

**ST. JOSEPH SCHOOL
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www.saintjosephschool-shelbyville.org

Parent - Student Handbook

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St. Joseph School Parent-Student Handbook

Mission Statement - Parish and School Page 3

Vision Statement Page 3

St. Joseph School Pledge Page 3

Table of Contents

Absenteeism and Tardiness	4	Honor Roll	14
Admission Policies	4	Kindergarten Programs	14
After School Care	5	Lost and Found	14
Book Rental	5	Lost Textbooks	14
Book-It	5	Lunch	15
Bullying	5	Medical Matters:	15
Bus Service	6	Illness & Injury at School	
Calendar	*	Head Lice	
Care of School Property	6	Health Services	
Citizenship and Conduct	7	Length of time Medication	
Concern for Others	7	Kept at School	
Conferences	7	Medication Policy	
Contacting Teacher or Principal	8	Non-Custodial Parent	17
Convocations	8	Parent-Teacher Organization	17
Curriculum	8	Parishioner Status	17
Daily Schedule-Arrival & Departure	9	Parties	17
Discipline	*	Preschool Programs	18
Dress Code	*	Public Law 218	18
Eligibility for Sports	9	Recess	18
Emergency Closings	10	Religious Observance	19
Emergency Information	10	Release of Students	19
Evaluation	10	Sacramental Preparation	19
Extracurricular Activities	11	School Commission	20
Federal Programs	11	Service Hrs. Requirement	20
Field Trips	11	Speech Therapy	20
Financial Obligations	12	Standardized Testing	20
Financial Procedures	12	Student Records	20
Fire/Tornado Drills	12-13	Telephones	21
Four-Year-Old PS	13	Testing/Learning and	
Grading System	13	Behavioral Needs	21
Grievance Procedure	13	Traffic Control	21
Gum	13	Tuition Assistance/Policy	22
Homework	13	Tuition/Fees	*
		Visitors	23
		Wellness Policy	23
		Yearbook	24

*Policies & Forms (Information on the website)

Includes admission policy, school calendar, dismissal routine form, discipline policy, dress code, internet usage policy, parent/student signature page, SchoolAnnouncement.com, service hour requirement, television/video policy, VIRTUS training, voucher/scholarship information, and tuition/fees schedule.

St. Joseph Parish - Mission Statement

As an active Roman Catholic presence in Shelby County since 1868, St. Joseph Parish proclaims the Gospel of Jesus Christ in the 21st century through the celebration of the Mass and the Sacraments. With a spirit of fellowship, our mission is to provide a place for prayer, faith formation, education, and community service for people of all ages, in all stages of life.

St. Joseph School - Mission Statement

With knowledge of the Parish Mission Statement, the faculty articulates the part of the mission statement that is specifically school-related.

The St. Joseph Catholic School Community educates our students by nurturing the whole child - physically, emotionally, socially, intellectually, and spiritually, so that they will develop a life-long love for learning and become responsible Christian members of our society.

St. Joseph School - Vision Statement

The St. Joseph Catholic School Community aspires to create a Christian family atmosphere where a firm foundation of morals will lead to academically-sound, well-rounded students. The combined efforts of the school and parish communities will focus on three R's - religion, respect, and responsibility - to create a place where faculty and students will be proud to work together

St. Joseph School Pledge

Today I promise to treat God and others with respect, to do my best to make good choices, to fulfill my responsibilities, to use my privileges wisely, and to keep Jesus in my life.

C.S. - 9-2002

Absenteeism and Tardiness

Regular school attendance promotes the success of students. The educational process requires a continuous sequence of instruction. When broken by a period of absence or tardiness, this instruction can never be fully regained by extra work. The regular contact of students with one another in the classroom and their participation in learning activities under the supervision of a qualified teacher will assist each student in attaining his/her maximum potential. The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance academic success.

For absences due to illness, medical or dental appointments, serious illness, or death of a family member, the parent/guardian must send a note from home, call the office, or provide a medical excuse. Assignments for the missed day will be available at the end of the school day. Students are to be excused without penalty to keep medical and dental appointments, the only requirement that the student be in attendance at least two (2) hours at some time during the same school day and that he/she be responsible for the work missed during their absence. Parents are encouraged to make such appointments outside the school day. The parent or authorized adult must meet the child in the office and sign the child out. When returning to school the parent/guardian needs to sign the child back in school.

The parent/guardian must make a request to the principal prior to requested absence for special events or personal business. Missed assignments and homework will be given upon students' return to school unless pre-arranged with the teacher.

Severe cases of poor attendance may be prosecuted under Indiana's Compulsory Attendance Law.

School begins promptly at 7:45 a.m. Tardiness is very disruptive to the entire school. Students arriving after the morning bell or leaving prior to the dismissal bell will be counted tardy. Students arriving thirty minutes after school begins or leaving thirty minutes before dismissal will be counted as a half day absent. (i.e. Arriving after 8:15 a.m. or leaving in the afternoon before 2:00 p.m.) Students are allowed three tardies for the year without losing their perfect attendance.

Admission Policies

For admission to the first grade, a child must be six years of age on or before August 1. Health records are required and must be up-to-date thirty days after school begins. If a student has attended St. Joseph kindergarten or preschool, health records are already on file. Parents enrolling a kindergarten or preschool student are required to furnish a copy of their child's birth certificate, which will be kept on file in the school office. A child enrolling in our kindergarten must be five on or before August 1. Any registrant who is not a member of St. Joseph or St. Vincent's parish will be required to pay a higher tuition than those who are members of either parish.

When enrolling a student from another school system, the faculty of St. Joseph School is accepting on good faith that the parents are giving us correct information. Parents will be asked to provide records from their child's previous school. These records include the child's permanent record, records of any special testing, IEP reports (Individual Educational Program), standardized testing scores, and the immunization record.

After School Care

Our After School Care program is available to students attending St. Joseph School. ASC is a great convenience for busy parents who need a safe place for their child/children to go after the regular school day.

There is a yearly registration fee and a weekly charge. This information is available from the school office.

Children will not be permitted to roam the building after 2:45 p.m. If your child is to remain for piano lessons or an after school activity, arrangements should be made for your child to attend the ASC program.

Book Rental

Book rental varies from year to year. The registration fee is applied to the book rental. The balance of the book rental is to be paid before the school year begins.

Children should have a book bag to insure the safe carrying of books to and from school.

Book-It Program (Outside Reading Program)

Because the faculty feels reading should be encouraged at a young age, St. Joseph is pleased to participate in the Book-It Program (Pizza Hut). Book-It is an annual reading incentive program where your child's teacher will set a monthly reading goal beginning in September. Pizza certificates will be distributed in October and ending in May.

Bullying and Other Unacceptable Behaviors

The following are not permitted at school or in any school activity and could be grounds for suspension or expulsion:

1. Continual disruption of church or classroom.
2. Open defiance of the principal or teachers by refusing to cooperate with a reasonable direction or rule.
3. Destruction or defacement of property belonging to school, church, or others. Restitution will be required.
4. Swearing, cursing, obscene gestures or language (verbal or written).
5. Swearing, gambling, vandalizing or acquiring property of others without their consent. Restitution required.
6. Possession of drugs, alcoholic beverages, tobacco, matches, explosives, firearms, or other weapons.
7. Physical or verbal assault of anyone, including fighting.
8. Throwing rocks, snowballs, or any objects.
9. Leaving school property, buses, or other supervised areas without permission.
10. Conduct detrimental to the health and safety of others.
11. Behavior, which reflects unfavorably on St. Joseph School.
12. Cheating.

Threat Assessment Protocol

Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence shall follow this protocol:

- Assume the threat is serious.
- Report the threat to the school administrator.

- Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
- Immediately remove the person making the threat from the classroom and take him/her to a secure area while investigating further.
- Notify law enforcement officials.
- Provide written statements regarding the threat of violence.

Bus Service

Children attending St. Joseph School and living within the Shelbyville Central School District may ride the Shelbyville Central School buses. A child must ride his/her assigned bus and get off the bus at his/her stop. Parents should make special arrangements for their child in case of an early dismissal due to inclement weather. Your child's teacher should be notified of any special emergency. Unless otherwise notified, your child will be placed on his/her assigned bus and sent home each afternoon.

We ask that you have a brief discussion with your child concerning bus safety and behavior. A student who displays inappropriate behavior will lose his/her bus-riding privileges. Bus rules are as follows:

1. I shall sit in my own assigned seat, assigned by the bus driver.
2. I shall not stand or move from place to place during the trip.
3. I shall not talk in a loud or boisterous voice, nor shall I be guilty of using improper language.
4. I shall conduct myself in a decent manner.
5. I shall not open or close the windows or doors of the bus unless told to do so by the driver.
6. I shall not tease, scuffle, trip, hold, hit, or use my hands, feet, or body in an objectionable manner.
7. I shall not attempt to enter or leave the bus until it has come to a full stop, and the driver has opened the door.
8. I shall help the bus driver keep the bus time schedule by arriving at the bus stop in the morning before the bus arrives.
9. I shall be denied the privilege of riding on the bus if I fail to conduct myself properly.
10. I shall read these rules to my parents or have them read to me and give my word to do my best to follow the rules.

ANYONE FOUND DAMAGING THE SCHOOL BUS IN ANY MANNER HAS FORFEITED ALL RIDING PRIVILEGES UNTIL FURTHER NOTICE!

Calendar – Please see policies & forms on the website.

Care of School Property

Proper care of desks, floors, walls, and school property is the student's responsibility. If a student accidentally damages something, report it as quickly as possible so we might correct the damage. Intentional markings, cutting, carving, or other damage will result in serious and expensive problems for you and your child. If a student observes another student destroying property, the student has an obligation to report him

or her to the office or to his/her teacher. Please remind your child that he/she is just as guilty as the student who damages the property if he/she fails to report the incident.

Citizenship and Conduct

Students are to conduct themselves as responsible citizens at all times. The reputation of St. Joseph School is directly related to the behavior of students both in and out of school. Students shall respect the rights and property of others and display the kinds of attitudes and actions expected of young ladies and gentlemen. Any student who displays inappropriate behavior will be disciplined. Should a problem persist despite our efforts and/or we experience a serious behavior incident, the student may be separated from the school through suspension or expulsion.

A basic guideline for good citizenship for students, parents, and teachers to follow and encourage is: Respect yourself, respect others, and respect the property of others.

A cooperation/conduct grade will be given to each of our students in kindergarten through grade 5. Students earning an A or B in cooperation/conduct will be eligible for the honor roll.

Concern for Others

Pupils in St. Joseph School, by striving toward Christian charity and kindness, by sharing a deep concern for people around, show they care. “Please”, “Thank You”, “Pardon me”, and “I’m sorry” are still expected courtesies. Listening attentively when someone is speaking and not interrupting a conversation are also ways to show concern for others. Proper respect is to be given to all teachers, office and cafeteria personnel, and maintenance staff.

Conferences

Parents and teachers need to establish a cooperative relationship, which is favorable to a child’s progress. Conferences are best arranged after school hours. At such conferences, the teacher and parent may review the child’s learning experiences and explore ways to improve them. Teachers and/or parents may initiate conferences. Please check the school calendar for conference dates.

To assist you in the conducting of a productive conference, the following guide is available for your use:

1. Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Ideally, both parents should attend the conference. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference. Try to get the facts about a school situation before reacting to it.
2. Determine what you can tell the teacher about your child. The teacher sees only one side of your child. There may be things you know about the child that could help the teacher better understand him/her.
3. Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours.

Conferences are held in the fall of each year for kindergarten through grade five. Four-year-old preschool has conferences the last week of school.

Contacting the Teacher or Principal

It is very natural for parents to occasionally have questions or concerns regarding their children's education. The teachers and principal at St. Joseph School welcome an opportunity to discuss any matter, which is important to the parent. Direct communication with school personnel in regard to questions, concerns, or compliments keeps the lines of communication open, alleviates misconceptions, and allows for the spread of accurate information regarding our school.

There is a procedure to follow for good communication between home and school:

1. The parent having a concern should speak first with the staff or faculty member closest to the matter.
2. If the concern is not resolved as a result of this initial contact, the parent should let the initially contacted staff member know of his/her continued concern and should then speak to the principal.
3. After speaking with the principal and still not coming to some resolution, the parent should be sure the principal knows he/she feels the matter is still not resolved. The principal will explain the process for contacting the pastor concerning the matter.

The pastor has the ultimate authority for all educational operations in the parish. He delegates the administrative responsibilities to the principal. These responsibilities include, but are not limited to, the operation of the school program and building, management of all faculty, staff, volunteers, and students, providing instructional leadership, the hiring, support, and supervision of staff members, professional development and evaluation, establishment of educational programming, the management and evaluation of student behavior, and spiritual leadership. If a concern or complaint surfaces, it should first be brought to the attention of the classroom teacher if it is a classroom issue. If it is a school-wide concern, or needs further attention, the principal should be informed. The pastor is only notified if requested by the principal for consultation or if resolution has not been met by the school administrator and the parties at hand.

Convocations

Convocations will be scheduled during the school year. Regardless of the type of program, students are expected to be appreciative and respectful.

Curriculum

St. Joseph School's curriculum offers the students the opportunity to develop necessary basic skills for a productive life. A well-balanced curriculum also provides the opportunity to develop and enhance the students' appreciation for the arts and attitudes of self-worth, self-confidence, and faith and hope in God.

Curriculum guides are based on archdiocesan and Indiana standards and are used to guide instruction in each subject area in each grade. Teachers have a curriculum guide to follow for their teaching responsibilities. These are available for review on the Indiana Department of Education and Archdiocese of Indianapolis websites. Please call the office for assistance.

Daily Schedule/Arrival and Departure

1. Doors are open for the students at 7:15 a.m.*
2. School begins at 7:45 a.m. When a student arrives before 7:30 a.m., he/she is to go to the gym. When a student arrives after 7:30 a.m., he/she is to go to his/her classroom.
3. School is dismissed at 2:45 p.m. Dismissal should be orderly and quiet. All students have assigned exits. Car riders are dismissed through the Hendricks Street side. Please park by the fence while waiting for your child to be dismissed.
4. Students should leave the building as soon as school is out unless they have a scheduled activity or have an appointment with a teacher. They should not remain in the hallways.
5. Parents needing early dismissal for their child are to contact the school office or the teacher. If a child has a dentist or doctor's appointment, a parent should write a note to inform the teacher.
6. Children are not permitted to roam around the school after 2:45 p.m. If your child is to remain after school for an activity, he/she needs to report to the designated area.
7. For the safety of your child, St. Joseph School requires a Dismissal Routine Form. Parents will be asked to complete a form for each child at the beginning of the school year. Please see appendix for a copy of the form. If your routine changes for the day, please send a note to your child's homeroom teacher. You may also call the office, but please do so before 2:00 p.m. Please do not send an e-mail concerning a change in routine. Every student will need a Dismissal Routine Form as the forms will be kept in each homeroom. These procedures are in place for the safety of your children.

*Parents, please be aware of this time. Do not leave your children at the door unless you are sure the door has been unlocked.

Discipline – Please see policies & forms on the website.

Dress Code – Please see policies & forms on the website.

Eligibility for Sports

Students attending St. Joseph School in grades four and five may participate in the extracurricular activities. Grade four only participates in the sports program if there are not enough fifth graders to have a team. Participants must, above all else, be Christian participants. They are expected to be good citizens at school and in the community. The participant is expected to be honest, reliable, and to represent St. Joseph's in a becoming manner at all times. A student may be declared ineligible by the principal or coach for flagrant misconduct.

Students participating in the athletic program are required to be covered by insurance. Slips stating that the family has adequate insurance coverage must be turned in to the coach by the first practice.

Students participating in extracurricular activities are expected to work to their fullest potential concerning class work at all times. Assignments are expected to be completed on time. Coaches and parents will be informed if the teacher and/or principal feel that a student is not working to his/her fullest ability or has a D or an F on his/her progress report/report card. The student will then be considered ineligible to participate

unless approved by the principal. The student will miss a minimum of one game if the failing grade is earned during the playing season. Students who are ineligible may practice, but this is at the parents' discretion. If parents wish to inflict tougher standards for their child, we will be happy to cooperate.

Emergency Closings

Whenever Shelbyville Central Schools close due to bad weather, St. Joseph School will be closed also. Note: Please look or listen for Shelbyville Central Schools.

Alternate kindergarten-When there is a 2-hour delay your kindergartener needs to report to school by 9:45 a.m. He/she will stay until 11:15 a.m. if he/she is a half-day student or until 2:45 p.m. if he/she is an all day student.

In the event of a 1-hour delay, your child should come at 8:45, and dismissal will be at the regular 11:15 a.m. time. All-day kindergarten would still be available.

Preschool classes are not in session when school is delayed. However, all-day, everyday students may come to school.

Please check the Appendix section for St. Joseph School's voice notification system of school closings, events, etc. through SchoolAnnouncement.com.

Emergency Information

On file are emergency forms filled out by parents at the beginning of the school year. It is extremely important to keep our files current. In order to do so, we request immediate notification of change of phone numbers, address, and any other pertinent information. Please include any names and numbers that would be important, for example, a baby-sitter, grandparents, etc.

Evaluation

Evaluation is an ongoing process. Grading, record keeping, progress reports, and grade reports are methods used to help parents, students, and teachers understand how a child is progressing toward stated educational objectives.

Teachers use a variety of methods to evaluate a student's progress toward stated objectives on a daily, weekly, and nine-week basis. Teacher-made tests are evaluative procedures used in determining a child's progress.

Grades are an important factor in a student's school life and are the means by which the school communicates to the child and parent the quality of work accomplished. Grades may be derived from various sources - homework, class work, projects, daily class participation, effort, and formal and informal test results.

Grades are reported to parents in the form of progress reports and nine-week grade reports. The grades on nine-week grade reports are the official history. A progress report will be sent home with students at the four-week point of the grading period.

Extracurricular Activities

After-school events and activities are held throughout the school year. Students should always conduct themselves properly at these events. Failure to do so, after reasonable warnings, will result in expulsion from the event and/or exclusion from future events.

Extracurricular activities may include the following:

Boy Scouts	Volleyball	Spelling Bee
Girl Scouts	Cheerleading	Music Activities
Brownies	Track	
Cub Scouts	Basketball	

Federal Programs

St. Joseph School participates in some educational programs funded by the U.S. government. Through these programs we are able to provide remedial services, purchase supplemental materials for instruction, provide library resources, and attend seminars. These programs are administered through the Shelbyville Central Schools.

St. Joseph School complies with all federal regulations regarding the Civil Rights Act (Title VI), Section 504 of the Rehabilitation Act and Title IX regulation regarding sex discrimination. The policies and procedures of the school commission and the school administration do not discriminate on the basis of race, sex, color, national origin, age, or handicap. Furthermore, implementation of federal programs follows the appropriate federal and state regulations governing such programs. If a person believes his/her rights have been violated or believes program regulations have been violated, he/she is entitled to a hearing on the matter. Procedures for filing and resolution of conflicts have been established. These complete procedures are in the section entitled "Grievance Procedure".

Field Trips

Field trips are designed to enhance the students' understanding of a subject or topic they are studying and to provide an educational or cultural experience they would otherwise not have. Field trips must be planned by the teacher and approved by the principal before the plans for field trip are made with the students and parents. Some trips are local; others involve trips to other cities. Most transportation is by provided by parents.

When a trip is taken, parents will receive written notification of what is planned, the date, and how many students will be transported. Parents must sign a permission slip before the child may participate. Permission given over the phone will not be accepted.

Students must earn the privilege of going on a field trip. Any student who has demonstrated inappropriate behavior during the year may not be allowed to attend a field trip.

If you are acting as a driver or chaperone for a field trip, please do not purchase treats for your carload unless you purchase for the entire group. As a driver or chaperone, your responsibility is to the children in the class you are accompanying; therefore, please do not expect to take younger siblings on field trips.

1. Field trips made within walking distance of the school must have written parent

- permission, as well as trips using vehicle transportation.
2. Transportation is usually provided by parents/guardians with the following stipulations verified by the driver:
 - The driver must be 21 years of age or older.
 - The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - The vehicle must have a valid registration.
 - The vehicle must be insured for a minimum of \$100,000 per person, \$300,000 per occurrence.
 3. The ratio of students to chaperones should be stated and have approval of the principal.
 4. Chaperones must have taken the "Protecting God's Children" VIRTUS training provided through the Archdiocese before accompanying students on an overnight field trip. All parents accompanying students on field trip are strongly encouraged to participate in the VIRTUS training.

Financial Obligations

All checks, including lunch checks, are to be made payable to St. Joseph School. Please write separate checks when paying for lunch, tuition/fees, and After School Care.

Parents/guardians not supporting the school on a regular basis will be asked to seek another form of education for the child/children.

Financial Procedure

Money sent to school should be in an envelope with the following information:

- Name of student and grade
- Amount of money
- What the money is for

To ensure proper accounting, please use a separate check and envelope for each item. For example, if you are paying for lunch and tuition at the same time, you should write two separate checks, and they should be in two separate envelopes.

Fire Drills/Tornado Drills

Fire drills are held regularly to acquaint all of us with a system of clearing the building as safely as possible. Check to determine the fire drill route for each room that you use. Your teacher will help you with this. When the fire signal sounds you should observe the following:

1. Leave all materials and take without delay the route prescribed by the teacher.
2. The first student arriving at a door will hold it open and close it after the last student has exited.
3. All students will move away from the building until they are at their designated area.
4. Do not re-enter the building until your teachers give the signal.
5. Do not speak at any time during the drill. Absolute quiet is needed in case directions must be given. When you speak you may be endangering other people as well as yourself.

Tornado Drills:

Students will be practicing tornado drills at school. You must follow your teacher's directions. Do not talk while the drill is being practiced. It is important that you listen carefully and learn how to protect yourself.

Four-Year-Old Preschool Registration

When enrolling students for our four-year-old preschool program, we do so in the following manner:

Students enrolled in our three-year-old-program and who wish to enroll in our four-year-old program will have first choice as to which class they enroll in, whether it be morning or afternoon. The registration fee must accompany the registration form in order for a child's spot to be held.

Grading System

Report cards are issued every nine weeks. The following scholarship code is the one adopted for our Archdiocese. Percentages for grades 1-5 are as follows:

A+ - 100	B+ - 94-92	C+ - 85-83	D+ - 75 -74
A - 99-97	B - 91-89	C - 82-79	D - 73 -72
A- - 96-95	B- - 88 - 86	C- - 78-76	D- - 71 -70
F - 69 or Below			
I - Incomplete	O - Outstanding	S - Satisfactory	
U - Unsatisfactory	N - Needs Improvement		

Grievance Procedure

St. Joseph School follows a grievance procedure that has been adopted by the Archdiocese of Indianapolis. Briefly, the procedure states that if a problem arises there is an order as to who needs to be contacted. First, the teacher involved should be approached.

If resolution is not reached through the steps printed under "Contacting the Teacher or Principal," the principal will explain the process for taking the matter up with the pastor. The parent may submit a written report of all steps previously taken to the Archdiocese Associate Secretary of Education who will assume responsibility for bringing the matter to resolution.

If a federal rule or labor dispute is involved, the Archdiocesan Grievance Procedure (available in the school office) must be used in lieu of the above.

Gum

Careless disposal of gum in drinking fountains, on furniture, floors, and carpets present sanitation and cleaning problems. Therefore, gum chewing during the school day is not permitted.

Homework

Homework should meet a specific need as recognized and understood by the child. It may be for enrichment, practice to strengthen and deepen understanding of a skill, or make-up work. Students should be able to do the homework assignment independently within a reasonable period of time.

If your child is taking longer than you feel necessary to complete homework, contact your child's teacher. Any number of problems may be occurring.

St. Joseph School has a late assignment policy for grades 1-5.

- First Day Late—Drop one letter grade.
- Second Day Late—The student will receive a grade of zero for the assignment.

Parents are encouraged to do the following:

- Arrange a regular study time that is free of distractions and interruptions.
- Show a positive interest in homework and all of the child's schoolwork.
- Insist that homework assignments are written in an assignment book (grades 2-5).
- Encourage their children to read for pleasure.
- Act as a consultant to, but not a doer of homework.
- Refrain from exerting undue pressure on the child.
- Check homework assignments for neatness and completeness.

Honor Roll

Each grading period an Honor Roll for straight A's and A/B's is displayed in the main hall and published in the local newspaper.

In order to be eligible for the Honor Roll, students must also receive an A or B on their report card in cooperation/conduct.

The penmanship grade will not hinder a child from being on the Honor Roll.

Kindergarten Programs

1. All day kindergarten - The hours are 7:45 - 2:45 p.m. The After School Care (ASC) program is available immediately after school. Lunch is served to our all-day kindergarten students for a nominal cost. Activities in the afternoon include a rest time, enrichment-type activities, recess, etc.

2. Half-day kindergarten - The hours are 7:45-11:15 a.m. Half-day kindergarten students may stay all day, on a limited basis, for an additional fee. Lunch is also available for a nominal cost. If you would like to occasionally take advantage of our all day program, please inform your child's teacher.

Lost and Found

Any articles of clothing or books lost at school are placed in a box in the secretary's office. All unclaimed articles are given to charitable organizations at the end of the year. Because of this, students are urged to clearly label all personal possessions and to check periodically for lost items. When an article is found, it should be taken to the office. After proper identification, the owner may claim any article in the lost and found.

Lost Textbooks

Lost textbooks or workbooks should be reported to the office as soon as possible. Parents will be charged for the new textbook/workbook, plus shipping and handling costs.

Lunch

There are two lunch periods:

1. Preschool, Kindergarten, and Grade 1
2. Grades 2, 3, 4, and 5.

Students should stay in line and talk quietly with those next to them until seated. There will be at least one teacher on duty in the cafeteria with each group. Preschool, kindergarten, and grade 1 may have a time when they will be asked to be quiet so that their lunch may be eaten. Grades 2, 3, 4, and 5 may be asked to have a quiet time if necessary. There should only be three students waiting in the serving line inside the kitchen door at a time. Students should be discouraged from trading food as this encourages the spread of germs. Students will be discouraged from lending money for extra items sold in the cafeteria. Quiet talk is permitted.

The school cafeteria is maintained for your nutritional benefit. A hot meal, at a nominal charge, is available. The menu is available on our website, www.saintjosephschool-shelbyville.org. We welcome parents to eat lunch with your children. We need separate checks for lunches and tuition. When making out a check for lunches, please make the check out to St. Joseph School. Lunches need to be purchased in weekly increments. If you feel that the records are not accurate, please contact our school office.

Fruit juices and fruit drinks are acceptable for lunch. **Soft drinks are not allowed.**

Since we are a part of the National School Lunch Program, families qualifying can purchase lunches at reduced rates, or free lunches may be provided free. Applications for Free & Reduced Price Meals are available in the school office.

A lunch account allows up to three consecutive charges. After three charges, your child may be served a cheese sandwich and milk at the cost of \$.75. Please keep your lunch account current.

Fast food items are not to be brought in for your child. These items cause distractions among the other students and disruption in the cafeteria.

MEDICAL MATTERS

Illness and Injury at School

The school personnel, according to the complaint or injury, will administer first aid and care of the sick child, and parents will be notified when school personnel feel notification is necessary. If any parent disagrees with this policy for his/her child, please bring it to the attention of the principal.

A child with a temperature of 100 degrees or more should not be in school. This is a sign of illness, and the child may need medical attention.

Parents are expected to come to school and take ill children home when notified. The information entered on the emergency form will be used to contact parents. Please make sure the school is given the correct information on this emergency form and that it is kept current.

Parents are asked to keep their child at home if they know he or she has an elevated temperature or other definite signs of illness. The child is not to be sent back to school until the temperature has been normal for 24 hours or if they feel confident the illness is over. This allows for better care of the child that is sick and decreases

unnecessary exposure of the well children.

The school is willing to help parents carry out doctor's instructions for a child while he is at school. We will continue to dispense prescription drugs with proper authorization.

Head Lice

If a child in school is found to have lice or nits (eggs), the child will be sent home with a referral to a private physician for treatment. The treatment of choice is a liquid shampoo, available at drug stores.

An infested child will not be allowed to return to school until treatment has been administered. Evidence of treatment includes an absence of lice or nits, and clean hair and scalp.

It is not helpful for the child to stay out of school any longer than the time necessary for treatment. Thus, we expect a child back in school no later than two days after referral.

Health Services

The school maintains health services for all children so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning.

Vision screening is done for every student in grades kindergarten, grade 3, new students, and any student suspected of having a vision problem. Any student failing the screening test is referred to his or her ophthalmologist or optometrist for further evaluation.

Audiometer tests are administered to children in grades K, 1 and 4.

Length of Time Medication Kept at School

Long-term prescriptions, such as medication for hyperactivity or a condition such as an allergy to bee stings, will be kept at school for dispensation as ordered, as long as the prescription is current or until the doctor discontinues the medication. Such medication brought back the following school year must be accompanied by current instructions from the doctor and new permissions from the doctor and parents.

Short-term prescriptions such as antibiotics, cough syrup, etc., for such illnesses as colds and ear infections, will be kept at school for no longer than one school week at a time. All such medications will be sent home with the child on Friday or the last school day of the week. If the child is still taking the prescription when school resumes on Monday, the parent may send the medication to school. School personnel will resume the dispensing of it as ordered.

Whenever you send medication to school, please indicate whether it is to be kept at school until the end of the week or sent home each evening. If you choose to make arrangements for the transportation of medicine other than with your child, please let us know.

Please remember that each and every time short-term medications are sent to school for dispensation (with each new illness), the prescription date and permission must be current.

If you are sending a liquid medication, please send a utensil with which to

dispense it.

Medication Policy

So that problems can be eliminated concerning the administration of medicines, the following criteria must be met before the medicine will be given. We will give medicine under these conditions:

1. The parents send a note giving us permission with specific instructions.
2. The medicine is in a proper prescription bottle with the child's name, the name of the medication and the dosage with the times to be given.

The staff at St. Joseph School will not dispense medicine to your child unless your doctor has prescribed it. Non-prescription medicine such as Tylenol, etc. will not be available for your child. If this type of medicine is necessary, the parent will need to furnish this with written instructions.

Non-Custodial Parent

St. Joseph School seeks to involve parents in the educational growth and development of the child. At times, there are circumstances that prevent the involvement of both parents in the child's school life. It is hoped that report cards and other documents, which reflect progress, are shared with the non-custodial parent. However, when this not possible, St. Joseph School will provide academic and other regular school information to non-custodial parents upon request.

When serious disagreements exist, a court order, or another written document, is necessary for our guidance. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parent-Teacher Organization

St. Joseph School is very fortunate to have a Parent-Teacher Organization. The PTO has a monthly meeting. Classes throughout the year present programs.

One of the important functions of our PTO is the volunteer work it does for our school. Twenty service hours are required yearly from each family. Please contact the school office if you have any questions.

Parishioner Status

St. Joseph families are considered parishioners if they are active members of the St. Joseph Catholic community. An active parishioner is one who attends Sunday Mass regularly and participates in the stewardship program by contributing time, talent, and financial resources to the parish.

Parties

Parties for specific occasions are celebrated during the school year. The faculty determines the length of the party. Each teacher makes arrangements for parties in the classroom. Room mothers bringing younger siblings should bring gifts or treats for those siblings. Gifts or treats are not provided for younger children.

If your child has a birthday and you would like to bring in a treat, please check with the teacher to make sure some other activity has not been scheduled.

Personal student gifts or deliveries of flowers, balloons, etc. are not appropriate

during the school day. Likewise, invitations for home birthday parties may not be sent through the school unless all classmates are invited or if all boys/all girls are included in the student's class.

Preschool Programs

Recognizing that learning is a lifelong process that begins early in a child's life, St. Joseph School offers a preschool program to assist parents in their child's development. Our preschool promotes a hands-on, investigative approach to learning. The children are encouraged to try new things and to be curious about the world around them.

The children are loved in a way that models Christian love, and they learn about the wonderful love that God has for each one of them.

St. Joseph School offers several options for Preschool:

- Three-year-old preschoolers attend on Tuesday and Thursday mornings from 7:45-10:15 a.m. Parents have the option of having their child stay until 2:45 p.m. at an additional cost on Tuesdays and Thursdays.
- Four-year-old preschoolers attend class on Monday, Wednesday, and Friday mornings from 7:45-11:00 a.m. with the option of staying until 2:45 p.m. on these days at an additional cost.
- Four-year-old preschoolers may attend our all-day, everyday preschool program from 7:45 a.m.-2:45 p.m. Monday through Fridays.
- After School Care is available to our preschoolers from 2:45-6:00 p.m. at an additional cost.

Public Law 218 (Included in Bullying and Other Unacceptable Behaviors)

Offenses warranting disciplinary action are included in Public Law 218. Public Law 218 specifically identifies behavior that may result in denial of educational right to some degree for a student. Such behavior includes truancy, tardiness, smoking on school property, use of abusive or vulgar language, extortion, gambling, theft, fighting, assault, loitering, disrespect, disrupting school functions or activities, disruption of the educational process, soliciting funds without permission, cheating on assignments, vandalism, arson, refusing to identify self or giving false identification, refusing to obey school rules, possession of a weapon, and possession, use, or sale of alcoholic beverages or other drugs or pornographic material.

Violation of portions of Public Law 218 is considered extremely serious in nature and may result in immediate expulsion. Any other incident deemed to be extremely serious in nature by the principal may also be considered.

Recess

During the school day there will be recess breaks for playground activities-weather permitting - for all-day, everyday preschool through grade five. It is felt this activity time is important in the child's total school day. Recess should be a happy, relaxing experience. We encourage all children to dress according to the weather. A note from home is necessary before a child will be allowed to stay inside for recess. A child may stay inside for no more than three days without a doctor's certificate.

Rough play will not be tolerated. The teachers will inform students of playground

rules.

When children are out of listening range of an adult, they sometimes choose to speak less than charitably to other children. Please continually talk with your children about how they speak to other students. Children who would never speak unkindly in the presence of an adult are sometimes very cruel to other children. We need to all take the lead in letting them know this is never acceptable Christian behavior. Protecting children physically is easier than protecting them psychologically. We need everyone's help and cooperation in making our playgrounds peaceful and safe.

Release of Students

Requests to release children from school present a serious problem to school administrators and teachers. The general attitude of the school is that the school is responsible for the child, and responsible to his parents, and the brief hours in school are of such importance to the growth and development of the child that they should be guarded from interruption. The following general rules or procedures offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:

1. Children are released from school only to their parents or to a person authorized by their parents.
2. Children are released to police officers only after proper clearance by the principal.
3. In cases of family dissension (divorce, step-parents, grandparents of separated parents, etc.) a request is occasionally made to prohibit one party from taking the child from school. Such requests are honored only if legal status is established. If this situation occurs, we must have a copy of the court order in our files.
4. In cases of illness or emergency, a child is sent home only with the parents or with another authorized and reliable adult if the parent is not available.
5. Requests for released time for dental and medical appointments are honored. We do prefer that dental and doctor appointments be scheduled after school when possible.
6. Students should report to the office before leaving the building.

Religious Observance

Eager that children grow up with a love for the Mass, we have the following arrangements for Mass attendance:

Grades 1 - 5 -Wednesday and Friday
Kindergarten – Wednesday or Friday (teacher's choice)
Mass will be at 8:00 a.m.

As suggested by the Roman Congregation for Divine Worship, the children will be involved in the preparation of liturgies as a means of encouraging them to appreciate their Mass. Active participation in the liturgies will make them more meaningful to the children. Individual classrooms will be responsible for the planning of liturgies held during the school days.

Sacramental Preparation

When a child is in the second grade, he/she will prepare for the sacraments of the Holy Eucharist and the Rite of Reconciliation. This preparation is done in the religion class. Parents may be asked to attend special meetings.

School Commission

If you would like to address the school commission during a scheduled meeting, contact the school principal or a commission member before the first Monday of the month. School commission meetings are held the second Tuesday of each month at 7:00 p.m.

Service Hours Requirement—Please see policies & forms on the website.

Each family who has a student enrolled in kindergarten through grade five is required to fulfill twenty hours of service hours. Please see appendix for complete information.

Speech Therapy

Through the cooperation of Shelbyville Central Schools, St. Joseph School offers the services of a speech and hearing therapist. Students, depending upon their need, are instructed individually or in small groups. Before a student can be placed in this program, parental consent is required.

Standardized Testing

ISTEP + (INDIANA STATEWIDE TESTING FOR EDUCATIONAL PROGRESS)

St. Joseph's School participates in the ISTEP + Achievement testing program. Student in grades three, four, and five are given a combination of tests including: 1) ISTEP + Basic Skills, 2) Cognitive Skills, and 3) Applied Skills in Mathematics and English/Language Arts. Results provide information regarding the level of proficiency and achievement as well as ability level for each student.

TERRA NOVA

St. Joseph's School also administers Terra Nova to students in grades one, two, and five. Achievement tests in all curriculum areas as well as cognitive ability tests are taken at the same time as the ISTEP+. Information from the test results is used to help teachers improve students' learning and provides a measure of student progress from year to year.

Student Records

St. Joseph School maintains attendance and health records for each student enrolled. These records are updated yearly or as needed. Upon transfer to another school, copies of all pertinent records are transferred to the new school. However, actual attendance and academic records are maintained in a permanent file at St. Joseph School. Report cards are mailed at the end of each grading period.

If your child is graduating or leaving the school and there is a balance on your account, your child's records will be withheld and not sent to the new school.

St. Joseph families who have unpaid previous school year tuition or fees and who intend to have their children return to St. Joseph School must make an appointment with the principal no later than June 30th (prior to the new school year) to negotiate a payment plan to be forwarded to the parish business office. Non-parishioners who have unpaid previous school year tuition or fees will not be eligible to return to St. Joseph School the next year unless all unpaid tuition and fees are paid by the parent orientation meeting in

August.

Students' records are confidential and are treated as such. Only authorized school personnel who have a "need to know" have access to student information. Moreover, no information is released without written authorization from the parent, except to another school upon transfer, and then parents are notified. Other institutions, agencies, or requests for information must have parental permission before release.

Parents who wish to review his/her child's record may do so upon request and copies can be provided. We ask that we be given notice in order to make the file available and to provide copies - usually a day or two is sufficient notice.

There are circumstances when we may give directory information, such as names and addresses, to an agency or in a news release listing accomplishments, awards, etc. However, if you object to this, please notify us, and we will not release such information.

Telephones

Students will not be permitted to make calls on the school phone unless an emergency exists. If pre-scheduled extracurricular school activities are canceled or changed, students will be permitted to call parents to adjust dismissal arrangements. The school secretary will call the parent if a child becomes ill or hurt during the school day.

Students are permitted to make telephone calls only in emergencies. Forgotten homework, projects, books, or arrangements to visit classmates after school, etc. are not considered emergencies.

Electronic devices (e.g. MP3 players, iPods, and cell phones) must be kept in the student's book bag during school hours. Any student choosing not to follow this rule will have his/her electronic device confiscated by the teacher for the remainder of the school day. If a second offense occurs, the electronic device will be held in the principal's office until picked up by the parent.

If a child is not going home in the usual way, a note is required to be sent to each homeroom teacher. Please try to make arrangements before school for any transportation matters.

Please don't be surprised if you receive a busy signal in the morning just before school starts, at lunchtime, or at dismissal time. We get a lot of calls at these times each day. We advise you to wait a few minutes and try again, or when possible call at another time during the day. If your call is answered by machine, please leave a message. We do take our messages from the machine in a timely manner and will return calls as soon as possible.

Testing/Learning and Behavioral Needs

St. Joseph School offers consultation and testing provided by personnel from Shelbyville Central Schools. Shelbyville Central Schools personnel assist the teacher in diagnosing learning and behavioral problems and providing strategies to correct these concerns. Students with severe learning problems may need to be transferred to the public school program. However, parental consent and involvement in all aspects of decision-making is required before such action is taken.

Traffic Control—Parking Lot Etiquette

For the safety of your children, please follow these policies:

1. During the school day cars are to enter on Noble Street and exit on Hendricks Street.
2. Morning procedure—please pull up in a single file line by the drop off area in the parking lot. Staff members will be on duty beginning at 7:10 a.m. to assist parents/students.
3. Afternoon procedure—please park by the fence. Parents need to walk to the yellow line by the school building to pick-up their child/children.
4. The parking lot will be closed during recess. If you are at school during the day, please park by the fence. Please do not block exits or the teachers' parking lot.
5. Half-day kindergarten students will dismiss on Broadway.
6. Acknowledge and obey the school safety patrols. Walking students have the right of way. Bicycles may be ridden to school and parked in the proper place. Upon entering the school zone, a student must get off the bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
7. Teachers are assigned morning and afternoon traffic control duties. Please be aware of their first responsibility and schedule a time to discuss your child when the teacher can devote their full attention to you.

Tuition Assistance

Tuition assistance is available at St. Joseph School for parishioners. This pertains to active parish families who have kindergarten through grade five students. Assistance is not available for preschool. A completed Tuition Assistance Application form is required along with a copy of your tax form and pay stubs. Families who qualify for free or reduced lunch or have some unfortunate interruption of income (i.e. laid off from job, death of spouse, extended illness or disability that causes being off work, and other uncontrolled emergencies) are eligible to apply for reduced tuition arrangements. Each request will be forwarded to the school commission anonymously by the school principal. The principal will report the decision of the school commission to the parent/guardian in July. Reduced tuition arrangements are based on the number of requests and the availability of funding and are not considered permanent. Parent requests are to be completed on a yearly basis.

Please contact the school office to receive more information.

Tuition/Fees – Please see policies & forms on the website.

Tuition Policy

As a parent, you make a choice to send your child to St. Joseph School, and when you make that choice, you know you assume a financial obligation. Bills are sent to school on a continuing basis even when your tuition payments are not made. The faculty and staff offer quality education, and it is important that you, as parents, fulfill your part on time.

Tuition is due on the 1st of each month. If your tuition is not paid by the 10th of the month, the school office will send a tuition arrears notice. Choosing to ignore the tuition arrears notice could put your child's enrollment at St. Joseph School in jeopardy.

Report cards are mailed at the end of each grading period. If there are balances on tuition/fees, lunch, and Afterschool Care, your child's report card will not be mailed until those balances are paid.

Failure to pay your tuition may result in our efforts to collect your indebtedness through small claims court.

A twenty dollar fee will be charged to you if you stop payment on your check or if there are insufficient funds in your account.

Visitors

We encourage parents, grandparents, and parishioners to be a part of our school and to visit if you are able. Out of consideration for students and teachers, please let us know at least the day before of your plans to observe or participate at school. For the safety of children, all doors are locked by 8:30 a.m. except the door by the office.

Visitors to St. Joseph School are to register at the school office. For security reasons, all parents, grandparents, volunteers, or other non-staff personnel must sign in and out when on the school grounds. Guests and volunteers will receive a visitor's badge to be worn while at our school. This will help us maintain safety, allow the staff and teachers to know who is in the building in case of an emergency, and limit disruption of students during the school day.

Meetings with teachers are encouraged. However, such meetings must be scheduled in advance. Out of respect to all students, teachers, and staff, parents are not to visit the classroom during the school day—including before school begins—unless arrangements have been made with the teacher.

Wellness Policy

The Archdiocese of Indianapolis is committed to supporting school environments that promote and protect the health, well being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity. Guidelines to achieve these goals are as follows:

- All students will have opportunities to be physically active on a regular basis.
- Health education is to be offered to provide students with the knowledge and skills necessary to promote and protect their health.
- Each school will support parental efforts to provide a healthy diet and daily physical activity regarding health and nutrition.
- School lunches will serve as a focus to support the integration of nutrition education with healthy lifestyle choices.
- Schools will refrain from scheduling tutoring, clubs, or organizational meetings or activities during meal times, unless students may eat school lunch during such activities.
- Parents and students will be encouraged to include fresh fruits and other healthy items rather than packaged chips, etc.
- Soft drinks may not be brought to school.
- Elementary students are not to have access to vending machines at any time during the school day unless supervised by a faculty member.
- Fast food meals are not allowed in the cafeteria.
- In light of the information available regarding childhood nutrition, schools will

- limit the practice of using candy, soft drinks, or food snacks as rewards for academic performance or good behavior.
- Food or beverages, including food served through the school meals, will never be withheld from students as a disciplinary measure.
 - Schools will limit celebrations that involve food during the school days to no more than one party per class per month, encouraging healthy food choices and other means of celebrating. (i.e. games)
 - Classroom teachers will make adaptations, which will allow students to experience a healthy physical environment, by examining the school day for opportunities for increased physical movement.
 - Students will not be kept from participation in physical education classes for academic or disciplinary reasons.
 - No child may miss more than half the recess period.

Yearbook

A St. Joseph School yearbook is published each year and sold for a nominal cost. Faculty members are responsible for the publication of the yearbook.

Policies & Forms

Can be found on the website—
www.saintjosephschool-shelbyville.org

Admission Policy

School Calendar

Dismissal Routine Form

Discipline Policy

Dress Code

Field Trip Permission Form

Internet Usage Policy

Parent/Student Signature Page

SchoolAnnoucement.com

Service Hour Requirement

Supply List

Television/Movie Policy

Tuition/Fees Schedule

VIRTUS (Protecting God's Children) Training

Voucher, Scholarship Information

**Free/Reduced Lunch Information
(Distributed at the beginning of the year.)**

