. In an effort to accommodate our students and their families, our school offers four options for tuition payment.

Payment Schedule Options

- A single tuition payment
- Two equal tuition payments
- Four equal tuition payments
- Ten equal tuition payments

FACTS will allow you to make payment(s) by:

- Automatic checking or savings account deductions (U.S. Banks Only)
- Credit Card – fees may apply

You can access FACTS and register for your payment plan for the 2025-2026 school year through the enrollment checklist in your Finals site account once tuition has been approved by the School Board.

In order to reserve a place for the 2025-2026 school year, the non-refundable student fees will be through your Finals site account. A student's registration is not complete, and therefore, a spot is not guaranteed until all Finals site checklist items are complete and the nonrefundable student fees are paid.

New Students

Applications must be submitted before the Prospective Student Screening occurs. In addition to the non-refundable student fees, a \$150 non-refundable 'new student fee' will also be paid through your Finals site account.

Release of Tuition Obligation/Tuition Refund Policy for First-Year Families

Should a new family enroll at St. Joseph School-Fullerton and later decide to withdraw, responsibility for tuition payments may remain to compensate the school for expenses already incurred related to the student's education and the potential lost opportunity to fill that seat with another student. The amount of tuition obligation depends on the withdrawal date as specified below.

- Prior to August 1 (25% of annual tuition)
- Prior to the first day of school (50% of annual tuition)
- Prior to November 1 (75% of annual tuition)
- November 1 or later (100% of annual tuition)

Release of Tuition Obligation/Tuition Refund Policy for Current Families

For all returning families, upon re-enrollment of a student and execution of a tuition contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason during the school year, the parent is responsible for tuition based upon the following schedule.

- On or before the first day of school (10% of annual tuition)
- On or before November 15 (40% of annual tuition)
- On or before February 15 (70% of annual tuition)
- February 16 or later (100% of annual tuition)

Release of Tuition Obligation/Tuition Refund Policy for All Families

Student fees paid at the contract signing are non-refundable and non-transferable regardless of the withdrawal date. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. If an outgoing student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full. No enrollment will be permitted in any other Archdiocesan school while tuition and/or fees are outstanding.

Middle School Re-Enrollment Fee Policy:

To secure a spot for the upcoming school year, all students, including those applying to high school/middle school programs, are required to fully complete the re-enrollment process. This includes the payment of a \$580 student enrollment fee. **Please note that this fee is nonrefundable, regardless of acceptance to another school.**

Financial Aid

Part of the parish's commitment to education is financial aid to families who are registered, supporting members of a parish who wish to consider our parish school as an educational alternative. Financial aid is also available from the Archdiocese of Baltimore.

Application forms for aid are available online through FACTS. All deadlines must be met and are the responsibility of the applicant. No applications will be accepted after the posted deadlines unless unforeseen

circumstances occur. These may include unexpected loss of employment, unexpected medical expenses, and family hardships. It is the responsibility of the applicant to make these special circumstances known to the school office during the school year. A letter describing the circumstances is all that is needed for consideration.

Catholic Tuition Rate

Through the Special Assessment of Catholic Schools, every parish within the Archdiocese of Baltimore supports Catholic Education based on the generosity of their parishioners. It is through this generosity that our Catholic families are afforded a discounted rate on tuition, as they are most often the direct supporters of this special assessment and contribute specifically to their parishes and the entire Archdiocese. A completed Parish Verification form must be returned to our school office in order to receive the Active Participating Catholic Rate if you attend a Catholic Parish within the Archdiocese of Baltimore. This is for all families regardless of the parish you attend. If the tuition amount in the tuition agreement is incorrect, please contact our Admissions office at 410-256-8026 or admissions@stjoeschool.org.

Policy Regarding Outstanding Tuition

Accounts are considered delinquent after the last working day of the month. Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services and no report cards will be released until the account is brought current. Accounts that remain delinquent past 90 days are considered to be in default of contract. Re-registration will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. A payment that is returned by your bank for any reason will result in a fee of \$30 to your account. Families are encouraged to communicate with our school office if circumstances change regarding tuition payments. St. Joseph School-Fullerton can work with the family to:

- Change payment dates
- Extend the payment period
- Offer more frequent payments at smaller amounts
- Emergency Tuition Assistance

If families do not communicate regarding the delinquency of tuition payments, St. Joseph School-Fullerton will:

- Turn off access to PowerSchool
- Deny participation in extracurricular activities
- Withhold the student from school
- Deny re-registration
- Withhold all records except, medical records

Transfers/Withdrawals

In case of withdrawal of a student from the 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.

Non-refundable Re-registration Fee for Current Students

The student fees ensure a spot for your child in the upcoming school year. Budgeting and plans can be made for resources and curricular activities once the class sizes have been determined.

High School Admissions and Visitation Policy

Students in eighth grade are allowed three 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 seventh grade are allowed one excused 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. While these days are the only excused days off, students will be marked absent since they will not be in the building.

HEALTH AND SAFETY

Maryland School Immunization Requirements

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

Dispensing of Medication

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

Students may not possess, dispense, or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a

parent/guardian.

Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Communicable Diseases

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

Reportable diseases include the following:

- COVID-19
- Influenza
- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Mumps
- Virus Infection (AIDS and all other symptomatic infections)
- Adverse reactions to Pertussis Vaccine
- Lyme disease
- Animal bites / Rabies
- Chicken Pox (varicella)

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Varicella (Chicken Pox)

Students who have chickenpox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Health Care Protocols

We ask that you follow the guidelines for how long your child must remain home:

- **Fever**-child must be fever free for 24 hours without the use of fever reducing medicine
- **Nausea/Vomiting/Diarrhea**- child must be symptom free for 24 hours
- **Strep Throat**-child must be on antibiotics for 24-48 hours before returning to school, and you must notify the nurse of the diagnosis for tracking purposes.
- **Influenza(Flu)/Pneumonia**-your child needs to be fever free without the use of fever reducing medicine, and you must notify the nurse of the diagnosis for tracking purposes.

Head Injury

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

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk

Allergies

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

- **Birthdays**: Due to the number of allergies, we are not allowing birthday treats to be brought into school. Party invitations should be mailed or sent electronically, not distributed at school.

Bloodborne Pathogens

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

Vision/Hearing Screening

The school follows the directives of the Baltimore County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, Kindergarten, 1, and 8;
- 3.) Grade 3 or Grade 4 if funding is available;

4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

General Use EpiPens

St. Joseph - Fullerton has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

St. Joseph - Fullerton has adopted a policy allowing the availability of Naloxone in the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naolxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

PARTNERSHIP AND COMMUNICATION WITH PARENTS

Responsibilities

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

1. To be a partner with the school in the education of your child.
2. To understand and support the Catholic mission and identity of the school.
3. To read all communications from the school and to request clarification when necessary.
4. To know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved.
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. To promote your school and speak well of it to others to include, but not limited to, social media platforms.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. To appreciate Catholic education and the benefits of attending a school in a Christ-centered environment.
10. To behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
11. To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
12. To demonstrate appropriate behavior and respect to all teachers, staff, and administrators. This includes verbal, written, and/or electronic communication.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

Main Communication to Parents

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

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

Parent Teacher Conferences

Parent/Teacher conferences will be held on November 1, 2024. A link will be provided by the school. It is the parents' responsibility to schedule a time with their child(ren)'s teacher.

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. These requests may be made by note, email, 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 or cell phone. Teachers have the right to keep their home/cell phone numbers private. If caller ID services prevent a teacher from contacting a parent/guardian, an alternative method of communication will be agreed upon.

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

Calendar for School Year

The updated calendar is available on the school website at www.stjoeschool.org. The school calendar may adjust based on snow and other emergencies.

Wolfpack Weekly Email

This email comes out each week on Wednesday and is full of information for upcoming events, changes to the calendar when necessary, as well as events that are happening across the entire campus. We strongly encourage all parents to read this communication when it comes out each week so you are up to date with all of the information needed for you and your child to be successful and informed.

Notices/Newsletters

Keeping the lines of communication open between the school and home is of primary importance. Naturally, the student is a vital link in this line. Please stress the importance of delivering any and all forms of communication to the home. Most handouts and forms are sent home WITH THE YOUNGEST OR ONLY CHILD. Families are responsible for notifying the school office if any changes need to be made to email addresses.

Teacher Web Pages

Each teacher has created a web page. Important and current information about school and classroom may be read on these sites. The web pages may be accessed through www.stjoeschool.org. Go to the Parents Tab on the school website and click on Teacher Websites and then click on the teacher's name.

Email

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

Phones

Office phones are answered on school days from 7:30 AM until 3:30 PM. Our phone system also allows for emergency announcements regarding weather-related schedule changes or emergency situations. In general, students are not permitted to use the phone in the office as it is for business only. If an emergency arises, however, students may use the office phone. Forgetting gym clothes, books, homework, etc., is not considered "an emergency." If a parent needs to get a message to a child, please call the office, and it will be delivered promptly. See "Student Cell Phone Policy" on pg 32 for more information.

Change of Address/Phone Number/Email

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

Change in Name or Family Status

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

Parental/Custody Changes

Please update the main office of any changes as they occur regarding custody. It is essential that we continue to have the most up to date information for your child(ren).

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. Joseph School-Fullerton does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

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

BRIGHT ARROW

St. Joseph School-Fullerton families will receive emergency notifications and important updates via Bright Arrow. St. Joseph School-Fullerton does not share or publish this contact information. All families are required to receive these notifications.

Home and School Association

The Home And School Association (HASA) exists to partner with the school in providing support for both the academic and social aspects of the school. The Home And School Association promotes and sponsors fundraising activities in order to help provide and improve the quality of our educational programs and school life. Dues are collected annually via FACTS.

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

Parent representatives are elected to assist parents throughout the year. The parent representatives are the voice of the parents at HASA Executive Meetings.

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

All volunteers at the school or part of HASA events are required to complete the VIRTUS training.

EMERGENCY ACTION PLANS

Crisis Intervention Plan/Crisis Team

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

Fire and Safety Drills

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

Emergency Information

Information for each child is to be kept current in School Admin and with the School Office. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency form unless otherwise instructed by the custodial parent/guardian.

Emergency & Weather-related Closings/Delayed Openings

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

Families must listen to the general media (television or radio) and follow the plan for Baltimore County Public Schools regarding closing and delayed openings. You will be notified about early dismissal through the SWIFT K-12 Messaging System via the phone numbers, email addresses, and/or optional text messages that you provided to the school.

AHERA

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

 [MDE AHERA Notification Letter.pdf](#)

Child Abuse and Neglect Reporting Policy and Procedures

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

Visitors

In order to ensure a safe environment for your child, all school doors remain locked during the school day. All visitors must report to the main office and check-in. All visitors will need identification in the form of a driver's license or state identification card and will receive an identification badge through RAPTOR before visiting any other parts of the school building.

NON-DISCRIMINATION POLICY

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Christina Ashby, principal, or Mrs. Kathleen Trimble, assistant principal.

Religion is required for each year a student attends St. Joseph School-Fullerton. All students enrolled in St. Joseph School-Fullerton must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

ASSESSMENT PROGRAM

Testing Programs Include:

- **Standardized Testing-** All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades. Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3, 5, and 7 also take the Science Assessment each Spring. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings in the fall and/or spring. Parents are given feedback as to how their child is scoring at the end of the year.
- **ACRE Testing-** All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious

Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given. These tests are distributed by the National Catholic Education Association to measure knowledge of Religion in content and application to life situations.

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

Exams are given in early February 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.

ATTENDANCE AND STUDENT RECORDS

Regular attendance is considered essential for learning at St. Joseph School-Fullerton. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school or input the absence online between 7:45 a.m. and 8:45 a.m. to report the reason for the absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. **Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.**

We ask parents to keep sick children home, and they must be fever free without the use of medication for 24 hours to return. Students who are absent from school may not participate in any after school or evening school-sponsored events such as sports, dances, etc. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students' academic standing.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for the absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

If a student will be out of school for an extended period, whether in a continuous or intermittent way, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

All absences are noted on a student's progress report and PowerSchool regardless of the circumstance except for high school visitation (shadow) days. Eighth grade receives 3 days in the fall and seventh grade receives 1 day in the spring.

Early Departure/Late Arrivals

St. Joseph School-Fullerton discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. **If an early departure is necessary, you must sign your child out prior to 2:45 pm. No student will be dismissed after that time, for the safety of those in the lot. You will need to wait until regular dismissal time, and there will be no exceptions.**

A student will be marked absent for the full day if they leave school before 10:00am or if they are not present at all. A student will be marked as attending a half day if they arrive after 10:00 am or leave before 1:00 pm.

Truancy

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

Lateness/Assignments

Students may enter their homerooms at 7:35 a.m. The school day begins at 8:05 a.m. Any student arriving after 8:05 a.m. is considered late and must report to the Main Office/Front Desk for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Student Records

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

Records Policy (Family Educational Rights and Privacy Act)

St. Joseph School-Fullerton 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-Fullerton

are as follows:

- Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to Chrissie Ashby, 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 Chrissie Ashby, 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:
 - 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 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 shared when there is participation in officially recognized activities and sports.

Address
Telephone listing
Electronic mail address
Photograph
Honors and awards received

Grade and homeroom
Parents' names

Parents who do not want the school to disclose the above directory information without their prior written consent must notify Chrissie Ashby, Principal, in writing by ***Monday, September 9, 2024.***

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joseph School-Fullerton 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.

DISCIPLINE

Statement on Philosophy of Discipline

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

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

PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

Our motto, directly connects to our mascot, states that we are "***All Part of the P.A.C.K.***" in that, each day we:

Pray
Accept Responsibility
Cooperate
Keep Trying

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

Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Posting or distributing videos or photographs without the consent of the persons depicted and St. Joseph School-Fullerton
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have the necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress Code Violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Possession and/or use of a cell phone during the school day
- Severe uniform infractions
- Harassment

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

A student has a right to fairness.

Purpose:

- To ensure that decisions that impact the individual, are not arbitrary or capricious, and recognize the uniqueness of each being as loved by God.
- A fair decision is the result of a fair process. A fair process includes, at a minimum, the following steps:

Commentary/Procedural Points:

- The parent is informed in writing at the earliest reasonable date that the teacher and principal/assistant principal are dissatisfied with specific behaviors.

- This dissatisfaction is put in written form only after the teacher has met with the parent to discuss the child's behavior.
- The written statement is signed by the teacher, the student, the parent, and the principal/assistant principal.
- The written statement is dated and stipulates a date by which improvement must occur.
- The written statement contains concrete behavior changes, which the student must make.
- The student is given all assistance necessary to rectify his/her behavior from the teacher.
 - The parent is advised by the teacher of any additional tutorial work the child might require beyond normal school hours.
- Periodic follow-ups are made between the student and the teacher.
 - The teacher documents these follow-up meetings in writing to the parent on a regular basis.
 - The teacher keeps the principal informed about the student's progress on a regular basis.
- If the student's behavior remains unchanged, the parents are again informed, at the earliest reasonable date, by the principal that the student's behavior is threatening his/her place in the school.
 - A document is prepared, signed by all pertinent parties; clearly stipulating what the student must do in order to change behaviors.
 - A specific date is indicated for the principal/assistant principal, parents, student and teacher to meet again and assess the student's behavior.
- The student continues to receive necessary assistance from the teacher.
- The student is informed that he/she will/will not be dismissed.
- This information is given to the parent no later than the end of May

NOTE: This process does not prevail in "extreme situations" which call for immediate dismissal. An example of such "extreme situations" would be: (a) bringing a weapon to school (b) aggressive sexual behavior (c) life-threatening behavior (d) possession, distribution of drugs and/or alcohol. Because it is not possible to list all conceivable "extreme situations," the principal confers with the appropriate associate superintendent before dismissing the student.

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

Demerit/Detention Policy

Depending on the severity, unacceptable behavior can result in a demerit, detention, suspension, or expulsion. If a student receives 3 demerits in one trimester, it will result in a detention. Multiple demerits/detentions may result in a conference with administration.

Students are expected to complete homework as assigned and to bring all necessary materials to each class every day. Communication in the form of an "Unprepared for Class" notice will come home to be signed and returned if your child misses homework or shows up to class without the needed materials. If a student receives three of these notices, it results in a demerit.

Social Media Policy

When it comes to social media, whether posted during school hours and on school property, or while occurring outside school hours and off the school property, if it creates a substantial disruption, the school can take action to support the school environment. Social media should reflect the values of St. Joseph - Fullerton and that of a Catholic school student.

Cell Phone Policy

Students do not need cell phones for anything school related, nor are they allowed to access them at any point during the day. We strongly suggest leaving them at home. If your child does bring a cell phone to school, it should be off as they enter the building and placed into the cell phone holder in their homeroom. If students access their phone while on school premises, a consequence will be given. Consequences may include, but are not limited to:

- loss of privilege
- demerit
- detention
- suspension/expulsion

Cell phones are not allowed to be used in the wait zone at the end of the day, so please walk up to meet your child when you arrive.

Suspension and/or Expulsion Policy

The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

AOB Policy 2.1 and 3.0

- While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed 3 consecutive school days, the student and parent/legal guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for the reinstatement.
- An expelled student forfeits all privileges of the St. Joseph School Student. The Administration reserves the right to readmit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

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

Conflict Situations

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

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. 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 bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- A. 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;
 - Is sexual in nature; or
 - Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school

Electronic Technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means any act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct)

Reporting Forms-These forms are located in the Main Office and on the school’s website. Please refer to the [AOB bullying policy](#) here.

Harassment

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

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its educational 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in Archdiocesan elementary, middle, and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity, or expression. "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.

Procedure

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

immediately.

- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

The principal or designee will notify the parent/guarding of the alleged victim of a report of bullying, harassment or intimidation within three business days after the incident is reported. The principal or designee will notify the parent/guarding of the alleged perpetrator of a report of bullying, harassment or intimidation within five business days after the incident is reported.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence.

ARRIVAL AND DISMISSAL PROCEDURES

The safety of our school community is of primary importance. Please drive slowly and follow the instructions of the teachers and directions in these guidelines. Safety Patrol Members and designated adults are responsible for helping provide a safe parking lot. Please cooperate with them at all times. We ask that all drivers always maintain a very minimal speed (no more than 5 MPH) on the parish/school property. Students should never leave school in an UBER, Lift, or any private transportation company.

Regular Arrival/Dismissal Time Schedule

Pre K- 7:35 - 2:35 p.m.

Kindergarten- 7:35 - 2:45 p.m.

Grades 1-8- 7:35 - 3:02 p.m.

Early Dismissal Schedule

Pre K-7: 35 - 11:35 p.m.

Kindergarten- 7:35 - 11:45 p.m.

Grades 1-8- 7:35 - 12:00 p.m.

Arrival

Students should arrive at school between 7:35 a.m. and 8:05 a.m. and report directly to their homeroom. Parents are not permitted to walk their students to class.

No supervision is available until 7:35 a.m. therefore students should not be dropped off prior to 7:35 a.m. Students coming for safety duty may report to their classroom at 7:20 a.m., not before.

Please check the map (found on the school website) for morning traffic patterns that protect the safety of our students and the discharge of passengers. Our one-way traffic patterns are for the protection of everyone. Please adhere to them.

Dismissal

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 gymnasium (except for Pre-K). If a problem persists, the principal will be notified.

Please check the map (on the school website) for dismissal traffic patterns. All lanes exit at the traffic signal. Please park bumper to bumper, but no parking lanes should extend back to the driveways, cones, or fences so that other cars may enter the main lot. This responsibility lies solely with you, our parents, and drivers, as teachers cannot assume parking lot duties until after the 3:02 p.m. 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 Gribbin Center for after-school care. Please follow the directions of the teachers and/or safeties. We appreciate your help greatly.

Students whose rides are not on time stay in an area near the Main Entrance called the “wait zone”. They are not allowed to use their cell phones while in the “wait zone”. See cell phone policy on pg 32. Please do not call or text your child telling them where to meet you. You should park and walk up to get them. Students may not leave that area once traffic begins moving and until the initial traffic has moved out. We ask that drivers not come and take students from this area once traffic has started moving. They will not be permitted to leave. Again, safety for our children is the primary concern.

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

Students not picked up by 3:15 p.m. for grades 1-8 will be charged a fee of \$10 for the first 15 minutes and then \$5 for every 5 minutes after that. Charges for Pre-K will begin at 2:50 p.m. and for Kindergarten at 3:00 p.m. These charges are in place for everyone unless special arrangements have been previously made with Mrs. Ashby.

Playground Policy

When school is in session, the playground may not be used by families or community members. If the playground is being used after school, proper parent/guardian supervision must be in place, and the playground may not be used after 3:00 due to the White Marsh Child Care after school program. If the playground is being used by a program for school, then it is closed to the public. Anyone using the playground must take their trash with them and close the gate when finished to ensure that it is ready and appropriate for the people that follow.

Supervision Responsibilities Before and After the Official School Day

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for the supervision of students before or after the times stated below. The school is not liable for any injuries or accidents which may occur before or after the times stated above.

- Animals of any type are not permitted outside of cars. If you are arriving early to walk in the cemetery area, the animal should be put back into the car prior to students exiting the building. We have several students who are allergic and/or fearful.
- No playing, running, or roughhousing. Due to the staggered exit, some children have a few extra minutes to wait. However, this is not a safe place to play. No one should be by the windows as the older students are still receiving instruction. No one should be running, kicking, or throwing balls, especially near the St. Joseph Statue and Blessed Mother Statue. No one should be on the hill by the drive or in the trees as those are both dangerous. ***If your child is waiting for older siblings, they need to calmly remain with an adult at all times.***

- Once your older child is dismissed, please head to your car so we can exit campus as safely and quickly as possible. All students should be in their car when the first car begins moving.

If your child is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up. It is the responsibility of the parent to notify their before and/or after school care of schedule changes. Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students are never allowed to leave school in an UBER, Lyft, or any private transportation company.

SPIRITUALITY

Religion Curriculum

St. Joseph School uses the standards put forth by the Archdiocese of Baltimore. We use the *We Believe* textbook by Sadlier Publishing and additional outside resources to implement this curriculum. The Archdiocesan Family Life Program, “*Growing with God*,” presents the curriculum in human sexuality through positive and prudent instruction in moral, spiritual, psychological, emotional, and physiological development. Parents are informed about the program prior to instruction. We recognize the right(s) of parents to decide whether their child should participate in the program. Requests to exclude the child must be made in writing.

Daily Prayer

As a school, daily prayer is said together via the morning announcements and during dismissal procedures. Teachers are encouraged to begin each class with a prayer, and “Grace Before Meals” is said prior to snack and lunch each day.

School Liturgy

Mass is celebrated with the entire school community every Wednesday morning at 8:30. Please try to join us when your time allows.

Sacraments

Second graders prepare and receive the sacraments of Reconciliation and First Holy Communion, if Catholic. After graduation, students prepare and receive the sacrament of Confirmation in January of ninth grade.

Service Projects

Various service projects are done throughout the year. They are usually through our National Junior Honor Society and/or our Student Activities Committee.

Prayer Buddies

Each student is matched with a prayer buddy who they attend Mass on Wednesdays with and do several activities with throughout the year. The following is how the prayer buddies are matched:

- Eighth Grade - PreK
- Seventh Grade - Kindergarten
- Sixth Grade - Third Grade
- Fifth Grade - Second Grade
- Fourth Grade - First Grade

Advent/Lent

The seasons of Advent and Lent are celebrated and recognized throughout the school and in the classroom. Students who have received the sacrament of Reconciliation will also attend confession during these seasons.

Catholic Schools Week

Catholic Schools Week is celebrated each year with many fun activities at the end of January/beginning of February. Please look for further information in the Wolfpack Weekly as we get closer to that time of the year.

May Procession/Crowning

The school community participates in a May Crowning each year to celebrate and honor our Mother, Mary. Date/Time will be announced in the spring of each year.

STUDENT SERVICES

Individualized Education Plan (IEP) and Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Speech and Language Services

Referrals are made by the classroom teacher or as a result of testing. Services are offered by a Baltimore County Public School employee.

Title I

Services are available to those students who qualify through either Baltimore County or Baltimore City.

Guidance and Counseling

The school counselor 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 counselor is NOT a therapist. She/he works with a school community, offers input, aides in assessment, and completes referrals as needed. Working with the school counselor can be requested by a teacher, parents, or students. 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.

School Activities/Organizations

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

Before and After School Care

Before School and After School Care is provided by the White Marsh Child Care Center. Services are provided on-site (WMCC leases The Gribbin Center from the parish) or at a WMCC center. For further information contact Betty Huffman at 410-931-0555. Several other after-school providers have van service to and from St. Joseph School in the mornings and after school.

Lunch/Milk

There will be a hot lunch program offered by HASA this year. Please be sure to pack your child a lunch and drink on days they do not order. There is no milk program offered.

Field Trips

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

If for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day (exception is NorthBay for 6th graders) and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are

kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. **We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.** All chaperones are *required* to complete VIRTUS training.

TECHNOLOGY POLICIES

Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without the consent of the persons depicted and St. Joseph School-Fullerton
- Using technology to send profanity, obscenity, or other offensive or harmful language

- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the St. Joseph School-Fullerton community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using the Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to St. Joseph School-Fullerton)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during school without explicit permission of a teacher or adult supervisor
- Violating St. Joseph School-Fullerton conduct rules or the law

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

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting St. Joseph School-Fullerton in its enforcement
- Partnering with St. Joseph School-Fullerton in monitoring their child’s technology use
- Modeling appropriate Internet behavior for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to school personnel
- Financial obligations for any repairs/replacements that are required due to the mishandling of a device

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

Web-based Services

St. Joseph School-Fullerton uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. St. Joseph School-Fullerton may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. The use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this handbook. A list of St. Joseph School-Fullerton’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in St. Joseph School-Fullerton, the parent consents to the child’s participation in the school’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the school principal in writing.

SCHOOL UNIFORMS/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 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 Uniforms
North Plaza Shopping Center
8868 Waltham Woods Road, Parkville, MD 21234
410-828-4709, 1-800-441-4122
www.flynnohara.com

Approved Logos

We will not allow students to wear any P.E. items that have the St. Joseph staff logo, old mascot of the jaguar, or the plain writing of St. Joseph School.

Acceptable Logos are the following:



Pre-Kindergarten Uniforms

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 sweatpants may be worn. All Pre-K students wear tie or velcro tennis shoes (no slip-on, zipper or heely tennis shoes, no Hey Dudes (or similar style), no slip-on Vans (or similar style, and *no lights*) with white socks.

Girls Regular Uniform-Worn between October 14th-April 11th

Grades K-5

- burgundy/gray plaid pinafore jumper
- girls flat front slacks from Flynn O'Hara in the steel gray color are *optional* for the regular uniform.
 - Must be worn with the white peter-pan collared shirt, a black belt and black dress shoes.
 - Kindergarten girls do not need to wear a belt and can wear elastic pants.
- white peter-pan collar blouse, short or long sleeves
- white turtleneck with SJS
- wine crewneck cardigan sweater with SJS logo OR properly fitting SJS P.E. sweatshirt
- white or wine knee-highs OR white crew socks are acceptable; knee-highs should be FULL LENGTH; crew socks should not be ankle length. NO quarter crew or ankle length socks
- Socks must be plain-no logos
- wine or white tights (winter uniform only); No leggings
- black leather or black nubuck shoes - Mary Jane or tie style (no slip on); no cloth, canvas, or athletic shoes; no boot styles; no T-straps or heels; entirely black shoes; no Hey Dudes (or similar style); no slip on Vans (or similar style)

Girls Regular Uniform-Grades 6-8

- gray box pleat skirt—length is to the top of knee
- girls flat front slacks from Flynn O'Hara in the steel gray color are *optional* for the regular uniform.
 - Must be worn with the white button down oxford blouse, a black belt and black dress shoes.
- white button down oxford blouse, short or long sleeves
- white turtleneck with SJS
- wine v-neck pullover or cardigan with SJS logo OR properly fitting SJS P.E. sweatshirt
- white or wine knee-highs OR white crew socks are acceptable; knee-highs should be FULL LENGTH; crew socks should not be ankle length. NO quarter crew or ankle length socks
- Socks must be plain-no logos
- wine or white tights (winter uniform only); No leggings
- black leather or black nubuck shoes - Mary Jane or tie style (no slip on); no cloth, canvas, or athletic shoes; no boot styles; no T-straps or heels; entirely black shoes; no Hey Dudes (or similar style); no slip on Vans (or similar style)

Warm weather option-Worn until Oct.11th and after April 11th

Flynn O'Hara walking shorts or skorts may be worn instead of the jumper. **Only Kindergarten may wear the elastic-waisted shorts.** All others must wear the skort or shorts with a belt. Students may wear the white knit polo with burgundy school logo. Only shorts and skorts purchased from Flynn O'Hara may be worn. Students may also wear tie or velcro tennis shoes (no slip-on, no zipper or heely tennis shoes, no lights, no Hey Dudes (or similar style), no slip on Vans (or similar style) with **white** crew sport socks NO LOGOS.

Hair

Hairstyles are to be neatly groomed. For boys, hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows. Boys' sideburns are not to exceed the bottom of the ear. The following examples of prohibited hairstyles: head shaving, lines and designs, fauxhawks, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind. No hair wraps, extensions, or the like. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. In those cases, it is the policy of St. Joseph School to permit individual families to receive an exemption from Mrs. Ashby to decide the appropriate cared-for hairstyle for their children. (ADM 8.0) Please email or call Mrs. Ashby to receive this exemption. Should a family or student have a question about a hairstyle, please contact Mrs. Ashby before getting their hair cut or styled.

Accessories

- Simple hair bows, ribbons, or barrettes; no beads. All hair accessories must be solid, black, white, maroon, or gray. The only exceptions to this are the plaid ones sold by Flynn O'Hara or the Wolfpack headbands sold by HASA.
- Small cross or religious medal necklace is permitted
- 1 pair of small earrings worn in the earlobe (NO hoops or dangled, for safety)
- No rings or bracelets, including rubber bracelets
- Scrunchies, hair ties, etc. are not to be worn on the wrist
- No make-up, artificial nails or tips, or nail polish of color may be worn
- No tattoos
- No perfume
- Watches are permitted (no alarms or beeps)
- No Smartwatches
- Undergarments may not show through the uniform

BOYS Regular Uniform-Worn between October 14th-April 11th

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 with SJS logo OR properly fitting SJS P.E. sweatshirt
- black belt (no belt needed for Kindergarten)
- solid white or black (black socks can be worn in winter only) socks; NO shortened styles are acceptable. NO quarter crews or ankle length socks-socks must be plain with no logos

- black leather or nubuck dress shoes; tie-style, low heels and soles; entirely black shoes. No loafers, cloth, canvas, boot style, or athletic shoes;no Hey Dudes (or similar style); no slip on Vans (or similar style)

Boys Regular Uniform-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 with SJS logo OR properly fitting SJS P.E. sweatshirt
- solid wine tie (worn Oct. 16 to April 12)
- black belt
- solid white or black (black socks can be worn in winter only) socks; NO shortened styles are acceptable. NO quarter crews or ankle length socks-socks must be plain with no logos
- black leather or nubuck dress shoes; tie-style, low heels and soles; entirely black shoes. No loafers, cloth, canvas, boot style, or athletic shoes, Hey Dudes (or similar style), slip on Vans (or similar style)

Warm weather option-Worn until Oct.11th and AFTER April 11th

Flynn & O'Hara walking shorts. Only Kindergarten may wear the elastic-waisted shorts. All others must wear the shorts with a belt. Only shorts purchased from Flynn & O'Hara may be worn. Ties for middle school are not worn during these months. Students may wear the white knit polo with burgundy school logo or the white button down oxford shirt. Students may also wear tie or velcro tennis shoes (no slip-on, no zipper or heely tennis shoes, no lights, no Hey Dudes or similar style; no slip on Vans or similar style with **white** crew socks NO LOGOS.

Grooming

Hairstyles are to be neatly groomed. For boys, hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows. Boys' sideburns are not to exceed the bottom of the ear. The following examples of prohibited hairstyles: head shaving, lines and designs, fauxhawks, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind. No hair wraps, extensions, or the like. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. In those cases, it is the policy of St. Joseph School to permit individual families to receive an exemption from Mrs. Ashby to decide the appropriate cared-for hairstyle for their children. (ADM 8.0) Please email or call Mrs. Ashby to receive this exemption. Should a family or student have a question about a hairstyle, please contact Mrs. Ashby before getting their hair cut or styled.

Accessories

- Watches are permitted (no alarms or beeps)
- No Smartwatches
- Small cross or religious medal necklace is permitted; no other jewelry is permitted including rubber bracelets
- No tattoos. No cologne
- Undergarments may not show through the 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 that must be plain-no logos.
- Shoes must be tied properly in bows. No slip-on, zipper or heely tennis shoes, no lights.
- 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.
- The PE Teacher will determine dates for winter vs. warm weather attire each year depending on weather.

Out of Uniform Policy

The designated “Out of Uniform” days require school appropriate dress. While each special day may have specific guidelines, clothing should always be neat and modest. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. Students must wear supportive shoes. Crocs, backless, and flip-flop-type shoes are not allowed. ***Other rules regarding make-up, nail polish, jewelry, hair, etc. remain in place on Out-of-Uniform days.*** Ripped clothing, cropped tops, and/or inappropriate length clothing is not allowed. Undergarments may not show through the clothing. If an out of uniform day occurs during our winter uniform time period, long pants must be worn, no shorts are allowed.

Uniform Infractions

The school uniform is set in place, and the expectation is to be followed daily as the students enter the building. Teachers as well as the principal and /or assistant principal will conduct a uniform check-in with 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, appropriate dress and grooming rests with the administration. The penalty for violations of these norms can be a detention. No warning needs to be given. However, “Uniform Infraction” slips may be sent home as a courtesy. If a student receives multiple slips for the same infraction, a detention may be issued. Students and parents who have questions regarding the uniform policy or grooming should consult with the Principal or Assistant Principal before appearing in school with them.

Lost and Found

All clothes and belongings must be labeled with the child’s name. If lost, articles are put in the Lost and Found bin. The school will do its best to get items that are found back to students if the items are labeled with the student’s name. Items not claimed are donated to charity twice a year.

Water Bottle Policy

All water bottles must be able to fit in the side pocket of a bookbag. They should have a spill proof, sealed top. No cups with straws are permitted. Water bottles should also be labeled with your child’s name on it.

ACKNOWLEDGEMENT OF AGREEMENT

A paper for you to sign will be placed in your child's folder the first week of school to document that both parents/guardians ***and*** students are in full agreement of the terms and conditions in this handbook including the Acceptable Use Policy for Technology.