



St. Joseph School Handbook

Traditions That Empower the Child

Child of Faith. Child of Service. Child of Knowledge. Child of Tradition. Child of Discovery.

[PHILOSOPHY OF ST. JOSEPH SCHOOL](#)

[MISSION AND VISION STATEMENT](#)

[FACULTY AND STAFF](#)

[LUNCH](#)

[PARENT TEACHER ORGANIZATION](#)

[STEWARDSHIP](#)

[FUNDRAISING POLICIES](#)

[ADMISSION AND RECORDS](#)

[UNIFORMS](#)

[ATTENDANCE POLICY](#)

[EXTRA CURRICULAR](#)

[AFTER SCHOOL EXTENDED CARE](#)

[CURRICULUM](#)

[POLICIES AND PROCEDURES](#)

[TUITION POLICY](#)

[DISCIPLINE PROCEDURES](#)

[CORRECTION PROCEDURES](#)

[SCHOOL EMERGENCIES](#)

PHILOSOPHY OF ST. JOSEPH SCHOOL

Catholic education is one of the most important ministries of the Church. Catholic Schools have the opportunity and the responsibility to provide the atmosphere for developing the human potential of each student to become the unique person and disciple God has called each to be. Its distinctive purpose is to relate all human culture and knowledge to the Good News of Salvation. The purpose of Catholic education is contained in a three-fold dimension:

- To proclaim the Gospel message
- To develop a community of faith
- To give service to others

The primary and ultimate purpose for the existence of St. Joseph School is to assist parents in fulfilling their role of educating their children with a quality Catholic education. The educational program and goals of St. Joseph School provide for the growth of the total individual: spiritual, intellectual, emotional, and physical, so that the students may develop into a truly Christian person. This program prepares our students to live intelligently and freely with a sense of responsibility toward their country and an awareness of their own needs and the needs of others.

To support this philosophy, St. Joseph School has committed itself to the following objective:

- To provide a comprehensive religious education program enabling our students to better understand the Gospel message as they are encouraged to live out their faith in service to others
- To provide the student an opportunity to plan and participate in the Liturgy, thus deepening his/her awareness of the faith community
- To help students develop a positive self- image and to understand and appreciate their uniqueness as individuals
- To create an environment which encourages respect for authority while recognizing the rights of others
- To provide an academic program rooted in the basic skills and expanded to embrace the sciences, humanities, and arts
- To help each student develop the power to think constructively, to solve problems, to reason independently, and to communicate effectively
- To provide the students, faculty, and parents an opportunity for input the decision-making process
- To promote a model of inclusion for children with mild disabilities
- To continue to search for new ways to meet the individual, physical, mental, and educational needs of all our students
- To deepen the students' concern for and skill in peace-making and the achievement of justice
- To continue our commitment to a Catholic program of academic excellence by an ongoing process of evaluation and change

MISSION STATEMENT

The mission of St. Joseph School, as an integral part of St. Joseph Parish, is to provide an environment of academic excellence for all students based on Catholic values and traditions. St. Joseph School is committed to help the students develop the spiritual, intellectual, physical and emotional skills needed to become responsible citizens and lifelong learners.

VISION STATEMENT

St. Joseph School, through collaboration of parish, parents, teachers, administrators and community, provides a learning environment and experience that prepares all students for successful participation in Church, academics, the community, and in their personal relationships. St. Joseph school will meet these goals by:

- Including prayer, sacraments, and worship as an integral part of student formation
- Offering a variety of academic programs and extracurricular activities
- Increasing the use of technology for students and staff
- Addressing financial concerns by encouraging participation of time, talent, and treasure

FACULTY AND STAFF

Pastor: Father Terry Bradshaw

Principal: [Penny Bradley](#)

Dean of Students/Athletic Director: [Curt Haun](#)

Counselor: [Audrey Carney](#)

Library Media Specialist: [Laurie Swink](#)

Secretary: [Susie Heil](#)

Public Relations/Administrative

Assistant: [Sarah Thomas](#)

Learning Consultant: [Connie](#)

[Whiteman](#)

ELEMENTARY

Preschool:

[Marissa Lew](#)

[Mary Kate Evans](#)

[Shawn Bond](#)

[Patricia Butler](#)

Kindergarten:

[Emily Mattingly](#)

[Angie Krish](#)

First Grade:

[Christina Brittian](#)

[Kristy Hutchins](#)

Second Grade:

[Karen Meredith](#)

[Margie Downs](#)

Third Grade:

[Ellie Downs](#)

[Angela Eby](#)

Fourth Grade:

[Amanda Bradley](#)

[Katie Garrett](#)

Fifth Grade:

[Karen Spalding](#)

[Katrina Ballard](#)

MIDDLE SCHOOL

Language Arts:

[Kara Lewis](#)

[Ali Sparks](#)

Math:

[Denise Palumbo](#)

Religion:

[Dan Schoenfelder](#)

Science:

[Valerie Brooks](#)

Social Studies:

[Kim Conway](#)

ARTS & HUMANITIES

Art: [Karen Allen](#)

Music: [Jill Vittitow](#)

P.E.: [Patrick Miller](#)

Spanish: [Lupita Jimenez](#)

Technology: [Susan Hurst](#)

AFTER SCHOOL CARE

Director: Janet Hicks

Marlene Blair

Darlene Peppers

TEACHER ASSISTANTS

Carol Ballard

Mary Kate Evans

Patty Fox

Pam Hamilton

Jamie O'Bannon

Jeanie Stiles

Debbie Watts

Mary Wimpsett

Rayne Wheatley

MUSIC MINISTRY

Jill Vittitow

Debbie Jones

PASTOR

Father Terry Bradshaw

LUNCH AT ST. JOSEPH

All students must eat a lunch prepared by Taher or brought from home. The account can be funded as a parent chooses; checks can be sent to school with the student or dropped off in the cafeteria.

No restaurant/fast food or soft drinks may be brought into the cafeteria according to federal regulations.

PAYMENT

Check/cash is sent to school and deposited into your child's account (unlimited account). The account balance decreases as purchases are made. As the funds in a lunch account are depleted, email reminders are sent in order to keep parents up-to-date. Once the money in an account is depleted, students may charge up to \$10.

ALLERGY POLICY:

Students with allergies will be given accommodations according to their need. For example, during lunch or snacks, students with food allergies will be seated at an allergen-free table with their friends.

PARENT TEACHER ORGANIZATION

Volunteers:

Every parent/guardian is encouraged to become an active participant.

This organization provides grandparents to provide their time and talent to enhance our curriculum the opportunity to work cooperatively with the teachers on projects and provide an opportunity for active participation in the education that benefit the students both directly and indirectly. Meetings are held process of our young people. in the school cafeteria at 7:00 p.m. on 8/20, 1/21, and 4/21.

Two major projects that the PTO undertakes are:

- Friday Fish Fries during Lent
- Annual Knight Out

IN SCHOOL VOLUNTEERS

During the school year, there are many opportunities for parents or in the Parent Teacher Organization (PTO) to provide their time and talent to enhance our curriculum and provide an opportunity for active participation in the education process of our young people.. All school volunteers must have a criminal background check and safe environment training. All volunteers should sign in at the school office each time they participate.

STEWARDSHIP

Caring for and sharing God's gifts are a fundamental part of life at St. Joseph School.

Throughout the year, students are invited to practice good stewardship.

This year stewardship money is collected through our T-shirt sales. The money will be divided between the organizations listed or to help families during a crisis.

- Catholic Charities for Earthquake and Tornado Relief
- Cystic Fibrosis Foundation
- Hospice of Nelson County
- National Children's Leukemia Foundation
- Nelson County Community Clinic
- Nelson County Humane Society
- Nelson County Relay for Life
- New Life Center
- Red Cross of Nelson County
- St. Vincent DePaul
- Support the Troops
- Kosair Children's Hospital

Other Stewardship Projects:

- Project Hope: A school-wide Lenten project that provides St. Vincent DePaul food pantry with canned goods for Nelson County families.
- Change for Haiti: Advent fundraiser to support sister parish and school in Haiti. Every year, thousands of dollars are donated by students, families, and the local community.
- Student Class Service Projects: Other classes also participate in recycling projects as well. White paper, cardboard, ink cartridges, and plastic bottles are recycled. Other projects include praying the Rosary for special needs, visiting nursing homes, campus beautification, pen pals with the home bound and our service men and women. All classes participate in Earth Day programs.

*"It is not how much we give but how much love we put into giving."
-Mother Teresa*

FUNDRAISING POLICIES

Goal:

To provide for academic excellence at St. Joseph School while maintaining affordable cost and contributing to its long-term financial security.

Objectives:

- Build an endowment fund for the future
- Increase operating revenue with interest income from the endowment fund
- Build fellowship through an increase in family involvement.
- Coordinate and limit fundraising events that require the sale of goods

Fundraising and Scrip Policy:

Fundraising at St. Joseph School will include community events and family services. Fundraising will be a coordinated effort among the PTO, Athletic Board, Men's Club, faculty, parents, and students. When a parish/school has a fundraiser for a school trip or related activity, the parish/school cannot take the funds raised by one parent and reduce only that particular parent's fee, nor one particular child's fee for the trip or activity. The funds raised for the trip must be put altogether and reduce the total cost of the trip or related activity for everyone. Volunteers cannot be paid directly or indirectly for any fundraising event.

The Scrip Fundraising program runs year-round. A scrip envelope containing an order form is sent home with students each week and then the scrip cards are distributed to the student or parent. On average, \$15,000 is raised through Scrip.

ADMISSIONS AND RECORDS

To assist St. Joseph administrators in enrolling students, the following are principles and priorities regarding school admissions:

Principles: The basic purpose of Catholic Schools is to assure that Catholic truth and values are fully integrated with the student's life and academic program. Catholic schools recognize the broadening and enriching educational opportunities afforded in culturally diverse school situations, and direct resources to recruit teachers and enroll students to achieve cultural diversity.

Application of Principles: Saint Joseph does not discriminate on the basis of race, creed, sex, religion or national origin. Students are admitted to Saint Joseph on an annual basis. Continuance at Saint Joseph for each successive year will be based on attitude, behavior, and the academic achievement of the student. This is entirely the decision of the school.

- Children who will be three years of age by August 1 of the current school year are eligible to enter the preschool program for three-year-olds.
- Children who will be four years of age by August 1 of the current school year are eligible to enter the preschool program for four-year-olds.
- Children who will be five years of age by August 1 of the current school year are eligible to enter kindergarten.
- Children who will be six years of age by August 1 of the current school year and have successfully completed kindergarten are eligible to enter first grade. In the admission of students, the order of priority shall be as follows:
- Children from families with children already enrolled
- Children from parish families now reaching school age
- Children from families with children enrolled in St. Joseph Preschool or St. Joseph Montessori Children's Center
- Children from families newly moved into the parish whose children have been in Catholic schools where such were available.
- Children of non-parishioners from other Catholic Parishes
- Children from families newly moved into the parish whose children have not been in Catholic Schools where such were available.
- Children of a non-Catholic faith

POLICY FOR ADMISSION OF NEW STUDENTS:

- Records are requested from previous school.
 - A conference is held with parents, student, and principal
 - Parents/Guardians inform the principal of any special academic, emotional, or physical needs and any testing for learning disabilities. Copies of testing reports are needed to be considered for acceptance. The principal has the right to decide if the school's program will best meet an individual child's special learning needs needed to be considered for acceptance. The principal has the right to decide if the school's program will best meet an individual child's special learning needs
 - Requirements/expectations of the student are explained at this conference.
 - Requirements/expectations of the student are explained at this conference.
- Completed form from previous teacher, counselor, and principal.

REGISTRATION: Registration starts in the spring of each year for all new students who expect to attend St. Joseph the following year.

PERMANENT RECORDS: The Permanent Record serves as an educational history for each student. This record remains in the active current file as long as the student attends the school. The School recognizes the rights of the non-custodial parents to see their child's records according to the Buckley Amendment unless there is court order on file to the contrary. The parent must allow ample time for preparation of requested records.

Vital Information: 1. Social Security Number 2. Birth Certificate 3. Immunization Record

Health: Health records required for admission are: 1. A physical and eye examination are required for all initial enrollments within 6 months prior to, or one month following his/her initial enrollment. 2. A current immunization record for any child enrolled 3. A medical exam and updated immunization

Sacramental: Students completing their sacraments need to provide the following dates:

- Baptismal date
- First Reconciliation date
- First Eucharist date
- Confirmation date

ACADEMIC: Previous school records will be obtained.

TRANSFERS/WITHDRAWAL: Notice of a transfer or withdrawal should be made by the parent to the teacher, principal and secretary.

UNIFORMS

When purchasing your uniforms, use the following criteria. If something is not listed, it can be assumed that it is not an acceptable part of the school uniform code. Uniforms should be purchased from Choice Uniforms and the St. Joe emblem must be sewn on all pants and shorts.

UNIFORM REQUIREMENTS FOR ALL STUDENTS IN GRADES K-8:

Sweatshirt/Fleece/Polyester Pullover: Navy blue or red with St. Joseph School name and logo. Sweater: Navy or white, button front or pullover with long sleeves. Sweaters may or may not include the school logo. Shoes: Tie-up shoes or shoes with straps across the top of the foot are required. No sandals, crocs, boots, or high-heeled shoes may be worn. Belt: Belts are optional for students in grades K-3. Belts are required for students in grades 4-8 with slacks or shorts. Belts must be solid black, brown, or navy with no decorations. Socks: Navy, black, or white socks must be worn at all times.

GIRLS UNIFORM CODE:

Shorts/Skorts/Skirts: Navy uniform shorts/skorts or skirts without logo. Length must be no shorter than 3 inches above the knee. Must be worn at the waist - no low-rise or tight-fitting uniforms are allowed. Girls in grades 6-8 have the option of wearing khaki uniform bottoms with the St. Joe emblem sewn on (must meet the requirements listed above). Plain navy or white tights or leggings may be worn under skirts (no capri-style leggings are allowed). Shorts may be worn during the months of August, September, October, April, May and June. Jumper: Navy uniform jumper no shorter than 3 inches above the knee. Plain navy or white tights or leggings may be worn under jumpers (no capri style leggings are allowed). Pants: Navy uniform pants with St. Joe emblem sewn on. Girls in grades 6-8 have the option of wearing khaki uniform pants. Pants must be worn at the waist-no low rise or tight fitting pants allowed. Shirt: Solid white polo shirt (golf style) without logo. Girls in grades 6-8 have the option of wearing light blue uniform shirts. Blouse: plain white oxford cloth or cotton with collar, short or long sleeves. Girls in grades 6-8 have the option of wearing light blue uniform blouses.

BOYS UNIFORM CODE:

Shirts: Light blue oxford cloth or cotton button front shirt with short or long sleeves. Light blue polo shirt (golf style) without logo. Boys in grades 6-8 have the option of wearing white uniform shirts. T-shirts: Plain white T-shirts only may be worn under the uniform shirt. Pants: Navy uniform pants with the St. Joe emblem sewn on. Pants must be worn at the waist - no sagging styles are permitted. Boys in grades 6-8 have the option of wearing khaki uniform pants with the St. Joe emblem sewn on. Pants. Shorts: Navy uniform shorts. Shorts must be worn at the waist-no sagging styles are permitted. Uniform shorts must be no shorter than 3 inches above the knee. Boys in grades 6-8 have the option of wearing khaki uniform shorts with the St. Joe emblem sewn on.

OTHER POLICIES

- Shorts will be allowed during the months of August, September, October, April, May, and June, including on out-of-uniform days
- Makeup, colored lip gloss, and nail polish are not allowed
- Only post type earrings may be worn by girls .
- Elaborate costume jewelry is not appropriate for school
- Earrings for boys are not acceptable.
- No fake nails.
- Hair should be neatly trimmed and not extreme or dyed colors.
- Teachers who question the suitability of a student's dress or hair may send the student to the Principal.
- Students may be out of uniform on picture day.
- Students whose parents attend the PTO meeting may dress out of uniform the day after the meeting. Students may wear school appropriate T-shirts with jeans or sweatpants. No leggings or yoga pants allowed.
- Each Friday, students may wear an approved St. Joe T-shirt with uniform bottoms.

The administration will make the final decisions concerning dress code violations when necessary and take appropriate action.

ATTENDANCE/ARRIVAL/DISMISSAL

Attendance: State law requires that all children attend school 175 days per year. A child can never make up a day he/she has missed, even though he/she may go over the assignments that were presented. Therefore, private medical or dental appointments should not be made during school time except in cases of emergency. It is the responsibility of the student to make up the work missed. St. Joseph School is not liable for students when they leave the premises.

Arrival: Students may not arrive at school before 7:30 a.m. Supervision begins at that time. Upon arrival students in grades K-2 go immediately to the cafeteria and students in grades 3-8 go immediately to the gym. Students sit in designated areas and may talk quietly. Teachers escort students to their homerooms at 8:10 a.m.

Absences: Parents should call or email the school on the day of the student's absence. If a parent does not call, a school representative will call the parent. Students who are absent will have an "A" indicated on their attendance record.

- A student who misses more than two class periods in one day will be considered absent for 1 2 day.
- A student who misses more than 1/2 day is not eligible to participate in extracurricular activities that day.
- Students who are absent three or more consecutive days must provide a doctor's statement.
- Students who have chronic absences without a valid excuse may be considered truant as defined by Kentucky law KRS 159.50. Appropriate action will be taken under those circumstances.

Tardiness: All students are expected to be in the building by 8:10 a.m. The arrival of a student after 8:15 a.m. constitutes tardiness.

Early Dismissal: To release a student early, a parent or guardian must report to the office and sign the student out. The student will then be called to the office to be dismissed. When a student returns to school from a doctor's/orthodontist's appointment he/she must sign in at the office. Students who leave school early or miss a portion of the school day for an appointment will have "ED" (Early Dismissal) indicated on their attendance record. Students returning from field trips or other school events will not be released early - they will be released at their normal dismissal time and location.

ATTENDANCE/ARRIVAL/DISMISSAL (cont.)

Excellence in Attendance Award: In order for a student to qualify for Excellence in Attendance, he/she must meet the following criteria:

1) Two or fewer days absent during the school year. 2) No more than 3 ED (Early Dismissal) or T (Tardy) indicated on the attendance record for the school year.

Arrival Schedule:

- 7:30 am--Earliest time students may arrive: Students must go to the gym or cafeteria.
- 8:10 am--Teachers take students to homerooms
- 8:15 am--Students arriving after 8:15 are tardy

Dismissal Schedule:

- 2:45 pm--Announcements
- 2:50 pm--County bus and Bethlem bus riders are dismissed through the main doors
- 2:55 pm--Car riders in preschool, kindergarten, 1st, and 2nd grades AND their siblings dismiss through the main doors. Car riders in 3-8 dismiss through the church side doors.
- 3:00 pm--After School Care (ASC) students go to the cafeteria. Late car riders go to the cafeteria. Intermediate-Middle school DASH students go to the assigned room.
- 3:30 pm--Students remaining in late car rider are taken to After School Care.

Illness: Regular attendance is important for a child's academic success. However, if your child is running a fever, nauseated, or ill at home before school time, please do not send your child to school to suffer all day and expose others to the illness. State law requires a record of absences and written excuses when it is necessary for a student to be absent from school because of illness. Please send a written excuse when your child returns to school.

EXTRA CURRICULAR ACTIVITIES-FIELD TRIPS

Field Trips: Field trips are an important element of your child's education. St. Joseph School organizes field trips to religious, historical, cultural, industrial, and business places each year. **Written permission must be obtained from a parent/guardian before a child may attend. Failure to bring such permission prevents a student from participating. There is an additional fee for most field trips.**

A field trip is a privilege, not a right. The parent/teacher has the right to refuse to let a student participate in a field trip. If a student is behind in his/her work or is having behavior problems in school, he/she may lose the privilege of participating in the field trip. However, in such an event, a student should report to school in uniform on the date of the field trip for regular school work.

Uniforms are to be worn unless the type of trip requires otherwise. Buses will be utilized for field trips, with the exception of very short field trips.

- Parent chaperones are needed to help the or teacher has the right to refuse to let a student teachers during most field trips.
- Siblings and family members other than the chaperone are not permitted to attend school field trips.
- Students returning from field trips or other school events will not be released early - they will be released at their normal dismissal time and location.

EXTRA CURRICULAR ACTIVITIES-PROGRAMS

St. Joseph School extra curricular activities such as athletics or clubs promote Christian values, sportsmanship and academic success for all students. The administration, teachers, coaches and sponsors work together to provide opportunities for our students. The following are extra curricular activities:

House System: The House System places middle school students on teams that strive to excel in all school activities.

Dances: Students must be maintaining passing grades to attend.

Academic Team: Grades 4-8 participate in local competitions, and in District, Regional and State Tournaments.

BETA Club: Grades 6-8

Athletic Program: Grades 4-8 boys and girls are given the opportunity to compete in various sports, such as: archery, basketball, baseball, volleyball, etc.

Girl Scouts: Daisies- Kindergarten; Brownies- grades 1-3; Juniors- grades 4 and up.

Cub Scouts/Boy Scouts: Cub Scouts-K-3; Boy Scouts- for boys in grades 4-8.

Altar Servers: Boys and girls in grades 5-8 are given the opportunity to serve mass at school and parish liturgies.

4-H: A state organization for grades 4-8. Students are given an opportunity to compete in local and state competitions.

Robotics Club: Students ages 9 to 14, design, build and program an autonomous robot to perform certain tasks and compete in a worldwide Lego competition.

Drama Club: Students in grades 6-8 are given the opportunity to produce and act in school productions.

Church Choirs: Students in grades 2-5 and 6-8 are invited to participate in the school liturgies and during parish weekend masses.

Book Bee: Students in grades 4-8 read and compete with other Catholic schools in the Archdiocese

AFTER SCHOOL EXTENDED CARE

After School Care is a program designed to assist our parents with their childcare needs. The program is open to all students in grades Preschool-8 who attend St. Joseph School. The program is available each regular school day from 3:00-6:00 p.m. It provides opportunities for children:

- To complete homework.
- To be in a safe, supervised environment.
- To participate in fun, organized activities

school day. The discipline code expected during the regular school day is also expected during the After School Care Program.

Days closed: If school is not in session for a half or full day, there will be no After School Care.

Payment: Fees are due on a weekly basis. If your account is not up to date at the end of each calendar month, a bill will be sent to you. All checks should be made payable to St. Joseph School—for After School Care. Non-payment will lead to dismissal from the ASC program.

Parent/Student Routine: Student must sign in with monitor upon arrival. Parent must sign out the child when leaving. This is extremely important for your child's safety.

Program Design: Students will be grouped by age for structured activities that will include study time, art, reading, computer, and play. Snacks will be provided each day. Personal electronic devices are allowed provided they are used for educational purposes such as reading and educational games.

Discipline: The After School Care Program is an extension of our regular school day. The discipline code expected during the regular school day is also expected during the After School Care Program.

CURRICULUM

FAITH FORMATION

St. Joseph School is a Catholic School. All students are instructed in the basic beliefs of Catholicism and Christian morality and expected to participate in all religious activities. The entire student body attends monthly scheduled liturgies and other liturgies to celebrate special occasions and feast days. Special grade specific liturgies are held for students, parents, and grandparents and on that day those special guests are invited for lunch.

Sacramental Preparation

St. Joseph School is an outreach ministry of St. Joseph Parish. Sacramental preparation is seen as a profound privilege and responsibility. This preparation is offered to support the primary educators of the faith, the parents of the child. A minimum requirement for this preparation would simply be what the Church asks from all its members.

Reconciliation-----Grade 2 (Fall)

Eucharist-----Grade 2 (April)

Confirmation-----Grade 8 (Spring)

CORE CONTENT CLASSES

Language Arts: Language Arts includes reading, English, spelling, vocabulary and writing; including expository, descriptive, narrative, persuasive and creative writing)

Science: Physical, Life and Earth sciences are all part of the science program.

Social Studies: History, geography, citizenship, and current events are all components of the Social Studies program.

ARTS & HUMANITIES CLASSES- GRADES KINDERGARTEN - 8th GRADE

Spanish: Students develop language skills in Spanish as a second language and an appreciation for other cultures.

Technology Education: Students develop 21st Century skills by using technology such as: iPads, Chromebooks, computers, and Smart Boards.

Mathematics: In grades K-6 students are placed with classroom groups. In grade 7, students are placed in pre-algebra. In grade 8, students are placed in algebra.

Religion: Daily religious instruction is included in all grade levels K-8.

Music: Choral music, music theory, recorders,

Art: Students work with a variety of materials keyboards, movement, and musical productions and methods to create original works of art are integral components of this class. Students while exploring different artistic periods and gain hands-on experience using recorders, styles. keyboards and percussion instruments.

Library Media: The purpose of the school library program is to teach research skills,internet safety, public speaking, and promote the love of reading in collaboration with classroom teachers.

Physical Education: Students engage in a comprehensive physical education program based on participation in athletics and physical the love of reading in collaboration with the fitness activities. Students K-5 will attend two times a week. Students in grades 6-8 will attend once per week.

CURRICULUM (cont.)

PROGRESS AND EVALUATION

Report Card: The following code is used on the kindergarten report card to evaluate goals set by the teacher and individual students: E- Excellent S- Satisfactory U- Unsatisfactory

The following code is used for grades 1-8 and indicates the level of mastery achieved by the student in comprehension of subject matter and demonstration of skills:

A-Excellent (93-100)

B-Very good (84-92)

C-Adequate (75-83)

D-Passing (70-74)

F-Not Passing (69 and Below)

I- Incomplete

Conduct/Effort: E-Excellent S-Satisfactory U-Unsatisfactory N-Needs Intervention

Promotion/Retention:

The teacher, Learning Needs Consultant, and principal, in collaboration with the parent and student, make decisions concerning promotions and retentions. Such decisions are based on the total evaluation of the student's performance. Failing two or more core content classes for a school year may constitute retention for a student. Summer work may be required for promotion. Any possibility of retention will be communicated in writing to the parents and students well in advance of the end of a school year.

Philosophy of Evaluation and Reporting Process:

The evaluation process depends upon a sincere relationship of cooperation among teachers, students, and parents, so that the common goals in education as stated in the philosophy can be achieved. Christian educators believe that vital to the evaluation process is the fact that each child is unique, that a child should develop an awareness of self in light of progress which he/she is capable of making.

TeacherEase is a web site used by all teachers as a means of communicating grades, conduct, homework assignments or general information to parents. Each parent is assigned a TeacherEase password that will enable him or her to access each student's information. Parents and teachers may also e-mail via TeacherEase. Student report cards are created using a TeacherEase format.

CURRICULUM (cont.)

Basis for Evaluation:

- **Class Participation:** Listens attentively, manifests interest, does background reading, gives considered opinions, and has a positive attitude toward learning.
- **Personal Development and Study Habits:** Positive attitude toward learning situations, interacts with others, respects the rights of others, demonstrates responsibility, and comes prepared for class.
- **Written Assignments:** Class work and home assignments, performance assessments, role playing, building of models, etc.
- **Test Results:** Class tests and standardized tests to evaluate the student's grasp of the subject matter.

Make-up Work: When a student is absent, the student is responsible for the work that he/she missed and is required upon return, to go to the teacher(s) involved for make-up tests, homework or class work. This make-up work is to be done on the student's time after he/she has returned to school. Make-up work should be completed within a reasonable time established by the teacher(s). Policies may vary according to the level (primary, intermediate, middle).

Home Work/Study Policy:

Home assignments develop initiative, responsibility, independent thinking, and perseverance. Each level, primary, intermediate, and middle school gives homework and has policies unique to their levels i.e. late policies, weekend work. Weekend homework is necessary occasionally in grades 3-5 and will be more frequent for middle school students. Homework is due on the date assigned by the teacher. Late work is accepted but can incur a penalty.

Archdiocese of Louisville suggested guidelines for homework

Grades 1-2 30-40 minutes

Grades 3-4 40-50 minutes

Grades 5-6 60-75 minutes

Grades 7-8 75-90 minutes

Parents are asked to provide a quiet space for their son/daughter to complete homework each day. Parents are encouraged to allow the child to assume responsibility for the quality of the work. Parents are asked to give support to their child while still allowing the child to work independently.

Parent-Teacher-Student Conferences:

Conferences are to be considered one of the primary sources of communication between parents, teachers, and students. The student is required to be present at the scheduled fall PTS conference to complete the flow of information. Other conferences will be held as needed for each student.

Special Conferences:

Consultation with the Principal and teachers is best handled by an appointment. Parents wishing to confer with teachers are asked to email the teacher to arrange a time to meet. We ask that you do not stop by your child's room to consult during school hours.

Honor Roll:

Honor Roll recognition is available to students in grades 4-8. There is an "A" and an "A-B" honor roll. For student in grades 6-8, Arts & Humanities classes are included in the Honor Roll requirements. An unsatisfactory conduct grade will disqualify a student from being on the honor roll.

CURRICULUM (cont.)

Class Size: The average class size for St. Joseph School is 21 students with a teacher: student ratio of 17:1. St. Joseph School curriculum is designed to meet the policies and guidelines established by the Archdiocese of Louisville's Office of Lifelong Formation and Education, and to meet or exceed the objectives set by the Kentucky Department of Education.

Learning Consultant:

St. Joseph School promotes a model of inclusion for children with mild disabilities in our school. We believe that children with disabilities can be successful within the regular classroom setting when the instruction is differentiated and strategic teaching methods are utilized and appropriate accommodations are implemented. Private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept IEPs (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Intervention protocol. *The Archdiocese of Louisville Intervention Protocol* has been developed to help ensure that the learning differences of our students are effectively addressed. In addition, the protocol ensures that our principals, counselors and teachers will have the guidance and support of a consistent educational process that provides parents of students with learning differences a better understanding of how their child's needs will be addressed. Federal programs offer speech and tutoring programs to those students with documented needs.

Admission of Special Needs Students:

Prior to admitting a student with a diagnosed disability, the principal, the learning consultant, and the classroom teacher will consider the severity and degree of the disability using the following criteria:

1. The level of support needed from special services or any special equipment the student may require.
2. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities are enrolled in any one classroom. St. Joseph School's resources such as available support personnel, class size, and accessibility of school facilities are all taken into consideration.
3. The principal and learning consultant may engage the services of the Archdiocese to assist in making a determination of whether a student's educational needs can best be met in the St. Joseph School setting.

School Counselor: St. Joseph School is a Peace Builders school. Peace Builders is a collaboration initiative of the Archdiocese of Louisville committed to the academic and social competence of children, family, and community context.

On-site problem solving occurs through teamwork of school officials, parents, professionals, and other members of the faith communities. Staff support and clinical supervision come from Family Counseling at the Center for Family Ministries of the Archdiocese of Louisville. The school counselor provides direct services to the student and family and manages the counseling caseload. The school counselor provides individual, group, and family therapy services that are delivered during school hours. Referrals can be made by the counselor, parents, or teachers. Parental permission is required before a child is seen for counseling. Exceptions are made when there is a legal requirement to report any signs of abuse or neglect and when a student may wish to share information regarding safety of self or others.

Childhelp-Speak Up Be Safe: This educational program sponsored by the Archdiocese of Louisville is provided to students in grades 1-6. The school Counselor and staff members are trained by the Archdiocese to educate our students on appropriate adult/child interaction.

Life Skills: This educational program sponsored by the Archdiocese of Louisville is provided to students in 5th grade. Nutrition, hygiene, physical development, and Christian values are discussed in an age-appropriate context.

POLICIES AND PROCEDURES

No Smoking Policy:

In order to be eligible for federal funds we must implement the NO SMOKING POLICY in compliance with the Pro-Children Act of 1994.

Pro Children Act of 1994: The applicant assures that it is in compliance with the Non-smoking Policy for Children's Services, set forth in the Act, which states that:

"No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children,"

"No person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or routine health care or daycare or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this section shall not apply to (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs or alcohol, and (2) any private residence."

Lost and Found:

Most lost and found articles are turned in to the office. If the article is labeled, the child will be called to pick it up. All other items will be taken to the lost and found, bottom floor near the west stairway.

Lunch:

No restaurant lunches or soft drinks may be brought to school by or for students.

Bikes:

Bike racks are available on the east side of the school. Since the school can assume no responsibility for stolen or damaged bikes, it is recommended that each one be registered with the police department and a lock provided for it.

Telephone:

The phone at the school office must, of necessity, be a business phone only. Students are discouraged from asking permission to use this phone. During the school day, students may use the phone with permission from their homeroom teacher and/ or the secretary for emergency matters. No student will be called to the phone. Emergency messages will be delivered to individual students. After school plans are to be made in advance.

Thursday Envelopes:

Information from school, PTO, athletic programs, extracurricular programs, graded assignments, etc., will be sent home with your oldest child on Thursday of each week. The information will come home in a large manila envelope. Please check the envelope every Thursday, remove papers and information, initial it, and have your child return it on Friday.

POLICIES AND PROCEDURES (cont.)

Birthdays:

Special deliveries of flowers, balloons, etc., are not allowed during the school day. Students may distribute a treat to their classmates at lunchtime.

Email/Website:

Teachers, administrators, coaches, and group leaders use TeacherEase to communicate important and timely information to parents and students via email. The website is also a valuable resource for students and parents to stay informed about important school events and information.

Visitors:

Parents, visitors, and stakeholders who have an interest in our school are welcomed at any time.

All visitors to St. Joseph must sign in and sign out in the office. A Visitors tag must be worn by all visitors.

Prospective families interested in visiting St. Joseph to tour are welcome and encouraged to call the school office to schedule a visit.

School Announcements:

End-of-the-day prayer and announcements are made to the entire student body. Please call the office by 2:30 p.m. if you have an announcement concerning transportation for your child.

Releasing Students:

No child will be dismissed from school without the parent first coming to the office. If a parent is sending someone to pick up his/her child, the parent is required to notify the office by letter, email, or phone prior to the time the child is to be taken from school. The Principal or staff must know when someone other than the parent is authorized to pick up the child. The parent or authorized person must sign the child out.

Emergency Information:

Emergency contact information is included in our student database and enables the school to call a parent (or designated persons if the parent cannot be reached) in the event of an illness or emergency. It is very important that the school office has accurate phone numbers on file in case of a student's illness or emergency.

Alternate Transportation Plans:

Transportation information is provided to the homeroom teacher on the Transportation Information Form. When a student needs to leave school by a means other than the regular daily transportation, then the student must have a note signed by a parent stating this fact, or the parent must call or email the office to have the change made on the afternoon announcements.

POLICIES AND PROCEDURES (cont.)

Medicine: The school does not dispense any medication, prescription or over-the-counter, without the written medical permission form from the parent or guardian. All medication is kept in the office. Medications must be in the original bottle with the child's name on it. These medicines must be provided by the parent/guardian. Inhalers may be kept with the student.

Custody Decisions: A copy of any court ordered custody decree must be provided to the school. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

Accident Report: Every accident which occurs at school and requires a doctor's attention or keeps the student out of school half a day or more must be reported on a Student Accident Report. One copy is sent to the Office of Lifelong Formation and Education and another is filed in the school office. Please inform the school when this circumstance applies.

Technology Use: The computer lab, workstations, personal devices, and software are made available to St. Joseph School students to be an integral part of the curriculum.

Personal Devices: All personal electronic devices should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices that would be channeled through the school server and allow filtering of the internet materials through the school filtering device. All devices will be used only for educational programs. No user may participate in social media sites unless advised by a teacher.

Internet: Internet access is provided for students to conduct educational research. Device users are expected to use the internet for class work and general reference. The making, viewing, or sending of inappropriate or sexually explicit materials are considered a severe breach of school policy. The use of the internet for research is to be done within the limits imposed by the individual teacher of the student.

Privacy: St. Joseph School subscribes to a filtering system to block inappropriate material. However, no filtering system is foolproof. Therefore, students are expected to act responsibly when using these resources. School personnel may review files and communications to ensure that students are using the system responsibly. Users should not expect that files or communications are private.

Loss or Damage: St. Joseph School is not responsible for the loss or damage of personal technology devices. Individual teachers may restrict or limit the use of such devices in the classroom. Each teacher will determine where personal

Acceptable Use Policy: A Technology Acceptable Use Policy will be distributed to the students and parents/guardians at the beginning of each school year. Students who do not comply with the rules and regulations for technology use will be subject to disciplinary action. All students are required to sign the Technology Use Policy, which is distributed by the homeroom teachers at the beginning of the year.

Ethical Use of Technology: St. Joseph School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours. Inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about faculty/staff, offensive communications, and safety threats.

TUITION POLICY

St. Joseph School

Bardstown, Kentucky

Tuition Policy

Overview

St. Joseph School relies upon the completed registration process for all students in order to plan and budget for the academic year. This includes full payment of all tuition and fees at the time of registration or payment of the required fees and deposit along with completion of the Tuition Payment Agreement. Timely payment of tuition and fees (collectively, “revenue”) enables us to retain teachers, operate facilities, purchase textbooks, provide technology and pay other ordinary and capital expenditures (collectively, “expenses”) necessary to run a Christ-centered academic institution. Accordingly, St. Joseph School’s Tuition Policy (“Policy”) sets forth the Parish’s authority to establish processes to: (1) register students; (2) collect tuition and fees; (3) establish or modify payment plans; and (4) remove students with missing or delinquent accounts from the enrollment roster.

Tuition Rates

Establishing Rates- Tuition rates for St. Joseph School are established by the Parish with the Pastor’s oversight for each academic year in consultation with the Parish Finance Council, Parish Pastoral Council and School Board, based upon the current and future needs of the School and the Parish.

Tiered Rates and Discounts- Tuition rates may be (but are not required to be) tiered according to academic level (e.g., pre-school versus K-8), number of students attending per family, and whether such family is a member of a Catholic parish. Tuition rates may be (but are not required to be) discounted for prepayment in full by a specified date or for utilization of electronic funds transfer (EFT).

Rate Information- Information concerning tuition rates can be found at www.stjoeelem.org/prospectivefamiliesfinancial.htm or by contacting the School office for the Registration Packet.

Fees-The School requires payment of non-refundable fees, such as registration fees, book fees, supplies, lab fees and technology fees. These fees can be found in the same way as above mentioned.

TUITION POLICY

Withdrawal- The obligation for tuition must be honored even in the event of withdrawal during the school year. Students who withdraw from St. Joseph School are obligated for tuition according to the following: 25% of tuition if withdrawn prior to October 1st 50% of tuition if withdrawn from October 1st through November 30th 75% of tuition if withdrawn from December 1st through January 31st 100% of tuition if withdrawn after February 1st

Registration and Commitment

Registration Requirement- Parents or guardians of new or returning students shall be required to register their children with the School in accordance with registration processes established by the School office. Advanced registration is necessary for planning and budgeting purposes. No parent or guardian should expect his/her child(ren) to be considered “enrolled” in the School unless properly registered and either: (1) all tuition and fees are paid; or (2) all requisite prepayments are made and the balance due is set up with a Tuition Payment Agreement.

Financial Commitment- Parents or guardians shall either: (1) pay all tuition and fees in advance of the academic school year upon registration; or (2) demonstrate their financial commitment by submitting any requisite prepayments and completing and signing a Tuition Payment Agreement approved by the School.

Accounts in Good Standing Required to Register- Parents or guardians who are delinquent with a Tuition Payment Agreement are not eligible to register any prospective student (whether a new student or a student intending to return to the School in a subsequent year).

Financial Assistance

Application for Financial Assistance- St. Joseph School shall direct any families who express a need for financial assistance to complete an application for assistance through the Catholic Education Foundation (“CEF”). No assistance from the CEF nor Parish can be granted unless the Private School Aid Service (“PSAS”) form is completed and the CEF sends the recommendation back to the Parish. Information concerning CEF and the PSAS can be found at www.archlou.org/find-a-school/tuition-assistance/.

Tuition Payment Agreement-

St. Joseph School shall make available a Tuition Payment Agreement for those parents or guardians who are unable to prepay all tuition and fees at the time of registration. The Tuition Payment Agreement allows for payment over time according to an **established amount and time** schedule (e.g., monthly or quarterly payments). The Tuition Payment Agreement is a promissory note to remit the specified amounts on or before the specified due dates. The Tuition Payment Agreement may be modified only by the Tuition Administration Committee. A Tuition Guidance Team member will assist the family in submitting all requests to the Tuition Administration Committee.

Modifications

Qualifying Hardships- In most instances, families are expected to apply for financial assistance through CEF or make other arrangements, if needed, prior to the beginning of the academic year. St. Joseph School understands that, **in rare circumstances**, a family may experience an unforeseen hardship during the academic year that could make it difficult or impossible to remit the agreed-upon amount pursuant to the Tuition Payment Agreement by the due date. Such "Qualifying Hardships" may include: long-term hospitalization; death; divorce; loss of job; loss of residence due to fire or storm; or other serious catastrophic event.

Any family presenting a Qualifying Hardship to modify a Tuition Payment Agreement must provide objective evidence that is determined to be acceptable at the Tuition Administration Committee's discretion.

TUITION POLICY

Authorized Committees

Tuition Guidance Team- On a confidential basis, a Tuition Guidance Team member will guide those who request help with meeting their tuition payment obligations. With the aid of a Team member, a family may submit an appeal to the Tuition Administration Committee related to:

- 1) Tuition payment (e.g., short extension of payment deadline);
- 2) Application for financial assistance; or
- 3) Catastrophic hardship

Tuition Guidance Team members are tasked with presenting appeals to the Tuition Administration Committee.

Tuition Administration Committee- This Committee will make a final determination of appeals received by members of the Tuition Guidance Team on behalf of parents seeking assistance due to a Qualifying Hardship. To the extent possible, the family making the appeal will be anonymous via utilization of a code on the appeal form in order to respect those applying. The Committee will review the facts and circumstances presented and will make a timely decision whether the appeal can be granted. The Committee's decision may not be appealed further. To help maintain confidentiality, the decision will not be shared with the Tuition Guidance Team member.

Oversight- The Pastor of the Parish has oversight management of this Policy and its associated processes, procedures and guidelines. Therefore, the Pastor will not make individual determinations of eligibility for financial assistance, the existence of a Qualified Hardship, approval of a modified plan or other such determinations as set forth herein.

Delinquent Accounts

Collections- St. Joseph School shall adhere to a reasonable collections process, which may include (but are not limited to) any of the following:

- 1) 30 days past due: providing past-due notices by sealed envelope;
- 2) 60 days past due: rendering a student ineligible for extra-curricular activities pending return of his/her account to good standing;
- 3) 75 days past due: withholding of grades for delinquent accounts;
- 4) 80 days past due: cancellation of registration; or
- 5) pursuit by collections agent or attorney if necessary.

Temporary Suspension of Certain Accounts- Delinquent accounts may be temporarily suspended for those families who follow the appeal process for a Qualified Hardship described in this Policy, provided the appeal is made in good faith and without delay.

Dishonored EFTS- St. Joseph School reserves the right to disallow continued use of electronic funds transfer ("EFT", also referred to as "ACH") in the event such transfer(s) have been dishonored by the bank due to insufficient funds.

Dismissal / Non-Eligibility- Any family whose account is not restored to good standing, whether through payment in full or through a valid, approved Tuition Payment Agreement is subject to student dismissal and/or student non-eligibility for a subsequent year's enrollment roster.

Legal Action- Without limiting any remedies otherwise available, whether at law or in equity, St. Joseph Parish reserves the right to pursue legal action to recover all amounts due as a result of a delinquent account including but not limited to court costs, reasonable attorneys' fees and accrued interest.

DISCIPLINE PROCEDURES

Philosophy:

The essence of Christian discipline is self-discipline. The code of discipline is intended to be a positive means of helping each child recognize appropriate behavior and growth in self-discipline. The student is free to choose one form of behavior over another but must learn to accept the consequences of the chosen behavior. The student who chooses specific actions that violate the rights of others or the philosophy of the school community will be dealt with in Christian Justice.

Policies:

According to Kentucky State Law, "...all pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of authority of the teachers, habitual profanity, vulgarity, or other violation of property or law constitutes cause for suspension or expulsion from school." St. Joseph School policies endorsed by the St. Joseph School Board and faculty are to be enforced.

Unacceptable Behaviors:

The following are unacceptable behaviors, which will result in a detention/consequence by the teacher(s) in consultation with the administration:

- Truancy, habitual tardiness
- Disrupting of the classroom
- Teasing/harassing other students
- Defacing books, desks, school property and teacher materials
- Improper use of facilities in the restrooms and cafeteria.
- Non-conformity of uniform regulations
- Chewing gum in school or on school grounds unless written permission is given for orthodontic treatment
- Vaping or juuling

Serious Infractions:

- Drugs-The possession and/or use of any chemical, drug, or drug derivative classified as a stimulant or depressant without the authorization of a physician is prohibited on the school grounds or at any school-sponsored function. When drugs are authorized, a parent or guardian must furnish written notification to the principal's office in all instances. Disregard of this policy is subject to the disciplinary procedures outlined in this handbook. Strict measures may apply especially when tobacco, alcohol, marijuana or other illegal drugs are involved.
- Fighting, use of profanity, stealing, dishonesty-Parents of students will be called to come to school to take their child home for the rest of the day. Conferences will be held with parents to discuss a plan of action.

School Functions:

Only those functions that involve St. Joseph School children and are authorized and sanctioned by the Principal's office will be recognized as official school-sponsored functions regardless of time and location. The Principal reserves the right to discipline a student for behavior that is contrary to school philosophy.

DISCIPLINE PROCEDURES (cont.)

Non-Sponsored Functions:

Any function, which is not authorized or sanctioned by St. Joseph School, is considered private and the school assumes neither authority nor responsibility.

Firearms and Dangerous Weapons:

KRS Chapter 527 reads as follows: “A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education.” The Kentucky Penal Code, Section 500.080, states that “deadly weapon” means:

- Any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged; or
 - Any knife other than an ordinary pocket knife or hunting knife; or death star
 - Billy, nightstick, or club; or Blackjack, Shuriken
 - Nunchaku karate kicks; artificial knuckles of any type
- While the Kentucky Penal code, Section 500.080, does not define hunting knives or pocket knives as “deadly weapons,” these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes. Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign of at least six (6) inches high and fourteen (14) inches wide stating: “UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS DOLLAR (\$10,000) FINE.” Failure to post the sign shall not relieve any person of liability under this section. Should a student be in violation of the above policy, the following steps should be taken:
- The parent/guardian is contacted;
 - The student is dismissed from school;
 - The police are called;
 - The superintendent is notified; and
 - The reason for dismissal is noted on the student’s permanent record.

DISCIPLINE PROCEDURES (cont.)

Threatening Behavior:

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures or actions intended to cause harm to another and/or damage to property. Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/ guardians, are to be notified as soon as possible.
- Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
- If a student engages in threatening behavior a second time, the student may be dismissed from school.

Homicidal Threats:

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student (s) who have been threatened, as well as their parents, are to be notified as soon as possible.

Homicidal Threats: If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student (s) who have been threatened, as well as their parents, are to be notified as soon as possible.

Range of Penalties:

Young children (K-3) who make threatening statements may be required to attend a conference in which the student and parent are informed that further threats could result in suspension and required mental health assessment.

Search and Seizure:

If a principal believes that a student is carrying a dangerous item on his or her person, the principal will ask the student to empty pockets, book bags, purses, etc. If the student does not comply, the principal must make a choice. Obviously, if the principal believes that persons are in danger, the principal will have to take whatever action appears necessary to gain possession of the item. If the situation permits, the best course for action would appear to be to contact the parent and have the parent come to school and conduct a search of the child. Where possible, principals should contact the appropriate diocesan personnel or attorney for advice.

False Threats:

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

Harassment:

St. Joseph School does not condone any form of harassment: sexual, verbal, physical, or visual. This prohibition against acts of harassment applies to all individuals in the school. Harassing behavior may result in suspension and/or dismissal from school

CORRECTION PROCEDURES

Teacher/Principal Mediation:

For situations which need teacher and/or principal involvement these procedures will be followed as a normal rule: 1) Teacher conference with the student to seek an understanding and solution. 2) Isolation within the range of the teacher's vision and so placed that other students will not be distracted. 3) Loss of privileges. 4) After school detention (DASH for middle school). Parents are notified in writing prior to the detention so parents can make the necessary arrangements. 5) Conference with principal, teacher, student, and parent(s). A plan for changing inappropriate behavior is formulated and consequences are set.

In-School Suspension:

In-school suspension is a disciplinary procedure by which a student is removed from the class for a specified period of time. The teacher provides educational tasks for the student to complete. The Principal puts a Notice of Suspension in the Principal's discipline file and provides a duplicate copy to the parent(s) or guardian.

Suspension or Probation:

Suspension or Probation will be used when normal disciplinary procedures have failed or in cases of exceptionally severe breaches of discipline (example: fighting, smoking, possession or use of any drug classified as a stimulant or depressant, disrespectfulness, or any other offense deemed serious by the Administration). During the period of suspension or probation, the student will not be privileged to participate in any extracurricular activity.

Probation:

Probation is a disciplinary procedure by which a student is evaluated in regard to attitude and behavior over a specified period of time by teacher and Principal in order to determine his/her resolve to remain in the school community.

Procedure for Probation:

If the Principal decides that probation is necessary, he/she: 1) Conferences with the student, teacher, and parent(s) to advise of reasons, conditions, length of probation, and plan of action. During the probation period the student will work with the school counselor. 2) Advises the pastor. 3) Files notice of probation signed by parent(s), student, teacher, and Principal in the Principal's discipline file, and gives a duplicate copy to the parent(s)/guardian. 4) Conducts a second conference after the period of probation to decide whether the probation is to be terminated or extended

Indefinite Suspension:

Indefinite Suspension (out of school suspension) is a disciplinary procedure by which a student is removed from the school indefinitely. This is used in those cases where probation and temporary in-school suspension seem inadequate to effect the desired changes in the student's attitude and behavior. In dealing with such problem areas as serious conflicts, alcohol and other drugs, it is very important that deliberations are weighed in the light of a Christian's response to God's command of forgiveness and reconciliation. .

CORRECTION PROCEDURES (cont.)

Grievance Procedure: Authority as exercised in the Catholic School System depends in a large measure upon a spirit of willing cooperation among administrators, staff, parents, and students. However, honest disagreements can and sometimes do occur between persons at various levels. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guideline is offered:

1) Student/Parent 2) Staff Person 3) Principal 4) School Board (Chairperson selects two members of the Board with approval of pastor as a hearing committee) 5) Pastor 6) Superintendent (who may choose to form a hearing committee composed of Office of Lifelong Formation and Education Board members and staff) 7) Due Process Board of Archdiocese of Louisville 8) Archbishop

It is assumed that all persons involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should have been made in writing within a reasonable amount of time (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.

At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.

At any point, the Office of Lifelong Formation and Education is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.

When the matter is referred to the Office of Lifelong Formation and Education, a representative of the office will meet with both sides of the dispute to search for and propose a satisfactory resolution.

The Office of Lifelong Formation and Education may appoint an ad-hoc committee to conduct a hearing should that approach be considered helpful.

Unresolved disputes may be referred to the Archdiocesan Due Process Board.

SCHOOL EMERGENCIES

Bomb Threats: If the school receives a telephone or written bomb threat, the police department will be notified immediately and the decision of the police authorities concerning the course of action to be taken will be followed. The Office of Lifelong Formation and Education will then be notified of the threat and the course of action that was taken.

Tornadoes: Kentucky State Law requires tornado drills twice a year. Students are required to file out quietly into the cafeteria or hallway on the ground level and be seated in position in assigned places until the “all clear” signal is given.

Earthquakes: In the event of an earthquake, the students will be evacuated to the area adjacent to the church adjoining our school property until the school is assessed by our Fire Department as to its structural integrity.

Fire: Kentucky State Law requires at least one fire drill each month. Students will file out quietly to the appointed area. Attendance will be taken to ascertain if all students have left the building.

Emergency Release Procedures:

No student will be dismissed from school unless a parent or individual designated by parent comes for his/her children. All parents, or designated parties, who come for students must sign them out at the office or at a temporary student release station. The faculty and staff are prepared to care for your children in the event of an emergency.

Inclement Weather:

School Closing/Delay/Early Dismissal: St. Joseph School follows Nelson County Schools for weather-related closure or delays. Parents/guardians should turn to a local radio station, TV station, or website for an announcement for Nelson County Schools. Parents/guardians may also sign up to receive text notifications from the news station of their choice. If Nelson County Schools are closed, delayed, or released early due to weather, then St. Joseph School is closed/delayed/released early. In the event of early dismissal due to weather, parents will be notified via TeacherEase email.

Emergency Information: During an emergency, school phone lines must be open for emergency calls. Emergency information will be relayed to you through TeacherEase email and the Remind 101 Alert text system. Calls to verify school closing should not be made to the parish offices or faculty.

AHERA Notice:

All schools are required to include the following statement in their Parent-Student Handbook:

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called “AHERA”. In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville complete all of the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided to comply with those most recent notification requirements.

Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state’s department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA. A copy of the school’s asbestos inspection and management is available in the school office for inspection.