

Parent-Student Handbook

Faculty and Staff

Rev. Joseph Irwin.....	Pastor
Wade Laffey.....	Principal
Teri Mendenhall.....	Pre-Kindergarten
Pam Molitor.....	Pre-K Aide
Carol Roller.....	Kindergarten
Deacon Tony Crispo.....	Grade 1
Bronwyn Streck.....	Grade 2
Debbie Miranov.....	Grade 3
Amber Vaverka.....	Grade 4
Nancy Reese.....	Grade 5
Shaun Buckles.....	P.E. Teacher
Mariana Rendón.....	Art Teacher
Nancy Dillard.....	Music Teacher
Miriam Cerezo	Secretary
Dana Alvarado.....	After School Coordinator

School Advisory Council (SAC)

Val Ross, Chair

Kim Boeckman

Jena Bolt

Christine Gipson

José Hernández

Kara Hopkins

Ken Hubbs

Shelly Rauh

Family and School Association (FSA)

Marci Ward, President

Andrea Kreger, Vice President

Jomara Meléndez, Secretary

Dana Alvarado, Corresponding Secretary

Matt Schovanec, Treasurer

Lisa Harrigan, Assistant Treasurer

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ARCHDIOCESE OF OKLAHOMA CITY MISSION STATEMENT

The Catholic Schools of the Archdiocese of Oklahoma City 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.

ARCHDIOCESE OF OKLAHOMA CITY'S 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.

MISSION STATEMENT

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

2011-2012

Accidents/Illnesses

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 Catholic school for the Catholic parishes of Enid. We welcome members of other faith traditions when space is available.

Waiting List Priority:

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 preceding school year.
4. Children of active parishioners of other Catholic parishes.
5. Children of inactive Catholics and non-Catholics.

***Criteria for determining active parishioner**

- 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 stewardship of the parish, commensurate with one's talent, time, and financial ability to participate in parish and school activities.
- Recommendation by the Pastor.

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 and complete 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, or any other grade to determine the 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 of 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 reasonably provide sufficient physical or educational care for the child in question.
- **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 permission to receive 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 St. Joseph students from 3:45 p.m. to 5:30 p.m. each school day. The program is not mandatory and is offered as a convenience for families. Participating students will abide by the following guidelines:

- Families opting for unlimited care over a week are charged \$35 per week per child. Students are only charged for days when school is in session. Only regularly participating families 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 from school by 3:45 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.
- After School Care students shall continue to abide by the rules and policies of St. Joseph Catholic School while on school property.
- Students may bring a snack from home to eat.

Arrival/Dismissal

School Day: The regular school day begins at 8:15 a.m. and ends at 3:30 p.m. There shall be a minimum of six hours of actual 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. Cars used for drop off must stay in a single file line to reduce the risk of accident doing drop off. Parents/Guardians must park in the church parking lot if they must come into the building.

Early Arrival: Children who must arrive at school before 7:30 a.m. need to contact the school office to make arrangements.

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

Dismissal: Students are expected to be picked up immediately after 3:30 p.m. If the transportation after school is delayed beyond 3:45, please notify the school. Students not picked up by 3:45 p.m. will be automatically sent to After School Care and charged accordingly. Grades Pre-Kindergarten through First Grade will be picked up at the Leven Center. Grades 2-5 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 August 2008 determined that the school is in compliance. A copy of the plan is on file in the school office. Persons having any questions are invited to review it at their 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 and fifth grades per night. 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'/guardians' responsibility to check when assignments are due and to guide their student to completion.

Attendance

Prompt and regular attendance is essential to success at St. Joseph Catholic School. Any absence from school interferes with a student's academic, religious, and emotional progress.

Absences: The 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 student will be absent. If a call from a parent is not received, the office will contact the parent by 9:00 a.m.
- If a student 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 in the Leven Center 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 then he/she 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 a parent or guardian.
- No student may be picked up by anyone except a parent/guardian unless the school has received written permission from a parent/guardian authorizing the school to release the student to another person's care.
- When a parent/guardian is aware in advance that the student will be absent for a day or more, please notify the school.
- Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours.

Tardies: Tardiness should also be recorded daily. A student who arrives after 8:15 a.m. is recorded tardy. Unexcused tardies during a nine-week period will be handled in the following manner:

- Step 1. 1-3 tardies - student will receive a verbal warning.
- Step 2. 4 tardies-parents/guardians will be sent a letter of notification
- Step 3. 5-8 tardies - student receives 30 minute detention after 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. Students must 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 the Principal and could lead to academic retention.

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 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 is 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 the Parent/Student Handbook of the school.

These aforementioned Christian principles 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 either party remains unsatisfied with the results, the next step will be applied. All issues need to be dealt with as promptly as possible.

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 a face-to-face meeting (or supervisor for person in step 2)
- Step 4: Contact Pastor of St. Francis Xavier for a face-to-face meeting.
- Step 5: Contact Superintendent of the Archdiocese of Oklahoma City.

When step 2 has been reached, the Parent Communication Form is to be completed. It will be then forwarded 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 20)

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., after school 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 Illnesses

All communicable diseases contracted by a student 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 signed note from a physician is required for reentry to the school.

Any child afflicted with **head lice** may be prohibited from attending school or school sponsored activities 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 with a physician's permission.

Conferences with Teachers

Parent-Teacher Conferences will be scheduled by the school during 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, but such conferences are to be scheduled ahead of time. Teachers cannot be expected to have an impromptu conference.

Controlled Substance

The possession, use, or distribution of any controlled substance, drug, or alcoholic beverage is not permitted by students 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 school-wide Crisis Management Plan is in place, reviewed annually, 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 in full.

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. Band lessons are offered optionally for Grades 4-5 after school. St. Joseph Catholic School's curriculum is in accordance with the Archdiocese of Oklahoma City which is recognized as valid by the State of Oklahoma.

Disciplinary Plan

The school uses the Discipline With Purpose program, a developmental approach for students to learn self-discipline. www.selfdisciplinedwp.com

Self-discipline is essential for good classroom order and effective education. The Discipline With Purpose program teaches 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 follow three All School Rules:

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

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 sequence:

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. These include:

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

Each classroom has a posted copy 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/guardians 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. Any staff member of St. Joseph Catholic School may issue a detention to a student. 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 or out-of-school suspension. 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. Continual disregard of the policy may result in loss of privileges. **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. It is not required nor recommended that families buy all the options available. On the contrary, families are encouraged to purchase a minimum of clothes for students to wear regularly.

Approved Uniform Companies:

Parker School Uniform Company

9606 North May Ave., OKC., OK. 73120

1-866-486-6066

www.parkersu.com

School code: OK724137

Lands' End School

800-469-2222

www.landsend.com

School code: 9000-9009-3

The Uniform Club

14841 Bristol Park Blvd., Edmond, OK 73013

405-242-5000

www.theuniformclub.net

2011 – 2012 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 <u>dress shoes</u> with white or navy socks. Tie: Uniform plaid, required for Grades 1-5, 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>Grade 5 only</u> may wear pleated uniform plaid skirt instead of jumper. Shorts must be worn underneath. Shoes & Socks: Black, blue, or brown <u>dress shoes</u> 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)

<p>Skirts: <u>Grade 5 only</u>—A-line uniform plaid skirt (easygoing comfort) or pleated uniform plaid skirt. Shorts must be worn underneath.</p> <p>Culottes: Navy, must be purchased from Parker or The Uniform Club.</p>
<p>SHOES & SOCKS</p> <p>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.</p> <p>No open-toe or open-heeled shoes or sandals. No heels allowed.</p> <p>Socks: White or navy (boys: only ankle-length if wearing shorts; girls: any length). Socks must be visible above the shoe.</p> <p>Tights: Girls only—white or navy may be worn with jumper, skort, or skirt (5th). No Capri-length leggings. Tights must cover the legs.</p>
<p>BELTS</p> <p>Grades 1-5 must wear navy, black, brown, or uniform plaid belt with all clothing that has belt loops. Optional for Pre-K and K.</p>
<p>CARDIGANS & FLEECES</p> <p>Students may wear navy cardigans and red or navy fleeces purchased from the uniform companies any day of the week including Mass days. St. Joseph sweatshirts and hoodies may only be worn outside at recess.</p>
<p>FRIDAY UNIFORM</p> <p>Students may wear a St. Joseph Spirit shirt, or sweatshirt with regular uniform pants, shorts**, skorts, or skirts (5th) on any Friday that is not also a Mass day or other special event.</p>
<p>DENIM DAYS</p> <p>Students may wear a St. Joseph Spirit shirt or sweatshirt with denim jeans or jean shorts**.</p>

ADDITIONAL REQUIREMENTS

- Shirrtails 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.
- No visible temporary or permanent tattoos.
- 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 school colors or in uniform plaid. *Headbands are to be no more than two inches wide.* 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. St. Joseph 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 Parker Uniform Company, Land's End, or The Uniform Club. 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 3:30 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.

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 miss.

Fees for St. Joseph Catholic School(per child):

APPLICATION FEE (non-refundable) \$75
To be returned with the admission application form.

MATERIALS FEE (non-refundable)
Due on the first day of school \$150

TUITION

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

Pre-Kindergarten (full day) through Fifth Grade \$2,400
annually/\$240 per month Aug-May

FAMILIES FROM OTHER CATHOLIC PARISHES

Pre-Kindergarten (full day) through Fifth Grade \$2,800
annually/\$280 per month Aug-May

FAMILIES OF OTHER FAITHS

Pre-Kindergarten (full day) through Fifth Grade \$3,000
annually/\$300 per month Aug-May

SIBLING DISCOUNT

First Child....Full Tuition

Additional siblings....\$500 discount per sibling

Field Trips

Field trips are a valuable teaching tool as well as excellent learning experiences. 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. Student participation on a field trip is a privilege and carries with it responsibilities of good behavior and cooperation. Students can lose the privilege if they do not exhibit these same qualities in the classroom setting. (Volunteer Drivers see page 40)

Gifts/Party Invitations

Any deliveries for students will be kept in the office until dismissal. 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 in Christian charity.

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 or e-mailed on Thursdays. Official school-wide communications are sent with the family's oldest or only child. All calendars are available on line at the school's website.

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, the 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 the local radio stations 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 or hours in school.

Internet Usage

An authorization form must be completed in order for any student to access the Internet at St. Joseph Catholic School.

Library

The library is accessible to all students. Students must follow library rules, which may vary from class to class. 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 books; however, all such books must be appropriate for Catholic school children in the school's discretion.

Lost and Found

All articles found will be placed in a box in the Leven Center. Any items remaining in the box at the end of the school year will be donated to charity. Please mark all students' clothes with his/her name to make it easier to return lost clothing.

Lunch Program

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

- Lunch tickets are available in the amounts of \$25.00 for 10 lunches or \$50.00 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. If no call is received by 8:45, then that student will have to bring a cold lunch.
- Students may not bring carbonated beverages with sack lunches. Juice or other drinks may be brought from home or milk can be purchased: \$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/or 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 and with a dosage specified.**

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 in an identifiable container clearly marked with the child's name, specified dosage, and time for dispensation.

No medication will be dispensed to students unless authorized to do so **in writing** by parent/guardian. Students will come to the office to receive 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 news and pictures in the local newspapers, the *Sooner Catholic*, or the school website. Please fill out the Photo/Video Release Form and return it to the school office to participate.

Playground Rules

Playground rules are explained to and discussed with the students. 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 teacher on duty to return to the school building. Upon return to the playground, the student shall report to a supervising teacher. Disrespect toward the supervising teachers 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 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 if retention may be necessary. The child's progress will be monitored closely until the end of April at which time teacher, parents, and Principal meet again to finalize a decision of retention or promotion. If retention is recommended by the school 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 that are damaged or lost. Such damages are 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 home 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 of Oklahoma City 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 inquiries 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 must have a background check completed prior to any involvement in school activities and must 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. Joseph 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 580-548-2100.

Teacher Aides

Teacher aides work with the teachers and students in instruction and classroom management, facilitate various duties within the school, and assist the students at

designated times. Students are to be respectful, courteous, and obedient to teacher aides.

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 message, 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. **Students are not permitted to possess or use cell phones on school grounds.**

Testing Program

Students in grades 2-5 at St. Joseph Catholic School participate in a standardized testing program each year. Parents/guardians receive a report of their child's test results, and results are placed in student's permanent's files.

Textbooks

The school provides textbooks for the various academic subjects. Students are expected to take care of the books properly. Students must replace 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 or during After

School Care. 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 **FIRST** 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.

Classroom interruptions are not allowed. Teachers have a right to teach, and students have a right to learn. Both of these requirements are infringed upon whenever an interruption occurs. Impromptu visits to the classroom are disruptive to the learning process. **No visitor is allowed to enter a classroom without prior permission of the classroom teacher or the school office.** This would include visitors that are also volunteering at St. Joseph's. Disregard of this guideline may result in the loss of a visitor's privilege to visit the school during the school day.

Volunteer Drivers

Only properly licensed drivers may drive students to and from school sponsored activities. Faculty and staff are prohibited from driving students. 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 at least two adults in each vehicle. As volunteers for 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.

Volunteering at St. Joseph Catholic School

Out of charity, all persons associated with St. Joseph's have the opportunity to assist our school community in the successful operation of the school. While the Family and School Association officers plan and coordinate volunteering in conjunction with the school, **it is the responsibility of all families to be good stewards of St. Joseph's and volunteer what each can do to help make Catholic education possible.** The volunteering effort is essential for fundraising efforts, services of the school, and for future planning.

- The Family and School Association sponsors three fundraisers each year. The Taste of St. Joe's is the major event of the year with multiple auctions and year-around planning. All of these events require the St. Joseph Family's assistance:
 - Cookie dough sales in August
 - The Taste of St. Joe's in November
 - St. Joseph Benefit Golf Tournament in June
- The Family and School Association sponsors two ongoing fundraisers throughout the year. Families can help by purchasing these items:
 - The school sells Scrip cards from various vendors including local stores. The school buys the cards at a discount and makes money by keeping the discount.
 - Box Tops for Education are collected and shipped off during the year. The school makes money for each collected box top.
- The following is a list of general volunteering work that is needed throughout the year:
 - Volunteer room (helping the teachers with copying and materials preparation)
 - Tutoring students

- Cutting and preparing Box Tops for shipment. (This can be done at home)
- Selling Scrip at weekend Masses.
- Assisting with the lunch line.
- Chairing a committee or assisting on a committee for the Taste of St. Joe's or other fundraiser.
- Attending FSA meetings and contributing to the support of the school.
- Back-to-School Bash, Field Day, coordinating Dine-Outs, being a Homeroom Parent, helping with Teacher Appreciation activities, and many other opportunities to be good stewards of St. Joseph Catholic School.

RIGHT TO AMEND:

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