

*2010 - 2011*

*St. Joseph Consolidated School*

*Parent – Student  
Handbook*



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# I. PHILOSOPHY

## A. MISSION STATEMENT

*The staff of St. Joseph Consolidated School is committed to the spiritual, intellectual, physical, and emotional growth of each student. Our school strives for academic excellence in an environment permeated with Catholic Values and supports parents in their role as primary educators of their children. In the spirit of St. Joseph, we strive to equip each student with the tools to confidently meet the challenges of the future and to live out the Gospel message in service to the Church and our supporting communities.*

## B. PHILOSOPHY OF EDUCATION

1. ***“Catholic schools strive to relate all human culture to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of humankind.”***  
***(Vatican II, Document of Education, 8)***
2. ***“The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people.”***  
***(NCCB, To Teach As Jesus Did, 101)***
3. ***In light of these Church documents, the schools of the Archdiocese of Cincinnati are committed to the education of children in partnership with parents who recognize that, for people of faith, the wisdom and culture transmitted by a school are enriched and put into perspective by the gospel message of Jesus.***
4. ***At St. Joseph Consolidated School, we believe:***
  - a. ***Catholic schools strive to educate the whole person by promoting the spiritual, moral, physical, and intellectual and social/emotional development of each student in a value-centered environment;***
  - b. ***Catholic schools challenge the unique, individual abilities of each student in such a manner as to enhance self-worth and to attain academic excellence***
  - c. ***Catholic schools seek to motivate students to live as part of a believing community which works to serve the needs of society; to foster love of life, love of family, and love of country; to enable students to embrace the plurality of cultures and creeds; and to respect and revere this plurality as a wonder of God.***
  - d. ***Catholic schools are committed to caring leadership, competent teaching, and cooperative endeavors with parents.***

5. *It is this sense of common purpose which inspires each school community to strive to meet the goals set by the Catholic Bishops of the United States: "To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty."*  
(National Catechetical Directory, 9)

## **C. GOALS**

1. *In educating the youth entrusted to our care, we shall endeavor to prepare students to grow in awareness of their duties as future citizens and leaders of their community, cognizant of the principles and ideas of true Christian and American virtue. Therefore, the school's responsibility is to help the child develop spiritually, academically, culturally, physically, and psychologically.*
2. *St. Joseph Consolidated School is dedicated to:*
  - a. *Promoting the spiritual, moral, and physical development of each student in a value centered environment;*
  - b. *Challenging each student in such a manner as to enhance self-worth and to maximize academic potential;*
  - c. *Striving to motivate students to live as part of a faith community which works to serve societal needs; to foster love of life, family, and country; to enable students to embrace the diversity of cultures and creeds and to respect and revere this diversity as a wonder of God;*
  - d. *Aspiring to caring leadership, competent teaching, and cooperative interaction with parents.*

## **D. SPIRITUAL ASPECTS**

1. *Religion is taught in every classroom and is an integral part of the curriculum.*
2. *The religious education also encompasses:*
  - a. *guidance and instruction from the pastor/pastoral administration,*
  - b. *weekly liturgical services,*
  - c. *special liturgical celebrations.*
3. *Christian values are continually incorporated into all phases of students' education.*

## **E. ACADEMIC ASPECTS**

1. *St. Joseph Consolidated School provides a well-balanced educational program with a curriculum that maintains objectives and values in accordance with our Christian and American principles.*
2. *All teachers hold and maintain a State of Ohio teaching license appropriate to the grade level and content they teach. The principal throughout the year evaluates their performance. St. Joseph is proud of its tradition of maintaining a highly experienced staff. Teachers are provided with regular opportunities for professional and spiritual growth.*

## **F. CULTURAL ASPECTS**

1. *St. Joseph Consolidated School is special because of the various backgrounds of its student body. Students come from rural, suburban, and urban areas. Each student brings specific knowledge of a culture to share in an atmosphere of appreciation and acceptance.*
2. *In addition, St. Joseph Consolidated School provides each class with various field trips and cultural learning opportunities.*

## **G. PHYSICAL ASPECTS**

1. *Physical education is an integral part of St. Joseph Consolidated School's total education program. As such, it provides learning experiences, which contribute to the psychomotor, cognitive, and affective development of each student. Participation in physical activities contributes to the development of self-confidence, social skills, and an appreciation of God's gift of life and movement.*
2. *Physical education classes are scheduled according to Archdiocesan and State of Ohio standards.*
3. *Extra-curricular sports through the Catholic Youth Organization (CYO) are offered and encouraged for all students.*
4. *St. Joseph Consolidated School establishes a firm foundation of health knowledge, attitudes, and practices. Health education begins in kindergarten and progresses through each grade in accordance with the graded course of study.*

## **H. PSYCHOLOGICAL ASPECTS**

1. *St. Joseph Consolidated School provides an atmosphere that fosters a sense of self worth, reverence for life, and a concern for the personal well being of self and others.*
2. *Throughout the year, involvement in school-wide programs and special activities contributes to the child's social and emotional growth.*

- 3. In cases where a child may need special psychological help or counseling, parents or guardians are referred to appropriate resources.*

## **II. REGISTRATION**

### **A. ADMISSION**

- 1. Registration forms are given to families of currently enrolled students in January. New registration forms are mailed to requesting families at the end of the month of January. All registrations are reviewed and processed according to the following protocol:*
  - a. Tier I- Current SJCS students and their siblings*
  - b. Tier II- New students from St. Aloysius and St. Joseph*
  - c. Tier III- All other new applicants from affiliated Catholic parishes (Holy Name and St. Mary).*
  - d. Tier IV- All other new applicants.*
- 2. In mid-February families will receive notification of acceptance along with Enrollment Agreement forms after processing of applications. Waiting List Status letter will be mailed to families if there is a need to be placed on a waiting list.*
- 3. The enrollment process is complete with the signed Enrollment Agreement Form is received in the school office.*
- 4. All new kindergarten students will be assessed. An assessment may be required for other new students in the upper grades as well prior to admission.*
- 5. Enrollment is open to all students, both Catholic and non-Catholic. Class sizes are limited to ensure an effective learning environment for all students.*
- 6. All applications, including transfers, are made through the principal's office. Children are eligible to attend the school upon the parent's request and the consent of the principal and pastor/pastoral administrator. The principal designates classroom assignments.*
- 7. No child will be permitted to enter first grade who is not six years of age before October 1<sup>st</sup> of the school year for which admission is requested. Admission to kindergarten will be denied to any child who is not five years of age on or before October 1st of the school year for which admission is requested.*
- 8. Parents or guardians of all new students must provide a copy of the child's original birth certificate. Records from previous schools must be sent to St. Joseph Consolidated School within one week of the request to transfer students. Failure to comply will delay*

*admission to class. Parents and guardians must also supply immunization records for the enrolling student in accordance with Ohio State Law 3313.671; proof of custody, if applicable; social security number; and, if the child is Catholic, the baptismal record.*

## **B. NON-DISCRIMINATION POLICY**

- 1. St. Joseph Consolidated School admits students of any sex, race, color, national or ethnic origin.*
- 2. St. Joseph Consolidated School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, admission policies, athletic and other school administered programs, and in hiring teachers.*

## **C. WITHDRAWAL**

- 1. When students are withdrawn from school, parents are asked to notify the office several days in advance of the date of withdrawal. Teachers and administrators need sufficient time to complete and forward the proper records.*
- 2. Parents MUST sign for the release of student records. No academic records will be forwarded to any other school if St. Joseph fees are not paid.*

## **D. CHANGE OF ADDRESS, TELEPHONE, OR EMERGENCY INFORMATION**

- 1. The parent or guardian MUST immediately inform the office if there has been a change of address and home or emergency telephone numbers.*
- 2. Such information is absolutely necessary for the health, safety, and well being of each child and the maintenance of correct bus schedules.*

# **III. TUITION AND OTHER COSTS**

## **A. TUITION**

- 1. Tuition may be paid through the St. Joseph Consolidated School installment system or may be paid in full at the beginning of each school year.*

2. *If circumstances exist that might preclude prompt payment of tuition or fees, parents should contact the business manager, principal or pastor/pastoral administrator at either St. Joseph or St. Aloysius to make special arrangements.*
3. *Any family that chooses to pay on the monthly plan must stay current. If you should fall three months behind, you will be required to bring all payment up to date or make arrangements through a bank for financing in order for your child/children to remain at St. Joseph Consolidated School. IF PAYMENT IS NOT MADE OR THERE IS NOT CONTACT WITH THE SCHOOL, CHILDREN WILL NOT BE PERMITTED TO RETURN TO SCHOOL UNTIL THE OBLIGATION IS FULL FILLED.*

## **B. CAFETERIA FEE**

1. *St. Joseph Consolidated School participates in government-funded lunch assistance programs which decrease the cost of our food services. In addition to the cost of daily lunches, a flat-rate fee is charged to each family to help defray the general operating costs of the cafeteria.*
2. *Parents may pre-pay for lunches through the cafeteria by sending a check through the school office.*

## **C. SCHOOL SUPPLIES**

1. *A list of necessary classroom supplies will be provided to every parent. Required supplies vary from classroom to classroom.*
2. *Each student must have the prescribed supplies the first day and every day of school.*
3. *A book bag is essential. Books may not be removed from school unless they are in a book bag.*
4. **CONSUMABLE SCHOOL SUPPLIES MUST BE MAINTAINED THROUGHOUT THE SCHOOL YEAR.**
5. *Parents are responsible for labeling supplies and personal items with their child's name.*

# **IV. OPERATIONS AND SCHEDULES**

## **A. DAILY SCHEDULES**

### **Time Schedules for All Grades (K-8)**

<b>7:40 a.m.</b>	<b>Tardy Bell</b>
<b>11:00-12:40 p.m.</b>	<b>Lunch/Recess time frame</b>
<b>2:15 p.m.</b>	<b>Dismissal</b>

## **B. ARRIVAL AT SCHOOL**

1. *The school building is open for students after 7:15 a.m.*
2. *St. Joseph Consolidated School and its staff do not assume responsibility for children dropped off prior to 7:15 a.m. unless arrangements have previously been made with a member of the staff.*
3. *Parents who drive their children to school are asked to enter the parking lot at the South Second Street gate and exit via the Hanover Street gate. Short-term parking in the Second Street lot is permissible and encouraged, particularly for parents of small children. When it is necessary to stop the vehicle and get out to unfasten a seatbelt or lift a child to the ground, we ask that you pull over and park out of the flow of traffic so as to not restrict the flow in and out of the gates. Hanover Street is restricted parking for school buses only.*

## **C. DISMISSAL AFTER SCHOOL – NON-BUS RIDERS**

1. *At 2:15 p.m. dismissal, all parents who transport their children must come into the building to meet them at a place designated by the principal (currently the stage in the auditorium).*
2. *All children must leave the school building immediately upon dismissal unless supervised business/activities necessitate their staying later.*
3. *Children who do stay after school for specific business/activities should be picked up promptly by parents at designated times.*
4. *St. Joseph Consolidated School and its staff are not responsible for children who are on school grounds without school authorization and knowledge.*
5. *Children remaining after school are the total responsibility of the supervisor of that activity. He/she is to remain with the children until a parent/guardian has picked up each child.*

## **C. CHANGES IN NORMAL TRANSPORTATION**

1. *Parents who need to make a change in their student's normal mode of transportation must send a note explaining the change each and every day that a change will be in effect. These daily notes are vital to the principal, teachers, and bus drivers.*
2. *No child can be released to anyone other than the custodial parent unless the custodial parent provides written permission.*

#### **D. BUS SERVICE TO SJCS**

- 1. If there is a change in transportation with the bus service, the bus service must be notified by the parent/guardian.**
- 2. Please note the telephone numbers of the bus services that provide transportation to St. Joseph Consolidated School.**

<i>Hamilton Transportation</i>	<i>887-5060</i>
<i>Ross Transportation</i>	<i>738-2900</i>
<i>Fairfield Transportation</i>	<i>829-6603</i>
<i>Talawanda Transportation</i>	<i>273-3150</i>
<i>Lakota Transportation</i>	<i>755-5821</i>
<i>Edgewood Transportation</i>	<i>863-4692</i>
<i>New Miami</i>	<i>863-1390</i>

- 3. All of the above transportation departments do not allow students to ride the bus home to another student's house. This applies even if you live in the same district.**

#### **E. ABSENCE**

- 1. If a child is ill or will be absent from school for any reason, parents must call the office with this information anytime between 7 and 8 a.m.**
- 2. If the call is not received, the school will attempt to contact the parent. If no one is reached by 12:00 p.m., the school is required by law to notify local public school authorities of the student's absence.**
- 3. If a child is absent five days or more, a doctor's excuse may be necessary.**
- 4. In accordance with state law, absences and tardiness are considered excused for the following reasons: personal illness, illness in the family, death of a relative, or personal emergency.**

#### **F. EARLY DISMISSAL / DOCTOR'S APPOINTMENTS/ILLNESS AT SCHOOL**

- 1. If a doctor's appointment requires that a child be dismissed early from school, parents must send a note to school that morning.**
- 2. Parents should come to the office, not the child's classroom, when picking up a child from school for an appointment.**
- 3. Children must be signed out from the office when picked up for early dismissal.**

4. *Persons other than the custodial parent/guardian must have written permission to claim the child.*
5. *In the event a child becomes ill at school, the child will be checked for temperature, etc. When indicated or necessary, parents or guardians are notified. Absence/attendance will be based upon instructional/classroom presence.*

## **G. TARDINESS**

1. *Children are to be at school by 7:40 a.m. Children who arrive after this time will be marked tardy.*
2. *When tardy, students are to report to the office and give the reason and/or a note explaining why they have come late to school.*
3. *Upon the FOURTH tardy in one quarter, an after-school detention will be assigned.*

## **H. WEATHER-RELATED SCHOOL DELAYS, CLOSINGS, EARLY CLOSINGS**

1. *In case of early morning inclement weather or calamity, parents should tune into TV Channel 12 or listen to WMOH (1450 a.m.) radio for information regarding school closings or delays.*
2. *Even if these stations do not specifically mention St. Joseph Consolidated School, if either the Hamilton or Ross School District is closed, St. Joseph Consolidated School will be closed also.*
3. *If one of our public school districts is on a delay (one-hour or two-hour) due to weather conditions, students of non-delayed districts are expected to be at St. Joseph Consolidated School on time.*
4. *IF THE WEATHER IS BAD, CHILDREN SHOULD **NEVER** BE DROPPED OFF AT SCHOOL WITHOUT FIRST MAKING SURE SCHOOL IS IN SESSION SINCE NO SUPERVISION WILL BE AVAILABLE.*
5. *If the weather should turn bad during the course of the day and schools dismiss early, St. Joseph will attempt to notify parents who have requested such notification through its emergency phone chain.
  - a. *It is important that parents not call the school unless it is an emergency since phone lines must be available for the phone chain to be effective.*
  - b. *Early closing due to inclement weather will also be announced by TV Channel 12 and WMOH radio. St. Joseph Consolidated School works with several bus systems to transport students.**

- c. *If only one system dismisses early, children not using that district's buses will be dismissed from St. Joseph at the usual time.*

## **IV. HOME-SCHOOL ORGANIZATIONS & COMMUNICATION**

### **A. ROLE OF PARENTS AND GUARDIANS**

1. *As the first and primary educators of their children, parents are an integral part of all phases of SJCS school life. Parent involvement, support, and volunteerism are vital to the success of our school.*
2. *To help us keep our tuition as low as possible, every family is asked to participate in selling Lotto tickets and work at weekly bingo.*
3. *Parent/school responsibilities are (but not limited to):*
  - a. *Being sure your child attends school daily and is on time.*
  - b. *Making certain that your child is clean and dressed appropriately.*
  - c. *Guiding your child from the earliest years to develop socially and acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.*
  - d. *Teaching your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.*
  - e. *Knowing, understanding, and supporting the rules your child is expected to observe at school and being aware of the consequences for violations of these rules.*
  - f. *Encouraging in your child a desire to learn and a respect for self and others.*
  - g. *Providing an appropriate place, time, and environment for your child to complete his/her homework assignments and monitoring that he/she has completed all assigned work. Parents are not expected to help their child with homework beyond providing the proper place, time and conditions. If a child is unable to complete an assignment largely on his/her own and within a reasonable amount of time, that situation should be discussed with his/her teacher as soon as possible.*

### **B. BOARD OF EDUCATION**

1. *The policies and practices of St. Joseph Consolidated School are determined or approved by the Archdiocese of Cincinnati and by a School Board comprised of elected parents, school administrators, and the pastor/pastoral administrators/representatives of St. Joseph and St. Aloysius Parishes.*

2. *The St. Joseph School Board meets the third Wednesday of each month. Meetings are held at St. Joseph School building and St. Aloysius Church on alternate months.*

### **C. PARENT-TEACHER ORGANIZATION**

1. *Membership in the St. Joseph Parent-Teacher Organization (PTO) is open to all with an interest in the school.*
2. *PTO Membership information is sent home at the beginning of the school year or is available through the school office.*
3. *The PTO elects officers who conduct regularly scheduled meetings and function as the PTO Board.*

### **D. PARENT-TEACHER CONFERENCES**

1. *While parents or teachers may request a conference at any time during the year, formal parent-teacher conference days and/or evenings are scheduled in the fall after the first-quarter grading period. They are scheduled again during or after the third-quarter grading period on an as-needed basis.*
2. *These formal conferences are intended to aid the partnership between home and school and facilitate communication between parents and teachers. Parents are strongly encouraged to attend these conferences.*

### **E. OTHER COMMUNICATION BETWEEN HOME AND SCHOOL**

1. *The principal and faculty of St. Joseph Consolidated School want parents to be fully informed about student progress as well as about school events and issues.*
2. *The staff welcomes parent questions, comments, suggestions, and concerns. In addition to reading interim reports and report cards (or checking them online via OptionC in Grades 4-8) and attending scheduled meetings and conferences, parents are encouraged to check their student's assignment book weekly for notes and comments from teachers.*
3. *The school office attempts to keep parents informed of individual recognitions, details of general school matters, events, lunch menus, and a calendar of events through our school web site- [www.sjcshamilton.org](http://www.sjcshamilton.org), our weekly newsletter, and other notices sent home with the youngest or only child attending St. Joseph.*
4. *How to contact a teacher or staff member:*

- a. *If you wish to contact a teacher, the principal, or a staff member, please send a note with your child, an email (all teachers have and use email accounts) or call the school office at 863-8758. Messages from parents are encouraged and will be responded to in a timely manner.*
- b. *Teachers, the principal, or staff member will return a note or your call as soon as possible.*

**5. Conflict resolution:**

- a. *Parents with a concern, question, or complaint regarding their child or his/her classroom should always contact the teacher first.*
- b. *If discussion with a teacher fails to answer questions or resolve a matter, parents may then contact the principal.*
- c. *Teachers have this same option should a conference with a parent/guardian reach an impasse. If parents feel a matter needs to be explored further, they have the option of contacting the pastor or pastoral administrator of St. Joseph Parish or St. Aloysius Parish and the St. Joseph Consolidated School Board.*

## **V. CURRICULUM**

### **A. SEASONAL AND LITURGICAL EVENT PARTICIPATION**

- 1. *An important part of a student's religious education comes in the form of participation in liturgical celebration.*
- 2. *Guidance from the priest and pastoral administrator, celebration of the Sacraments, the Mass and other liturgical services, Lenten and Advent ceremonies, the observance of Holy Days, and preparation for Confirmation and First Eucharist are all an integral part of the curriculum.*
- 3. *All students attend liturgies at least one day per week.*
- 4. *Reconciliation is offered during the school year.*
- 5. *Students who have been baptized in the Roman Catholic faith are prepared each year for the Sacraments of Reconciliation and First Eucharist in the second grade.*
- 6. *Preparation for the Sacrament of Confirmation is done every two years with the seventh and eighth grade students.*

## **B. ACADEMIC OFFERINGS**

- 1. St. Joseph Consolidated School complies with all requirements of the Archdiocese of Cincinnati and the Ohio Department of Education regarding the amount of time given to each subject daily. We also implement the curriculum detailed in the Archdiocesan Curriculum Guides. A complete list of all of the current Archdiocesan Curriculum Guides can be found on our school website ([sjcshamilton.org](http://sjcshamilton.org)) by selecting Prospective Families and then Educational Programs.**
- 2. Students are offered a comprehensive education including religion, reading, English, spelling, handwriting, mathematics, social studies, computer, science, health and safety, music, art and physical education.**

## **C. EDUCATIONAL ENRICHMENTS**

- 1. Field trips provide students with opportunities to visit historic and governmental sites, explore museums, experience live theater and music, tour businesses, participate in liturgical celebrations and retreats, and benefit from other educational resources beyond classroom walls.**
- 2. Parents or guardians must sign permission slips before students are allowed to participate on a school-sponsored field trip. If a child is not permitted by a parent or a teacher to join a class trip, the teacher will assign work to be completed at school during the time allotted for the trip.**
- 3. St. Joseph Consolidated School also offers many speakers, assemblies and plays/performances for the students throughout the school year.**

## **D. LIBRARY**

- 1. St. Joseph Consolidated School has a well-stocked library that is used by all students on a regular basis.**
- 2. Many of the classrooms also have class libraries for student enrichment and enjoyment.**
- 3. Parents are always welcome and encouraged to donate books to the school library or the classroom or to make a donation for the purchase of new books.**

## **E. HOMEWORK**

- 1. The rule of thumb that parents can use is grade level times 10 minutes (ie. Grade 3 would be expected to do 3x10= 30 minutes of homework per night). If a child is repeatedly exceeding this general timeframe, this should be brought to the immediate attention of**

***his/her teacher.*** Parents may stop a child from doing homework on a given evening if they feel the stress of time or level of difficulty of homework is excessive. When this action is taken, a note should be sent in to explain the circumstances and, if necessary, a follow-up conference scheduled.

2. ***Students at the intermediate and junior high level will also occasionally receive long-range assignments and projects which will require that they budget their time and stay organized to meet deadlines.***
3. ***Much of the homework assigned involves reading, skills, practice, studying, and reviewing.***
4. ***All written work is to be handed in on time and must be done neatly and carefully.***
5. ***Parents should provide a quiet, well-lighted space, free of distractions, to enable students to complete assignments.***
6. ***Homework is considered to be an integral part of a student's academic life at St. Joseph Consolidated School.***
  - a. ***Students who are absent from the classroom are responsible for meeting with teachers to determine missed assignments and to make up class work.***
  - b. ***If a student is ill and will miss school the parent should contact the office to arrange for assignments to be sent home.***
  - c. ***Vacations not coordinated with the school calendar are strongly discouraged. When such vacations occur, parents and students assume responsibility for missed instruction and class work. Work will NOT be sent home beforehand.***

## **VI. ASSESSMENT AND EVALUATION**

### **A. STANDARDIZED TESTS**

1. ***Standardized tests are given in accordance to the direction of the Cincinnati Archdiocesan School Office.***
2. ***The Iowa Test of Basic Skills (replacing Terra Nova Tests in 2010) is administered to grades two, four, six, and eight in the fall.***
3. ***A test of writing proficiency through the Archdiocese of Cincinnati is given to grades three, five and seven.***

4. *All test information and scores will be shared with parents in a timely manner.*

## **B INTERIM AND DEFICIENCY REPORTS**

1. *At the halfway point of each quarter, teachers will issue interim reports regarding each student's academic progress. In the upper grades (4-8) these reports are available online via OptionC.*
2. *In addition, many teachers will also send home deficiency notices at any time after interim when a student's performance drops into an unsatisfactory range.*
3. *Parents or guardians are to sign and return interim and deficiency reports promptly.*

## **C. REPORT CARDS**

1. *Report cards are issued four times a year, approximately every nine or ten weeks.*
2. *The card should be signed promptly by the parent or guardian and returned to indicate that the report was received and reviewed.*
3. *A request for a conference may be noted by either the teacher or the parent/guardian on the report card form.*
4. *St. Joseph Consolidated School and the Archdiocese of Cincinnati use the grading scale as follows for intermediate through upper grades (4-8)*

<b>A</b>	<b>93-100%</b>
<b>B</b>	<b>85-92%</b>
<b>C</b>	<b>77-84%</b>
<b>D</b>	<b>70-76%</b>
<b>F</b>	<b>Below 70%</b>

*\* Report cards will also indicate the level of effort that is apparent in schoolwork and whether or not that effort is good, satisfactory, or in need of improvement.*

5. *St. Joseph Consolidated School and the Archdiocese of Cincinnati use the grading scale as follows for Primary Grade Scale (1-3)*

<b>O</b>	<b>92-100%</b>
<b>S+</b>	<b>87-91%</b>
<b>S</b>	<b>80-86%</b>
<b>S-</b>	<b>75-79%</b>
<b>N</b>	<b>0-74%</b>

*\* Primary report cards will also indicate specific areas/skills that are strong, in need of growth, satisfactory, or improving. Effort in schoolwork will also be evaluated as good, satisfactory, or needing improvement.*

- 6. The Kindergarten Grade Scale reflects a developmental approach to evaluation in accordance with the directives of the Archdiocese of Cincinnati. Children in these grades will be evaluated on their progress toward developing and mastering appropriate primary skills in all subjects. In place of a formal A-F grading scale, a child's progress will be rated via a progress code:*

<i>M</i>	<i>Strong; mastered</i>
<i>S</i>	<i>Satisfactory progress</i>
<i>D</i>	<i>Developing</i>
<i>NP</i>	<i>Needs more practice</i>
<i>+/-</i>	<i>Stronger/weaker</i>

- 7. Report cards for all grades will include a section regarding personal development in areas such as cooperation, respecting others, and classroom conduct.*

#### ***D. HONOR ROLL & MERIT ROLL***

*St. Joseph Consolidated School recognizes student achievement in the sixth, seventh, and eighth grades based on the quarterly report card evaluations. Each grading quarter, students in these grades will be recognized and placed on the Honor or Merit Rolls.*

- a. HONOR ROLL - Students will be placed on the Honor Roll who have earned all A's in all letter graded subjects*
- b. MERIT ROLL - Students will be placed on the Merit Roll who have earned no grade below B in all graded subjects.*
- c. HIGHEST HONORS (End of the School Year) - Students in grades 6,7, and 8 will be identified with Highest Honors based upon the entire school year. Highest Honor students will have earned A's in all graded subjects for the entire year.*

#### ***E. ACADEMIC GUIDELINES FOR SPORTS, CHEERLEADING, AND OTHER EXTRA-CURRICULAR PARTICIPATION***

- 1. A student receiving failing grades in two primary subjects will be prohibited from active participation in the CYO sports program.*
- 2. This sanction excludes students from practice as well as games.*
- 3. A failing grade is an "F".*

4. *The primary subjects are religion, math, reading, English, social studies, science and computer technology.*
5. *The previous year's fourth quarter grades will determine eligibility for the beginning of the next school year. From that point on, grades will be examined at "midterm" and at the end of each quarter for eligibility.*
6. *Eligibility for other extra curricular SJCS school programs such as choir, Honors Chorus, school plays, etc. will also fall under this guideline.*

## **F. RETENTION POLICY**

1. *Consideration for the retention of a particular student shall be based on a clear knowledge and understanding of that student's abilities and achievements.*
2. *A sincere desire to provide the best educational opportunity for the student will be maintained.*
3. *When a child is consistently showing unsatisfactory progress in one or more major subjects, the teachers involved will confer with the principal.*
  - a. *A conference comprising of parents, teachers, the principal, and sometimes the student, will be scheduled to discuss the student's lack of progress and try to help the child avoid failure.*
  - b. *Additional evaluation and/or testing of the student may be requested at this time.*
  - c. *All circumstances and recommendations by other professionals will be carefully considered.*
  - d. *The possibility of retention, if progress does not improve, will be discussed.*
4. *Parents, teachers, and the principal will share in giving input toward the decision to retain, with the principal making the final recommendation.*
5. *If retention is recommended and the parent does not agree, the parent will be required to sign a waiver assuming full responsibility for the placement of that child into the next grade.*
6. *The student's report card will be marked "placed" not "promoted" to the next grade.*

## VII. HEALTH AND SAFETY

### A. EMERGENCY FORMS

1. *The school must maintain current emergency notification cards and emergency medical authorization forms for each student. It is vital that these forms be filled in carefully, legibly, and accurately.*
2. *If any change occurs in this crucial information, the office **MUST** be notified immediately.*

### B. CONTAGIOUS DISEASES/ILLNESSES

1. *Home and school must work together to promote the welfare of each child and prevent the spread of disease.*
2. *A child needs to be kept home when any symptoms of contagious illnesses (fever, severe pain, vomiting, diarrhea, pink eye, head lice, chicken pox, etc.) are apparent.*
3. *Students who have been identified with contagious disease or illness will not be permitted to remain at school and may be required to have a doctor's excuse prior to returning to school.*
4. *Illness during the school day:*
  - a. *Students who become ill **will not** be allowed to remain at school.*
  - b. *Every family must have a plan for picking up students who become ill during the school day.*
  - c. *It is essential that all emergency contact phone numbers are current in the office.*

### B. IMMUNIZATION

1. *All students must be immunized according to State Board of Health requirements.*
2. *Students may not be allowed in class if records and immunizations are not up to date.*

### C. PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

1. *ALL medications should be sent to the principal's office immediately upon arrival at school.*

2. ***NO student may have prescription or non-prescription medicine in his/her possession at anytime during the school day. This includes cough drops or aspirins.***
3. ***The principal must receive a written doctor's request so that any prescription or non-prescription medication can be administered to a student. The request must include:***
  - a. *the parent or guardian's signature,*
  - b. *the student's name,*
  - c. *the name of the drug and the dosage to be administered,*
  - d. *the times or intervals at which each dosage is to be given,*
  - e. *the date administration of the medicine is to start and the date when it should end,*
  - f. *a phone number where the prescribing doctor can be reached in case of emergency,*
  - g. *any special instructions for administering the drug, including storage requirements and sterile conditions.*
  - h. *The office should receive any prescription drug in its original container as dispensed by the doctor or pharmacist.*

#### ***D. FIRE AND TORNADO DRILLS***

1. ***According to state law, regular fire drills are required while school is in session. For the safety of all, everyone must leave the building in an orderly manner and in silence.***
2. ***Tornado drills are also held regularly. Children will go promptly and silently to assigned locations in the lower level of the building.***
3. ***Procedures for these drills are posted in each classroom.***

#### ***E. CHILD ABUSE - NEGLECT REFERRAL***

1. ***Ohio law requires any professional school employee to report immediately incidents of suspected child abuse and neglect. The reporting employee is protected by law from liability and is, in fact, liable for prosecution if suspected abuse or neglect is not reported.***
2. ***In cases of suspected child abuse or neglect, St. Joseph Consolidated School employees will follow these guidelines:***
  - a. ***Any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal, but shall not contact the child's family.***
  - b. ***Whenever possible, the principal shall contact the school nurse. Together they will assess the problem with the child privately in a non-threatening atmosphere.***

- c. *The principal will serve as case manager and will notify the police and/or the appropriate agency if necessary.*
  - d. *The principal shall keep a record of all reported cases and shall keep the pastor/pastoral administrator informed of the status of all abuse or neglect cases. These records shall remain confidential.*
  - e. *The principal shall contact the investigating agency in one week to determine actions taken and if follow-up by the school is necessary.*
3. *Individuals such as coaches, volunteers, and persons who are working with students on a regular basis must participate in the Archdiocesan Child Protection Decree. Times for these workshops will be determined by the principal.*

## **VIII. DRESS CODE AND APPEARANCE**

### **A. GENERAL GUIDELINES**

1. *St. Joseph Consolidated School requires uniform attire for ALL students. In order to maintain focus on schoolwork, students must refrain from dressing in any manner which is identified by staff or administration as distracting from the business of school. Among those items considered inappropriate for school are:*
  - a. *distracting hairstyles (Including excessive weaves)*
  - b. *make-up (including colored lip and acne products)*
  - c. *colored nail polish*
  - d. *excessive jewelry*
  - e. *heavy cologne or perfume*
  - f. *overly short skirts*
  - g. *clothing that is tight, tattered, or grubby*
  - h. *earrings for boys are not permitted*
  - i. *girls may wear (in the ear lobes) ONE pair of earrings in conservative, non-dangling style and size.*
2. *All students should maintain acceptable standards of cleanliness and personal hygiene to keep from being a distraction and concern to others.*
3. *A student appearing at school who is not meeting the requirements of the dress code, will be asked to call his/her parents/guardians in order that suitable clothing can be brought to school.*

4. **The student will initially receive a warning for this infraction. Students will be assigned conduct points if warning(s) are ignored.**

## **B. HAIRSTYLES**

1. **While appropriate hairstyles may change with the times, general guidelines have been established for both boys and girls. Inappropriate styles include:**
  - a. **those which obstruct the view**
  - b. **unconventional style or cut (tails for boys, shaved heads, shaved portions, razor chops, lines or other forms of hair sculpting, hair below the collar for boys, hair excessively short for girls, etc.)**
  - c. **hair-coloring or tinting for girls and boys is NOT PERMITTED.**
  - a. **highlighting in a natural hair color only and not to a degree that is considered outlandish or distracting is permitted (this applies to both genders)**

## **C. ST. JOSEPH CONSOLIDATED SCHOOL UNIFORM**

**Our basic St. Joseph Consolidated School uniform includes:**

### PANTS

**Approved uniform pants are plain, navy-blue, twill pants.**

- a. **NO cargo, bell-bottom, parachute, “trendy”, or baggy pants are permitted.**
- b. **Uniform shorts must follow this same policy (plain navy-blue twill, non-trendy). Shorts must be no shorter than six inches from the center of the knee.**
- c. **If a student’s pants do not stay up on the waist, a belt must be worn.**

### SHIRTS & BLOUSES

**Approved uniform shirts and blouses are a plain white and must have a collar. Choices include a dress shirt/blouse, a golf-style knit shirt, or a turtleneck.**

- a. **Shirts must be worn tucked into the waistband and sleeves may not be rolled up.**
- b. **If a T-shirt is worn under a shirt, it must be solid white with no colored trim, graphics, words, etc. (This has been a problem on gym days. Some students fail to remove their sweaty gym shirts and replace them with clean white T-shirts before putting on their school uniform shirts.)**

## SWEATSHIRTS & SWEATERS

**Approved sweatshirts or sweaters may be worn as part of the uniform.**

- a. **The only approved color for uniform sweatshirts or sweaters is red.**
- b. **A shirt or blouse with collar *MUST* be worn under the sweatshirt or sweater.**
- c. **Sweatshirts with the St. Joseph Consolidated School crest may be ordered through the school office.**
- d. **NO hooded sweatshirts/sweaters or sweatshirts/sweaters with zippers are allowed to be worn during school hours.**
- e. **8<sup>th</sup> grade students will be permitted to wear specially designed hooded sweatshirts with their names imprinted on them. The design and wording must be approved by the principal. Color choices for these sweatshirts will be limited to red, navy blue, or gray.**
- f. **No logos or designs are permitted on sweatshirts except those with the approved SJCS crest and/or school name.**

## SOCKS

**For health reasons, socks must be worn to school.**

- a. **Approved colors for socks for boys and girls are: PLAIN white, red, and navy blue.**
- b. **Students may not wear novelty or trendy socks.**
- c. **Socks must be clearly visible at the top of the shoe.**
- d. **Girls may wear knee-high length socks in the approved solid colors: PLAIN white, red, and navy blue.**

## SHOES

**Approved shoes for wear with the school uniform include gym shoes or dress/casual leather shoes.**

- a. **Gym shoes these days come in many colors and patterns. Students are permitted to express their individuality and personality by selecting a desirable solid (predominately solid) color. Gym shoes with highly visible (distracting) graphics, designs and patterns are not permitted.**
- b. **NO gym shoes with lights or wheels/rollers are permitted.**
- c. **Dress shoes must be predominately solid brown, black or blue in color. As with gym shoes, dress shoes with highly visible (distracting) graphics, designs and patterns are not permitted.**

- d. **For the safety of students, clogs, moccasins, boots (such as Uggs) and sandals are not to be worn at school. No platform shoes or other shoes that are determined to be a safety concern or distracting.**
- e. **All shoes that have strings must be tied securely with a conventional knot and bow (the rabbit-ear one taught in pre-school). Slip-on style knots that result in loose-fitting, floppy shoes are NOT permitted.**

#### SKIRTS, JUMPERS & SKORTS

**Girls have the option of wearing the St. Joseph Consolidated School plaid or navy blue uniform jumper, skirt, or skort.**

- a. **The plaid uniform jumper/skirt/skort are available through Schoolbelles' Uniform Company in Cincinnati (513-921-3417) or Campus Outfitters in Tri-County (513-772-4250).**
- b. **In June of each year, a day is set aside when Schoolbelles has a local sale to fit students.**
- c. **All skirt lengths must be four inches from the center of knee.**

#### TIGHTS, SHORTS, SWEATPANTS

**For the sake of modesty and warmth in winter months, girls are permitted to wear tights, shorts and sweatpants under their uniform skirts. When doing so, the following restrictions apply:**

- a. **Plain navy blue or white tights that cover the leg, ankle, and foot may be worn under the uniform skirt at any time. (Please note: No ankle- or calf-length tights are permitted.)**
- b. **On cold days, girls may wear slacks or sweatpants under their uniform skirts or jumpers, but these must be removed upon entering the classroom.**
- c. **For the sake of playground modesty, girls should also wear shorts or cheerleading trunks under their skirts during the day provided these shorts or trunks do not show beneath the hemline.**

**Hats may NOT be worn in the school building.**

**PLEASE NOTE: IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE BEFORE PURCHASING UNIFORM ITEMS. THE UNIFORM CODE WILL BE ENFORCED.**

#### **D. PHYSICAL EDUCATION ATTIRE**

**Students in grades 2 through 8 are required to change into a T-shirt, shorts and gym shoes for P.E. classes. The requirements for those items are as follows:**

- a. **Shorts must be appropriately fitting (soccer-style, mid-thigh), and predominately solid colored (royal or navy blue or black).**
- b. **T-shirt choices include any PTO spiritwear T-shirt or any solid-colored white, blue or gray T-shirt.**
- c. **Gym shoes worn for P.E. classes shall conform to the requirements for the standard school uniform.**

**We encourage parents to consider purchasing SJCS gym shorts and T-shirts through A-Z Wear. Order forms are available in the school office.**

**For safety reasons, no jewelry is to be worn during P.E. class. During winter months, students are permitted to wear navy blue or black sweatpants to P.E. classes.**

## **E. OUT-OF-UNIFORM DAYS**

1. **As a reward for various achievements and accomplishments, students may be given an out of uniform pass. This pass will permit the student to wear neat, clean, appropriately fitting casual clothing. No clothing containing inappropriate (violent, sexually suggestive, crude, or rude) graphics wording images, etc. will be permitted. Sweat/warm up style pants (cotton or nylon) will not be permitted. The principal will be the final judge of what is appropriate and what is not. Out of uniform passes may be used on Fridays only.**
2. **For the safety of students, out of uniform attire does not extend to students' shoes. Standard school shoes must be worn on out of uniform days (which means, no clogs, moccasins, sandals, boots, etc.).**
3. **In "out of uniform" situations, shorts must be no shorter than six inches from the center of the knee and skirts must be no shorter than four inches from the center of the knee.**
4. **The last Friday of each month will be a Blue Jean Day. Students will be permitted to wear a pair of neat, clean, appropriately-fitting blue jeans with the rest of the school uniform. Students may also wear PTO spirit shirts that contain the school name, crest or blue jay.**

# **IX. CODE OF CONDUCT**

## **A. PHILOSOPHY**

1. **The ultimate purpose of imposed discipline is to move children toward self-discipline. Parents and teachers realize that children need limits and controls in addition to natural consequences to enable them to develop self-control and self worth.**
2. **Each classroom has guidelines for behavior to promote an environment where teachers can teach and learners can learn.**

3. *Whether in classrooms, on the playground, in the restrooms, library, or halls, students must be considerate of others. Running, loud talking, fighting, name calling, etc., disrupts the learning environment and jeopardizes the safety of students.*
4. *Teachers and parents are encouraged to set a good example of conduct at all times at school and to help children see the value and reward of good behavior for themselves as well as others.*
5. *Disciplinary actions may involve (but not limited to) written or verbal warning, conduct points, detention, suspension, and expulsion.*

## **B. STUDENT CODE OF CONDUCT & GUIDELINES**

1. *In grades K through 3, each teacher has an individual classroom method of recognizing good behavior choices and for making each student personally accountable for poor choices.*
  - a. *Primary grade students are expected to obey and follow all school regulations as well as individual classroom rules.*
  - b. *Primary grade students can be assigned a detention as a means of behavior modification.*
  - c. *Each primary teacher will inform parents about the classroom procedures early in the school year.*
2. **Conduct & Guidelines Charts (Grades 4-8)**
  - a. *Students in grades 4 through 8 use a quarterly Conduct & Guidelines Chart.*
  - b. *Each student is responsible for keeping track of his/her own Conduct Chart during the quarter. (They are currently bound in the front of the Student Planner.)*
  - c. *A “lost” or “misplaced” card/planner will be replaced; however, the student may receive conduct points for the infraction.*
  - d. *The number of points given for a specific behavioral infraction or rule violation is left to an individual teacher’s discretion.*
  - e. *Any faculty or staff member may give points to any student for a behavioral infraction or rule violation.*

- f. *If a fifth conduct point is given, students in grades 4, 5, & 6 will be given a Conduct Referral and students in grades 7 & 8 will be required to serve a detention. The parent and/or guardian will be notified.*
- g. *If a tenth point is given, the student (grades 4-8) will be assigned an after-school detention and will NOT be ELIGIBLE for the end-of-quarter positive behavior celebration/reward. Again the parent and/or guardian will be notified.*
- h. *If a fifteenth point is given, the principal will be consulted and the student will be assigned an individualized behavior modification plan. An immediate conference with parent/guardian, student, and teacher/s will be arranged.*
- i. *At the beginning of each quarter; every student will start with a new conduct card, a “clean slate.”*
- j. *The End of Quarter Celebration of Good Conduct is a way of recognizing the students who consistently make good choices while holding those who do not make good choices responsible for their own actions.*
- k. *Students who miss out on the End of the Quarter Celebration of Good Conduct will spend their time quietly reading while under a teacher’s supervision.*

### **C. HARASSMENT POLICY**

1. *The administration and staff of St. Joseph Consolidated School believe that all employees and students are entitled to work and study in school-related environments that are free of verbal, physical, psychological, or sexual harassment.*
2. *St. Joseph Consolidated School will not tolerate harassment of any type and an appropriate disciplinary action will be taken.*
3. *Disciplinary action may include detention, suspension, or expulsion.*
4. *Examples of harassment include, but are not limited to: verbal or written taunting; bullying; intimidating, hostile or other offensive conduct; jokes; stories; pictures, cartoons, drawings or objects which are offensive or demean an individual or group.*

### **D. DETENTION POLICY**

1. *A detention for failure to follow classroom or school rules may be given to students at the discretion of the principal or teachers.*
2. *A Detention Slip will be sent home to notify parents that a detention has been assigned.*

- a. *Parents will be notified of the detention at least 24 hours prior to the date on which it is to be served.*
  - b. *The written notification (detention slip) must be signed by the parent and returned to the school office the next day.*
  - c. *The student is responsible for giving the detention notification to the parent or guardian.*
3. *A student serving detention will remain at school after regular dismissal for an hour—from 2:15 p.m. to 3:15 p.m.—on a designated afternoon under the supervision of a teacher or the principal.*
  - a. *Arrangements for transportation home after detention is the responsibility of the student’s parent or guardian.*
  - b. *The person picking up the student is expected to be on time.*
  - c. *Parents/guardians are called by the school office on the day a detention is being served to help remind them their child will be staying after school.*
4. *If a student has received three detentions in a year, parents may be called into school for a conference. (See CHRONIC MISBEHAVIOR)*

## **E. CHRONIC MISBEHAVIOR**

1. *Students who show a pattern of chronic misbehavior and failure to respond to discipline detract from the mission and goals of St. Joseph Consolidated School.*
2. *When a student fails to respect rules and school authority, despite repeated attempts at correction, the principal will advise parents that continued failure to change behavior may result in that child’s suspension/removal from St. Joseph.*

## **F. SUSPENSION POLICY**

1. *A suspension may be invoked for chronic misbehavior and for any and all serious offenses.*
2. *These offenses include, but are not limited to, any which jeopardize the health and safety of teachers and/or students or which involve the theft or willful damage of property.*
3. *Upon such an offense, the principal will call the parent for a conference. The offense will be explained to both parent and child.*

4. ***Extreme cases may be dealt with immediately by passing on the above steps.***
5. ***Suspension procedure:***
  - a. ***The student may be suspended up to ten days.***
  - b. ***According to the nature or severity of the offense, the principal will determine whether the suspension will be served in an isolated area in school or out of school.***
  - c. ***During the suspension the student will be given enough work to be completed during normal class hours.***
  - d. ***It is the student's obligation to see that work is completed so that when he/she returns to the regular classroom all assigned work is ready for the teacher to check.***
  - e. ***If the work is not completed, the parent/guardian will be called and the student will be picked up immediately by the parent and will not be permitted to return to class until the work is finished satisfactorily.***
6. ***While serving a suspension, a student may not participate in any extracurricular after school or evening activity (sport practice, games, skating parties, etc.)***
7. ***If a second serious offense is committed within the same school year or the severity of the first offense is extreme, the student may be permanently removed from St. Joseph Consolidated School.***

## **G. DRUG, ALCOHOL AND TOBACCO**

1. ***The use, sale, possession, concealment or distribution of alcohol, tobacco, and other drugs in school, on school grounds, in school-approved vehicles, or at any school-related event by students is absolutely PROHIBITED.***
2. ***Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by state statute or substances that could be considered a "look-a-like" controlled substance.***
3. ***Compliance with this policy is mandatory for all students.***
4. ***A student who does not comply can be suspended for three to ten days and/or expelled.***

5. *The school administration will follow state law by informing local law enforcement officials when appropriate.*

## **H. BUS CONDUCT**

1. *Students are expected to practice good conduct on the bus while being transported to and from school and on field trips.*
2. *All students should observe the rules set by drivers and their transportation systems.*
3. *Students who fail to control their conduct or respond to correction by the bus driver will not be allowed to ride the bus.*
4. *Excessive or extreme bus misbehavior (repeated referrals or a single extreme event) may result in suspending a child from riding the bus. The principal will determine if a suspension is warranted and will determine the length of the suspension. During this suspension, parents will need to provide transportation to school for their child.*

## **I. SCHOOL COMPUTER USAGE**

1. *All students are required to abide by the Archdiocesan Internet Acceptable Use Policy. This document is provided to parents and students at the start of each school year. It is to be read, signed, and returned to school before school computers are used.*
2. *The school can and will monitor communications sent, received, and stored on the school's computers as necessary to conduct its business or protect its rights, property, and interests. This may include, but is not limited to, investigation of breeches of security and violations of the schools policy.*

# **X. STUDENT ACTIVITIES**

## **A. STUDENT COUNCIL**

1. *Each fall the eighth grade students conduct an election for student council officer positions.*
2. *Students in grades four through eight elect officers.*
3. *Each classroom conducts its own election for a representative and, sometimes, an alternate to student council.*
4. *The council works with the principal and a faculty moderator regarding student affairs.*

## **B. ATHLETICS**

1. *St. Joseph Consolidated School is a member of the Catholic Youth Organization (CYO) League. Many sports activities are offered for both girls and boys through this program.*
2. *Activities have included football, basketball, softball, cheerleading, track, and volleyball.*

## **C. CO-CURRICULAR ACTIVITIES**

*Students are afforded numerous opportunities to participate in school, citywide, regional, statewide, and national competitions in a variety of co-curricular areas each year. For example:*

- *spelling bees*
- *geography bees*
- *essay contests*
- *poster contests*

## **D. SERVERS**

1. *Students in grades 4 through 8 who wish to serve, receive training through school.*
2. *Days and times for serving are assigned through the church.*
3. *All servers must keep track of their assignments so they are present and on time.*
4. *Should a server not be able to keep a serving appointment, it is his or her responsibility to find a replacement.*
5. *Students who have had server training may also be asked to serve at school liturgies, funerals, Holy Days, and weddings.*

## **E. ARTS**

1. *Students in grades 4 and 5 receive weekly instruction in the Jumbie Jam, a child-size steel drum. These students have the opportunity to participate in community performances throughout the school year. Students in grades 6-8, who have graduated from the 4-5 Jumbie Jam program, have the opportunity to participate in an after-school advanced steel drum program.*
2. *Students in grade 5 have the opportunity to learn how to play a classical musical instrument as part of the standard music curriculum. This instruction is offered by Mr. Mike Moore, the Band Director at Badin High School. Classes are held during the school day with instruments provided by Badin High School. Students in the program have the*

*opportunity to participate in evening concerts twice during the school year, at Christmas and at the end of the school year.*

- 3. Students in grades 6-8 have the opportunity to participate in the All-School Advanced Band directed by Mr. Moore at Badin High School. These students meet and practice at Badin once a week. They also have an opportunity to participate in evening concerts twice during the school year, at Christmas and at the end of the school year.*
- 4. Students in grades 6-8 have the opportunity to participate in Drama Club performances which are held annually in the spring months. This commitment involves after-school practices for several weeks prior to the performance date(s).*

## **XI. MISCELLANEOUS**

### **A. LUNCH INFORMATION**

- 1. The cafeteria offers hot and nutritious lunches each day for a modest price.*
- 2. Students may also bring their lunches from home.*
- 3. Milk is available for purchase by all.*
- 4. Students may not drink pop as a lunch beverage unless offered as a special privilege from teachers.*
- 5. Parents may eat lunch with their child at school, but must notify the cafeteria first.*
- 6. Parents are strongly discouraged from bringing in fast food.*
- 7. Charging lunches:*
  - a. Students who occasionally forget or lose their lunch money may charge their hot lunches provided their debt is paid promptly the next school day.*
  - b. Habitual charging is an abuse of this courtesy and will not be permitted.*
  - c. Parents may pay ahead for lunches by sending a check to the cafeteria through the school office.*
- 8. Free Lunch Programs:*
  - a. St. Joseph Consolidated School makes use of government school lunch programs.*
  - b. Applications for free or reduced-price lunches are sent home to each family at the beginning of the school year.*

- c. *If family income and circumstances make children eligible for this benefit, parents need to fill in these forms and return them to school for approval.*

## **B. SCHOOL BENEFIT PROJECTS**

- 1. *School benefit projects include bake sales, book fairs, the annual eighth-grade fundraiser, and other special sales which parents are asked to support.*

- 2. **365 LOTTO**

- a. *St. Joseph Consolidated School promotes the 365 Lotto. This has been a very successful fundraiser that offers ticket-holders daily chances to win cash prizes through the purchase of a single lottery ticket.*
- b. *Each family is asked to sell a total of six tickets each year by December 31<sup>st</sup>.*

- 1. **Bingo**

- a. *Each family is asked to work bingo on Monday evenings.*
- b. *Bingo assignments are designated by the number of students in a family.*

- 2. *Bingo and Lotto profits help control the rate of tuition at St. Joseph Consolidated School.*

- 3. **St. Joseph Consolidated School Endowment Fund**

- a. *The St. Joseph Consolidated School Endowment Fund, an open and on-going fund, has been set up to insure future funding for the school.*
- b. *The interest it earns is designated for school needs.*
- c. *Contributions are encouraged and will be accepted at any time.*

- 6. **BELS Fund**

- a. *The BELS Fund (Betty E. Lodder Scholarship Fund) is a fund established to honor a former principal and devoted teacher at St. Joseph Consolidated School. Applications are available from the tuition office.*
- b. *Its monies are available to families in financial need who might not otherwise be able to meet the cost of tuition for their children*

- 7. **Directors Club**

- a. *The Directors Club provides an opportunity for individuals who are financially able to provide tuition assistance to qualified SJCS school families.*

- b. Members of the Directors Club make a three-year commitment to contribute \$500.00 a year to this fund.*

### **C. PHOTOGRAPHS**

- 1. Individual and class composite photos are taken each fall.*
- 2. In the spring, pictures of First Communicants and eighth-grades are taken.*
- 3. Purchase of any photograph is the choice of the parent.*
- 4. Yearbooks are sold at school each year.*

### **D. SPECIAL OCCASIONS**

#### *1. Birthdays:*

- a. Students in all grades are encouraged to donate a book for our school library on their birthdays.*
- b. Please consult your child's classroom teacher to determine how birthdays may be celebrated.*

#### *2. Parties and Other Occasions:*

- a. Individual teachers will decide if any occasion merits a class party.*
- b. Teachers will inform room parents of their preferences. Healthy treats and drinks are encouraged. (No sugared drinks: soft drinks, teas, fruit drinks.)*

### **E. LOST AND FOUND**

- 1. Children should be made responsible for their personal belongings.*
- 2. ALL clothing items (especially for the students who change clothes on P.E. days) must be clearly marked!*
- 3. Lunch boxes, boots, gloves, hats, jackets, book bags, and other personal belongings should bear some type of identification.*
- 4. Lost and found articles are kept in a designated areas and an effort is made to find the owner. After a time, items not claimed are discarded or donated.*

### **F. PERSONAL BELONGINGS**

1. **Students MAY NOT bring portable video game systems, headset stereos and TV's, toys, expensive necklaces, earrings, rings, etc., from home unless special permission is granted.**
2. **These kinds of items become distractions from learning in the classroom as well as inappropriate displays of personal wealth.**
3. **Items which become learning distractions in the classroom may be confiscated by the teacher and held in the office at the principal's discretion**
4. **School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses and pockets. An inspection does not imply wrong doing by the student. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.**

## **G. TELEPHONE**

1. **The office telephone is for school business. Students may call home in an emergency.**
2. **Students are NOT PERMITTED to carry (have in their possession) a cell phone or beeper with them during the school day. If there is an emergency need for students in grades K-5 to have a cell phone, it must be left in the school office during school hours. Students in grades 6-8 may have a cell phone in their back pack for use after school, but it may not be used or SEEN any time during the school day. Any cell phone seen by a teacher or any staff member will be immediately confiscated and held in the school office for a parent to pick up.**
3. **Neither teachers nor students may be called to the phone during class unless in case of emergency. The office phone number is 863-8758.**

## **H. PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

**The principal retains the right to amend this handbook for just cause and circumstance. Parents will be given prompt notification if changes are made.**

## **APPENDIX A: Board Members and Officers**

### **1. ST. JOSEPH CONSOLIDATED SCHOOL BOARD OF EDUCATION**

**Pastor: Father Ray Leurck, St. Aloysius Parish**

**Pastor: Fr. Stephen Mondiek, St. Joseph Parish**

**Board Members St. Aloysius Parish:**

**Mrs. Lisa Gretz**

**Mrs. Katie Spade**

**Mr. Mark Tabler**

**Board Members St. Joseph Parish:**

**Ms. Rebecca Clark**

**Mr. Chris Dale**

**Mr. Scott Gordon**

**PTO Representative:**

**Mrs. Jennifer Rings**

### **2. PTO EXECUTIVE BOARD**

**Presidents: Mrs. Tanya Dale**

**Vice President: Mrs. Maureen Dennison**

**Treasurer: Mrs. Angie Currier**

**Secretary: Mrs. Paula Waggoner**

**Board Members St. Aloysius:**

**Mrs. Cheryl Wagner**

**Mrs. Amy Brossart**

**Board Members St. Joseph:**

**Mrs. Ann Kraemer**

**Mrs. Susan Mills**

**Members at Large**

**Mrs. Angela Leonhardt**

**Mrs. Dawn Anderson-Thurmon**

**Mrs. Kathy Brossart**

**Board of Education Representative: Mrs. Jennifer Rings**

**Teacher Representative: Mrs. Ellen Baden**

### **3. CYO OFFICERS**

**School Athletic Director: Mr. Greg Zeis**

**Vice President Mr. Steve Pfirman**

**Secretary Treasurer Mrs. Rae Anne Shamp**



## APPENDIX B: Tuition and Fees

### 1. TUITION FEES FOR THE 2010-2011 SCHOOL YEAR

**NOTE: FIRST INSTALLMENT OF TUITION PAYMENT IS DUE ON JUNE 1 FOR THE 12 MONTH PAYMENT PLAN AND THE FIRST INSTALLMENT OF TUITION PAYMENT IS DUE ON AUGUST 1 FOR THE 10 MONTH PAYMENT PLAN.**

	<u>PARISHIONER</u>	<u>PARISH SUBSIDY</u>	<u>NON-PARISH</u>
1 child	\$2495.00	\$1150.00	\$3695.00
2 children	\$4475.00	\$2300.00	\$6875.00
3 children	\$6300.00	\$3450.00	\$9800.00

**APPENDIX C: Retention - Refusal to Accept**

**REFUSAL TO ACCEPT RECOMMENDATION TO RETAIN**

DATE \_\_\_\_\_

I, \_\_\_\_\_, the parent or guardian of  
(parent/guardian signature)

\_\_\_\_\_,  
( Student's Name)

was advised by \_\_\_\_\_  
(Teacher)

as well as the principal of St. Joseph Consolidated School

in Hamilton, Ohio, on \_\_\_\_\_, 20\_\_\_\_  
(Date)

that my child is not ready to be promoted to grade \_\_\_\_\_.

After considering this recommendation, I wish to have my child  
placed in grade \_\_\_\_\_ even though I have been advised against it.

In making this decision, I hereby assume all  
responsibility for my child's education success or lack thereof.

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

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Teacher's Signature)

**In the event that a parent refuses to sign the above statement, the teacher, principal, and witness will sign to that effect. This letter will be kept on file.**

## APPENDIX D: AR Guidelines & Policies

# AR Guidelines & Policies

### ***May students take tests at home?***

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*At designated times, yes. During the summer months, on Thanksgiving weekend, and on long breaks during the school year (i.e., Christmas and Easter), we open up access for at-home test taking. Any computer capable of accessing the internet will work. Simply log on to the school website ([sjcshamilton.org](http://sjcshamilton.org)) and follow the Accelerated Reader link.*

*On regular school days during the school year, students must take their AR tests at school. We allow time for this in our daily schedules and provide parent helpers for students in lower grades.*

### ***How do I find a listing of AR books?***

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*There isn't a printable list for AR books because the list is constantly changing and growing. In order to check if a book is on the AR list, you have to log onto the website like your child is going to take a test (even during non-school hours this will work) and type the title of the book to search and see if it is in our database. If the result comes back as no quizzes found, then the title you are searching for does not have an AR test.*

### ***What are Point Clubs?***

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*As students pass tests, they earn points and their points accumulate. We have established Point Clubs at set intervals to acknowledge and celebrate progress. The goal of doing this is to help students develop independence and consistency in their reading. Point Clubs exist at the following point levels: 5, 10-50, 75, 100, 150, and so on... every 50 points. Students receive a certificate each time they reach a new Point Club level. Unlike AR programs in some other schools, we do not delete points at the end of each school year and start over the next. While at our school, students keep adding to their AR points year to year from kindergarten through 8<sup>th</sup> grade. The current school record of total accumulated AR points is 2,009 points. We post the Point Club members on the bulletin board in hallway on the main floor of the school, and update the lists each month.*

### ***When are Point Club certificates handed out?***

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*Point Club certificates are usually handed out after our all-school Mass on the first Thursday of each month. These certificates recognize students who have moved up to a new Point Club during the previous month. At times, when we have too much going on at Mass, we hand out the certificates in the gym at the end of the school day.*

### ***How many points are students expected to earn?***

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Each teacher sets minimum monthly and/or quarterly point accumulation expectations for his/her class. In some cases, these expectations are adjusted for individual students. It is important to note that point accumulations are necessarily tied to accuracy on the tests. In grades K-3, a student must score 60% or better to earn the points assigned to a particular book. In grades 4-8, a student must score 70% or better to earn points. When a student scores less than 100% accuracy on a test, the points earned are reduced to something less than the maximum. For example, a student who earns an 80% on a 5-point book might receive 3 points to his/her credit. **Research clearly shows that students who read with consistency and continue to pass tests with a high degree of accuracy show substantial growth in their reading skills over time.** Research also shows that strong reading skills correlate positively to overall academic achievement.

Generally speaking (when not adjusted by a teacher), minimum point accumulation expectations are as follows:

Grade Level	Annual Point Accumulation Expectations	Cumulative Point Accumulation Expectations
K	5	5
1	20	25
2	25	45
3	50	95
4	75	170
5	80	250
6	125	375
7	150	425
8	175	600

### ***How do I know if my child is reading enough (earning enough AR points)?***

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The first step should always be to talk with his/her teacher. We treat every child as an individual and work hard to ensure that the goals and expectations we set are right for him/her. Parents can compare a child's total earned AR points with the chart above to get a general idea of how he/she is tracking. However, for some, these expectations may be unreasonable, and for others, far too conservative. Keep in mind that the school record is 2009 points, and several 8<sup>th</sup> grade students, who have only been accumulating points for the past 5 years, have achieved well over 1000 points.

### ***How do I know if my child is reading too much?***

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Yes, it is possible for a student to become too engrossed in reading. A student may get hooked on a particular book or even a series of books and read for what seems like hours a day for several days. In the short run, this kind of enthusiasm is positive and a pleasure to observe. However, if this behavior persists for long periods of time, to the point that the student does little else but read in his/her spare time, sacrificing active play and negatively affecting interpersonal relationships, then we have a problem that needs to be addressed. A parent may need to step in and help the student achieve a reasonable balance.

### ***How do I know if my child is too focused on earning AR points?***

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Yes, it is also possible for a student to become too focused on earning AR points. AR points are a form of extrinsic motivation. As with all forms of extrinsic motivation (external/material rewards like stickers, tickets, treats), they can at times become an end in themselves and defeat their intended purpose. The purpose of AR points is to provide just enough extrinsic motivation to get students reading and help cultivate a life-long habit of reading. The ultimate goal is to develop both the ability to read and the intrinsic joy of reading. Occasionally, usually in response to the attention and rewards we hold in front of them at school, students become more focused on the extrinsic accumulation of points than on the intrinsic pleasure of reading. This is such an individual thing that it is very difficult to say exactly when it is happening or when it is happening to a degree that warrants some concern. How many points earned in a day, week, or month is too much for an individual student? This is a hard question to answer in a simple statement. Here are some symptoms to look for and suggested responses:

- The child spends more time talking about how many points he/she has than about the books, stories, and characters he/she has been reading.

**Suggested response:** Talk to him/her about the books, stories, and characters he/she is reading. Show interest in the points, but show more interest in the books, stories and characters. Make sure your child knows that you think the reading is more important than the points.

- The child continually selects shorter books at a lower reading level than he/she can handle just to take tests and accumulate points.

**Suggested response:** Making sure that the reading level of the materials is appropriate (teachers will help with this), start encouraging him/her to read longer chapter books. In the lower grades, this can take the form of you read a page/chapter and I'll read a page/chapter. The objective will be to gradually back out and let him/her read more and more on his/her own.

- The child seems to make more of the competition for points (sometimes with one other student) than the joy of reading itself.

**Suggested response:** Competition is a great motivator. The secret is to keep it at a reasonable level and not let it become an end in itself. Healthy competition, often against one's best friend, is fun for many children. However, if a child starts to show signs of becoming too competitive, such as getting angry or depressed when not in the lead, then it's time to work on adjusting the attitude. How does one control the flames of excessive competition without putting out the fire? There is no easy answer or single approach for all children. It takes time, understanding, and patience. It begins with showing an interest in the points earned, but showing a far greater interest in what's being read. Talk more about the reading than the points. Make sure your child knows that you think the reading is more important than the points.

### ***How does AR fit into my child's daily homework routine?***

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Our written homework policy clearly states, "Independent reading (AR) ranks as the **first homework priority** for all students in grades 1-8." We want to make certain that students do not use the excuse that they do not read at home because they have too much homework. Reading comes first at our school. It is by far the most important activity a student can do each and every day. We are conscious of the need to keep all other homework in balance so as not to interfere with this #1 objective.



**APPENDIX E: Rules & Regulations Acceptance Form**

*St. Joseph Consolidated School  
Rules and Regulations Acceptance Form*

The \_\_\_\_\_ Family

*has read the complete handbook of St. Joseph Consolidated School.*

*All of the students in the family, as well as parents/guardians,  
please sign below to indicate that you have read and agree to uphold  
all sections of the St. Joseph Consolidated School handbook.*

\_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_  
(parent/guardian)

*This form should be signed and returned to the office  
on the first day of the new school year.*