



# 2021 - 2022

## Student/Parent Handbook

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August 16, 2021

Dear Parent(s)/Guardian(s) and Students,

Welcome to the 2021-2022 school year!

It is our hope that you find this handbook helpful.

We encourage you to print it and place it in a convenient location at home, where it can be easily referenced. Please understand that the goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth.

We are all partners in this effort – everyone shares in the responsibility of making our school community a positive and supportive place that promotes the development of each child. Should there be any updates to the handbook during the school year, we will be sure to let you know by email, and by posting the revised Parent & Student Handbook on our school website.

We thank you for your continued support of St. Joseph Catholic School and all those who make up our school community.

Blessings,

Haymée Giuliani,

Principal

# **MISSION, PHILOSOPHY, AND GOALS**

## **DIOCESE OF CHARLESTON CATHOLIC SCHOOLS MISSION STATEMENT**

“To prepare young people for their future life in Church and society.”

This mission is attained as it encompasses:

- Educational activities which allow every student to reach his/her potential;
- Formal instructions and formation in which the students develop the beliefs, values, and traditions of Catholic Christianity.

More distinctly, Catholic schools of the Diocese of Charleston are educational centers where faith is part of the school’s culture and in which all members of the school community share this Christian vision. The Catholic schools are asked to “integrate all aspects of human knowledge through the subjects taught in the light of the Gospel.”

*-The Catholic School, Sacred Congregation for Catholic Education, Rome, 19 March 1977.*

## **THE DIOCESE OF CHARLESTON CATHOLIC SCHOOL GOALS**

- To ensure the proclamation of the message of the Gospel in every elementary and secondary school of the Diocese of Charleston;
- To encourage the building of a faith community among students, faculty, administration, parent(s)/guardian(s) and parishioners;
- To instill the importance of service to one another as an obligation of living in a Christian community;
- To develop in students the Christian principles of peace and justice;
- To assist and support the schools in their endeavors to be educational institutions of academic excellence and centers for moral formation;
- To ensure quality Catholic education by maintaining high standards in teaching and learning.

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

“Our mission is to be faithful disciples of Jesus Christ, which will prepare us for outstanding achievements in all aspects of life. Our education will enable us to realize spiritual, intellectual, moral and social growth in a safe, disciplined, family-oriented environment.”

+Virtue+  
+Academic Excellence+  
+Discipleship+

## **ST. JOSEPH CATHOLIC SCHOOL OBJECTIVES**

- To assist parent(s)/guardian(s) in fulfilling their role as primary educators of their children;
- To nurture sound relationships between home and school;
- To recognize and respect the dignity of each individual;
- To provide academic programs that will promote continuous student growth in building competence in critical analysis, inquiry, problem solving, and creative thinking that will prepare them for the future;
- To teach moral and spiritual values in order to instill a spirit of service to Christ and His Church at school, in the parish, at home, and in the community;
- To provide experiences which develop leadership, initiative, dependability, and self-discipline;
- To develop technological proficiency and awareness of global and environmental concerns;
- To introduce students to the Fine Arts and to provide opportunities for creative activities that will inspire an appreciation for the good, the true, and the beautiful in God’s world;
- To create a nurturing school community that fosters the development of a positive self-image and independent learners with appropriate social interactions.

*(Revised August 2021)*

## **SCHOOL GOALS**

### **Goal #1 – Catholic Identity**

St. Joseph Catholic School will engage the clergy, school families, faculty, staff, parishioners, and community at large in active participation in the mission of our school.

### **Goal #2 – Ownership/Governance**

The governance and ownership of the administration and operation of St. Joseph Catholic School involves closely linked relationships between the Diocese, School Board, Parish Counsel, Financial Advisory Board, Parent Teacher Organization, and Student Counsel.

### **Goal #3 – Enrollment**

St. Joseph Catholic School will attract new students while retaining existing students through market awareness of our academic excellence and enhancing interpersonal relationships with school families.

### **Goal #4 – Curriculum**

St. Joseph Catholic School will maintain academic excellence by supporting teachers and staff and ensuring that the teachers are provided with adequate resources, texts and teaching materials.

### **Goal #5 – Staffing**

St. Joseph Catholic School will maintain and support the highest quality teaching staff to empower the students to strive toward their maximum potential academically and spiritually.

### **Goal #6 – Facilities**

St. Joseph Catholic School will develop and implement a facility master plan to address the school's current and future needs.

### **Goal #7 – Finances**

St. Joseph Catholic School shall establish, coordinate, and maintain, through the School Advisory Board, an integrated plan for the oversight of financial activities that includes internal financial control procedures and a process of reporting the results regularly to the entire School Board, Principal, and Pastor.

### **Goal #8 – Development**

St. Joseph Catholic School will lead marketing, development, and fundraising in order to support the continued operation and growth of the school, as well as the goals and objectives set by the School Advisory Board.

### **Goal #9 – School in the Community**

St. Joseph Catholic School will increase awareness through specific marketing, community service-learning programs and a direct communication process with the parish, neighboring parishes, area churches, and the community at large.

## **THE OPERATION OF THE SCHOOL IS BASED ON THE FOLLOWING:**

- The best interest of the child and is the first consideration in administrative procedures, practices, and decisions;
- Our innovative, energetic, and learned teaching faculty providing each student with an academically challenging curriculum focusing on the whole child;
- The high standard of education maintained by continuous evaluation and revision of the curriculum and organizational structure based on the latest valid research, changing goals in society and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents, and the community.

## **HONERABLE CONDUCT EXPECTATIONS**

At St. Joseph Catholic School, honorable and virtuous behavior begins with the desire to be a positive contributing member of the School and Parish community. Members of our community recognize their responsibility to support and live by the values of our Catholic faith. The students are expected to engage in a loving and respectful relationship with themselves and others by practicing the virtues of compassion and responsibility, dignity and integrity, and peace and justice. The integration of these values allows each student to grow and thrive as a whole person achieving a life-long commitment to their faith, family, and country. Students accept responsibility for their own actions, and support others in their efforts to live by the values of our school and the virtues of the Roman Catholic faith. Students and faculty alike are expected to take pride in and demonstrate this common moral and academic integrity at all times.

## **ACADEMIC CREDENTIALS**

St. Joseph Catholic School is SACS (Southern Association of Colleges and Schools) accredited through AdvancEd® and Cognia. Under the direction of the school STEM coordinator, St. Joseph Catholic School presently is undergoing the STEM certification process.

All members of our professional teaching staff hold state certifications, and/or endorsements and are CPR trained.

## **PARENT'S ROLE IN EDUCATION**

We, at St. Joseph Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Once you have chosen to enter into a partnership with us at St. Joseph Catholic School, we trust you will be loyal to this commitment.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

### **PARENTS AS PARTNERS**

**As partners in the educational process at St. Joseph Catholic School, we ask parents;**

- To inform the school of any special situation regarding the student's well-being, safety and health;
- To ensure the student gets to bed early on school nights;
- To have the student arrive at school on time and picked up on time at the end of the day;
- To have the student dressed according to the school dress code;
- To have the student complete assignments on time;
- To provide/order lunch or nutritional snack lunch every day;
- To actively participate in school activities such as Parent-Teacher Conferences and the PTO;
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note or e-mail when the student has been absent or tardy (these notes will be kept for one year);
- To notify the school office of any changes of address or important phone numbers;

- To meet all financial obligations to the school;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration in social media.

## **APPROPRIATE DISCIPLINE**

Discipline is an integral part of healthy childhood growth and development. Discipline positively prepares the maturing child for his/her role as an active member of civil society and good citizenship. Within the St. Joseph School and Parish community, discipline is focused on building student-to-student conflict resolution skills within a school culture of individual accountability. St. Joseph Catholic School's standard of appropriate conduct, and behavior that is respectful to others and the teachings of the Roman Catholic faith, must be upheld and supported consistently by all faculty members and students. This is essential to assure the best possible environment for the academic, spiritual, social, moral, and physical growth of each St. Joseph student.

## **DISCIPLINE REGULATIONS**

Students of St. Joseph Catholic School are expected to conduct themselves in a manner that reflects favorably on themselves, their families and their school, showing respect and consideration to others. Students are to recognize their individual responsibilities as a condition for their remaining at the school. Students are expected to conduct themselves inside and outside of school and at school-sponsored activities in a manner that reflects the moral teaching of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion. The discipline system was designed to safeguard the rights of others and make each student responsible for his or her own actions. Any student who verbally, physically or in any way threatens a teacher or another student is subject to dismissal.

## **PARENT COMMUNICATIONS**

St. Joseph Catholic School tries to notify our parent(s)/guardian(s) of our concerns, events, and other pertinent information in various ways, including:

- Calendars will be posted on FACTS SIS website;
- Weekly “Thursday Folders” containing the student tests, papers, and other school correspondence. Please sign and return this folder the next day;
- Weekly School Newsletter is emailed to parent(s)/guardian(s) every Friday;
- REMIND App for emergency or important information by text;
- Email: Parent(s)/guardian(s) are asked to give the school their email addresses for the purpose of communication. Teachers’ email addresses are given to parent(s)/guardian(s) at the beginning of the school year;
- Throughout the year, the school may have special student days (free dress days, student appreciation day, etc.). You will be notified in advance of these days through your Friday newsletter or FACTS announcements;
- The Parent Teacher Organization (PTO) will sponsor several activities for the entire family throughout the year. Look for these in the Friday newsletter, on the calendar of events, parish bulletin or on the school's website.

## **COMMUNICATION TO THE SCHOOL OFFICE**

Parent(s)/Guardian(s) are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

## **CONTACTING THE TEACHER**

St. Joseph Catholic School encourages you to communicate with your child’s teachers. In fact, when either you or your child has a classroom-related issue, we ask that you contact the teacher(s) directly involved first. A parent/teacher conference is scheduled in the fall. A second parent/teacher conference is available in the spring. When a parent-teacher conference seems necessary at other times, parent(s)/guardian(s) are urged to contact the school office to arrange an appointment for a conference with the teacher. The teacher will then contact the parent(s)/guardian(s) about a mutually convenient conference date and time. Regular office hours are from 7:30 A.M. – 3:30 P.M.

Cooperation between parent(s)/guardian(s) and teachers is most imperative for the well-being of each student. Open communication and respect for confidentiality are the foundations of a healthy, happy, and productive school community. Though these goals may appear paradoxical, they are, in fact, complimentary. Exchanges are generally effective when they are descriptive, constructive, and point to solutions thus avoiding blame and preserving individual integrity.

The following guidelines can serve as useful tools in solving problems that may exist so that in most cases, the problem may be resolved with little difficulty:

- It is a good policy to withhold judgment on what appears to be a criticism until you get all the facts;
- Request an appointment with the teacher before discussing the problem with others or calling the principal;
- Please make every effort to reach teachers at the school during school hours by school phone or email. If a teacher is in class, please leave a message and your call will be returned as soon as possible. Do not text;
- Discuss the problem or situation and try to come to a common ground of understanding;
- Contact the principal only if you have discussed the situation with the teacher, and you feel the problem has not been resolved. The principal will then arrange a meeting with the teacher and the parent(s)/guardian(s) in order to mediate a solution consistent with the school's mission, policies, and procedures.

## **CONTACTING THE PRINCIPAL**

The principal welcomes all communication with parent(s)/guardian(s), informally and by appointment. He/she is most able to respond directly to school-wide issues and will join a conversation **after initial** communication with the teacher. In such a case, a telephone conversation or meeting would likely result in a joint discussion with those directly involved or affected by the situation.

The principal is available to listen, solve problems, and to take action. In addition, he/she will be communicating with parent(s)/guardian(s) through regular and special school publications, at school events, and during informal meetings designed to discuss such issues as curriculum, parent(s)/guardian(s) involvement, child development, etc.

## **GRIEVANCES**

Conflicts may occur among students, parent(s)/guardian(s), and school staff, and all parties are encouraged to resolve these conflicts when they occur. All parties to the grievance are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. It is always best to go to the person directly and voice your concern in a positive manner. Ninety-nine percent of all grievances can be cleared up in this way. If you are not satisfied with the outcome, please call the principal for further assistance and clarification. If the principal is unable to resolve the conflict (or if the principal is the subject of the complaint) the pastor will be brought into the process as deemed appropriate.

## **ADMISSIONS, TUITION, AND POLICY**

### **NON-DISCRIMINATORY POLICY**

The Philosophy of the Catholic Schools in the Diocese of Charleston is based on the Christian social principles of the gospel message to love and respect the rights of all people.

It is the policy, therefore, of this member school, St. Joseph Catholic School, to ensure that no applicant or student be discriminated against on the basis of race, color, sex, ethnicity and/or national origin in the administration of its educational policies, admission policies, scholarships, athletics, or other school administered programs.

### **ADMISSIONS REQUIREMENTS**

Applicants:

- Health records;
- Immunization records;
- Birth certificate;
- Report cards;
- Standardized Test Results;
- Record of IEP or SAP.

Catholic applicants only:

- Requirements listed above;
- Baptism Certificate;
- Verification of active parish affiliation/stewardship;
- Use of weekly envelopes or automatic deposit.

## **AIDS POLICY**

Students will not be denied admission nor be expelled solely on the basis of HIV infection. The Universal Blood and Body Fluid Precautions will be consistently used on campus.

## **ADMISSION GUIDELINES**

The education of a child is a partnership between the parent(s)/guardian(s) and St. Joseph Catholic School. Just as the parent(s)/guardian(s) have the right to withdraw their child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. The following are our guidelines:

1. Parent(s)/Guardian(s) who seek to enroll their children in St. Joseph Catholic School must embrace and support the philosophy and values of the school. Parent(s)/Guardian(s) are required to sign all the necessary compliance documents prior to their child's admission to the school;
2. A child must be five years of age by September 1<sup>st</sup> of the school year in order to be admitted into kindergarten;
3. A child must be six years of age by September 1<sup>st</sup> of the school year in order to be admitted into First Grade;
4. Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joseph Catholic School will meet the educational needs of the student(s);
5. Once an application is approved, the parent(s)/guardian(s) must present an original birth certificate, a baptismal certificate (for Catholic children), a S.C. immunization document, and pay the current school registration fee;
6. All new students will be given a trial period of not less than 60 days in which to prove himself/herself both socially and academically fit at St. Joseph Catholic School's educational setting. This probationary period is to ensure that St. Joseph Catholic School and your family can have a mutually beneficial relationship;
7. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph Catholic School. The recommendation and decision of the school is final;

8. Current students will be offered an opportunity to pre-register for the following academic year before registration is open to the general public. Students **not pre-registered** will be admitted on a space available basis with the same priority as the general public;
9. **All families are expected to support the school by giving of their time, talents, and financial support.**

## **ADMISSION GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS**

1. When a special needs child applies for enrollment, the administration and the parent(s)/guardian(s) will meet to define the child's special needs and the school's ability to meet those needs. This meeting may include a conference and/or a shadow day with the child.
2. St. Joseph Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Joseph Catholic School cannot accommodate students who have *extraordinary* learning differences.
3. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, it may be in the best interest of the student to discontinue attendance at St. Joseph Catholic School. This decision will be made in dialogue with principal, teachers involved, and the parent(s)/guardian(s). This will be done for the benefit of the student in order for the student's educational and/or behavioral needs to be fully met in another more suited educational setting.

## **ADMISSIONS PLACEMENT**

Acceptance and placement may be based on the results of St. Joseph Catholic School entrance testing and records from previous years.

As previously stated, new students are on probation for 60 days of the school year to determine if they are in the most appropriate educational setting. Student academic performance, attitude, effort, conduct, parental support and interaction are factors under consideration. The administration, in consultation with the teacher and parent/guardian, will make the final decision.

## **ADMISSION PRIORITY**

St. Joseph Catholic School admits qualified students with first preference given to Catholic children of St. Joseph Catholic Church parishioners and then to all children, in the following order of priority:

1. Currently enrolled students;

2. Siblings of currently enrolled students;
3. Catholic students from St. Joseph Catholic Church;
4. Catholic students from parishes other than St. Joseph Catholic Church;
5. Children of other faiths from within the community.

## **TUITION & FUNDRAISING POLICIES**

St. Joseph Catholic Church has established a tuition policy at our parish school designed to assure the opportunity for all Catholic parent(s)/guardian(s) desiring for their children a Catholic education. The current tuition amounts are listed on the Tuition Fee sheet. Parish status will determine your tuition rate. The tuition and fees account for approximately 60% of the school operating budget. The other 40% comes from donations, fundraisers, and the parish subsidy. The pastor and the principal work together to ensure that families are not overburdened with a constant stream of fundraising events.

It is not fair to other parent(s)/guardian(s) in our school to carry delinquent tuition liabilities past a reasonable amount of time. We encourage all our families to plan carefully to meet their financial responsibilities to their school. All financial obligations from previous school years must be paid in full before a student can begin the current school year.

## **TUITION RATE STATUS**

The tuition policy with regard to parishioner status may be changed at any time, at the individual discretion of the pastor. Before the beginning of each school year, the parent(s)/guardian(s) will get their **VERIFICATION OF PARISHIONER STATUS** from the church office using the Parish Participation Form. Any parent(s)/guardian(s) disagreeing with the parish's determination may discuss this with the pastor. The school and principal are not responsible for making a status determination, nor may they change the status without approval of the parish office.

For the primary purpose of determining the appropriate tuition rate according to the tuition policy, the following list will be utilized to ascertain the status of the family:

- **Active Catholic member of St. Joseph Catholic Church:** Active membership in a parish is understood to mean that the family worships regularly in that parish and contributes to the support of the parish with time, talent, and financial resources. At St. Joseph Catholic School, this is verified through the church office with the Parish Participation Form. These families pay the parish tuition rate;

- **Active Catholic member of other Catholic parishes:** These families pay the standard tuition rate minus the subsidy agreed to by their parish by means of the Parish Participation Form;
- **Other Catholic families who are not active in any Catholic parish:** These families are required to pay the standard tuition rate;
- **Members of other faiths:** These families are required to pay the standard tuition rate.

## **TUITION PAYMENT OPTIONS**

Tuition payment options are sent out with the tuition agreement contracts. All families must sign the tuition agreement contract to complete enrollment.

## **LATE PAYMENTS/FEES**

If families are experiencing financial hardships, they are encouraged to make an appointment with the principal to make reasonable payment arrangements.

- A monthly or quarterly tuition payment not received by the 15<sup>th</sup> of the month is considered late.
- If an account becomes 30 (thirty) days in arrears, a formal letter will be sent to the parent(s)/guardian(s) by the administrative assistant informing them that they are delinquent in their tuition payments. Every effort will be made to contact the parent/guardian; however, please be aware that paying tuition on time is your responsibility.
- A copy of this formal letter will be forwarded to the principal informing him/her of the delinquency.
- If the delinquent tuition is not paid in full as stated above, or special financial arrangements made with the principal are not adhered to, your child's privilege to attend classes may be in jeopardy. We sincerely hope this drastic action will be unnecessary.
- A fee of twenty-five dollars (\$25) will be charged for all checks returned by their financial institutions for insufficient funds.

## **FUNDRAISING**

As previously stated, tuition and fees account for approximately 60% of the school's operating budget. It is the responsibility of every family to do its part for the fundraisers. The school and church work to ensure that families are not overburdened with overlapping fundraising events.

The biggest fundraiser of the St. Joseph Catholic School year is the *Silent and Live Auction*. School families are asked to assist in the following ways:

1. To help with the planning and operations of the event through the direction of the Auction Steering Committee;
2. To provide items for the auction;
3. To purchase tickets to the auction and have fun!

We also have an Annual Fund Appeal each year. We depend upon our families to support all our efforts to raise the needed funds to continue to operate an extraordinary school. Any support given to our new program, Support our Scholars and Saints, is only used for tuitions assistance and scholarships.

Our PTO also runs an Elves' Workshop at Christmas to sell gifts to the children for their friends and families. They use these funds to run programs such as Fall Festival, Catholic Schools Week, Teacher Appreciation Week, and various service projects.

We support the Golf tournament every October by sponsoring a hole per class.

***Please be aware that changes may be necessary in our fundraising events and/or implantation due to the changing conditions and restrictions set forth from the CDC and the Diocese of Charleston.***

## ACADEMICS

### **CURRICULUM**

The Diocesan curriculum guidelines, consistent with the state of South Carolina guidelines, are followed for the teaching of all secular subject areas. Complete diocesan curriculum is posted on the diocesan website <http://charlestondiocese.org/schools/>.

St. Joseph Catholic School offer students the opportunity for growth in these major subjects.

#### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Liturgical services are held on Friday of each week and on Holy days of Obligation for the entire school community. Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) test in May.

**All students and parent(s)/guardian(s) will be participating in the Virtues in Practice -** <https://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

#### ***Computer Literacy***

Keyboarding, Word Processing, Database, Spreadsheets, Effective Use of social media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects

#### ***Fine Arts***

Music, Art, Performing Arts Club, and Band for Middle School. Some of the clubs and classes may not be gathering due to virus restrictions

### ***Handwriting***

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive. However, cursive is introduced to younger grades in preparation

### ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, and Appreciation of Literature. Students in Grade 8 English I Honors who successfully complete the course may receive high school credit

### ***Mathematics***

The Saxon Math curriculum is used in Mathematics Skills, Pre-Algebra, and Algebra I. Students in Grade 8 Algebra I Honors who successfully complete the course may receive high school credit

### ***Physical Education***

Physical fitness programs appropriate for each grade

### ***Physical Science***

General Sciences and Laboratory Experiences. Students who complete the courses in physical science may receive high school credit

### ***Social Studies***

History, Geography, Economics, State History, and Current Events

### ***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture. Students in Grade 8 who successfully complete the course may receive high school credit

## **ACADEMIC EVALUATION/REPORT CARDS**

The Report Card is a formal mode of communication from St. Joseph Catholic School to the parent(s)/guardian(s). The school year is divided into four marking periods/quarters. For grades K-8, progress reports are published on FACTS at the midpoint of each quarter. Homework, quizzes, tests, and participation grades should be updated on FACTS each week by 3:30 P.M. Friday. Report cards are issued electronically at the end of each quarter, including end of year report cards.

Parent-Teacher Conferences are scheduled each Fall and Spring, but the teacher or parent(s)/guardian(s) may request a conference at any time.

**The report card sent home is a private correspondence between the teacher and the parent(s)/guardian(s). The student's permanent record contains only the student's grade averages for the year and does not contain a copy of the report card or comments.**

## **GRADING SYSTEM**

- At the beginning of the school year, the classroom teacher will send home your child's individual schedule for all subject areas.
- Each teacher will inform the parent(s)/guardian(s) of his/her evaluation process at the beginning of the school year. Class participation, homework, and test marks, as well as credit for class projects, may be combined to obtain grades.
- Progress reports are sent home at the mid-grading period. Report Cards are sent home every nine weeks.
- It is a parent(s)/guardian(s) responsibility to contact the teacher if they feel they are not clear about their child's progress.
- The teacher will notify the parent(s)/guardian(s) if a student's work consistently shows failing marks and schedule a conference to develop a remediation plan. The parent(s)/guardian(s) and the teacher must stay in constant communication until academic progress is made.

## **GRADING SCALE**

A+ = 98-100

B+ = 89-91

C+ = 80-82

D = 70-73

A = 95-97

B = 86-88

C = 77-79

F = Below 70

A- = 92-94

B- = 83-85

C- = 74-76

## **TESTING**

- Students will not be permitted to retake a quiz or a test in order to improve their academic standing unless deemed necessary.
- MAP testing is given in Grades K through 8.
- The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 through 8.
- Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or tests per day.

- Middle school students may be involved in Final Exams at the discretion of the teacher in accordance with the principal, to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

## **RETENTION POLICY**

If the state required minimum of attendance days is not met, then absence in itself is not cause for retention if the work that has been missed has been made up by the student. A student is promoted if he/she has successfully completed the requirements of the grade they are currently in. No later than March 1, the principal and teacher should discuss **ANY STUDENT IN DANGER OF BEING HELD BACK** and should confer with their parent(s)/guardian(s) about the possibility of retention. The principal makes the final decision regarding retention. Students may be retained if either or both of the following conditions exist:

- The student has not adequately completed the grade work;
- The student is socially, emotionally or physically immature.

**A student may not remain more than two years in the same grade, and he/she may not be retained more than twice. One retention will be allowed in the primary grades (K – 3) and one retention in the intermediate grades (4 – 6).**

## **PERMAMENT RECORDS**

The permanent records sent to other schools contain the information on the student registration form, start and withdrawal dates, average subject grades for each year enrolled, standardized test results, and a copy of the birth certificate and SC Immunization Form. All other testing, correspondence, behavior notes, attendance and tardy totals, and student academic plans are not included, and **CAN ONLY BE RELEASED WITH WRITTEN PERMISSION** of the parent(s)/guardian(s). The parent(s)/guardian(s) may request to see their child's permanent record.

## **BUCKLEY AMENDMENT**

St. Joseph Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parent. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence

of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

## **TECHNOLOGY**

St. Joseph Catholic School has a strong commitment to the integration of technology within the curriculum. The school has computers available in each classroom, a laptop cart that teachers can use in their classrooms and a dedicated research center for further technology instruction. All fourth through eighth grade students will have access to individual Chromebooks. Before students are granted access to computers and the Internet at school, students and their parent(s)/guardian(s) must sign the Technology Acceptable Use Policy agreement.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

St. Joseph Catholic School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff and students. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology, and prevent negative side effects.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local state, and federal law. School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Joseph Catholic School. The school reserves the right to investigate any suspected violations of this policy.

The following policy applies to both on-campus and off-campus (including, but not limited to, sporting events, field trips, class trips, academic competitions, etc.):

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the Diocese and school;

2. The use of technology is a privilege, not a right. Inappropriate use may result in a suspension or cancellation of those privileges, disciplinary action (up to and including expulsion), and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal;
3. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

Some examples of unacceptable use include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Unauthorized downloading of software (i.e., applications, images, music, videos, etc.);
- Accessing any site (games, etc.) or equipment without teacher permission;
- Invading the privacy of individuals or using/sharing another user's password or account or sharing one's own password or account;
- Using pseudonyms or anonymous sign-on;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the diocese and/or school; using inappropriate language;
- Use of any proxy sites/servers to access sites that are restricted by the normal course of the network; the school will limit the network using filters and/or additional software to keep inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites/servers;
- Damaging or vandalizing computer hardware, computer systems, files, programs, or the property of another individual, including data files or employing the network for commercial purposes;
- **Engaging in online activities occurring outside the school that may be detrimental to the school environment (defamation, threats, harassment, cyber-bullying, etc.);**
- Students may not post any photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication without his/her knowledge and approval;
- Creating a website or social media presence (i.e., Instagram, Snapchat, Tik Tok, Facebook, Twitter, LinkedIn, etc.) that represents the school or transmits the likeness, image, photograph, video or personally identifiable information about any employee, student, parent, or parishioner is prohibited, except with the express permission of the principal;

- Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal;

## **CHROMEBOOK ACCEPTABLE USE POLICY AND PROCEDURES**

\*These policies and procedures also apply for all Tablets and Laptops assigned to students in younger grades. \*

The focus of incorporating Chromebooks in St. Joseph Catholic School is to provide tools and resources to the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school and beyond. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all Chromebooks used at St. Joseph Catholic School. Teachers may set additional requirements for use in their specific classroom(s).

### **1. CHROMEBOOK DEVICES**

#### **1.1 RECEIVING YOUR CHROMEBOOK**

- i Each student will be assigned a Chromebook and power cord. **Each student needs to buy a carrying case** during the first month of the school year. Parent(ss)/Guardian(s) and students must sign and return the Chromebook Acceptable Use Policy and agree to replace or repair the Chromebook if damaged or lost.
- ii Student Chromebook serial numbers, including the power cord serial number, are recorded by school administration and tracked to the student. Students are not allowed to loan out or borrow another student's Chromebook.
- iii The Chromebooks will be distributed to the students each morning during homeroom. Special situations will be at the discretion of the principal. Only with teacher permission will students be able to take the Chromebook home.

#### **1.2 CHROMEBOOK STORAGE DURING NON-SCHOOL**

- i Chromebooks will be stored in the cart in the assigned classroom under teacher supervision at the end of each school day. Each child is responsible for charging their Chromebook. No other Chromebook will be assigned for the day if they forget to charge the night before.

#### **1.3 CHROMEBOOK RETURN**

- i Chromebooks will be returned prior to the end of the school year or at the request of the principal. Students must return the Chromebook and power cord with the correct serial number assigned to them.

ii Students who transfer, withdraw, or are asked to leave St. Joseph Catholic School must return the Chromebook and power cord with the correct serial number assigned to them upon termination of enrollment.

iii Failure to return the Chromebook will result in a theft report being filed with the local police department. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at St. Joseph Catholic School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook (estimate of \$350.00). Furthermore, the student will be charged a fee for any needed repairs, not covered by the insurance policy, not to exceed the replacement cost of the Chromebook.

## **TAKING CARE OF THE CHROMEBOOK**

### **1.4 GENERAL CARE**

- i Cords and cables must be inserted carefully into the Chromebook to prevent damage;
- ii Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Joseph Catholic School;
- iii Chromebooks must never be left in any unsupervised area, hallways, gym, bathrooms, etc.;
- iv Do not have any food or drinks near the Chromebook;
- v Do not touch the screen with pens, pencils, erasers, etc. that could scratch the screen;
- vi Students must log into their Chromebook following the instructions given by the teachers;
- vii Chromebooks that malfunction or are damaged must be reported to the School Office. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired. Families will be billed for the costs for the repair.

### **1.5 CARRYING THE CHROMEBOOK**

- i The student will provide a case to protect their Chromebook;
- ii Chromebooks should always be in the case when not in use;
- iii Chromebook lids should always be closed and tightly secured when moving;
- iv Do not carry your Chromebook while the screen is open;
- v Do not move the Chromebook by lifting it from the screen;
- vi Avoid placing too much pressure and/or weight (such as folders and books) on the Chromebook;

vii Be sure the prongs on the charger are not pressing on the screen;

viii Do not place anything else in the carrying case;

### **3. CHROMEBOOK PROCEDURES**

Students are responsible for following the Chromebook procedures defined below.

**Passwords to students email MUST be shared with the parent/guardian.**

#### **3.1 SCREENSAVERS/BACKGROUND PHOTOS**

i The student may change their screensaver and background as long as it is school appropriate.

#### **3.2 PHOTOS**

i Image storage on the Chromebook will be for school projects only. Storage of student personal photos or downloaded images that are not for school projects is not allowed. Photos may not be taken with a school Chromebook and posted on the Internet or any social media site i.e., Facebook, Tik-Tok, Instagram, Snap Chat without written permission of the school principal.

#### **3.3 SOUND, MUSIC, GAMES, OR PROGRAMS**

i Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.

ii Music is only allowed on the Chromebook if provided by the teacher for educational use.

iii Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds must be provided by the student.

#### **3.4 PRINTING**

i No printing will be allowed from the student Chromebook. The student should always send any document that needs to be printed to the teacher.

### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

#### **4.1 SAVING WORK TO ST. JOSEPH CATHOLIC SCHOOL GOOGLE DOMAIN**

i It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work; therefore, students should keep their work in their school provided Google Account.

#### **4.2 NETWORK CONNECTIVITY**

i Although St. Joseph Catholic School provides a wireless network for student use, it makes no guarantee that the school wireless network will be up and running 100% of the time.

### **5. SOFTWARE ON CHROMEBOOK**

## 5.1 INSTALLED APPS/EXTENSIONS

- i St. Joseph Catholic School will provide a list of approved Apps and Extensions. Only the Apps/Extensions approved by the teachers should be installed on the Chromebook. Periodic checks of Chromebooks will be made to ensure that students have not removed required Apps/Extensions and/or added additional Apps/Extensions.

## 5.2 INSPECTION

- i Students may be selected at any time to provide their Chromebook for inspection with or without reason.

## 5.3 PROCEDURE FOR REINSTALLING OS AND APPS/EXTENSIONS

- i If technical difficulties occur or illegal Apps/Extensions are discovered, the Chromebook will be restored from the factory default. The school does not accept responsibility for the loss of any documents deleted due to the process. In this event, the student may lose the privilege of Chromebook use.

## 5.4 SOFTWARE UPGRADES

- i Update releases of Apps/Extensions are available from time to time.

## 6. STUDENT DISCIPLINE

If a student violates any part of the above policy in a specific class, he/she will be put on the following disciplinary steps for that class. The teacher in charge will enforce disciplinary action at the time the infraction incurs. Any disciplinary action is at the discretion of the principal and will be reported to the parent/guardian.

- 1st Offense – Student(s) will receive a verbal warning and the student will continue to use the Chromebook
- 2nd Offense – The Chromebook privilege is removed for the remainder of the class. Student will still be responsible for all required work
- 3rd Offense– Student will lose Chromebook privileges for one week during that specific class while student will still be responsible for all required work

## 7. CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, bathrooms, and hallways. Any Chromebook left in these areas is in danger of being damaged and/or stolen.

Chromebooks repeatedly left in unsupervised locations may be subject to disciplinary action.

## 8. LIABILITY

I hereby release from liability and agree to indemnify and hold harmless St. Joseph Catholic School, and any of its employees for any liability in connection with the use or possession of the equipment. This

release is for any and all liability for personal injuries and property losses or damage in connection with the possession or use of the equipment.

## **TECHNOLOGY AND DEVICE ACCEPTABLE USE POLICY**

### **Detach, Sign, and Return to Classroom Teacher**

I have read and understand the St. Joseph Catholic School 2021-2022 Technology Acceptable Use Policy and Chromebook Acceptable Use Policy and Procedures. I accept and I agree to follow these policies. The administration reserves the right to the final interpretation and decision of consequences in all device policy matters.

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name (Print)** \_\_\_\_\_

As a parent(s)/guardian(s) of the above student, I understand that my child will be responsible for abiding by the 2021-2022 Technology Acceptable Use Policy and the Chromebook Acceptable Use Policy and Procedures. I have read and discussed these policies in their entirety with him/her and we understand the responsibility they have in using their assigned devices.

**Parent(s)/Guardian(s) Signature** \_\_\_\_\_

**Parent(s)/Guardian(s) Name (Printed)** \_\_\_\_\_

**Date** \_\_\_\_\_

**For Office Use Only**

Date Agreement was received: \_\_\_\_\_

**STUDENT PLEDGE DOCUMENT**

**Detach, sign, and return to classroom teacher**

1. I will use my Chromebook/Tablet in ways that are appropriate, meet St. Joseph Catholic School expectations, and are educational.
2. I understand that my Chromebook/Tablet is subject to inspection at any time without notice and remains the property of St. Joseph Catholic School.
3. I will follow the policies outlined in the Chromebook/Tablet Acceptance Use Policy.
4. I will take appropriate care of my Chromebook/Tablet.
5. I will never leave my Chromebook/Tablet unattended, and I will know at all times where my Chromebook/Tablet is.
6. I will never loan out my Chromebook /Tablet to other individuals.
7. I will never give my password to other individuals except for my parent(s)/guardian(s)s and designated school staff appointed by the principal.
8. I will charge my Chromebook/Tablet daily.
9. I will not jailbreak my Chromebook/Tablet.
10. I will not disassemble any part of my Chromebook/Tablet.

- 11. I will not remove or deface the serial number or other identification on any Chromebook/Tablet.
- 12. I will protect my Chromebook/Tablet by only carrying it in a case.
- 13. I will not place any decorations on any Chromebook/Tablet nor will I use food or beverages around any Chromebook/Tablet.
- 14. I will be responsible for all damage or loss to my Chromebook/Tablet, power cord, or case caused by my neglect or my abuse.
- 15. I agree to return the Chromebook/Tablet, and power cord in good working condition.

**I agree to the stipulations set forth in the above document.**

Student Name (Print) \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Administration Use Only**

Name of teacher who discussed the policy in class \_\_\_\_\_  
Signature of teacher who discussed the policy in class \_\_\_\_\_  
Date that the policy was discussed in class \_\_\_\_\_

**HOMEWORK AND CLASSROOM WORK**

**CLASSROOM WORK PAPERS**

At the beginning of the school year, the classroom teacher will send home your child’s individual academic class schedule.

- Teachers will keep a representative sample of a student’s work papers and tests in a folder for review by parent(s)/guardian(s) and the principal and for reference during Parent-Teacher Conferences.
- Teachers at each grade level will implement a method for sharing children’s papers and workbooks with parent(s)/guardian(s).
- Parent(s)/Guardian(s) should know the teacher’s method and should review papers on a regular basis. This will be given at the Open House in the first month of school.
- At all grade levels, test papers should be signed by parent(s)/guardian(s) and returned to the teacher.
- Teachers at all grade levels will encourage neatness and proper penmanship.

## **HOMEWORK**

Limited homework is an important ingredient in learning. St. Joseph Catholic School is committed to the philosophy that students have spent the greater part of five hours working on academics and reinforcing this learning at home is important to achieving mastery. As a general rule, each student from K – 8<sup>th</sup> may be assigned some type of homework each night.

### **Parent(s)/Guardian(s) Responsibility:**

- Parent(s)/Guardian(s) are expected to establish the discipline for regular study at home, provide quiet time for study, and reinforce good study habits with limited attention and encouragement;
- Parent(s)/Guardian(s) are requested to check on the quality of homework that is finished at home by asking your child if that is his or her “best work?” Are they proud to turn it in? Let them be responsible for the work.

### **Student Responsibility:**

- It is the responsibility of the student to complete the assigned work completely and to the best of his/ her ability;
- Work must be completed neatly and turned in on time to merit full credit. Check with your teacher on the percent a student’s grade that is determined by homework;
- Students should review their daily work, even when written assignments are not given.

### **Teacher Obligations to the Students:**

- Daily assignments, as well as long term projects, are given to reinforce the lessons taught in the classroom;
- In Special areas, teachers will plan a sensible calendar for assigning daily work, book reports, long-range projects, and tests and coordinate with classroom teachers and other special teachers;
- Formal testing and quizzes will be scheduled throughout the school week. Every possible effort is made not to schedule more than two tests on the same day;
- The school provides study time in Extended Care, Monday through Friday. Students not registered in the Extended Care program may sign up for study time at the regular Extended Care rate;
- For K through 5th grade, no homework will be assigned for over the weekend. Reports and projects may cover a period of more than one week, at which time a weekend will be included;

- Middle school students will have occasional weekend homework assignments to be better prepared for the workload of further studies;
- No tests will be scheduled on Mondays or on the first day back after a break.

**Time Allotments for Homework Assignments:**

- Time allotments for homework assignments will vary and should be suitable to the particular grade level of the student.
- The following time allotments are suggested as a guide:

Kinder: 5-10 minutes	Grade 4: 40-50 minutes
Grade 1: 10-15 minutes	Grade 5: 50-60 minutes
Grade 2: 20-30 minutes	Grade 6, 7, 8: 60-120 minutes
Grade 3: 30-40 minutes	

If your child is spending more than the suggested time on homework, first check to see if the workspace is free from distractions. Then, check to see if your child understands the assignments. After these are checked, ask your child to do the assignments for a certain amount of time. If the assignments are still taking too long, contact the teacher. He/she may need your input to see if the assignments are appropriate for your child’s ability.

Your children should go to bed at their regular bedtime even if they have not finished homework. Your evening should not be a battlefield especially if you have followed the guidelines above.

It is important that we work together to teach the students the importance of completing work, and to have realistic expectations of ourselves, and realistic expectations of the quality of our work. Let their homework be their work. Nothing brings down a child’s confidence more than when a parent/guardian completes the work for them.

**HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES**

The school calendar provides for extended weekends throughout the school year. Parent(s)/Guardian(s) are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence. School assignments will not be given out in advance if there is not a written request by the parent/guardian at least one week prior to the scheduled trips.

## **HOMEWORK POLICY DUE TO ILLNESS**

When a student is absent for three or more days, a parent/guardian may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **ABSENCES, TARDIES, RELEASE FROM SCHOOL**

### **ATTENDANCE POLICY AND PROCEDURES**

\* Please refer to Back-To-School document for symptoms and staying home. \*

Regular attendance is imperative for a student to maintain progress in school. Undue absence and tardiness interfere with learning. It is the **duty of the parent(s)/guardian(s)** to see that their child **is present and on time** each day.

The School day starts at 7:55 am. The student(s) will be marked tardy if arriving after 7:55 am.

If a student is sent home right after having arrived at school, they will be marked absent. If a student comes to school late or leaves before the end of the day, they will be marked absent as follows:

Arriving before	10:30 A.M.	Tardy
Arriving after	10:30 A.M.	Absent ½ day
Leaving before	11:50 A.M.	Absent all day
Leaving after	11:50 A.M.	Absent ½Absence Policy

**When a student is absent from school, a parent/guardian should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent/guardian will be contacted. This policy is for the protection of the St. Joseph students and is aligned with the state statutes of the state of South Carolina.**

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Students who have been absent or leave school before the end of the day may not attend or participate in school functions in the afternoon or evening.

A written statement giving reasons for the absence of tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.

The school calendar provides for extended weekends throughout the school year. Parent(s)/Guardian(s) are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. School assignments will not be given out in advance if there is not a written request by the parent/guardian at least one week prior to the scheduled trips.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent/guardian may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation unless policy is followed.** (See also *Homework due to vacations/planned absences.*)

**Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.**

St. Joseph Catholic School must follow DHEC regulations concerning illness and readmission to school. In order to minimize the spread of illness parent(s)/guardian(s) should keep their child(ren) home when they are sick. In the case of fever, diarrhea, or vomiting, **PLEASE WAIT 24 HOURS AFTER THE LAST EPISODE** before sending your child back to school.

**\*If symptoms persist longer than 3 days, a doctor's note will be required for the student to return to school.**

DHEC exclusion policy is posted on the FACTS school page under announcements.

## **TARDY POLICY AND PROCEDURES**

Tardiness is a serious issue. It puts your child(ren) behind on daily instruction, interrupts classroom procedures, and does not teach the importance of punctuality and responsibility.

School **BEGINS AT 7:55 A.M.** at which time all students must be in their respective classrooms to attend the morning announcement and prayer service.

- Any student **not in** their classroom by 7:55 A.M. is tardy.
- No staff member will be present in the drop off area after 7:55 A.M. At that time, the parent/guardian **must** physically sign in the student with the front office.
- If the student body is still at the morning assembly, the parent/guardian will have to go into the office and sign in the student. The student will wait until the prayer service is completed and wait for the rest of his class to come into the school
- If the student body is being dismissed from the hall or is already in the classroom, the parent/guardian must sign in with the administrative assistant in the school office before the student may join the classroom
- All students will be allowed **five unexcused tardies per quarter**. Our FACTS system will inform parent(s)/guardian(s) of all absences and tardies. Only a doctor, dentist, or court appointment is considered an excused tardy
- Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence
- The principal will contact the parent/guardian to help with a constructive plan if unexcused tardies exceed the allowed total per quarter
- The total number of times a student is tardy will be entered into the student's permanent record
- **Excessive tardies are considered as educational neglect by the State of South Carolina and are reportable to the Department of Social Services. Therefore, students who are tardy more than 40 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved, as per Diocesan policies\***

## **RELEASING STUDENT FROM SCHOOL**

### **GENERAL RELEASE**

A student will never be sent home alone. A teacher will **never** send a student on an errand off the school grounds. If a student leaves the school property the teacher will immediately notify the principal who will, in turn, notify the parent(s)/guardian(s). For the **safety** of your child, **NO STUDENT MAY LEAVE THE SCHOOL GROUNDS WITHOUT THE WRITTEN PERMISSION OF THE PARENT(S)/GUARDIAN(S).**

If at all possible, please arrange for medical, optical, and dental appointments to be after the school day. In the event that you cannot, please use the following release procedure:

- In order for the principal to allow a student to leave the school for a legitimate reason before the regular dismissal time a note/email must be sent to the principal at least **one day in advance**;
- Students who are to be dismissed early will report to the school office so they can be picked up;
- If you have arranged for someone else to pick up your child(ren) during the school day or after school, please notify the school office;
- The school office will release the student only to the parent(s)/guardian(s) or a person authorized by the parent(s)/guardian(s) as listed in FACTS. The person picking up the student must sign the student out in the school office. A picture ID may be required to verify identity.

### **EMERGENCY RELEASE**

- If an emergency call comes to the school office for a student to be released from school, the school's administrative assistant will contact the principal, and then the classroom teacher will be notified.
- The parent(s)/guardian(s) must come to the school office to sign the student out.

### **SUBPOENAED RELEASE**

1. In accordance with state law, St. Joseph Catholic School must release students to DSS Officials when presented with appropriate identification and a warrant. The student's parent(s) /guardian(s) will be notified.
2. The principal will release a student to Police Officers only if a warrant is issued and upon notification of parent(s)/guardian(s).

3. If they have a warrant, DSS personnel or the Police may question students only in the presence of the principal.

## **SCHOOL, STUDENT, AND STAFF SAFETY**

### **EMERGENCY SCHOOL CLOSING/ INCLEMENT WEATHER**

- In the event of snow or other inclement weather, St. Joseph Catholic School follows the actions of Anderson District 5, as announced on the radio or television. Check Channel 4 WYFF or online at [www.carolinachannel.com](http://www.carolinachannel.com) **FOR ANDERSON DISTRICT 5.**
- In the event of an emergency or any outstanding public occurrence, schools will be closed on the Diocesan level, by the Secretary of Education. Check Channel 4 or online at [www.carolinachannel.com](http://www.carolinachannel.com).
- In the event of a local circumstance of any unusual nature, the decision to close the school will be made on a local level by appropriate personnel. Parent(s)/Guardian(s) will first be notified by phone if any closings during school hours by way of the emergency notification system. Please make sure your emergency card is up to date, and that we have your cell phone numbers and email. St. Joseph Catholic School personnel will stay with students until they are all picked up by their parent(s)/guardian(s) or another designated person.

## **SAFETY DRILLS**

### **Fire Drills**

Fire drills are held frequently during the school year to ensure that each student is aware of fire and alternate exits. Exit routes are posted in each room and students are instructed in proper procedures so that they can leave the building in a quiet and orderly manner.

### **Tornado Drills, Earthquake Drills, and Lockdown Drills**

Drills are done in the beginning of the year and two other times during the year. Each room has the procedure posted, and students are instructed on this procedure.

### **Crisis Plan**

St. Joseph Catholic School has implemented a “crisis plan” in case of a lockdown emergency.

All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to one of two secure designated locations:

- Shook Center – Church Office
- Off Campus – across the street at McCants Middle School

## **WEAPONS AND DANGEROUS OBJECTS**

According to Diocesan policy #5053.1, there are two specific situations which may call for immediate expulsion:

- When the moral or physical well-being of the student body or faculty is endangered (such as by bringing any firearm or other weapon to school or a serious threat is given).
- When there is any positive promotion against religion or faith.

To ensure the physical safety of the students, faculty and staff, students are not to bring toys, materials, or weapons to school that appear to be or are dangerous to themselves or others. Should an incident occur that involves the above-mentioned items, the following directives will be followed:

1. The principal will be notified;
2. The principal or teacher will remove the toy, material, or weapon from the student's possession;
3. The student's parent(s)/guardian(s) will be notified;
4. An incident report will be filed in the student's school record;
5. The student will receive an in-school or out-of-school suspension until a conference is held with the student, parent/guardian, teacher, principal, and pastor.

If the weapon is a firearm, the police will be called (as firearms must be legally licensed) and the student will be placed in immediate suspension pending expulsion.

## **RIGHT TO SEARCH**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **ALLERGY POLICY**

St. Joseph Catholic School recognizes that an allergy is a serious condition affecting many school children and positively welcomes all children with allergies.

To instill good healthy habits in children and to further protect students with asthma symptoms, St. Joseph Catholic School and Church is committed as of August 2020 to provide a tobacco-free campus. No tobacco use of any kind is allowed in and around the buildings or in the parking lot.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff should also be made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies through certified first aid training. Training is updated as needed.

## **ASTHMA MEDICATION**

Immediate access to reliever inhalers is vital. Please fill out the Diocesan Medication Form for the inhaler or other medication. Children are encouraged to carry their reliever inhaler. Parent(s)/Guardian(s) are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent/guardian. It is the responsibility of the parent(s)/guardian(s) to replace inhalers when they expire.

## **RECORD KEEPING**

At the beginning of each school year, or when a child joins St. Joseph Catholic School, parent(s)/guardian(s) are asked to submit a list of the child's allergies. From this information the school keeps its allergy register which is available for all school staff. If medication changes in between times, parent(s)/guardian(s) are required to inform the school and submit a new Diocesan Medication Form.

## **THE SCHOOL ENVIRONMENT**

The school does all that it can to ensure the school environment is safe and favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## **FOOD ALLERGY POLICY**

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Joseph Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent(s)/guardian(s), and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

## **CLASSROOMS**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have communication with the school office.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

Parent(s)/Guardian(s) of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent/guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food. **St. Joseph Catholic School makes no claim to be a peanut-free school.**

## MEDICATION POLICY

Medication may be administered to students during school hours by school staff, the administrative assistant, or the principal only if the medication is needed in order for the student to remain in school. In addition, the following guidelines must be met:

1. A Medication Permit Form must be **COMPLETED** by the parent(s)/guardian(s), **SIGNED** by the physician, and **RETURNED** with the medication to the school office. A copy of this Medication Permit Form is posted on FACTS under announcements;
2. The parent(s)/guardian(s) must bring all medications to the school office at the beginning of the day;
3. All medicine, including “over the counter,” must be prescribed by a doctor or a dentist and must be in the original, unopened container, and labeled with a current pharmacy prescription label;
4. Medications sent in baggies or unlabeled containers or previously opened **WILL NOT BE ADMINISTERED**;
5. **ANTIBIOTICS WILL NOT** be given at school by school personnel. If the antibiotic must be given during the school day the parent/guardian may come to the school office and administer it;
6. Under no circumstances will students be allowed to keep medication with them during the day. Exceptions for inhalers and epi-pens will be made, but only if we have **A DOCTOR’S STATEMENT** that the student is trained to use them properly;
7. It is extremely difficult to track down students to remind them about their medicine so students should be made aware of the need to report to the office to take their medicine. Parent(s)/Guardian(s) of our youngest students need to send a note to the teacher or Extended Care personnel in the event that the student should forget to come to the office;
8. Only a parent/guardian may perform nebulizer treatments in school unless we have a **DOCTOR'S STATEMENT** that the child is trained to use this properly. Non-medical school personnel are not permitted to administer this treatment.
9. **Parent(s)/ guardian(s) must pick up any unused medicine or it will be destroyed.**

## ITEMS BROUGHT TO SCHOOL

St. Joseph Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. Please have lunch boxes, backpacks, calculators, uniforms labelled with first and last name.

## **BULLYING POLICY**

The St. Joseph Catholic School community sees as part of its mission the development of an environment of mutual respect for all its members. St. Joseph Catholic School is committed to protecting our students from damaging types of behaviors.

*Bully* shall mean repeated unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property;
3. Creating an intimidating or hostile and unsafe environment that substantially interferes with a student's educational opportunities.

***Sexual harassment***, the unwanted and unwelcome sexual behavior toward another person, is unacceptable. Behavior considered sexual harassment may include, but is not limited to, the following: touching, grabbing or pinching in a sexual manner, spreading sexual rumors, referring to sexual anatomy, name calling, graffiti, pressure for sexual favors, indecent exposure, sexual messages either spoken, written, or electronically conveyed and asking for inappropriate pictures.

If the sexual harassment is not stopped immediately upon request, then a report is to be made to the principal with appropriate consultation by administrators or counseling staff as necessary.

*Cyber bullying* includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or social media postings.

All forms of cyberbullying are unacceptable, and offenders are subject to appropriate discipline.

Students are responsible for reporting all types of bullying incidents to a teacher, administrator, or faculty members, all of whom are required to report all types of incidents to the principal.

**Students are instructed to do the following if bullying behaviors are done to them:**

- Tell the person to stop in a calm, confident manner and then walk away;
- Stay calm and not show feelings of being upset until they are in a safe place;
- Talk to a trusted adult – parent, teacher, or counselor – about the bullying behaviors;
- Stay with friends and do not be alone with a person who exhibits bullying behaviors towards them.

## **DISCIPLINARY ACTION POLICY**

A student accused of bullying can be placed on home study until the matter is resolved.

All allegations of bullying will be taken seriously and investigated by the principal. All reports of bullying will remain confidential so as to ensure the freedom to come forward to report incidents.

Investigations may include, but are not limited to:

- Interviews with all affected students including witnesses, bystanders, and adults with potential knowledge of the reported incident;
- Written statements from all parties having pertinent information. The collection and review of any evidence such as notes, recordings, images, or affected properties;
- Notification of law enforcement when requested by the target or parent(s)/guardian(s), or when there is sufficient reason to believe it is essential to maintaining a safe and orderly environment. Periodic updates to part(s)/guardian(s) of the targeted student(s) and the alleged bully(s).
- Updates and contacts included in investigative reports with the parent(s)/guardians(s) of all affected parties notified, as appropriate to circumstances, of the findings and determination related to the report of bullying. A summary of findings indicating the report of bullying was either “Substantiated,” “Unsubstantiated,” “Reclassified,” or “Unfounded.”

Serious offenses could result in out-of-school suspension, mandatory counseling and possible expulsion from school.

During all school suspensions, students will receive a “0” for all missed work projects or test/quizzes. Students are responsible for completing all missed content material while under suspension. The principal will notify the parent(s)/guardian(s) before the student is suspended or expelled.

This policy is based on the principles of fairness, common sense, and professional discretion.

**Disciplinary action will be issued as deemed necessary.**

## **STUDENT CONDUCT AND DISCIPLINE POLICY**

### **CODE OF CONDUCT**

Since the Christian spirit is one of peace, brotherhood, love, patience, and respect for others, the challenge of a Catholic student is to explore ways in which he/she, together with fellow students, can learn of the needs of one another, the community, and the world, and respond to these needs with Christian understanding and service.

In fulfilling these goals, a St. Joseph Catholic School student will:

- Treat others as Jesus would treat him/her;
- Show respect for parents, teachers, school personnel, and fellow students;
- Develop good study habits and work to the best of his/her ability;
- Honor the work of others;
- Show respect for school property and the property of others.

## **CLASSROOM MANNERS**

In order to conduct himself/herself according to Christian principles so as not to disturb the academic atmosphere of the classroom or school, a St. Joseph Catholic School student will:

- Be on time;
- Upon entering the classroom, go directly and quietly to their assigned seat and prepare for work;
- Be courteous at all times;
- Share the responsibility for keeping the classroom clean;
- Respect all materials;
- Respect work and work time;
- Be safe at work and play.

## **DISCIPLINE TERMINOLOGY**

A Demerit System is a system of rules and regulations that will be enforced by a system of guidelines administered by a Disciplinarian. A Disciplinarian is the person responsible for administering and interpreting the Demerit System. A Demerit is a mark against a student's conduct record. Demerits are cumulative during the school year. A Detention is the punishment that accompanies a deed of misconduct and/or demerits.

Detention will be held after school for one hour on the day determined by the Disciplinarian after notification of the parent(s)/guardian(s). Detention is for those receiving demerits and/or assigned to detention by the Disciplinarian. Students are to report to detention immediately after dismissal. Detention takes priority over any other commitment. If a student is unable to attend an assigned detention because of extenuating circumstances, the parent(s)/guardian(s) must contact the Disciplinarian prior to the detention to be served and the detention will be rescheduled.

Suspension is the removal of a student for a specific time period from St. Joseph Catholic School. If a student fails to correct his/her behavior following suspension, he/she may be requested to withdraw. Probation is a trial period in order to correct inappropriate behaviors. Expulsion is the permanent removal of a student from St. Joseph Catholic School.

An infraction is the failure to observe the rules of St. Joseph Catholic School. For every infraction, there will be a consequence. These consequences are at the discretion of the principal and may consist of detention and/or demerits, suspension, expulsion, notification of proper authorities, or legal action.

## **DEMERITS**

The number of demerits for each offense is at the discretion of the school's Administration and Disciplinarian. The number of demerits for a violation may vary from the schedule listed below because of mitigating or aggravating circumstances and may include suspension.

### **An infraction of the following rules will ordinarily carry one (1) demerit:**

- Improper uniform without permission;
- Chewing gum (forbidden at all times);
- Eating in class without permission;
- Throwing objects without permission;
- Hitting/shoving another student (not to be confused with fighting);
- Excessive talking in class or when walking in line from building to building;
- Playing in bathrooms and/or leaving a mess in the bathrooms;
- Running/pushing in any classroom, hallways, stairs, or portables;
- Creating a disturbance of any kind (excessive noise).

### **An infraction of the following rules will ordinarily carry three (3) demerits:**

- Bullying; conference with the student, and a phone call to parent/guardian;
- Cutting detention;
- Obscene literature or obscene and/or inappropriate words, gestures, and/or actions;
- Destroying or defacing school property;
- Being put out of class by a teacher;
- Defacing school and/or other students' property (writing on desks and minor graffiti);
- Failure to report to any individual teacher when requested to do so;
- Use of cell phone without teacher permission;
- Improper use of school, Chromebooks, or computers in violation of the Policy;
- Rudeness/disobedience to a teacher.

### **An infraction of the following rules will ordinarily carry five to ten (5-10) demerits:**

- Possession of cigarettes, lighted or unlighted, or other tobacco products on their person.;
- Fighting, major disturbances;
- Leaving the school grounds without permission;
- Truancy: Any student guilty of cutting class or school;
- Cheating: All cheating offenses, including plagiarism;
- Stealing;
- Lying: Includes forgery, etc.;
- Sexual harassment;
- Bullying (Second or more offenses).

**Demerits will be given for these offenses and the student will be eligible for suspension or expulsion by the Principal or Pastor. These are considered serious infractions and will be dealt with on an individual basis:**

- Possession of any illegal substance on school property or school-sponsored activity;
- Coming to school intoxicated from any illegal substance;
- Hitting/striking a teacher;
- Vandalism to a teacher's property;
- Disrespect to a teacher and/or teacher's property;
- Possession of any kind of knife or illegal weapon on school grounds;
- Accumulation of 25 demerits.

This list is not intended to be exhaustive. Any activity that causes disorder is unacceptable. Whenever a student becomes a source of disorder, he/she interferes with the general good of the school. If, in the judgment of the Administration, a student is a constant source of disorder, he/she will be asked to leave school.

## **PENALTIES**

When a student receives 3 demerits, after-school detention is assigned. An email from the Administration is sent to the parent/guardian. A conference with parent/guardian will be requested. When a student

receives 5-10 demerits, the Pastor is officially informed; a conference with the parent(s)/guardian(s) and School Administration is held and suspension is possible. When a student receives 25 demerits, the Pastor is officially informed; a conference with the Pastor, parent/guardian, and School Administration is held and expulsion is possible.

**A student accused of serious wrongdoing can be placed on home study until the matter is resolved.**

## **LUNCH PROGRAM**

### **FOOD POLICY**

In order to stem the spread of germs and viruses and to minimize potential allergic reactions, St. Joseph Catholic School has a “no sharing of food” policy. Also, this policy helps to ensure that the food choices you make for your child are honored. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in place at all times.

### **HEALTHY SNACKS/HEALTHY LUNCHES**

As temples of the Holy Spirit and good stewards of God’s creation, we are committed to teaching our students about good nutrition. High sugar, caffeinated, and fatty foods can negatively affect your child’s ability to concentrate in school and to behave in an appropriate manner. **Help us to teach them that eating healthy is a good way of thanking God for our life.** The teacher reserves the right to prohibit or limit the choice and amount of snack/lunch if the student’s snack/lunch is not from the healthy list.

### **LUNCH**

K4 and K5 students will have lunch in their classrooms. All other students will eat their lunch in Fr. Friend Hall and students are responsible for carrying their own lunch. Please pack a healthy lunch for your student(s) and do not include a toy.

#### **Lunch procedures:**

- Glass bottles, jars, and cans are not allowed;
- All lunch boxes or bags should be marked with the student’s name and grade on each item;

- We cannot offer refrigeration or heating of food;

#### **Hot Lunch Procedures:**

- Lunches may be purchased by Google Forms by the day, week, or month;
- Any last-minute orders must be made by 8:30 A.M. If you are making a last-minute order, complete the form and let the office know so that it is not overlooked;
- We cannot order lunches after 9:00 A.M.
- A calendar of lunches is posted each month on FACTS.

**If your child is without a lunch, he/she will be given a hot lunch and the parent/guardian will be billed accordingly.**

**White or chocolate milk is available daily and must be ordered for the entire school year in advance. We will not be able to refund any money due to student absence, but you may ask for the milk to take home if your student is absent for several days.**

## **DROP OFF AND DISMISSAL**

### **MORNING DROP OFF PROCEDURES**

- **DROP-OFF PRIOR TO 7:30 A.M. IS PROHIBITED.** Leaving students prior to the arrival of the adult in charge of the early morning supervision is not permitted since there is no supervision and St. Joseph Catholic School cannot be responsible for the safety of the children;
- Students who arrive between 7:30 and 7:55 A.M. will go to their classroom where the teacher will meet him/her;
- Students will be dropped off using the Cornelia Road driveway. Pull up to where the adults and patrols are standing. They will open the car door and help your child to the sidewalk;
- **Always** drop off your child when the staff and patrols are present to take them into either the school or Fr. Friend Hall. For our students' safety and protection, please wait for patrols to unload your child. Do not leave your child unattended;
- If there are no adults present, you must park in the parking spaces and escort your child into the school building;
- Students arriving after 7:55 A.M. are late and **must be escorted** into the school by the parent(s)/guardian(s) and signed in as tardy.

- Students are to be dropped off according to the above procedure. Transitioning to the classroom is much faster if parent(s)/guardian(s) do not walk students into the school or classroom on the first day. However, for 4K students, parents are allowed to drop off at 8:30 A.M. the first day.

## **END OF DAY DISMISSAL PROCEDURES**

### **4K and 5K PICK UP PROCEDURES**

Pick up for 4K and 5K will begin at 2:45 P.M. Park in Cornelia Road parking lot, but do not park in the handicap spaces unless you have a permit. Line up at the school entrance – be sure to leave 6 feet of space between you and other parent(s)/guardian(s). Use the stars on the sidewalk for reference. Hold up your Name Sign and a staff member will notify the teacher to release your child.

Be respectful of others - please do not cut in line by the side of the church.

Help keep our school healthy – please avoid socializing without a mask.

### **GRADES 1-5 PICK UP PROCEDURES**

- Teachers for grades 1-5 will begin preparation for dismissal at 2:55 P.M. Students will quietly exit the classroom and assemble in single file line to be escorted by their teacher to the church parking lot. Students will sit quietly under the covered walkway until called.

#### **Parents/Guardians:**

- By 3:00 P.M., grades 1-5 will be assembled and ready to be picked up;
- Enter the McLees Road entrance closest to the Shook Center. Line up along the perimeter of the parking lot, forming two parallel lines to the sidewalk;
- Be sure to have your Name Sign clearly visible to help facilitate dismissal;
- When directed, please pull up to the faculty or staff member, who will put your child(ren) in your car;
- Please keep your place in line after your child(ren) has been put in your car and wait until the car in front of you has pulled away before exiting;
- Parent(s)/Guardian(s) **must pick up from the back parking lot only**, unless prior arrangements have been made;

- If in the rare occasion you must get your child early, please come to the front office. Do not park in the back and get your children out of line. This disrupts the flow and can be dangerous;
- **The first two spots are auctioned off at the *silent/live auction*. Please leave space for the families who won these spots to park.**

## **GRADES 6-8 PICK UP PROCEDURES**

- Teachers for grades 6-8 will begin preparation for dismissal at 3:10 P.M. Students will quietly exit the classroom and assemble in single file line to be escorted by their teacher to the church parking lot. Students will sit quietly under the covered walkway until called.

### **Parents/Guardians:**

- By 3:15 P.M., grades 6-8 will be assembled and ready to be picked up.
- Enter the McLees Road entrance closest to the Shook Center. Line up along the perimeter of the parking lot, forming two parallel lines to the sidewalk.
- Be sure to have your Name Sign clearly visible to help facilitate dismissal;
- When directed, please pull up to the faculty or staff member, who will put your child(ren) in your car.
- Please keep your place in line after your child(ren) has been put in your car and wait until the car in front of you has pulled away before exiting.
- Parent(s)/Guardian(s) **must pick up from the back parking lot only**, unless prior arrangements have been made.
- If in the rare occasion you must get your child early, please come to the front office. Do not park in the back and get your children out of line. This disrupts the flow and can be dangerous.
- **The first two spots are auctioned off at the *silent/live auction*. Please leave space for the families who won these spots to park.**

### **PLEASE NOTE:**

**\*If you also have students in the younger grades, please pick all children up at the oldest child's dismissal time. Any younger siblings will be brought to the back parking lot for pick up.**

**\*As teachers lead their classes to the back parking lot, any Extended Care students will be taken to the Extended Care Coordinator to sign-in.**

**\*Students that are not picked up on time will be sent to Extended Care.**

## **EMERGENCY PICK UP PROCEDURES**

In the event of an emergency or evacuation at school, your students will be taken to a designated area and supervised by teachers. Teachers will be in charge of contacting the student's parent(s)/guardian(s) and sharing information about the situation. When we receive an all clear to release students, the students will only be released to those individuals that are authorized to pick them up. Parent(s)/guardian(s) make sure that your emergency contact information and authorized student pick up list in FACTS is updated regularly.

## **SOUTH CAROLINA CAR SEAT LAWS**

St. Joseph Catholic School follows the South Carolina child passenger restraint law. Below is a synopsis of that law. **South Carolina's child passenger restraint law requires that:**

- Children from birth to 1 year old, or who weigh less than 20 pounds, must be secured in a rear-facing child safety seat.
- Children 1 through 5 years old weighing 20 to 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
- Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge without slouching.
- Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats or if all other rear passenger seats are occupied by children less than 6 years old.
- **Violators are subject to a \$150 fine.**

St. Joseph teachers and staff will not put any student in a vehicle in violation of the law. Please explain these procedures to anyone authorized to pick up your child.

## **EXTENDED CARE PROGRAM**

The program activities are open to all St. Joseph Catholic School students. All students who participate in the program must complete a Registration Form and pay any required Registration Fees before attending the Extended Care Program. Make checks payable to St. Joseph Catholic School or give authorization to be billed by FACTS.

Safety is a major concern to the Extended Care personnel. Their goal is to ensure a safe and organized program. Problems of behavior and/or damage to equipment or property will be settled by the director in coordination with the principal. Repeated misbehavior will be grounds for dismissal from the Extended Care Program.

All daily, weekly, and monthly fees are subject to change without notice. Contact the school office for the current Extended Care fees per child or family.

### **EXTENDED CARE POLICIES**

- Extended Care Hours: 3:30 – 5:30 P.M.;
- Extended Care and other activities will operate **ONLY** when school is scheduled for a whole day. Early dismissal days (11:45 AM) will **NOT** have Extended Care;
- Pre-K through 8th grade students who are not picked up by 3:30 P.M. must report to the Extended Care Program. Starting at 3:30 P.M., the parent(s)/guardian(s) will be charged the regular rate;
- The Extended Care Program will be held in St. Joseph Catholic School or in Fr. Friend Hall. All students **MUST** be picked up by 5:30 P.M. Children will be **RELEASED ONLY** to their parent(s)/guardian(s), or to a designated representative;

- A designated representative must be named on the Registration Form, or in FACTS. In an emergency situation, a phone call or a written note from the parent/guardian is acceptable to designate a representative;
- Pick-up is on the playground weather permitting, if not, the Parish Hall;
- If the children are on the playground, signal the worker that you need to be let into the school;
- Students **may not bring** toys, games, cell phones, electronic devices, etc., to the Extended Care Program. St. Joseph Catholic School provides appropriate play items for them;
- Student Accident Insurance is mandatory through the Diocese. This is part of your registration fee;
- Medication **cannot** be given unless a Medication Form is on file;
- An emergency card will be kept on file, in case of illness the parent(s)/guardian(s) will be notified;
- Verbal messages by the student from the parent(s)/guardian(s) **cannot be accepted**. Please notify Extended Care personnel of any special instructions or deviation from the normal routine by a note, email, or phone call;
- As stated previously, if your child has had a fever, diarrhea, or vomiting, you are to wait 24 hours after the last episode before sending your child to school and Extended Care.

## **DRESS CODE FOR STUDENTS**

*It is highly recommended to label uniform cardigans, V-necked pullovers, and sweatshirts so they may be easily identified when lost.*

The purpose of uniforms is to teach students appropriate dress and to avoid the conflicts of “status” dressing. It also lessens the time and effort spent on what to wear in the morning.

Wearing a school uniform is required from the first day of school until the last day of school at St. Joseph Catholic School. Optional uniform days will occur during the school year, and parent(s)/guardian(s) will be notified of these special days in advance. “Free Dress” passes cannot be redeemed on Fridays or on any Holy Day of Obligation.

Regular uniforms are worn beginning of school through October and after Spring Break. Winter uniforms are worn November through Spring Break. In case of hot weather, **the school** may decide to start the “summer” uniform earlier.

## **UNIFORM PURCHASING**

Uniforms may be purchased at:

- Land’s End - [www.landsend.com](http://www.landsend.com). School Code: 900182130;
- Blue Ram - order via email [blueramic@gmail.com](mailto:blueramic@gmail.com) or call Drew Morse at 864-617-9387;
- Tommy Hilfiger - [www.globalschoolwear.com/GSWSearch](http://www.globalschoolwear.com/GSWSearch) School Code: STJO28;
- Boys Ties and Bowties – available for purchase in the school office

- Used Uniforms: Contact Kristen Maio directly at [mrs.maio13@gmail.com](mailto:mrs.maio13@gmail.com) or go to [https://www.facebook.com/St-Josephs-Catholic-School-Used-Uniforms-370845376906249/?modal=admin\\_todo\\_tour](https://www.facebook.com/St-Josephs-Catholic-School-Used-Uniforms-370845376906249/?modal=admin_todo_tour).

## GENERAL EXPECTATIONS

- All students are expected to dress and groom themselves neatly and cleanly;
- Shoes should be appropriate for school, such as solid navy blue, black, brown, or white. Shoelaces should be white or black, no trendy laces. Open-toed or open heel shoes, shoes with lights, roller shoes, and boots are not permitted;
- Girls are not permitted to wear makeup;
- “Fad” haircuts or color-altered hair, clip-in extensions for either boys or girls is not permitted. Boy’s hair should be above and not touching the shirt collar and trimmed around the ears;
- Girls with pierced ears may wear one stud only in each ear lobe. No dangling earrings or hoops. Boys are not permitted to wear any type of earring. These can be safety risks;
- iPhone watches are not permitted. Any watch that is a “fad” or “trend” is discouraged. A basic watch is all students need at school;
- Items such as hair ribbons and barrettes worn by girls must be simple. The colors are limited to the uniform colors (plaid, navy blue, green, yellow, or white.) Holiday bows/pins will be permitted on designated days only;
- Natural nail polish only;
- Shirts must be tucked into pants, skirt, or shorts.
- Solid belts – black, brown, or navy – are to be worn with pants and shorts;
- “No-show” socks are not permitted.

## UNIFORM REQUIREMENTS

### K4 GIRLS

**Option 1:** White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts. Ankle length white or navy socks with solid white, black, or navy shoes. Winter uniform prohibits shorts.

**Option 2:** White, green, or navy polo with logo (short or long sleeve) or Peter pan blouse under jumper (white plaid pattern). No-show shorts are encouraged. Ankle length or knee high white or navy socks (or white or navy tights) with solid white, black, or navy shoes.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or navy socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White Peter pan blouse with plaid jumper (white plaid pattern). No-show shorts are encouraged under jumper. Navy button up sweater with logo. Ankle length or knee high white or navy socks (or white or navy tights) with solid black or navy dress shoes.

## **K4 BOYS**

White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts. Ankle length white or black socks with solid white, black, or brown shoes. Winter uniform prohibits shorts.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or black socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White oxford shirt (short or long sleeve) with Navy pullover sweater or sweater vest with logo. Navy pants with ankle length black socks and sold black dress shoes.

## **GRADES 5K- 5**

### **GIRLS**

**Option 1:** White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts. Black or brown belt required 3<sup>rd</sup> grade and up. Ankle length white or navy socks with solid white, black, or navy shoes. Winter uniform prohibits shorts.

**Option 2:** White, green, or navy polo with logo (short or long sleeve) or Peter pan blouse under jumper (white plaid pattern). No-show shorts are encouraged. Ankle length or knee high white or navy socks (or white or navy tights) with solid white, black, or navy shoes.

**Option 3:** White, green, or navy polo with logo (short or long sleeve) with plaid skort (white plaid pattern). Ankle length or knee high white or navy socks (or white or navy tights) with solid white, black, or navy shoes.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or navy socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White Peter pan blouse with plaid jumper (white plaid pattern). No-show shorts are encouraged under jumper. Navy button up sweater with logo. Ankle length or knee high white or navy socks (or white or navy tights) with solid black or navy dress shoes.

## **BOYS**

White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts. Black or brown belt required 3<sup>rd</sup> grade and up. Ankle length white or black socks with solid white, black, or brown shoes. Winter uniform prohibits shorts.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or black socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White oxford shirt (short or long sleeve) with navy/gold/green striped tie (available for purchase in the school office) and navy pullover sweater or sweater vest with logo. Ties are optional for 5K-2<sup>nd</sup> grade, but required for 3<sup>rd</sup> grade and up. Navy pants and black belt with ankle length black socks and solid black dress shoes. Belts are optional for 5K-2<sup>nd</sup> grade, but required for 3<sup>rd</sup> grade and up.

## **GRADES 6-8**

### **GIRLS**

**Option 1:** White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts and black or brown belt. Ankle length white or navy socks with solid white, black, or navy shoes. Winter uniform prohibits shorts.

**Option 2:** White, green, or navy polo with logo (short or long sleeve) with navy or khaki knee length skort or skirt. No show shorts are encouraged under skirts. Ankle length or knee high white or navy socks (or white or navy tights) with solid white, black, or navy shoes.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or navy socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White oxford shirt with navy cross tie and navy knee length skort or skirt. No shoe shorts are encouraged under skirts. Navy button up sweater with logo. Ankle length or knee high white or navy socks (or white or navy tights) with solid black or navy dress shoes.

## **BOYS**

White, green, or navy polo with logo (short or long sleeve) with navy or khaki pants or knee length shorts and black or brown belt. Ankle length white or black socks with solid white, black, or brown shoes. Winter uniform prohibits shorts.

**PE:** Gray moisture wicking t-shirt with screen print logo and navy moisture wicking shorts. Ankle length white or black socks with solid white or black running shoes. Winter uniform will require a navy sweatshirt with logo and sweatpants (no logo required).

**Mass:** White oxford shirt (short or long sleeve) with navy/gold/green striped tie (available for purchase in the school office) and navy pullover sweater or sweater vest with logo. Navy pants and black belt with ankle length black socks and solid black dress shoes.

## CONSEQUENCES

All students at St. Joseph Catholic School are expected to comply with the Dress Code. Noncompliance may result in, but not be limited to, the following:

- **1st Offense:** Student will receive a demerit and parent(s)/guardian(s) will be sent a reminder;
- **2nd Consecutive Offense:** Student will receive 2 demerits. Parent(s)/Guardian(s) will be asked to bring an appropriate change of clothes;
- **3rd Consecutive Offense:** Student will receive 3 demerits. Parent(s)/Guardian(s) will be called to discuss the Dress Code and problem solve the non-compliance issue;
- **4th Consecutive Offense:** At the Principal's Discretion

## DRESS DOWN DAY GUIDELINES

### Students may wear:

- tennis shoes
- jeans (with no holes)
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses no shorter than three inches above the knee
- slacks

### Students may not wear:

- flip-flop sandals, not hats
- no open back shoes
- tank tops

- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants,
- make-up
- low cut blouses/tops
- clothing that is extremely tight or short

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

## **FIELD TRIPS AND EXCURSIONS POLICY**

Field trips and excursions are designed to stimulate student interest and inquiry and provide opportunities for social growth. A school trip is a privilege extended to each student. If the principal or teacher determines that a student should not attend a field trip due to improper behavior, missing assignments, etc., the child will remain in school. The following policies will apply to all field trips and excursions:

- A permission slip will be provided by the teacher and will include information concerning the purpose and destination of the trip, mode of transportation, date and time of departure, uniform specifics, eating arrangements, estimated time of return, and a detailed itinerary when a field trip will extend beyond the normal school day.
- **A SIGNED PARENTAL PERMISSION SLIP IS REQUIRED FOR EACH STUDENT PARTICIPATING IN THE TRIP.**
- If your child fails to bring his/her permission slip home, print out the blank form posted in FACTS. Call the school for information needed to complete the form. This is the only format that may be used to allow a student to leave school during school hours. A telephone call, email, or fax in lieu of the written, signed permission form is NOT acceptable. If the signed permission slip is not submitted, the student will remain at school.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents/Guardians who chaperone a field trip are not permitted to bring additional pre-school or school-age siblings on the field trip.
- In order to help provide adequate supervision for our students' field trips must have enough volunteer adult chaperones. All chaperones must be 25 years of age or older. All chaperones must

have background check and a signed Adult Hold Harmless Form. Drivers must complete a driver screening by the Diocese, present a current driver's license, and proof of auto insurance at 100/300 level.

## **BIRTHDAY, GIFTS, AND PARTIES**

### **BIRTHDAYS**

A simple cookie, cupcake, or other small snack is appropriate for your child's birthday. Please call your child's teacher at least a day in advance to find out the exact time for that day. **Remember that this is a treat and not a party.** Please be thoughtful about students in your child's room who may have food allergies or sensitivities. Invitations to private birthday or other parties may be given out in class, only if there is an invitation for each child in the class. Any other invitations must be mailed directly to the children.

### **GIFTS**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Valentines can be distributed at school, only if there is one for every student in the class. Special Valentines for special friends **are not allowed**. Once again this contributes to hurt feelings if someone is left out.

### **SCHOOL PARTIES**

Holy Days: Special holy day activities will be planned for all students, in addition to Mass attendance during the school day. You will be informed through your Friday newsletter and through posts on social media of these special events.

Teacher Birthdays: Each classroom's "room parent" will coordinate a birthday activity and snack for the teacher's birthday. The room parent(s)/guardian(s) will call the classroom parent(s)/guardian(s) to coordinate refreshments and materials.

Classroom Parties: From time to time, various holidays are celebrated in our classrooms. Your room parent, using the information on your volunteer sheet, will coordinate the refreshments and materials needed for the party with you. You will be sent a schedule of the parties and the times at the beginning of the year. All classroom parties must take place on campus.

## **VOLUNTEERING**

### **PARENT TEACHER ORGANIZATION**

St. Joseph Parent Teacher Organization works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. We need all parents/guardians to be involved in this very valuable organization that benefits the entire school community. Please consider attending these meetings.

Each classroom needs one or more parent/guardian to serve as a room helper to coordinate holiday parties and other school events. Please consider helping your child's teacher this year. Your efforts will be greatly appreciated.

### **VOLUNTEERING**

#### **Information for Volunteers Serving the Children of Saint Joseph Parish**

1. As of January 2017, the VIRTUS program has been replaced by "**Safe Haven-It's Up to You.**" This program keeps the same standards as the VIRTUS program and needs to be completed before becoming a school volunteer. Instructions on how to follow this online class are available by visiting the school or church office.
2. An obvious first step in assuring the safety of our children is verifying the suitability of those adults who are in contact with the youth of our parish community. All teachers, employees and volunteers must undergo background checks.
3. Diocesan policy recognizes that volunteers are often entrusted with the responsibility for the well-being of our children. Volunteers involved with the youth of our Church & School should view these new requirements not as a personal affront, but as a way in which our Church & School demonstrates its desire to protect our children and honor the trust their parents/guardians place in us.

We expect all parent(s)/guardian(s) to donate their time and talents to our school. Volunteering helps you stay involved with all events of the school, demonstrates moral virtue to your child(ren), and can be a mutually beneficial relationship between you and the school. The background check may take a little time. Please take the effort to start paperwork now, so you can be ready to serve when the Holy Spirit moves you.

## **POLICY OF THE DIOCESE OF CHARLESTON CONCERNING CHILD SEXUAL ABUSE BY CHURCH PERSONNEL**

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church personnel as well as the Diocese of Charleston Child Sexual Abuse Prevention program are handled by the Office of Child Protection Services. The Supervisor of Screening and Education can be contacted at (843) 853-2130 ext. 210 or the Assistant at ext. 216.

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel booklet was adopted on August 19, 2003 and was given to each employee at the time of hire. As of June 8, 2017, each employee must complete the **Safe Haven** course and submit the certificate of completion to the school for safe keeping.

For all background screening information, please contact Supervisor of Screening at (843) 853-2130 ext. 216 or 210 at Child Protection Services.

## **CHILD ABUSE LAWS**

**St. Joseph Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of suspected abuse and/or neglect will be reported to Child Protective Services.**

**DIOCESE OF CHARLESTON  
SEXUAL MISCONDUCT OR ABUSE REPORT FORM**

Please print or type, and if possible, use black ink.

1. This report is being submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Parish/School/Diocesan Office: \_\_\_\_\_ Street

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

2. Date of Report: \_\_\_\_\_

3. Victim's Name: \_\_\_\_\_ Age/Date of Birth \_\_\_\_\_

4. Describe the incident of suspected child abuse, including date, time and location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Accused: \_\_\_\_\_

Accused's position with the parish/school/diocesan office (cleric, teacher, parent, volunteer, etc.)

\_\_\_\_\_

6. Notified Diocesan Coordinator/Victim Assistance Minister/General Counsel:

- Diocesan Coordinator - Phone number: 843-853-2130, extension 209
- Victim Assistance Minister - Phone number: 843-416-1050 or 800-204-7955
- General Counsel - Phone number: 843-853-4500

7. Notified Victim's parent/guardian: \_\_ Yes \_\_ No Spoke with: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

8. Notified the Appropriate Law Enforcement Agency or the Department of Social Services:

\_\_ Yes \_\_ No Spoke with: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_\_\_

**Signature of Person Reporting the Incident**

\_\_\_\_\_

**Date and Time**

# St. Joseph Catholic School



## 2021-2022

### Student/Parent Handbook

By signing this document, I affirm that I have read and agree to all the policies of the SJCCS Student/Parent Handbook:

_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
_____ Student Signature	_____ Printed Name	_____ Date
_____ Student Signature	_____ Printed Name	_____ Date
_____ Student Signature	_____ Printed Name	_____ Date
_____ Student Signature	_____ Printed Name	_____ Date