

Parent-Student Handbook

Faculty and Staff

Rev. Kevin Ratterman.....Pastor
Rev. Larry Kowalski.....Pastor
Wade Laffey.....Principal
Teri Mendenhall..... Pre-Kindergarten
Carol Roller.....Kindergarten
Amy Crafts.....Grade 1
Dena McEachern.....Grade 2
Debbie Miranov.....Grade 3
Cece Kuehl.....Grade 4
Lauren Williams.....Grades 5/6
Vivian Hawkins.....Religion Teacher
Pam Molitor..... Teacher Assistant
Jon Gumerson.....P.E. Teacher
Mariana Rendón.....Art Teacher
Miriam CerezoSecretary

School Advisory Council (SAC)

Donna Patocka, Chair
Michelle Barnard
Kim Boeckman
Ken Kerrihard
Eileen Kurtz
Diana Real
Val Ross
Kathy Vickers

Family and School Association (FSA)

Shayla Edwards, President
Terri Ross, Vice President
Deborah Gungoll, Secretary
Diana Real, Corresponding Secretary
Andrea Kreger, Treasurer
Kim Landolt, Co-Treasurer

TABLE OF CONTENTS

Faculty and Staff	1
School Advisory Council (SAC)	1
Family and School Association (FSA)	1
Archdiocesan Mission Statement	4
Archdiocesan Philosophy	5
Philosophy of St. Joseph Catholic School	6
Mission Statement	7
Goals	7
Accidents	8
Admission Policy and Requirements	8
After School Care	11
Arrival/Dismissal	11
Asbestos	12
Assignments and Homework	12
Attendance	13
Absences	13
Building and Ground Security	14
Code of Christian Conduct	15
Communicable Illness	20
Conferences with Teachers	21
Controlled Substance	21
Crisis Management Plan	21
Cumulative Records	21
Curriculum	21
Disciplinary Plan	22
Dress Code	24
Early Release of Students	28
Emergency Procedures	28
Excuse from P.E./Recess	28
Fess for St. Joseph Catholic School	29
Field Trips	30
Gifts/Party Invitation	30
Health Records	30
Home-School Communications	31

Immunization	31
Inclement Weather	31
Internet Authorization Form	32
Library	32
Lost and Found	32
Lunch Program	32
Medication	33
Office Records	35
Parties and Treats	35
Photo/Video Release	35
Playground Rules	35
Promotion and Retention	36
Property Damage	36
Religious Activities	37
Safe Environment	37
School Safety/Harassment	38
Search and Seizure	38
Student Records	39
Substitute Teachers	39
Suspected Child Abuse/Neglect	39
Teacher Assistants	39
Telephone Calls	39
Testing Program	40
Textbooks	40
Toy Policy	40
Visitors to the School	40
Volunteer Drivers	41

ARCHDIOCESAN MISSION STATEMENT

The Catholic schools of the Archdiocese of Oklahoma seek to offer excellent academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society through a strong, basic and contemporary curriculum and through instruction and formation in the beliefs, values and traditions of Catholic Christianity.

The development of the whole person of the student, spiritually, intellectually, personally, socially, and physically, is the focus of Catholic education. The teachers, as partners with parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

The goals of Catholic education--to teach doctrine, to build community, and to serve--create a vision and an environment where teachers and students can experience together what it means to live a prayerful Christian life in our dynamic and developing society with personal responsibility and freedom according to the Gospel values.

Catholic schools seek to be a microcosm of peace and justice where Christian leadership skills are developed which can be effective in giving hope and in creating a more just society for the global community.

Catholic schools strive to support and assist parents, recognizing that parents are the primary educators of their children.

ARCHDIOCESAN PHILOSOPHY

Catholic Schools exist primarily to participate in the educational mission of the Catholic Church to respond to **the mandate from Jesus Christ to teach all nations**. Catholic Schools form a partnership with parents who are the first and foremost educators of their children.

The ministry of the Catholic School, as all Christian education, is designed to help others:

1. to mature in their understanding and love for the Gospel and translate this into action;
2. to see the dignity of the human person with the vision of Jesus and to build the Christian community and the entire human community;
3. to relate all human culture eventually to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life and humanity.

Although various agencies within the church cooperate in this educational mission, the Catholic School is uniquely qualified to affect the lives of the young;

1. by integrating the Gospel message with all areas of knowledge;
2. by striving to form a community of faith;
3. by calling forth great personal commitment from all in the educational community—faculty, parents, students, and parishioners;
4. by making prayer and liturgical celebration a regular part of schooling.

**PHILOSOPHY OF ST. JOSEPH CATHOLIC SCHOOL
ENID, OKLAHOMA**

We at St. Joseph Catholic School believe in Catholic education which develops a Christian attitude for the total person. We believe that the purpose of education is the development of the whole person, mind, body, and soul. In the achievement of this goal we see parents as the primary educators of the children with the teachers as their helpers.

We believe in providing opportunities for a variety of experiences thereby developing in each student a better understanding of the Catholic community and an awareness of one's commitment to God, neighbor, and self.

We believe that children learn best when they are fully involved in learning activities. We also believe that the depth and style of involvement should correlate with their physical and intellectual levels of development.

We believe that the students and faculty are partners in learning. Through our educational programs we foster parent awareness of student progress, strive to create/enhance in each individual positive self-concepts, incorporate aspects of value education, teach the basic skills, and augment skills of critical thinking and self direction necessary to function in future society as a contributing person.

We believe in the utilization by the teachers of a variety of learning methods to benefit the individual needs of the student-as-learners and teacher-as-learner and to prepare the student for further education thus enabling them to achieve personal goals. The students are expected to participate in the learning process appropriate in their developmental levels.

**MISSION STATEMENT
ST. JOSEPH CATHOLIC SCHOOL
ENID, OKLAHOMA**

St. Joseph Catholic School exists to teach our students to know, love, and serve God through academic pursuits, spiritual development and community service.

GOALS

ACADEMIC EXCELLENCE

MORAL RESPONSIBILITY

SCHOOL UNITY

SELF DISCIPLINE

STRONG CATHOLIC IDENTITY

SAINT JOSEPH



CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

St. Joseph Catholic School

Enid, Oklahoma

2008-2009

Accidents

If a student meets with a serious accident or becomes seriously ill, the principal or designee will immediately contact the parent/guardian. If parents cannot be reached, the emergency card will be used to contact the next person listed. When time is an important factor, the student may have to be sent to the hospital before parents can be notified. In such cases, a written record giving the date, time, circumstances, witnesses and action will be kept on file.

Admission Policy and Requirements

Admission Priority:

The priority of admission is on a first come, first placement basis. There shall be no discrimination in enrollment practices according to race, ethnic background, socioeconomic status, or gender at St. Joseph Catholic School. We are a religiously oriented school for the Catholic community. We welcome members of other denominations when space is available.

Waiting List Priority:

The priority is based on:

1. Children of **active*** parishioners from St. Francis Xavier or St. Gregory the Great parishes with children currently enrolled in St. Joseph Catholic School.
2. Children of active parishioners from St. Francis Xavier or St. Gregory the Great Parishes.
3. Children of active parishioners from St. Francis Xavier or St. Gregory the Great Parishes whose siblings had graduated in the next preceding school year.
4. Children of active parishioners of other Catholic parishes.
5. Children of inactive Catholics and non-Catholics.

*Check list for determining *active parishioner*

YES NO

___ ___ Attendance at Mass at St. Francis Xavier or St. Gregory the Great on a regular basis on Sundays and Holy Days, at least 75% attendance.

___ ___ Consistent stewards of the parish, commensurate with one's talent, time, and financial ability to participate in parish and school activities.

___ ___ Parish Office recommendation

Age requirements:

- Children must be 4 years of age on or before September 1st for admission into Pre-Kindergarten.
- Children must be 5 years of age on or before September 1st for admission into Kindergarten.
- Children must be 6 years of age on or before September 1st for admission into First Grade.

Documentation requirements for first-time enrollees:

- The child's birth certificate or some other legal verification of the child's birth date
- An up-to-date immunization record (see page 31)
- If Catholic, sacramental records

Basic enrollment requirements:

- St. Joseph Catholic School reserves the right to screen new students in Pre-Kindergarten, Kindergarten and First Grade to determine readiness of the students for the enrolled grade.
- The parents/guardians of a student admitted to St. Joseph Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Archdiocese of Oklahoma City.
- Students shall not be denied admission because of handicap unless this handicap seriously impairs the student's ability to successfully complete the school's academic program, or unless St. Joseph Catholic School cannot provide sufficient physical or educational care for the handicapped child.
- **All new students will be subject to a 90 day probation period.**

Transfer Students:

Before a prospective transferring student is admitted, the parent/guardian shall supply the school with a copy of complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special education and/or health related needs, and other educational information that might be available on the child. All transfer students will be subject to a 90-day probation period.

After School Care

St. Joseph Catholic School operates a supervisory program for students at the conclusion of the school day. The program is not mandatory and is offered as a convenience for families. Participating students will abide by the following guidelines:

- Students opting for unlimited care over a week are charged \$35 per week. Students are only charged for days when school is in session. Only regularly participating students can apply for the weekly rate.
- Students that make occasional use of the program will be charged \$5 per hour. Time charged is measured in whole hours only; fractions of an hour are counted as a whole.
- Students not picked up by 3:30 are automatically sent to the After School Care and charged accordingly.
- Students picked up after 5:30 will be subject to a \$1 per minute late fee.

Arrival/Dismissal

School Day: The regular school day begins at 8:15 a.m. and ends at 3:15 p.m. There shall be a minimum of six hours of instruction per day.

Arrival: St. Joseph's has two drop-off points. The Leven Center entrance is open from 8:00 a.m. to 8:15 a.m. The other entrance, on Madison Street, is opened by electromagnet in the office.

Early Arrival: Children, who must arrive at school before 7:45 a.m. need to contact the school office to make arrangements.

Upon arrival, students shall proceed directly to the Leven Center for Morning Prayer held immediately after the 8:15 bell.

Dismissal: Students are expected to be picked up immediately after 3:15 p.m. If the transportation after school is delayed beyond 3:30, please notify the school. These children will be sent to After School Care. Grades pre-kindergarten and kindergarten will be picked up at the Leven Center. Grades 1-6 will be picked up on Madison. Older siblings will be dismissed with the youngest family member.

Asbestos

St. Joseph Catholic School is in compliance with all Federal and State asbestos regulations. The inspection and subsequent management plan developed in March 2005 determined that we are in compliance. A copy of the plan is on file in our school office. If you have any questions you are invited to review it at your convenience during school hours.

Assignments and Homework

Class assignments are an important part of the student's learning experience. Assignments help students become independent and self-directed learners. All class assignments will be monitored, evaluated and considered in determining a student's grade. Homework time will vary in length and intensity depending on the student and the grade level. Generally, 20-30 minutes can be expected for second and third grades, 30-60 minutes for fourth, fifth and sixth grades. Homework does not always require written work; reading, studying flash cards, etc. is also homework. Each teacher will have a homework assignment instrument to help students and parents monitor homework. It is the

parents' responsibility to check when assignments are due and guide their student to completion.

Attendance

Prompt and regular attendance at school is essential. A student's absence from school interferes with his/her academic, religious, and social progress.

Absences: St. Joseph Catholic School is required to keep an accurate record of absences and tardiness. An absence of more than 2 hours shall be recorded as ½ day absence. An absence of more than 4 hours shall be counted as a full day's absence.

- Parents/guardians should notify the office by 8:30 a.m. each day the child is absent. If a call from parent is not received, the office will contact the parent by 9:00 a.m.
- If a child has missed school for any reason whatsoever, a **written** excuse must be sent by the parent/guardian. These will be kept on file for the entire school year.
- A student who is not at Morning Prayer when the bell rings at 8:15 a.m. is considered to be tardy. Students who are late for any period of time less than 2 hours are considered tardy.
- If a student arrives at school after 8:30 a.m. the parent must accompany the child to the office and complete the check-in form.
- No student may leave the school grounds during school hours without **written permission** from the parent/guardian and must be accompanied by authorized adults. When leaving and/or returning during the school day, the check-out/check-in book in the office **must be signed** by parent/guardian.

- No child may be picked up by anyone except the parent/guardian unless the school has received a written permission from parent/guardian authorizing the school to release the student to another person's care.
- When a parent/guardian is aware in advance that the child will be absent for a day or more, please notify the school.

Students who miss any amount of class time are responsible for all class work and homework given while they are away. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** Except for serious illness or other valid reason, the work should be completed for the following school day. Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours. Students will have all work turned in within 3 days of extended absence. All absences, whether excused or not, are reflected as absences on report card. Excessive absences will be addressed by teacher and Principal and shown on the student's permanent file.

Building and Grounds Security

For the safety of all concerned, the main door on Madison and the door to the Leven Center will be kept locked at all times. The gates to the Leven Center parking lot will be locked during school hours. The exterior doors to the Early Childhood Building will be kept locked. The doors at the Madison Street entrance and Leven Center entrance will be monitored 24 hours a day by an electronic surveillance system. All visitors, including parents/guardians, must check in to the office before proceeding to classroom and display a visitors badge while on school grounds.

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be best served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the parent/student handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the school.

These aforementioned Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel in a Christian spirit. They may not, however, do so in a manner that is discourteous, scandalous, rumor-driven, disruptive,

threatening, hostile, or divisive. Should a grievance arise with faculty or administration, the following procedure is to be used. The school will document the progress on the Parent Communication Form throughout the process and it will be kept on file for further reference. Please begin any inquiry with the person directly involved. To insure proper resolution, these steps must be adhered to in the following order. If you are not satisfied with the results, continue on to the next step. Issues need to be dealt with as promptly as possible, preferably within 10 days.

Step 1: Verbally discuss the issue with person directly involved.

Step 2: Request a face-to-face meeting with person directly involved. Documentation begins at this point.

Step 3: Contact principal for face-to-face meeting
(or supervisor for person in step 2)

Step 4: Contact supervising pastor at St. Francis Xavier for face-to-face meeting.

Step 5: Contact Superintendent of Archdiocese.

When step 2 has been reached, the Parent Communication Form is to be completed it will be then forwarded it to the principal for review and a copy maintained in the student file. A copy is to be given to the parent after each meeting.
(continued on page 21)

PARENT COMMUNICATION FORM

Step #2

Date of conference with teacher _____

Requested by _____

Subject _____

Outcome _____

Signatures: Parent _____

Teacher _____

Copy given to Parent _____

Additional information attached(Y)___(N)___

PARENT COMMUNICATION FORM

Step #3

Date of conference with principal _____

Requested by _____

Subject _____

Outcome _____

Signatures: Parent _____

Teacher _____

Principal _____

Copy given to Parent _____

Additional information attached(Y)___ (N)___

PARENT COMMUNICATION FORM

Step #4

Date of conference with Pastor _____

Requested by _____

Subject _____

Outcome _____

Signatures: Parent _____

Principal _____

Pastor _____

Copy given to Parent _____

Additional information attached(Y)___ (N)___

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parents/guardians and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of a parent's/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.) The school further reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Communicable Illness

All communicable diseases must be reported to the school immediately. Any student who is likely to transmit a contagious disease through day-to-day contact (measles, chicken pox, pink eye, etc.) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. A note from a physician is required for reentry to the school.

Any child afflicted with **head lice** may be prohibited from attending school until such time as the required procedures for removal of all possibility of transmission have been completed. Any child recovering from **pink eye** (conjunctivitis) must be on medication for at least 24 hours before returning to school.

Conferences with Teachers

Parent-Teacher Conferences will be scheduled by the school at the end of the First and Third Quarters of the school year. The Spring Conference may be waived if both the teacher and the parents/guardians agree. Parents/guardians and teachers are allowed to schedule a conference at other times when needed.

Controlled Substance

The possession, use or distribution of any controlled substance, drug, or alcoholic beverage is not permitted in the school. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Crisis Management Plan

A Crisis Management Plan is in place and is available for review in the school office.

Cumulative Records

Cumulative records include basic information for each child: birth certificate, address, telephone number, family data, schools attended, standardized testing information, attendance, and academic progress through the years. Archdiocesan Policy prohibits parents to hand carry records to the receiving school. If a student transfers, copies of his/her record will be sent to the receiving school, after a written request is made by the parents/guardians and if the student's account balance has been paid.

Curriculum

St. Joseph Catholic School will provide a wide range of academic instruction, including but not limited to: religion,

art, computers, Spanish, language arts, reading, phonics, mathematics, P.E., music, social studies, science, and handwriting. St. Joseph Catholic School's curriculum is in accordance with the Archdiocese of Oklahoma City and recognized by the State of Oklahoma.

Disciplinary Plan

The school follows the Discipline With Purpose program, a developmental approach for students to learn self-discipline.

Self-discipline is essential for good classroom order and effective education. The Discipline With Purpose program expects from students a sense of responsibility for their own behavior and provides support for helping students achieve self-discipline.

Creating a caring learning environment requires a teacher to develop strategies that will help students know one another, value differences, show mutual respect, help one another, and affirm and applaud one another's strengths.

St. Joseph students will respect three All School Rules:

1. Respect yourself, others, and things
2. Contribute to the learning environment
3. Follow school and classroom procedures

Saint Joseph Catholic School teachers will teach the four skills of self-discipline; listening, following instructions, reasons for rules, and resolving problems. In doing so, each classroom will develop a discipline cycle based upon the following:

1. Cue/Redirection
2. Intervention
3. Parent Interaction
4. Office Referral

Major self-discipline issues will result in the immediate referral by the teacher to the Principal.

1. Physical or psychological danger
2. Abuse in tone, gesture or word
3. Out of control behavior

Each classroom has a posted copies of the All School Rules which students are to observe. These are explained to the students at the beginning of each school year. Students who exhibit unacceptable behavior or misconduct will face consequences, and parents will be notified if the problem persists.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.

Detention

Detention may be issued for a breach of classroom and/or school rules in accordance with Discipline With Purpose. Any staff member of St. Joseph Catholic School may issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, etc.

Suspension

Students may be given in-school suspension in accordance with the Discipline With Purpose program. Students who are given an out-of-school suspension will not be allowed on the campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but zeroes will be recorded for this work.

Dress Code

A uniform dress code has been established to promote a Christian atmosphere for learning and to de-emphasize competition in dress among the students. Students must wear their uniforms at all times unless otherwise announced by the school. Classroom teachers shall keep track of uniform violations. Three such violations of the uniform code will result in the student being denied participation in the next out of uniform day. Continual disregard of the policy may reflect in the conduct area of the report card. **The Principal is the final judge of appropriate dress.**

The uniform code exists for the students. It is a sign of the unique and special character of Catholic education. The uniform code is not meant to prevent individual expression on the part of the student; rather, the uniform allows the student to express individuality at the highest levels of virtue: through endeavors, personality, spirituality, and service to others. Students may choose from the following options. It is not required nor recommended that all students buy all the options available. On the contrary, students are encouraged to purchase a minimum of clothes and wear them regularly.

Approved Uniform Companies:

Parker School Uniform Company
9638 North May Ave.,
OKC., OK. 73120
1-800-486-6066
www.parkersu.com
School code: OK724137

Lands' End School
800-469-2222
www.landsend.com
School code: 9000-9009-3

2008 – 2009 UNIFORM CODE

Recent changes are denoted with italics

BOYS (Mass Uniform)
Shirt: White oxford (short- or long-sleeved) Pants: Navy slacks Shoes & Socks: Black, blue, or brown dress shoes with white or navy socks. Tie: Uniform plaid, <i>required for Grades 1-6</i> , optional for Pre-K and K
GIRLS (Mass Uniform)
Shirt: White Peter Pan blouse (short- or long-sleeved) Jumper: Uniform plaid. Shorts must be worn underneath. Skirt: <u>Grades 5-6 only</u> may wear pleated uniform plaid skirt instead of uniform plaid jumper. Shorts must be worn underneath. Shoes & Socks: Black, blue, or brown dress shoes with white or navy socks/tights
BOYS (Regular Uniform)
Shirt: White oxford (short- or long-sleeved); red, yellow, or white polo* (short- or long-sleeved); plain white turtleneck. Pants: Khaki or navy chinos (pleated or flat-front). No cargo pants. Shorts**: Khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.
GIRLS (Regular Uniform)
Shirt: White Peter Pan blouse (short- or long-sleeved); red, yellow, or white polo* (short- or long-sleeved); plain white turtleneck with no lace. Jumper: Uniform plaid jumper optional each day. Shorts must be worn underneath. Pants: Khaki or navy chinos (pleated or flat-front). No cargo pants. Shorts**: Khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.

Skorts: Above- or at-the-knee blended chino khaki or navy skort (no pockets or pleats)
Skirts: Grades 5-6 only—A-line uniform plaid skirt (easygoing comfort) or pleated uniform plaid skirt. Shorts must be worn underneath.
Culottes: Navy, must be purchased from Parker. N.B. *We are phasing out the culottes. This will be the last year that they will be on the uniform code.*

SHOES & SOCKS

Shoes: Athletic shoes that are predominantly black, blue, or white (no flashing lights, no rollers, no marking soles); dress shoes may be worn but keep in mind athletic shoes must be worn for P.E. class daily and are recommended for recess.
No open-toe or open heel shoes or sandals. No heels allowed.
Socks: White or navy (boys: only ankle-length if wearing shorts; girls: any length). *Socks must be visible above the shoe.*
Tights: Girls only—white or navy may be worn with jumper, skort, or skirt (5th-6th).

BELTS

Grades 1-6 must wear navy, black, or brown leather belt with all clothing that has belt loops. Pre-K and K are not required to wear belts.

CARDIGANS & FLEECES

Students may wear navy cardigans and red or navy fleeces purchased from Parker or Land’s End any day of the week including Mass days. St. Joseph sweatshirts and hoodies may only be worn outside at recess.

FRIDAY UNIFORM

Students may wear St. Joseph spirit shirt or sweatshirt with regular uniform pants, shorts**, skorts, or skirts (5th-6th) on any Friday that is not also a Mass day or other special event.

SPIRIT DAYS

Students may wear St. Joseph spirit shirt or sweatshirt with

denim jeans or jean shorts**.

ADDITIONAL RULES & REGULATIONS

- Shirttails must be tucked in at all times (excepting P.E. and recess). Pants and shorts must be worn at proper waist level—not down to or below the hips.
- Only appropriate-sized, fitting clothing is permitted. *All pants, shorts, skorts, and skirts that are too short or oversized in the judgment of the faculty and staff will need to be replaced.*
- Hair coloring and bleaching are not permitted. All boys' hair must be cut above the shirt collar. Haircuts and styles are to be neat, clean, and well groomed. Hair accessories (for girls only) are to be conservative and have colors that coordinate with the school uniform. *Headbands are allowed in solid school colors or in uniform plaid.* No scarves or bandanas are allowed. *No hair braiding with beads is allowed.*
- Jewelry is limited to one watch, one ring, and simple religious necklaces or bracelets. No earrings are permitted for boys. Earrings should be no larger than a dime in size.
- No coats, jackets, or hoodies may be worn inside the classroom during school days. Sweatshirts are allowed inside only on Fridays or Spirit Days.
- No cosmetics, lip gloss, colored chapstick, or nail polish may be worn.

* Red polo shirts MUST have the embroidered St. Joseph emblem. Yellow and white polo shirts MAY have the embroidered St. Joseph emblem.

** Shorts may be worn from the first day of school through October 15th and then again from April 1st through the last day of school.

All uniform shirts, pants, jumpers, ties, shorts, skirts, skorts, and culottes are to be purchased from either Parker Uniform Company or Land's End. All Dickie's brand uniforms (previously purchased from Atwoods) are still acceptable for St. Joseph Catholic School so long as the clothing is still in good condition. These were their white polo shirts, khaki and navy shorts, and khaki and navy pants.

Early Release of Students from School

Students who need to leave school before 3:15 p.m. must present a written request from a parent/guardian to the teacher at the beginning of the day stating the reason, the time, and the person who will pick them up. The child should be picked up at the office, where the person who has come for them will sign them out on the provided sheet. Students are never permitted to leave the school premises alone. If unable to schedule outside of school hours, parents/guardians are encouraged to make doctors appointments in the late afternoon as the morning hours are devoted to core instruction.

Emergency Procedures

St. Joseph Catholic School conducts fire and other emergency drills during the course of the year in compliance with State and Archdiocesan requirements. Evacuation routes are posted in each classroom. Students shall move to designated areas quickly, silently, and in an orderly fashion.

Excuse from P.E./Recess

If a student needs to stay inside from recess, or refrain from P.E. due to injury or illness, a note from the parents/guardians is required. This note should state the

reason and the number of days the child will need to remain inside.

Fees for St. Joseph Catholic School:

APPLICATION FEE

A \$75.00 non-refundable fee (per child) needs to be returned with the admission application form. Checks or money orders can be made payable to St. Joseph Catholic School.

TUITION

FOR REGISTERED PARISHIONERS OF ST. FRANCIS XAVIER AND ST. GREGORY THE GREAT

Pre-Kindergarten (full day) through Sixth Grade \$2,300
annually/\$230 a month Aug-May

FAMILIES FROM OTHER CATHOLIC PARISHES

Pre-Kindergarten (full day) through Sixth Grade \$2,700
annually/\$270 a month Aug-May

FAMILIES OF OTHER FAITHS

Pre-Kindergarten (full day) through Sixth Grade \$2,900
annually/\$290 a month Aug-May

SIBLING DISCOUNT

First Child....Full Tuition
Additional siblings....\$500 discount per sibling

MATERIALS FEE (non-refundable)

Pre-Kindergarten through Sixth Grades \$150
fee (per child) payable at registration in August

Field Trips

Field trips are a valuable teaching tool, an excellent learning experience. Field trips are to be educational in nature, must pertain to the established curriculum, and have preparatory and follow-up instruction. The Mass uniform is the norm for all field trips unless students are specifically notified otherwise.

Parents/guardians will receive notification of a planned field trip in advance. Permission forms must be signed by parents/guardians and returned to the school before a child is allowed to go on a trip. Should a parent object to a particular trip, please inform the school. Going on a field trip is a privilege and carries with it responsibilities of participation, behavior, and cooperation. Students can lose the privilege if they do not exhibit these same qualities in the classroom setting. (Volunteer Drivers see page 41)

Gifts/Party Invitations

Any deliveries for students will be kept in the office until dismissal. A note will be sent to the child or a phone call to the classroom teacher to notify them of the delivery. Students should not exchange gifts at school. This gesture only creates hurt feelings. Invitations for slumber parties or birthday parties should be sent via U.S. mail unless an invitation is being given to every student in the class. Students and parents/guardians are reminded to consider the welfare of all St. Joseph students when distributing gifts and invitations.

Health Records

A health information record is kept on each student. This is to include the results of vision and hearing tests and other data pertinent to the students' health such as allergies,

asthma, or conditions which require teacher awareness to assure student health or safety.

Home-School Communications

In order to insure that all communication from school reaches home in a timely manner, folders containing all correspondence will be sent home on Thursdays. Official school-wide communications are sent with the family's oldest or only child. All calendars are available on line at stfrancisenid.com/st__joseph_school.htm

Immunization

All students attending St. Joseph Catholic School are subject to the immunization laws of the State of Oklahoma Department of Health. By pre-kindergarten age, children should have been immunized for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis, required number of hepatitis A and B shots, and one dose of chickenpox vaccine, or a statement of a history of the disease. A record of these immunizations and dates when received with an authorized signature should be provided to the school. **Students without proof of immunization will not be allowed to attend classes.**

Inclement Weather

An announcement of a school closing or late start or early dismissal will be made as early as possible on the day in question on radio stations KCRC AM 1390, KGWA AM 960AM, KOFM 103.1, KXLS FM 109, and KNID FM 97 and the Oklahoma City television stations. An earlier notice will be given when possible. Days canceled require adjustment in the calendar to meet the state regulation for the minimum number of days in school.

Internet Authorization Form

An authorization form must be completed in order for any student to access the Internet at school.

Library

The library is available for all students. Students must follow library rules. Students are responsible for any books they have checked out from the library. Students will replace lost textbooks and can be fined for damaging books. The school does accept donations of new or used appropriate books at any time; however, all such books must be appropriate for Catholic school children in the school's discretion. St. Joseph's welcomes any monetary donations toward the purchase of new books and resource materials for the library.

Lost and Found

All articles found will be placed in a box in the office. Any items remaining in the box at the end of the school year will be donated to charity.

Lunch Program

St. Joseph Catholic School offers a school lunch program. The program is not mandatory and is offered as a convenience to the students. Lunches will be provided to the school from the Sisters Cupboard at St. Mary's Hospital. Those students who choose this program will be required to abide by these guidelines.

- Lunch tickets are available in the amounts of \$21.50 for 10 lunches or \$43.00 for 20 lunches.

- If your child is going to be tardy but will need a hot lunch, please call the school no later than 8:45 to order lunch.
- Students may not bring carbonated beverages with sack lunches. Juice or other drinks may be brought from home or milk tickets are available: \$3.50 for 10 milks or \$7.00 for 20 milks.
- Parents are discouraged from bringing lunches from carry-out restaurants.
- Parents are not allowed to take groups of students out to eat during school day.

Lunchroom Expectations: Students are to

Walk into the lunchroom and remain orderly
 Eat in an orderly and non-wasteful manner
 Obey teachers' directions
 Be respectful and thankful to persons serving lunch
 Talk quietly
 Wait their turn to be dismissed for recess

Medication: Administering to Students at School

All medication must be kept locked in the school office unless it is specifically ordered by a physician that the student carry medication on his/her person because of health and safety concerns.

The Principal or his/her designee may administer medications to students under the following conditions:

Prescription medication must be in a prescription container that correctly states the name of the student, the name of the medication, the name of the prescriber and the

directions for taking the medication. Students are allowed to carry their own inhalers.

The medication must be **delivered to the office** in person by the parent or guardian of the student.

The medication must be accompanied by a dated, written authorization form signed by the parent and a physician requesting that the child be allowed to take the medication **at a specified time.**

A **daily log** in which any medicine administered to the student, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine, which was administered will be kept in the school office.

Parents or legal guardians may administer over-the-counter medications or prescription medications for non-chronic illnesses to their child at school.

Nonprescription medicine (including aspirin, cough drops, cough syrup, or any other over the counter drugs) must be left in the school office clearly marked with the child's name and time for dispensation. Nonprescription medicine must be in an identifiable container with the child's name, dosage and time to be administered.

No medication will be dispensed to students unless authorized to do so **in writing** by parent/guardian. The child will come to the office to receive the medication.

Confidentiality shall be maintained concerning students who receive medication.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, cell phone numbers and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

Parties and Treats

Treats may be brought to school for birthdays or other occasions as long as there are enough treats for everyone in the class. Such occasions can only take place during the last 15 minutes before the end of the school day. The teacher should be informed about treats the day before they are brought to school. Parents need to consult with classroom teachers to check about allergies.

There are four (4) all-school parties each year: All Saints Day, Christmas, St. Valentine's Day, and St. Joseph's Day. Should St. Valentine's Day fall during Lent, a respectful tone shall be observed. Parents are asked to volunteer to help provide refreshments, favors, or plan games for the various classes. All parties shall emphasize a Christian theme.

Photo/Video Release

St. Joseph Catholic School often places a worthy bit of news and/or picture in the local newspapers, the Archdiocesan Paper, or the school website. Please fill out the PHOTO/VIDEO RELEASE FORM and return it to the school office if you wish to participate.

Playground Rules

Playground rules will have been explained and discussed with the students through P.E. classes. Safety is

emphasized at all times. General playground rules require all students to treat each other and the equipment with respect and care.

Students must have permission from the person on duty to return to the school building. Upon return to the playground, the student shall report to the supervising teacher. Disrespect toward the supervising teacher will not be tolerated.

Promotion and Retention

Promotion will take place when a student successfully completes the work of the current grade. This is based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory, the parents/guardians will be notified immediately so that a specific plan of action can be put into place. Parents must be contacted for a meeting of parents, teacher and principal if there is not significant progress by February 1st and retention may be necessary. The child's progress will be monitored very closely until the end of April at which time teacher, parents, and principal meet again to finalize the decision of retention or promotion. If retention is in the best interest of the child and parents/guardians disagree, they must sign a release of responsibility form that releases the school, principal, and teacher from any responsibility concerning the lack of progress on the part of the child.

Property Damage

Students will be held responsible for any careless or willful damage to school property, including textbooks, library books, and equipment.

The student must pay the replacement cost for the items damaged or lost. Such damages are to be reported to the Principal.

Religious Activities

Students at St. Joseph Catholic School will have the benefits of religious education classes daily, participation at Mass each week, and other opportunities for daily prayer and reflection. It is expected that all students participate in these religious opportunities. Sacramental participation depends on the faith professed by the student. All sacramental preparation will be administered by the student's parish. It is the responsibility of the parents/guardians to contact their respective parish for the sacramental preparation of their child.

Safe Environment Curriculum and Training

The Archdiocese has established personal safety programs for children that include information about appropriate behavioral and physical boundaries between adults and children, and what to do if those boundaries are violated.

The Safe Environment Curriculum is a standard, permanent element of Catholic education in this Archdiocese. It will be administered each year as part of the religion curriculum. Parents/guardians will be informed when it is to be taught, and we welcome to inquire about the curriculum.

As part of the Archdiocese's ongoing Safe Environment effort, any person having regular contact with students of St. Joseph Catholic School will have a background check completed prior to any involvement in school activities and will have completed the Safe Environment Training.

School Safety/Harassment

Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated at St. Joseph Catholic School. “Harassment, intimidation, and bullying” mean any gesture, written or verbal expression or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to interfere with the school’s educational mission or the education of any student. Also included are any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. “At school” means on school grounds, at school-sponsored activities, or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed.

Search and Seizure

The school retains the right to search book bags, lockers, desks, and other containers. Such searches are intended for the safety of St. Josephs’ students and to ensure that contraband (such as drugs, alcohol, or weapons) is never brought on campus. Students assume responsibility for items discovered on their person, in their possession, in their book bags, purses, lockers, etc.

Student Records

St. Joseph Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Substitute Teachers

A substitute teacher is in charge of the class for the duration of time he/she is assigned to the class. The substitute is to be treated with the same level of respect, courtesy, and obedience as any other teacher on staff.

Suspected Child Abuse/Neglect

Under Oklahoma Law every person having reason to believe that a child under the age of 18 years has had physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect shall report the matter promptly to the county office of the Department of Human Services.

Teacher Aides

Teacher aides are in the school to work with the teachers and students, to facilitate various duties, and to assist the students at designated times. Students are to be respectful, courteous, and obedient to the Aide.

Telephone Calls

Only in emergency cases are teachers or students called to the telephone during class. **If a parent needs to talk with a child or teacher, call and leave a number, and the person will return the call at a break in the class.**

Use of the telephone by students will be at the discretion of the Principal or his/her designee, and then only for emergency purposes. Students are not permitted to possess or use cell phones on school grounds.

Testing Program

All new students will be subject to readiness testing. Students in grades 2-6 at St. Joseph Catholic School participate in a standardized testing program each year. Parents/guardians receive a report of their child's test results.

Textbooks

The school provides textbooks. Students are expected to take care of the books properly. Students must pay for lost or damaged books.

Toy Policy

No students may bring any toys to school except children in Pre-Kindergarten and Kindergarten and then only for the purpose of show-and-tell time. Other grades must first obtain permission from the teacher for a particular project or toy. Key chains and toys may not be attached to student backpacks. The school is not responsible for loss or damage of any toy brought to school. No electronic games or toys are allowed during school hours. Students are discouraged from bringing family heirlooms or other valuables to school.

Visitors to the School

Parents/guardians are always welcome to visit the school. But for the **safety** of all concerned, it is imperative that **all** visitors register at the school office to identify themselves and the reason for the visit during the time that school is in

session. Visitors whose purpose for visiting takes them beyond the office will receive a visitor badge upon registration to be worn while in the building.

Volunteer Drivers

Only properly licensed drivers may drive students to and from school sponsored activities. The vehicle shall carry an insurance verification, and be in good running condition. All chaperones must have completed the Safe Environment Training. Drivers on school trips should not make unauthorized extra stops or side trips. There must be two adults in each vehicle. As a volunteer of the school, the drivers and chaperones are responsible and liable for the students' welfare. If a child is injured, the parents and school authorities are to be notified immediately. Each child in the car must use a seat belt. A student may not be allowed to change to another car without specific permission from the supervising teacher.

RIGHT TO AMEND:

St. Joseph Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent via the Thursday folders.