

2021-2022
Saint Joseph Catholic School



Family Handbook

Mission Statement

Our mission is to create a spiritual community of learning that educates and inspires all to reach their God-given potential.

Philosophy

Saint Joseph School is committed to the full spiritual, educational, psychological, social, and physical growth of every student. In order to meet this goal parents, teachers, and students all need to work as one cohesive team.

Spiritually, we foster the understanding of our Catholic teachings and the commitment to our Christian attitudes.

Educationally, we strive for the fullest possible development of the God-given talents of each child. We seek mastery of age appropriate skills, and a growing ability to reason and apply information, allowing our students to become life-long learners.

Psychologically, we aim for values of self-discipline, citizenship, cooperation, and kindness toward others.

Socially, we will develop the appreciation of diverse cultures and respect for all God's creations.

Physically, we aim for students to begin the lifelong habits needed for a healthy life.

St. Joseph School

2211 Brooklyn Ave
Fort Wayne IN 46802
Phone 260-432-4000

Administration

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K Ms. Lori Tebben	<p style="text-align: center;">K-8 Support Staff:</p> <p>Ms. Yesi Cervantes Monitor & Aid</p> <p>Ms. Lynn Clough 3rd-5th Religion</p> <p>Mr. Joe Fischer Monitor & Resource</p> <p>Ms. Judy Gamble Monitor & Aid</p> <p>Ms. Laura Martinez Office & Teacher Support</p> <p>Ms. Erika Morton Monitor & Aid</p> <p>Ms. Ana Ponce RCIC</p> <p>Mr. Chris Price Bus</p> <p>Mr. Bryant Rozier Jr. High Media Career</p> <p>Ms. Lorna Staller Monitor & Resource</p> <p>Mr. Rudy Vasquez K-5 Media</p>
1 st Ms. Jessica Elward	
2 nd Ms. Abbie Jones	
3 rd Ms. Jessica Howard	
4 th Ms. Renee Davis	
5 th Mr. Braydin Stell	
<p>Jr. High Teachers:</p> <p>Mr. Sam DiFilippo - Religion, Organization Tech</p> <p>Ms. Tammy LaFaucia - ELA</p> <p>Mr. Jacob Rorick - Science & Social Studies</p> <p>Ms. Kris Tsuleff - Math</p>	
<p>Physical Education & Athletic Director:</p> <p>Mr. Ben Truman</p>	
<p>More Support Staff</p> <hr/> <p>CLINIC & MEDICAL RECORDS</p> <hr/> <p>Ms. Arleen Leon</p>	
<p>FOOD SERVICE</p> <hr/> <p>Ms. Andrea Fernandez Ms. Denise Sluyter</p>	<p>OFFICE</p> <hr/> <p>Ms. Connie Walker Ms. Chelsea Corwin Ms. Mia Gray</p>

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Addendums due to CV-19 (revised 9.7.21)

21-22 Protocol

- **MASKS** Masks will be mandatory until further notice. Should we resume to optional masks, please know that status may also change per decisions at the local building level.
- **HEALTH SCREEN AT HOME** All families conduct their own health screens at home to check for fever and symptoms. If your child has any symptoms please keep them home and let us know as soon as possible. Symptoms to check at home are:
 - Fever or feeling feverish (such as chills, sweating)
 - Cough/sore throat/Congestion/Runny Nose
 - Headache/Stomachache/Diarrhea/Nausea/Vomiting
 - Muscle aches or body aches/Unusual fatigue
 - New loss of taste or smell
 - Difficulty breathing
- **BIRTHDAY TREATS** Birthday treats- if they are food- must be prepackaged and will be given out at the end of the day to be taken home and eaten at home.
- **CV-eLearning** Students on quarantine or in isolation will be permitted eLearning with proper documentation provide by medical officials. Scheduled eLearning or COVID eLearning (CV-eLearning) must be completed according to the timeline given by the teacher or Junior High teachers.
- **DEVICES** All students K-8 must have functioning Chromebook devices and power cords at all times. Should your child's device or cord have issues the school must be notified immediately. Parents will be responsible to pay \$350 for the device and \$50 immediately for replacement.
- **LUNCH** Cold lunches must come with students when they first arrive for the day. If a student forgets the cold lunch at home a school lunch will be provided. Also, students may not share food whether from home or a school breakfast or lunch.

Admission Guidelines

St. Joseph School admits qualified students, capable of succeeding at the school. We seek to enhance our community spirit and pursue ethnic, economic and religious diversity in our school body.

Students are considered for admission based on application date for openings in the following order:

1. Current students and their siblings with registration and fees paid by the enrollment deadline.
 2. Students from families who are registered, members of Saint Joseph Catholic Church with completed evaluations, registration and fees paid by the second enrollment window.
 3. Students from families registered in other Catholic parishes with completed evaluations, registration and fees paid by the third enrollment window.
 4. Students from families that are not members of a Catholic parish with completed evaluations, registration and fees paid by the fourth enrollment window.
- A child must be 5 years old by August 1 to enroll in kindergarten.
 - Admission of students depends on administrative review of applications, evaluations, school records, and interviews. All new students must submit the completed immunization form before school begins.

School Records

When a student transfers out of the school, all educational records may be released to the receiving school. These records will be made available only to officials, teachers and designated personnel in the receiving school who have an educational interest in the records. Parents complete a "Release of Records" form for authorization. Release of records is permitted when a child's tuition balance is zero.

A parent making a written request to view their child's educational records will be granted the opportunity to see records. This includes all parents, even without custody, according to the Buckley Amendment of 1974. An exception to this policy will occur if a court order banning access is presented. Copies of records are given when tuition and school fee payments are up to date.

Attendance/Tardiness

1. Absences

Parents and students are expected to make every effort to attend school and arrive on time. Absences for illness or injury, medical or dental appointments, a funeral, or other special circumstances will be excused when a parent has called the school office. However, each semester, after five excused absences without a medical note the student will be considered unexcused moving forward. Please provide the office with a doctor's note whenever possible.

Carefully review the school calendar when making plans for family vacations. Individual teachers will decide on the appropriate time allowed for students to make up work after an excused absence.

2. Tardiness

The school doors open at 7:00 am. Arrival doors close at 7:35. Those who arrive after the gym doors have closed will need to enter through the main office, Door #3. Any student arriving after 7:35 will be officially marked as tardy. **Parents must enter the school and sign in any students entering the school after 7:35.** Three tardies equal one ½ day absence. A student is not counted tardy if the bus is late.

Attendance & Tardiness Referral Process

Attendance is taken daily and reported to the state.

Procedure for Absences and Early Dismissals

Parents or guardians are required to contact the school office, 260-432-4000 (main) or (mobile) 260-498-0977, to report student absences by 8 a.m. If parents plan on picking up students before dismissal, please pick up your children by 2 pm. Unexcused early departures count the same as a tardy and therefore 3 unexcused early departures result in a ½ day absence. Parents are required to send a note, email, or call the office to request an early dismissal. **If you have an unexpected circumstance and need to call in an early pick up, we request you do so before noon.** The adult picking up the student is required to come to the school office and sign the student out. If a student returns that same day, before returning to class, he/she must check in at the office accompanied by an adult.

Once tardies or unexcused absences total 7 missed days a child is considered a habitual truant.

The school understands that at elementary ages, attendance is the responsibility of the parent on the behalf of the child and often there are greater issues that impact a child's learning and attendance. The school will therefore first report to the YMCA Status Offender Court Alternative Program (SOCAP) as SOCAP is a resource for a family in need of support.

Unexcused absences include but are not limited to:

- Incomplete immunization records before the first day of school
- Absence due to loss of bus privilege
- Vacation during calendar school days
- Take your child to work day
- Unapproved absence
- Head lice infestation

Notification to parents:

- Parents will be notified after 5 unexcused absences are accumulated.
- The above notification will remind family that 2 more unexcused absences or tardies will result in notification to SOCAP of the multiple unexcused absences.
- The school will file a Delinquency Affidavit with SOCAP.
- The family will receive a court hearing and appearance letter after SOCAP is notified.
- The parent & child identified as a "habitual truant" is then reviewed for the year regarding his or her attendance record.

Students with excessive absences may be placed on an attendance contract as deemed necessary by the principal. Further review of a child's attendance record may result in placement in another school should attendance continue to be an issue.

Communication and Telephone Use

When parents need to get a message to their child or drop off an item, they should do so by calling or stopping in the school office. Lunch or other items may not be delivered to children at recess or at Mass.

Should parents permit their child to carry a cell phone to school, parents will:

1. Complete the Emergency Contact Form at registration. This form contains a section concerning permission to bring a cell phone to school. It is a parent's job to ensure that all of these forms are up-to-date.
2. This form contains a signature stating that the parent agrees that the child will follow the in-school student procedures.
3. Any phone found on a student without prior consent will be stored in the lock box for a time deemed appropriate by administration. This supports the home to school partnership and ensures students will only bring phones with them because it is the wish of their parent(s).

Daily Schedule

Time	Details
7:00	Bus arrival & Doors Open
7:05-7:30	Grades K-8 Breakfast
7:35	Tardy Bell
7:45	Jr. High Academics Start
8:00	Grades K-5 Academics Start
10:55	K-2 Lunch
11:20	3 rd -5 th Lunch
11:55	6 th -8 th Lunch
2:30	Dismissal
2:45	All Students picked up by 2:45

Emergency Weather Delays/Closures/ Text Services

Delays and closings are called based on the safety and conditions of SJCS. You may sign up for Text notification through WANE TV. CLASS DOJO is your 2nd resource for delays! Please be sure to keep your Dojo account active and on all the devices your family uses to stay informed.

Illness, Injury at School, and Current Contact Information

Basic first aid will be given for minor injuries at school. When a child is injured more seriously or becomes ill while at school, parents will be notified. The emergency information kept at the office will be used to contact parents. It is important to notify the school of any changes in contact information. Please provide additional contacts/caregivers for times when a parent cannot be reached.

Please note:

1. The emergency contact form provided to the school office is used for important communications. If your contact information is found to be out-of-date and your child's condition is at risk, then the EMS/ambulance will be called to transport your child.
2. Emergency contact forms found with out-of-date contacts will require a parent notification and completion of a new form with current contacts to reach.

*Parents should keep ill children at home until they are fever free for at least 24 hours.

Students sent home from school with fever may not return to school until after the following day. For example, should your child be sent home from school with a fever on Monday, the earliest your child may return to school is Wednesday. A fever is considered anything at or above 100 F.

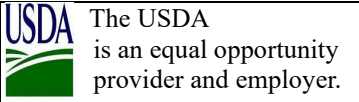
Meals

1. Breakfast is served daily for all students PK-8
2. Lunch is served based on the class schedules, from 10:55-11:55 AM.

Birthday treats

Treats must be pre-packaged and shared according to the following process:

1. **Request a treat date with your child’s teacher.**
2. Only purchase treats after contacting your child’s teacher and therefore knowing what treats are approved for the entire class and considerate of food allergies.
3. Send treats in with your child when s/he arrives to school. If your child comes to class without the treat on the day agreed upon with the teacher, the treat will be shared the following day.
4. Balloons, flowers, or other gifts may not be delivered to the school currently.
5. Possible pre-packaged treats are listed below:

Examples of Pre-packed items
Packaged Cupcakes or Brownies
Packaged Candies, cookies
Packaged Gummies
Packaged Pretzels or Crackers
* Do not send any refrigerated or frozen items
<p>PLEASE NOTE!!!</p> <p>If these guidelines are not followed items remain in the office to be picked up at the end of the day.</p> <p>ALSO REMEMBER –</p> <p>Contact your teacher first & ensure you know the allergy-free list for your class!</p>


Medication

Parents must give written permission for their children to take medications at school. This applies to both prescriptions and over-the-counter medications. Parents must complete a form which can be obtained at the office. Otherwise, parents may come into the office to administer medication to their child.

Medications to be given by school staff must be unexpired and in the original, labeled container. It is the parent's responsibility to provide refills and inform the office, in writing, of any changes in the medication plan. Teachers may carry and give medication on field trips.

Non-Custodial Parent

It is mandatory that parents/guardians provide the school with any custody orders that may exist. This information will allow the school to know if the child can be released to a non-custodial caretaker.

Visitors

All visitors must report to the office immediately upon entering the building. A Visitor tag will be issued. Please do not open locked doors for anyone.

Volunteers

Parents are asked not to bring siblings or friends into the classroom when they are volunteering for the school, or along on field trips.

Everyone who works with students in a volunteer or paid position must complete a background check and safe environment procedures. Please see the school safe environment coordinator at the office.

All volunteers in the building at the time of any safety drill must participate quickly and silently in the drill, following the directions of staff members.

Families who wish to track their volunteer service time may do so by obtaining a timecard from the office. Please see the office for details.

Student Progress

There are several ways for teachers and parents to communicate with one another about a student's progress. Some of them are:

- PowerSchool & Class Dojo
- Parent-Teacher-Student Conferences
- Appointments- Parents or teachers may schedule a conference at any time during the school year. Please arrange the appointment in advance so that the teacher can give it his/her full attention, rather than dropping in unannounced.
- Progress Reports
- Report Cards will be issued quarterly. They must be signed and returned to the teacher the following Monday.

Standardized Testing

All standardized tests mandated by the State of Indiana will be given. The WIDA assessment takes place during the months of January and February. The IREAD-3 assessment takes place during the month of March. Finally, the ILEARN assessment takes place during the months of April and May.

In addition to the state mandated tests, all children in grades K-8 will be testing using the NWEA assessment at least three times a year. The NWEA test will be administered three times a year: at the beginning of the school year, before Christmas break, and at the end of the school year.

Grading Policy

The grade scale is set and by the Catholic Schools Office. An A to F scale will be used in grades 2nd-8th while a U-O scale is used for Kindergarten and 1st.

<u>K-2 Grading Scale</u>	
O	- 95 - 100
S+	- 87 - 94
S	- 80 - 86
S-	- 70 - 79
N	- 60 - 69
U	- 59 - Below

<u>3rd-8th Grading Scale</u>		
A+	=	97-100%
A	=	93-96%
A-	=	90-92%
B+	=	87-89%
B	=	83-86%
B-	=	80-82%
C+	=	77-79%
C	=	73-76%
C-	=	70-72%
D+	=	67-69%
D	=	63-66%
D-	=	60-62%
F	=	59% and Below

Report Card Comment Codes

Comment #	English	Spanish
1	Accommodations made to grade level work	Adaptaciones hechas al trabajo de nivel de grado
2	Modifications made to grade level work	Modificaciones hechas al trabajo de nivel de grado
3	Academics are improving	Los académicos están mejorando
4	Behavior is improving	El comportamiento está mejorando
5	Comes prepared for class	Viene preparado para la clase
6	Uses time wisely	Usa el tiempo sabiamente
7	Participates in class discussion	Participa en la discusión en clase
8	Strives for quality work	Se esfuerza por un trabajo de calidad
9	Models Christian virtues and values	Modela virtudes y valores cristianos
10	Late, missing, or incomplete assignments	Tarde, le faltan o tiene tareas incompletas
11	Low quiz/test scores	Puntajes bajos en exámenes
12	Attendance impacts student performance	La asistencia impacta al desempeño del estudiante
13	Inattentive and easily distracted	Desatento y fácilmente distraído

Promotion and Retention of Students

Students are promoted at the end of the school year if they have fulfilled the requirements of the grade. If the teacher and administrator decide that a student needs more time to master a grade level, a recommendation for retention will be made for continued enrollment.

Resource Department

Resource specialists provide educational services to students needing academic support. These services include assessment, remedial instruction and differentiated instruction. Services may take place in the regular classroom, in small groups, or in one-on-one settings.

Case Management and Reporting Needs

A Social/Case Manager can guide students and families to finding the local resources to overcome issues. Information shared with such personnel is confidential. However, state law requires that confidentiality be waived in reports of abuse or neglect of any child or in the case of a student who threatens harm to him/herself or others.

Discipline Policy

The goal of our discipline policy is to ensure a positive learning environment for all of our Saint Joseph students and to instruct students in meeting positive behavior expectations.

Student Responsibilities

It is the student's responsibility to participate in the educational program of the school and to help maintain a Christian, safe and orderly environment throughout the school. The following are student expectations.

1. Behave in a respectful manner toward all classmates and adults in the school.
2. Respect all property.
3. Demonstrate empathy, honesty, and integrity.
4. Be responsible for supplies, textbooks, and assignments.
5. Help maintain a clean, orderly school.
6. Discourage negative behavior in others.
7. Follow the dress code.
8. Use technology properly and safely.
9. Do not bully, intimidate, or harass other students. **Bullying or harassment is defined as overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.**
10. Do not bring any weapons, real or pretend, to school.
11. Do not use or possess tobacco, drugs, or alcohol.
12. Follow individual classroom rules set by teachers.

Parent Responsibilities

Parents are the primary educators and also have the greatest influence on a child. The school can only achieve its discipline goals with the help of parents. A parent's responsibility includes the encouragement of a positive attitude toward self and learning. The following are expected of St. Joseph School parents:

1. Recognize that parents have the primary role in a child's education.
2. Foster a Christ-like concern for all classmates and their reputations.
3. Uphold the rules and policies of the school.
4. Support the authority of school personnel.
5. Speak with the teacher first about a concern over a classroom situation. If unsatisfied, contact the principal.
6. Attend requested conferences.
7. Do not allow students to bring inappropriate toys, games, or valuables to school. We are not responsible for valuables and cash that are lost at school.

Parent/School Partnership

The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that promotes their intellectual, spiritual, and emotional growth. These responsibilities include:

1. Encourage an atmosphere that helps students attain their educational, spiritual, and personal growth goals without fear of intimidation by others.
2. Provide appropriate and challenging instruction.
3. Enforce all school rules.
4. Foster respect for all school personnel.
5. Keep parents and Administration informed about the behavior and academic performance of students.

Administration Responsibilities

It is the responsibility of the Administration to lead the school toward its stated Mission.

This includes:

1. Model Christ's teaching of love for one's neighbor in all interactions.
2. Advocate for the needs of the students.
3. Facilitate the work of school personnel.
4. Be accountable to the Pastor and School Board.
5. Encourage ongoing professional development for all staff.

Disciplinary Procedures and SJCS Discipline Policy

Emphasis will be placed on the recognition of appropriate behavior. However, when a student chooses to behave inappropriately corrective actions may be taken. These actions are used at the discretion of the school administration and teachers. Consequences are based on four factors:

1. The seriousness of the offense.
2. The student's unique needs.
3. The student's behavior record.
4. The circumstances surrounding the offense.

Corrective actions may include:

1. Students may be removed from the classroom until the student is able to reflect and resume appropriate behavior. If this cannot be accomplished a parent will be asked to come pick the student up from the office.
2. Referrals may be issued for serious or repeated offenses. A parent/guardian signature will be required before returning to school the next day. School administration will determine the appropriate consequences. The referral becomes part of the student's record and will be forwarded with transcripts to schools that request discipline records.
3. Detention-The student may be directed to do academic or service work. A notice will be given to the parents so that they can make transportation arrangements.
4. Service tasks may be assigned.
5. Behavior Probation Contract -a written contract among the school, parent, and student, stating a specific behavior plan.
6. Suspension and/or removal from school sports and other extracurricular activities. Parents will be notified. Supervision for a suspended student will be provided at the family's expense.
7. Expulsion. This is the permanent exclusion of a student from the school. It is reserved for the most severe offenses. Parents will be notified in writing prior to expulsion. Examples of offenses which may result in expulsion are:
 - a. Use or possession of tobacco, drugs or alcohol
 - b. Inappropriate conduct in matters of morals, dishonesty, or crime
 - c. Bringing weapons to school
 - d. Harassment of any person
 - e. Serious, repeated violations of school regulations
 - f. Any action that the administration judges to be a threat to another person

Saint Joseph Catholic School Discipline Policy

The vision of Saint Joseph Catholic School (SJCS) is providing opportunities where children are "Learning to lead and serve as saints." This emphasizes the importance and need for each child to develop a strong sense of respect and responsibility. In order to foster that sense of self-discipline the faculty and staff of SJCS is committed to creating and upholding an environment that affirms the dignity of all persons within the school community.

The ultimate purpose of SJCS discipline policy is to develop true Christian character and a sense of responsibility, establish an atmosphere conducive to academic excellence, and protect the welfare of the individual, as well as the school community. Thus, emphasizing the need for each student to grow in virtue by recognizing both what they have done and whom their actions have affected, then be involved in the solution process.

Teachers and administrators hold both the authority and the responsibility to implement the philosophy, goals, objectives, and policies of SJCS. Therefore, when a student fails to exercise self-discipline, it is the responsibility of staff and/or administrator to respond with the appropriate corrective action as outlined in the classroom and SJCS discipline policy.

Each teacher has the right to create a classroom management system based on the school's framework and administration approval. School wide, (K-8th) students are held to the expectation that they will act in a caring and appropriate manner. Students will be warned once before a parent contact is made. Each discipline policy may vary between each grade level, but policy will be explained to students and parents/guardians by their teacher and administration. Parents will be informed about the classroom rules and consequences at Back-to-School night or they may speak directly with their child's classroom teacher. Classroom teachers are responsible for handling the consequences for warnings, but parents will be notified by the teacher or administrator if the behavior persists. At that point parents may also be asked to come in for a conference if the student's actions warrant an extensive conversation or modified plan of action. Good communication between teachers, administration, and parents is essential to the student's behavior and positive behavioral shaping.

Disciplinary Steps

Note: The principal may omit steps and immediately move to more serious consequences. These are usually areas where safety and security of the student and school community are involved. When a child chooses to disregard the rules, it is important that he/she understands that consequences will take place.

1. Step 1: Individual Classroom Discipline Action
 - a. Students are expected to adhere to their individual classroom management system.
 - b. If a student fails to meet the classroom expectations, then they may be sent to the office for a time out or referral.
2. Step 2: Referral
 - a. Will be given by school administration.
 - b. Upon receiving a referral, parents will be notified of the student's offense and consequences.
 - c. The referral will be signed by the student and administration. It will then be sent home to be signed by the parent(s). The referral must then be sent back to school the next day.

- d. Note: The consequence assigned on the referral will still take place even if the signed referral has not been returned.
 - e. After three referrals the parents and student will need to meet with administration to determine an appropriate action plan for the student. This may result in a suspension.
3. Step 3: Suspension(s)
 - a. Two suspensions (in-school or out of school) will require a meeting with parents, administrator, and pastor to determine continued enrollment with SJCS.
 4. Step 5: Expulsion
 - a. If deemed necessary by pastor and administrator a student may be expelled.

Again please be aware that the Discipline Policy may be changed at the discretion of the administration or pastor.

Any questions regarding the Discipline Policy may be addressed to the school's administration. Thank you in advance for your assistance in supporting Saint Joseph Catholic School Discipline Policy.

School Dress/Uniform Policy

Uniforms are required on every school day unless students and parents are notified in advance.

1. Navy Pants or Shorts. Shorts are permitted in the first and fourth quarters only.
2. Girls may wear jumpers through 4th grade.
3. Skirts are permitted beginning in the 4th grade.
4. All shirts must have a collar and remain tucked in the entire school day.
5. Students may wear a school cardigan/sweater.
6. Students wear ties on Mass days: Wednesday & Friday. K-3 girls wear jumpers on Mass days.

Care of self and belongings:

1. Clothing must fit appropriately and be clean and in good repair.
2. There are no visible marks, drawings, or tattoos on the student's person.
3. Jewelry is small and discreet, no hoops or dangling earrings by females. Earrings not permitted for male students.
4. Hair is a natural hair color and must be kept clean and neat. Boy's hair must be cut above the collar. Boys may not wear hair bands/ponytails. Student's hairstyle must not cover their eyes. Ponytails worn by girls will not hinder the vision of others.
5. Hats are not worn inside the building. This includes hoods of jackets/coats.
6. Shirts must be tucked in. No exposed skin at the midriff.
7. Undershirts are white or a neutral color, no visible writing or pictures.
8. Shorts and skirts are no shorter than 3 inches above the knee
9. Pants and skirts are worn at the waist.
10. Belts are to be worn with pants and shorts. The school issued belt is preferred.
11. Shoes and socks are required at school. Flip-flops, platforms, open heels or open toes are

not acceptable. Shoes with heels will not be worn.
12. No makeup.

Any student who does not meet these requirements will be sent to the office. Parents or guardians will be called to bring their child appropriate clothing, or the student will be sent home. Dress Code Notice Cards will be sent home, signed and returned the next day.

Sacramental Preparation

Should a child need preparation to receive sacraments according to Church guidelines, a family may work directly with appropriate designated staff from the school or Parish. Depending on the situation a student may receive sacrament preparation within or in addition to the school day.

Mass

All students will attend school masses.

Fine Arts

All students participate in the fine arts.

Transportation

Families are responsible for the transportation of their child. Should the bus or transportation service not be functional, or should a child be removed from the bus, it is still the responsibility of the parent to transport his or her child to school.

While there are seats available, transportation by bus is offered. Appropriate behavior on the bus is expected at all times. Students may lose seats due to poor behavior. Each child will be reviewed at the end of the year before he/she may reclaim a seat. A family may lose the right to ride in the event that parents are not timely for bus arrivals and departures.

Seats are on a first come-first serve basis. All riders must first complete a bus request and submit the form to the office. Students may not ride without submitted forms and final authorization by administration. The 2021-2022 bus fee is \$300 per child.

Traffic and Parking Procedures

All families are expected to follow the traffic and procedures as advised by the school and staff. Ignoring procedures endangers the lives of all children, not only those of your own. We ask all driving adults to respect life and protect all who are in our parking lots.

Field Trip Policies and Forms

Field trips are educational opportunities. They are a privilege for students who show appropriate conduct. Students who do not go on a field trip are expected to be in school for an alternate assignment.

A parent or guardian must sign the Diocese Field Trip Permission form in order for a student to go on a field trip.

Photographing/Media Releases

Occasionally photos taken at Saint Joseph events will be sent to local media. If you do NOT want your child's photo to be in any publication, a parent must sign the Photo Release Refusal Form that is in the registration packet.

Tuition Payments

Completion of your family's Tuition Payment Agreement is part of the enrollment requirements for your child(ren). Each family is responsible for the fulfilled payment of tuition balances. All balances must be paid in full in order to register for the following year. We want all of our students to return each year so we ask that your balance is paid while new students apply and register, to retain your seat.

Diocesan Policies

All of these policies have been explained either in the preceding material or are provided in their required language stated below.

- Enrollment (P4010)
- Attendance (P4040)
- Grounds for Suspension or Expulsion of Students (P4520)
- Disciplinary Review for Students (suspension or expulsion) (P4530)

- Parent/Guardian Concerns Procedure (P2310)

The following diocesan policies, parts of diocesan policies, or references to diocesan policy shall be included in the Parent/Student Handbook of each school.

- Family Educational Rights and Privacy Act (P4170)

“A notice concerning parental access to educational records is available in the school office which any parent or eligible student may view during regular business hours.”

- Religious Issues (P4410)

“The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.”

- Failure or Refusal of Parent/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)

“The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their students’ improper behavior may be considered educational neglect and the child may be considered “child in need of services” in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.”

- Student Accused of Non-School Related Criminal Act (P4550)

“When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.”

- Gun-free Schools (P4560)

“Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon in route to or from school or school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school’s disciplinary policy.

- Substance Abuse (P4570)

“The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.”

- Harassment Prohibition (P4580)

“The Diocesan prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.”

- Student Locker and Vehicle Inspection (P4590)

“All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with the policy.”

- Acceptable Use Policy (P4620)

“The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.”

- Environmental Tobacco Smoke (P5000 Series)

“All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student or a visitor is allowed to smoke in these buildings while such services are being provided to children.” (NOTE: A local policy may be more restrictive.)

- Child Abuse Reporting

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese’s various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employee and volunteer, are subject to and obligated by this policy.

- The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents will be given prompt notice of amendments.
- Handbooks will be reviewed and revised, as necessary, annually.

*The term, “parent,” includes legal guardians.