



**2024 – 2025**  
**STUDENT/PARENT HANDBOOK**

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**DIOCESE OF CHARLESTON ELEMENTARY SCHOOLS**  
**STATEMENT OF COMMON BELIEF**

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”.

**This foundational belief informs the schools’ mission, visions, and approaches.**

**Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.**

**“Human life must be respected and protected absolutely from the moment of conception. From the first moment of existence, a human being must be recognized as having the rights of a person – among which is inviolable right of every innocent being.”**

Based upon this belief in human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See <https://sites.google.com/stanneschool.net/doc-teacher-toolbox/catholic-identity-and-inclusion>. **Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves.** Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all –both within their own schools as well as within the greater global society.

**“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely, to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.” (US Conference of Catholic Bishops, 2005).**

**CATHOLIC IDENTITY**

**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 SCHOOLS 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 to instill a spirit of service to Christ and His Church at school, in the parish, at home, and 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 2023)*

### **ST. JOSEPH CATHOLIC 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, and Parent Teacher Organization.

**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 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.

## ADMISSIONS

### **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 based on 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**

All 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 based on 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:

- 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.
- A child must be four years of age by September 1<sup>st</sup> of the school year to be admitted into 4K.
- A child must be five years of age by September 1<sup>st</sup> of the school year to be admitted into Kindergarten.
- A child must be six years of age by September 1<sup>st</sup> of the school year to be admitted into First Grade.
- 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).
- Once an application is approved, the parent(s)/guardian(s) must present an original birth certificate, a baptismal certificate (for Catholic children), a SC immunization document, and pay the current school registration fee.

- 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 a fit in 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.
- 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.
- Current students will be offered an opportunity to pre-register for the following academic year before registration is open to the public. Students **not pre-registered** will be admitted on a space available basis with the same priority as the public.

**All families are expected to support the school by giving their time, talents, and financial support.**

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

- 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.
- 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.
- 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 for the student's educational and/or behavioral needs to be fully met in another more suitable 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(s)/guardian(s), 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

#### **REENROLLMENT**

All eligible students will automatically be reenrolled for the next school year at the end of January. The Special Discount rate will be charged to FACTS, or invoiced, unless **written notification** of student withdrawal is received.

At that time, any family seeking financial assistance will need to apply for Grant & Aid through the FACTS Family Portal. Only students that are enrolled will be eligible to receive financial assistance. After the application period ends for Grant & Aid, financial aid will be distributed, and tuition contracts will be ready for signatures in May.

### **TUITION & FUNDRAISING POLICIES**

St. Joseph Catholic Church has established a tuition policy at our parish school designed to give the opportunity for all Catholic parent(s)/guardian(s) desiring a Catholic education for their children. 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 about 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 only if 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.

### **DELINQUENT TUITION AND FEES PAYMENT POLICY**

The success of St. Joseph Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in their children's education.
- Make their tuition and fees payments on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If the



family's financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the principal as soon as possible. Some examples of such circumstances may be a family emergency, such as illness or loss of employment. Failure to comply may impact your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement the responsible party committed to in the FACTS program, the following steps will take place:

**RETURNED PAYMENT:**

When a payment is returned in FACTS, A fee of twenty-five dollars (\$25) will be charged for all checks returned by their financial institutions for insufficient funds. The payment will be re-attempted within two business days of the return. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned for a second time, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy will apply.

PLEASE NOTE: A valid payment account must be set up on the FACTS agreement at all times. If a family is notified that their account is invalid, a new payment source must be set up within 5 business days. Once a payment source is selected, it cannot be changed unless there are extenuating circumstances: for example, if a credit card is lost or stolen, a bank account is compromised, there is a new financially responsible party, etc.

**30 DAYS PAST DUE:**

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the finance manager. It is the responsibility of the family to contact the principal to work out an agreement to correct the situation or make an acceptable alternate plan for payment.
- If the family does not contact the principal to correct the situation, then the following will take place:
  - Student(s) will not be allowed to participate in clubs or organized trips.
  - Student(s) will not be allowed to participate in any extracurricular activities.
  - Parent(s) will no longer be able to charge items to FACTS – this includes lunches, merchandise, etc.

**60 DAYS PAST DUE:**

- When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice from the Finance Manager by email explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
  - Report cards and transcripts will be withheld until the balance is paid in full, or an alternative plan has been approved.
  - Student(s) will not be allowed to participate in clubs or organized trips.
  - Student(s) will not be allowed to participate in any extracurricular activities.
  - Parent(s) will no longer be able to charge items to FACTS – this includes lunches, merchandise, etc.
  - Student(s) will not be permitted to pre-register or to return for the following year until the balance is paid in full.

**90 DAYS PAST DUE:**

- When an account becomes 90 days past due under the established agreement, the responsible party will receive written notice by email from the Finance Manager explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
  - The School Board will be informed of the past due account information.
  - Student(s) will be withdrawn from St. Joseph Catholic School

- Report cards and transcripts will be withheld until full payment is made.
- In conjunction with this delinquency, a collection agency may be used to collect the past-due amount.
- The finance office of the Archdiocese of Charleston will be informed of the account delinquency.

St. Joseph Catholic School encourages all responsible parties to maintain open communication with principal to ensure a complete understanding of each family's financial circumstances. The goal of St. Joseph Catholic School is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

Policy is subject to change after annual review.

## **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 year is the St. Joseph Catholic School GALA. School families are asked to assist with the planning and operation of the event through the direction of the Planning Committee, provide items for the auction, and/or to purchase tickets to the event.

Contributing to our Annual Fund Appeal, your investment will directly benefit the students by providing a quality education at an affordable price for families interested in Catholic education **for their children, regardless of financial circumstances.**

Any support given to our program, SOS - Support our Scholars and Saints, is only used for tuitions assistance and scholarships. St. Joseph Catholic School is committed to providing the promise of a Catholic education for all who seek it. Tuition assistance is awarded to qualifying families. Your gift will provide partial or full scholarships for families who cannot meet the cost of sending their children to St. Joseph Catholic School.

St. Joseph Men's Club and the Knights of Columbus Council #8295 sponsor an annual Golf Tournament held in October at a local Golf Club to benefit St. Joseph Catholic School. All are welcome to participate.

St. Joseph Catholic School participates in Many Gifts, One Nation: A Day of Giving to Catholic Schools. This online giving event allows donors to directly support the faith-filled and academically excellent education that is only found in Catholic schools. This event only runs for 24 hours so when you make your gift, your generosity is made at the same time a national community of thousands are saying thank you to Catholic schools.

St. Joseph Catholic School hosts own our celebration/fundraising events one or two times a year. These events are open to school and parish families, and we welcome parent involvement to help plan and orchestrate the events. These events may involve live and silent auctions, games, or an opportunity for fellowship.

One such event is The Taste of St. Joseph. All school and parish families are invited to bring a dish from their heritage and share with all. Proceeds from ticket sales are used to fund various projects for the school or building. This is a wonderful opportunity for the school and parish families to build community and support the school.

Our PTO runs the Elves' Workshop at Christmas. This gives the children an opportunity to purchase gifts for their family and friends, at very reasonable prices. Proceeds generated from the Elves' Workshop help to run programs such as Fall Festival, Catholic Schools Week, Teacher Appreciation Week, and various service projects.

## **EDUCATIONAL PROGRAM**

### **DIOCESE OF CHARLESTON ACADEMIC STANDARDS AND CURRICULUM**

Catholic schools in the Diocese of Charleston provide meaningful, engaging learning experiences and faith formation through relevant and rigorous curriculum. All curriculum developed in the Diocese is based on competitive standards, as well as current curricular research and draws on the expertise of our teachers and administrators. Teachers and school administrators from across the Diocese come together to review, update, and restructure the academically rigorous standards of one subject each year. These standards serve as expectations for all students in the Diocese of Charleston, so they are prepared for college, career, and life. From these standards, curriculum guides are created which are infused with faith and outline key concepts, clarifying questions, and differentiated instruction. Each school in the Diocese is unique and tailors the curriculum, “how the students are taught,” based on the individual needs of the school/students.

Through the curriculum development process, the following National Catholic Standards and Benchmarks for Catholic Elementary and Secondary Schools (NSBECS) are used to ensure our curriculum is faith infused and focuses on the mission of our Catholic Schools:

1. The curriculum adheres to appropriate, delineated standards, and is vertically aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on the standards and rooted in Catholic values.
2. Standards are adopted across the curriculum, and include integration of the religious, spiritual, moral, and ethical dimensions of learning in all subjects.
3. Understanding and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens.
4. Curriculum and instruction for 21<sup>st</sup> century learning prepares students to become expert users of technology, able to create, publish, and critique digital products that reflect their understanding of the content and their technological skills.

### **DIOCESE OF CHARLESTON CYCLICAL CURRICULUM DEVELOPMENT TIMELINE:**

2021-2022	English Language Arts Next Generation Science Standards (NGSS), adopted International Society for Technology in Education Standards (ISTE), adopted
2022-2023	Math
2023-2024	Social Studies, Co-Curricular Subjects (Language, Art, Music)
2024-2025	Science and Technology

### **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://charlestdioocese.org/schools/>.

St. Joseph Catholic School offer students the opportunity for growth in these 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 Grade 5 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 – <http://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

### ***Computer Literacy***

We cover keyboarding, word processing, databases, spreadsheets, effective use of social media, appropriate and ethical use of e-devices, and integration with curricular subjects.

### ***Fine Arts***

Music, Art, and Art Club are offered. Choir or Music Appreciation is mandatory for grades 4<sup>th</sup> through 8<sup>th</sup>.

### ***Handwriting***

Students in Grades 3<sup>rd</sup> through 8<sup>th</sup> 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 are covered in our program.

### ***Mathematics***

The Sadlier curriculum is used in Mathematics Skills, Pre-Algebra, and Algebra.

### ***Physical Education***

Physical fitness programs are appropriate for each grade level.

### ***Physical Science***

Students experience general sciences and laboratory experiments.

### ***Social Studies***

State and general history, geography, economics, and Current Events are covered.

### ***Spanish***

Students will learn vocabulary, common expressions, grammar, conversation, and culture.

### ***Latin***

Students will learn vocabulary, common expressions, grammar, conversation, and culture.

## **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 quarters. For grades K5-8, progress reports are published on FACTS at the midpoint of each quarter. Homework, quizzes, tests, and participation grades will be updated on FACTS each week by 3:30pm 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 in 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 to improve their academic standing unless deemed necessary.
- MAP testing is administered in September, January, and May of each year for grades K5-8
- ARK (Religion) testing is administered in March of each year for grades 2-8
- 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 (PreK-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) regarding 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 to further technology instruction. All 4<sup>th</sup> – 8<sup>th</sup> grade students will have access to an individual Chromebook. Before students are granted access to computers and the Internet at school, parent(s)/guardian(s) must sign the Technology and Device Acceptable Use Policy Agreement and students must sign the Student Technology Pledge Document. The three documents are included for your review.

## **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. These 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 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 policy is at 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.

## DEVICE ACCEPTABLE USE POLICY

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 devices used at St. Joseph Catholic School. Teachers may set additional requirements for use in their specific classroom(s).

### 1. CHROMEBOOK DEVICE

#### a. RECEIVING YOUR CHROMEBOOK

- i. Each student, grades 4-7, will be assigned a Chromebook and power cord. The Chromebook and the power card are the property of St. Joseph Catholic School. **Each student is responsible for purchasing a carrying case** during the first month of the school year. Parent(s)/Guardian(s) must sign and return the Technology and Device Acceptable Use Policy Agreement and agree to replace or repair any device 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.

#### b. CHROMEBOOK STORAGE

- 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.

#### c. 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 in good working condition.
- 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, in good working condition, 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.

#### d. 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. Chromebooks repeatedly left in unsupervised locations may be subject to disciplinary action.
- 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. Do not disassemble any part of the Chromebook or power cord.
- vii. Do not remove or deface the serial number or other identification on any Chromebook.



- viii. Students must log into their Chromebook following the instructions given by the teachers.
- ix. Chromebooks that malfunction or are damaged must be reported to the school office. Chromebooks that have been damaged from student misuse, neglect, or accident will be repaired or replaced. Parents will be billed for the cost of repair or replacement.
- e. **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.

## 2. **CHROMEBOOK SETTINGS**

- a. **PASSWORDS** to students' email **MUST** be shared with the parent/guardian. Students will not share passwords with other students.
- b. **SCREENSAVERS/BACKGROUND PHOTOS**
  - i. The student may change their screensaver and background only with the approval of the teacher to a school appropriate image.
- c. **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 including, but not limited to, Facebook, Tik-Tok, Instagram, Snap Chat without written permission of the school principal.
- d. **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. Speakers are to be always muted unless permission is obtained from the teacher for instructional purposes. Earbuds must be provided by the student.
- e. **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.

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

- a. All work is to be saved to the 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.
- b. **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.

## 4. **SOFTWARE ON CHROMEBOOK**

- a. **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.

b. **INSPECTION**

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

c. **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.

d. **SOFTWARE UPGRADES**

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

**5. 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.

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

**6. OTHER DEVICES – TABLETS, LAPTOPS, DESKTOPS**

While these items are not individually assigned for student use, all students must exercise caution with these devices. Students will be responsible for any device in their care that needs repair or replacement caused by misuse, neglect, or accident. In addition, while using these devices, the student will follow all procedures and policies for acceptable use.

**7. 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 all liability for personal injuries and property losses or damage in connection with the possession or use of the equipment.

**Additional Information:**

Parent(s)/guardian(s) are expected to discuss the Technology and Device Acceptable Use Policies with their student(s). In addition, a Student Pledge Document will be discussed with students in 1<sup>st</sup> – 8<sup>th</sup> grades at the beginning of the school year by their teacher. This document allows the student to individually agree to the responsibility and acceptable uses of their assigned device.

A copy of the Technology and Device Acceptable Use Policy can be found in the Parent/Student Handbook.

## TECHNOLOGY and DEVICE ACCEPTABLE USE POLICY AGREEMENT

As a parent/guardian of the student(s) listed below, I understand that my child(ren) will be responsible for abiding by the 20xx-20xx **Technology Acceptable Use Policy** and **Device Acceptable Use Policy**. I have received a copy of the above policies, I have read and discussed these policies in their entirety with my student(s), and I understand the responsibility my student(s) have in using their devices.

I acknowledge that I am responsible if my student's device needs repair or replacement due to misuse, neglect, or accident.

List all your enrolled students for the 20xx-20xx school year:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent Signature

\_\_\_\_\_

Parent Name Printed

## STUDENT TECHNOLOGY PLEDGE DOCUMENT

I, \_\_\_\_\_, pledge to abide by the stipulations set forth below:

1. I will use my device in ways that are appropriate, educational, and meet expectations of St. Joseph Catholic School.
2. I understand that my device is property of St. Joseph Catholic School and is subject to inspection at any time without notice.
3. I will follow all policies and procedures outlined in the Technology and Device Acceptable Use Policy.
4. I will take appropriate care of my device by not placing any decorations on it or using food or beverage around it. I will transport it by the carrying case and charge it daily.
5. I will never leave my device unattended, and I will always know where my device is.
6. I will never loan out my device to other individuals or give my password to other individuals except for my parent(s)/guardian(s) and designated school staff appointed by the principal.
7. I will only use my device when allowed by my teacher and I will not take my device home unless I am given special permission.
8. I will not disassemble any part of my device or remove or deface the serial number or other identifications on any device.
9. I will be responsible for all damage or loss to my device or power cord caused by neglect, misuse, or accident.
10. I agree to return my device and power cord in good working condition or be subject to repair or replacement costs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Reviewing Policy

\_\_\_\_\_  
Date

## **STUDENT EXPECTATIONS**

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

- The best interest of the child is the first consideration in administrative procedures, practices, and decisions.
- Our innovative, energetic, and learned teaching faculty provides each student with an academically challenging curriculum focusing on the whole child.
- The high standard of education is 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 always demonstrate this common moral and academic integrity.

### **ACADEMIC CREDENTIALS**

St. Joseph Catholic School is SACS (Southern Association of Colleges and Schools) accredited through AdvancEd® and Cognia. Also, through Cognia, we are STEM Certified.

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 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 for 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 nutritional snack or 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, including completing the home virtue packet.
- 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.

### **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. Generally, 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 encouragement and limited distractions.
- 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. Your teacher can inform you what percentage of the student's final grade is attributed to 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 which 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.
- For K through 5th grade, no homework will be assigned over the weekend. Reports and projects may cover a period of more than one week, at which time a weekend may be included.
- Middle school students will have occasional weekend homework assignments to prepare for the workload of future 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 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 6-8: 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.

**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 Family Portal, website, and information will be in the newsletter.
- 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.
- 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 the Thursday Folder, the Friday newsletter, or email.

- 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, email, 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 directly involved first. 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. 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) to mediate a solution consistent with the school's mission, policies, and procedures.

Parent/teacher conferences are scheduled in the fall and in the spring. If a parent-teacher conference seems necessary at other times, parent(s)/guardian(s) are asked to contact the teacher to schedule an appointment. Regular office hours are from 7:30am – 3:30pm.

### **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 act. 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.

### **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**

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.

### **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, the expectation of respectful behavior 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 ensure the best possible environment for the academic, spiritual, social, moral, and physical growth of each St. Joseph student.

### **DISCIPLINE REGULATIONS**

Students at St. Joseph Catholic School are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their school by 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.

## **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. 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). 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.

Detention will be charged at the current extended care rate since a staff member will have to supervise. If parents are late to pick up after detention, the student will be placed in extended care and rates will continue to accrue until picked up.

Suspension is the removal of a student for a specific time 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 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 list 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.
- 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 bathroom.
- 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 Technology and Device 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(s)/guardian(s). A conference with the parent(s)/guardian(s) 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(s)/guardian(s), 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.**

**BULLYING POLICY**

St. Joseph Catholic School is committed to protecting our students from damaging types of behaviors and is committed to the development of an environment of mutual respect for all its members.

*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:

- Placing a student in reasonable fear of physical, emotional, or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.

- 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 do not show feelings of being upset until they are in a safe place.
- Talk to a trusted adult – parent, teacher, or counselor – about 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 to ensure the freedom to come forward to report incidents.

Investigations may include, but are not limited to:

- Interviews with all involved students including witnesses, bystanders, and adults with potential knowledge of the reported incident.
- Written statements from all parties having pertinent information and/or 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 parent(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.**

### **DRESS CODE FOR STUDENTS**

**It is highly recommended to label uniform cardigans, V-neck 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 will be worn at the beginning of the school year. Winter uniforms typically begin after Thanksgiving Break and are worn through Easter Break. In case of hot weather, **the school** may decide to start the “summer” uniform earlier. The school will notify parent(s)/guardian(s) of the exact dates for uniform changes.

### **UNIFORM PURCHASING**

Uniforms may be purchased at:

- Lands’ End - [www.landsend.com](http://www.landsend.com). School Code: 900182130
- 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 for \$15

Zig Zag Designs is a local option for the embroidery of items purchased from other vendors. Zig Zag Designs may wait to process multiple orders at one time. To inquire about cost and turnaround times, please contact Zig Zag Designs at 864-414-3018 or [zigzagdesigns44@gmail.com](mailto:zigzagdesigns44@gmail.com).

### **GENERAL EXPECTATIONS**

- Any device that can send/receive calls or messages is not permitted.
- All students are expected to dress and groom themselves neatly and cleanly every day. Shirts must be tucked into pants, shorts, or skirts/skorts. Solid black or brown belts are to be worn with pants and shorts – required in 3<sup>rd</sup> grade and up. Boys - black belt is to be worn on Fridays with the Mass uniform.
- “No-show” socks are not permitted, and shoes should be appropriate for school. Shoelaces should be white or black, no trendy laces. Open-toed or open heel shoes, shoes with lights, roller shoes, multi-colored shoes, crocs, and boots are not permitted.
- Students are not permitted to wear makeup. For girls, only light, natural colored nail polish is allowed.
- “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.
- Christian jewelry is allowed - short necklaces, bracelets, and rings - only if they do not create a distraction or safety issue. 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.
- iPhone watches or Fitbits are not permitted. Any watch that is a “fad” or “trendy” is not permitted. A basic watch is all students need at school.
- Hair ribbons and barrettes must be simple and are to be limited to the uniform colors (plaid, navy blue, green, yellow, or white.) Holiday bows/pins will be permitted on designated days only.
- Uniform pieces must be replaced as they become outgrown, worn out, or stained.

- Any jackets or outerwear that a student wants to wear for the whole day must be navy. Heavy coats worn on cold winter days do not have to match the school colors but shall not be worn in the building.

## UNIFORM REQUIREMENTS

### K4 – 5<sup>th</sup> Grade Girls

**Mon – Wed Option 1:** White, green, or navy polo shirt 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. Black or brown belt required for grade 3<sup>rd</sup> and above.

**Mon – Wed Option 2:** White, green, or navy polo shirt with logo (short or long sleeve) under jumper (white plaid pattern). No-show shorts are encouraged. Plaid skorts are allowed. Ankle length or knee high white or navy socks (or white or navy tights) with solid white, black, or navy shoes.

**Thurs 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).

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

### 6<sup>th</sup> - 8<sup>th</sup> Grade Girls

**Mon – Wed Option 1:** White, green, or navy polo shirt 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. Brown or black belt.

**Mon – Wed Option 2:** White, green, or navy polo shirt 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.

**Thurs 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).

**Fri Mass:** White oxford shirt with navy cross tie and navy knee length skort or skirt. No show 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 – no boots.

### K4 – 8<sup>th</sup> Grade Boys

**Mon – Wed:** White, green, or navy polo shirt 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. Black or brown belt required for grade 3<sup>rd</sup> and above.

**Thurs 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).

**Fri 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 – no boots. Black belt required for grade 3<sup>rd</sup> and above.

**All grades: striped bowtie or long tie required. Available in the office.**

## 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 or fraying)
- short socks
- shorts - no shorter than three inches above the knee
- skirts - no shorter than three inches above the knee
- skorts - no shorter than three inches above the knee
- dresses no shorter than three inches above the knee
- sweatshirts
- jogging suits
- natural or light pink nail polish
- jewelry
- slacks

#### **Students may not wear:**

- flip-flop sandals
- boots
- Crocs
- no open back shoes
- no hats
- tank tops or crop tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- leggings
- 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.**

## ATTENDANCE POLICY AND PROCEDURES

The Diocese of Charleston Catholic schools follow the South Carolina Compulsory Attendance Law. “South Carolina Compulsory Attendance Law requires that a parent or guardian shall require his child to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education, a member school of the South Carolina Association of Christian Schools, or similar organization, or a parochial, denominational, or church-related school, or other programs with have been approved by the State Board of Education from the school year in which the child is five years of age before September first until the child attains is seventeenth birthday or graduates from high school.”

Attendance at parochial, denominational, and church -related schools also satisfies the compulsory attendance requirement. S.C. Code §59-65-10(A).

South Carolina State Law requires 170 of 180 days of attendance. **If a child misses over 10 days of school without a medical excuse, the school has the right to retain the child for the next school year. Students missing more than 10 days (unexcused) are considered truant.** Students (ages 5-17) are required by compulsory attendance laws to be in school and there fore the school with refer truancy to DSS/legal authorities.

### Lawful Absences:

- Absences caused by a student’s own illness and whose attendance in school would endanger his or her health or the health of others,
- Absences due to an illness or death in the student’s immediate family,
- Absences due to a recognized religious holiday of the student’s faith, and
- Absences due to activities that are approved in advance by the principal.

### Unlawful Absences:

- Absences of a student without the knowledge of his or her parents, and
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Absences of a student (other than illness or family illness/death) that is not pre-approved by school administration.

Suspension is **not** to be counted as an unlawful absence for truancy purposes.

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. Students must attend school for at least half of the school day (3 ½ hours) to be counted “present” for the day. Students in grades K5-8 leaving school before 11:30am or students arriving after 11:30am will be counted as “absent” for the day.

When a student is absent from school, a parent/guardian should call the office by 9:00am 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 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.

Arriving Before	11:30am	Tardy
Arriving After	11:30am	Absent
Leaving Before	11:30am	Absent
Leaving After	11:30am	Early Out



## **ABSENCES DUE TO ILLNESS**

The school reserves the right to require that a parent/guardian come to sign a sick student out of school. A fever is considered 100.4° F (37.9° C) or higher, and these students are required to be sent home. Students should be fever free for 24 hours before returning to school (without the use of fever reducer). 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.

## **APPOINTMENTS**

Medical and Dental appointments should be made outside of school hours. For an absence or early dismissal to be medically excused, the student must also present a doctor's note stating the date and time the student left the office. Any student requesting early dismissal for a medical appointment must present a dated note signed by a parent or guardian to the school office before the day begins. The note must state the time to be dismissed and a contact number for the parent or guardian. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Students who are away from school for an appointment for 3 ½ hours for more will be counted as absent for ½ day. The school holds the right to count very five early sign outs as an absence from school. The absence will be unexcused if the appropriate documentation (in line with absentee documentation) is not provided.

A parent or guardian must sign out any student leaving early during the school day. Dismissal during the last 30 minutes of the day should be avoided if possible. It becomes a disruption to the class as teachers are closing instructional activities for the day, making important school announcements, and ending with prayer.

**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.**

## **TARDY POLICY AND PROCEDURES**

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. Drop off begins at 7:30am and the school day starts at 7:55am. Student(s) will be marked tardy if arriving after 7:55 am. The school holds the right to count 10 unexcused tardies as one unexcused absence.

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 7:55am**, at which time all students must be in their respective classrooms to attend the morning announcement and prayer service. Please note the following procedures:

- 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 7:55am. At that time, the parent/guardian **must** physically sign-in the student with the front office.
- 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.
- 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.
- For students enrolled with the SC First Steps program – after 10 consecutive absences (excused or unexcused), the student will be dropped from the program. If dropped, parents will become financially responsible for all future costs, including tuition, food costs, extended care, and student fees.

- **Excessive tardies are considered 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\***

### **HOMEWORK POLICY DUE TO ILLNESS**

St. Joseph Catholic School must follow DHEC regulations concerning illness and readmission to school. 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** (without the use of a fever reducer) before sending your child back to school.

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.

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 2:45pm – 3:15pm.

A written statement, or doctor's note, giving reasons for the absence or tardiness must be brought to the front office upon the student's return. All tardies and absences will be marked as unexcused if a written note is not received. These notes/letters will be retained in the office for one year.

**\*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.

### **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 to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

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 to be given in advance of an absence. School assignments will **only** be given out if there is a written request by the parent/guardian at least one week prior to the scheduled trip and materials will be ready on the last day before vacation. Teachers are not required to give tests or quizzes in advance for absences due to vacations.

### **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 possible, please arrange for medical, optical, and dental appointments to be after the school day. If you cannot, please use the following release procedure:

- 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.

## **HEALTH INFORMATION AND STUDENT CARE**

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

- In the event of snow or other inclement weather, St. Joseph Catholic School will announce closures by FACTS, social media, and television. Check Channel 4 WYFF or online at [www.carolinachannel.com](http://www.carolinachannel.com) for St. Joseph Catholic School.
- 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 at 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:

1. Shook Center – Church Office
2. 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:

1. 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).
2. 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:

- The principal will be notified.
- The principal or teacher will remove the toy, material, or weapon from the student’s possession.
- The student’s parent(s)/guardian(s) will be notified.
- An incident report will be filed in the student’s school record.
- 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 through 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 encounter students 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. 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 classrooms have communication with the school office. The emergency medical services will be called immediately.

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 for the student to remain in school. In addition, the following guidelines must be met:

- 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.
- The parent(s)/guardian(s) must bring all medications to the school office at the beginning of the day.
- 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.
- Medications sent in baggies or unlabeled containers or previously opened **WILL NOT BE ADMINISTERED**.
- **ANTIBIOTICS WILL NOT** be given at school by personnel. If the antibiotic must be given during the school day the parent/guardian may come to the school office and administer it.
- 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.
- 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 if the student should forget to come to the office.
- 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.
- **Parent(s)/ guardian(s) must pick up any unused medicine at the end of the school year 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 labeled with first and last name.

### **PARENT TEACHER ORGANIZATION**

St. Joseph Parent Teacher Organization works to support and enhance the educational ministry of the school. The goals of this organization include fundraising, parent education, and community building. 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 parents/guardians 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.

## **VIRTUS**

### **Information for Volunteers serving the children of St. Joseph Catholic School**

- As of July 2024, the VIRTUS program needs to be completed before becoming a school volunteer. Instructions on how to follow this online class are available by visiting the school office, church office, or on our website.
- 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.
- 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 up to two weeks. Please make 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. 209.

The Policy of the Diocese of Charleston Code of Conduct was adopted on February 21, 2022 and was given to each employee at the time of hire. Each employee must complete the VIRTUS 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. 209 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.**

## GENERAL INFORMATION

### **FOOD POLICY**

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 always in place.

### **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. Students are to bring a water bottle every day. **Milk and water are the only approved beverages for snacks and lunch.**

### **LUNCH**

PreK 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.
- If your student does not bring lunch and you are bringing it – you must bring it to the school office.

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

- Lunches may be ordered through Google Forms each week.
- All orders MUST be received by 8:30am. If you are making a last-minute order, complete the form and let the office know so that it is not overlooked.
- We will not accept late orders.
- First Step students do not need to order lunch.
- A calendar of lunches is posted in FACTS.

**If your child is without lunch, he/she will be given a lunch, and the parent(s)/guardian(s) will be billed accordingly. If you plan to bring lunch – you must notify the office so one is not ordered for your student. If you do not notify the office, you will still be charged for the lunch ordered for your student.**

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.

### **MORNING DROP OFF PROCEDURES**

- **DROP-OFF PRIOR TO 7:30am 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 7:55am will go to their assigned area 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 the school. For our students' safety and protection, please wait for patrols to unload your child. Do not leave your child unattended.
- If you require more time for unloading – please park in the church parking lot and escort your student. This will help alleviate traffic during drop off.
- If there are no adults present, you must park in the parking spaces and escort your child into the school building. Students arriving after 7:55am 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. Parents/guardians are not allowed to walk students to the classrooms. However, for 4K students only, parents are allowed only on the first day of school to walk your student to the classroom. Parents must exit the classroom by 7:55am.

## END OF DAY DISMISSAL PROCEDURES

### PICK UP PROCEDURES FOR PREK AND THEIR SIBLINGS

Dismissal for PreK will be at 2:45pm. These students will be dismissed from the front entrance of Fr. Friend Hall.

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

- Please have your Name Sign clearly visible to help facilitate dismissal. Follow the instructions of the teachers in the parking lot.
- Parents will line up beginning at the entrance of Fr. Friend Hall.
- Teachers will bring out the students, and parents will be required to properly strap in the PreK students. Teachers will not be responsible for buckling in any student.
- Once students are loaded and cars exit, the next set of cars will move forward.
- Please keep your place in line after your child(ren) has been put in the car and wait until the car in front of you has pulled away before exiting.
- **If you need to pick up a Middle School student at 3:15pm, please circle the block and enter the church parking lot, closest to the Shook Center, off McLees Road and enter the car line.**

**\*Students that are not picked up by 3:00pm will be sent to After Care – nominal fees will apply.**

### PICK UP PROCEDURES FOR GRADES K5 – 5<sup>TH</sup>

Dismissal for all other K5-5<sup>th</sup> grade students will be at 2:45pm in the church covered parking lot, escorted by a teacher to the car.

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

- Please have your Name Sign clearly visible to help facilitate dismissal.
- By 2:45pm, parents will enter the church parking lot from the McLees Road entrance closest to the Shook Center and line up according to the map provided. Once the first line is full, teachers will instruct a second line parallel to the first. Follow the instructions of the teachers in the parking lots
- When directed, please pull up to the faculty or staff member, who will assist your child(ren) to your car.
- Please keep your place in line after your child(ren) has been put in the car and wait until the car in front of you has pulled away before exiting.
- Always be alert and cautious while in the parking lots.
- Parent(s)/Guardian(s) **must pick up from the back parking lot** unless prior arrangements have been made. If you must have your child early, please come to the front office.

- If you need to pick up a Middle School student at 3:15pm, please reenter the car line.

**\*Students that are not picked up by 3:00pm will be sent to After Care – nominal fees will apply.**

#### **PICK UP PROCEDURES FOR GRADES 6<sup>TH</sup> – 8<sup>TH</sup>**

Dismissal for 6<sup>th</sup> – 8<sup>th</sup> grade students will be at 3:15pm in the church covered parking lot.

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

- Please have your Name Sign clearly visible to help facilitate dismissal.
- By 3:15pm, parents will enter the church parking lot from the McLees Road entrance closest to the Shook Center and line up according to the map provided. Once the first line is full, teachers will instruct a second line parallel to the first. Follow the instructions of the teachers in the parking lots
- When directed, please pull up to the faculty or staff member, who will assist your child(ren) to your car.
- Please keep your place in line after your child(ren) has been put in the car and wait until the car in front of you has pulled away before exiting.
- Always be alert and cautious while in the parking lots.
- Parent(s)/Guardian(s) **must pick up from the back parking lot** unless prior arrangements have been made. If you must have your child early, please come to the front office.

**\*Students that are not picked up by 3:30pm will be sent to After Care – nominal fees will apply.**

#### **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 contact the student's parent(s)/guardian(s) and will share 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. Please explain these procedures to anyone authorized to pick up your child.

## **AFTER-SCHOOL PROGRAMS AND ACTIVITIES**

### **AFTER CARE**

After school care is offered by an outside company, Champions, for a nominal fee. Champions is Cognia accredited and has a curriculum-based approach. Familiarize yourself with Champions, their offerings, policies and procedures, and fee structure. All questions and conversations relating to after care will be fielded by Champions.

This After Care program will be held on St. Joseph Catholic School campus.

### **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. For extenuating circumstances, contact the principal.
- To help provide adequate supervision for our students' field trips, we 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.

### **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 birthdays 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. All classroom parties must take place on campus.

**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**



# 2024-2025

## STUDENT/PARENT HANDBOOK

By signing this document, I affirm that I have read, understand, and agree to all policies and procedures as they apply to St. Joseph Catholic School.

I further agree to discuss all policies with my student(s).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

If you would like to receive a physical copy of the handbook, please initial here. \_\_\_\_\_