

2008-2009
ST. JOSEPH CONSOLIDATED SCHOOL

I. PHILOSOPHY

A. MISSION STATEMENT

St. Joseph Consolidated School is dedicated to the teachings of the Catholic Church through service and leadership to its students, their families, and the communities, which it serves. Through the gospel of Jesus Christ we promote the ideals of message, community, and service. The entire staff supports and challenges students in all phases of their learning and strives to enhance the quality of education in this Christian school. We intend to teach and develop values that will last a lifetime.

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 the following:

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 endeavors with parents.

D. SPIRITUAL ASPECTS

1. Religion is taught in every classroom and is an integral part of the curriculum.
2. The religious education component 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 are state certified. 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 sense of psychological worth.

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 other affiliated (St. Maximilian Kolbe, Holy Name, and St. Mary) parishes.
- 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 kindergarten students will be assessed and a screening may be required for other new students 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 1st 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 which 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 SCHEDULE FOR GRADES K-8

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

B. ARRIVAL AT SCHOOL

1. The school building is not open for students until 7:20 a.m. unless special arrangements have previously been made with a member of the staff.
2. St. Joseph Consolidated School and its staff assume no responsibility for children left prior to 7:20 a.m. Supervision is provided after 7:20 a. m.
3. Parents who drive their children to and from school are asked to park on South Second Street. Hanover Street is reserved for school buses only.

C. DISMISSAL AFTER SCHOOL – NON-BUS RIDERS

1. At 2:15 p.m. dismissal, all parents who transport their children should meet their children at a place designated by the principal.
2. All children should leave the school building immediately upon dismissal unless specific 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 the parent 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.

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

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 radio stations WMOH (1450 a.m.) or WLW (700 a.m.) 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 one-hour delay 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 or WLW radio.
 - c. St. Joseph Consolidated School works with several bus systems to transport students. If only one system dismisses early, children not using that district's buses will be dismissed from St. Joseph at the usual time.

IV. PARENTS AND GUARDIANS **ORGANIZATIONS AND 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. Every family is expected to participate in selling Lotto tickets and working 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 year 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, 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/approved by the Archdiocese of Cincinnati and by a board comprised of elected parents, school administrators, and the pastor/pastoral administrators/representatives of St. Joseph and St. Aloysius Parishes.

2. The St. Joseph Board of Education meets the third Tuesday of each month in the school library.

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 who 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 and again during or after the third-quarter grading period.

2. These formal conferences are intended to aid the partnership between home and school, and to facilitate communication between parents and teachers. Parents are strongly encouraged to attend both fall and spring conferences.

E. OTHER COMMUNICATION BETWEEN HOME AND SCHOOL

1. The principal and faculty of St. Joseph Consolidated School want parents to be informed of school events and issues as well as student progress.

2. The staff also welcomes parent questions, comments, suggestions, and concerns. In addition to reading interim reports and report cards 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 recognition, details of general school matters, events, lunch menu and a calendar of events through our school web site- 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 or call the school office, 863-8758, to leave a message or ask for an appointment. All teachers have email accounts. 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.

d. If the parent feels a matter needs to be explored further, the St. Joseph pastoral team should be approached, followed by the St. Joseph Consolidated School Board of Education.

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. The Archdiocese of Cincinnati and the Ohio Department of Education regulate the amount of time given to each subject daily and also provide guidelines for the choice of textbooks.

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 $3 \times 10 = 30$ minutes of homework per night). If a child is repeatedly exceeding this general timeframe, this should be brought to the 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.

7. If a child is unable to complete an assignment largely on his/her own, that situation should be discussed with his/her teacher as soon as possible.

VI. ASSESSMENT AND EVALUATION

A. STANDARDIZED TESTS

1. Standardized tests are given in accordance to the direction of the Cincinnati Archdiocesan Board of Education.

2. The Terra Nova Tests are 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.

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)

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

* 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)

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

* 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:

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

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

1. St. Joseph Consolidated School recognizes student achievement in the sixth, seventh, and eighth grades based on the quarterly report card evaluations. Each grading quarter (1,2,3,4) students in these grades will be recognized and placed on the Honor or Merit Rolls.

2. HONOR ROLL

Students will be placed on the Honor Roll who have:

- a. earned all A's in all letter graded subjects

3. MERIT ROLL

Students will be placed on the Merit Roll who have:

- a. earned no grade below B in all graded subjects

4. HIGHEST HONORS - End of the School Year

- a. Students in grades 6,7,and 8 will be identified with Highest Honors based upon the entire school year.

- b. Highest Honor students will have earned:

- 1) 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 showing consistent 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. If required, a second conference will be held with parents, teachers, the principal, and possibly the student, to review and update the progress of the student and to consider possible courses of action.

a. If insufficient progress is noted, the parents will be reminded of the possibility of retention.

b. Any number of conferences may follow.

c. Each student's case will be treated independently and individually.

5. Parents, teachers, and the principal will share in giving input toward the decision to retain, with the principal making the final recommendation.

6. 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.

7. 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.

a. NO student may have prescription or non-prescription medicine in his/her possession at anytime during the school day.

b. This includes cough drops or aspirins.

2. The principal must receive a written doctors request so that any prescription or non-prescription medication can be administered to a student.

a. The request must include:

- 1) the parent or guardian's signature,
- 2) the student's name,
- 3) the name of the drug and the dosage to be administered,
- 4) the times or intervals at which each dosage is to be given,
- 5) the date administration of the medicine is to start and the date when it should end,
- 6) a phone number where the prescribing doctor can be reached in case of emergency,
- 7) any special instructions for administering the drug including storage requirements and sterile conditions.

b. 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 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 receive a warning/conduct points for this action. Students will be assigned a detention after the third warning and conduct points during the grading quarter.

B. HAIRSTYLES

1. While appropriate hairstyles may change with the times, general guidelines have been established for both boys and girls.

2. 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**.
- d. Highlighting in a natural hair color only. Not to a degree that would be considered outlandish or distracting. This covers both genders.

C. ST. JOSEPH CONSOLIDATED SCHOOL UNIFORM

1. Our basic St. Joseph Consolidated School uniform includes plain navy-blue uniform 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 pants have loops a belt **MUST** be worn.

2. Our uniform shirt may be a white dress shirt/blouse or knit shirt with a collar (long or short sleeved, sleeves may not be rolled) or a turtleneck in the following approved colors:

- a. White
- b. shirts should be plain with no colored trim
- c. shirts must be worn tucked into the waistband

3. Sweatshirts or sweaters may be worn as part of the uniform.

- a. A shirt or blouse with collar **MUST** be worn under the sweatshirt or sweater.
- b. Sweatshirts with the St. Joseph Consolidated School logo may be ordered through the school office.
- c. The approved colors for sweatshirts or sweaters are:
 - Red

4. **NO** hooded sweatshirts/sweaters or sweatshirts/sweaters with zippers are allowed to be worn during school hours.

5. 8th 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.

6. No logos or designs are permitted on shirts or sweatshirts except those with the approved SJCS designs.

7. St. Joseph sweatpants or fleece shorts are not permitted as part of the basic uniform.

8. For health reasons socks should be worn to school.
- a. Socks should be in the following approved colors:
 - Red
 - PLAIN White
 - Navy

b. Students may not wear novelty or trendy socks.

c. Socks must be worn and visible.

9. Gym shoes in an appropriate color or dress/casual leather shoes may be worn.

a. **NO** gym shoes with lights or wheels/rollers are permitted.

b. For the safety of students, clogs 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.

10. Girls also have the option of wearing the St. Joseph Consolidated School plaid uniform jumper, skirt, or skort.

a. The plaid uniform jumper/skirt/skort are available only through Schoolbelles' Uniform Company in Cincinnati. (513-921-3417)

b. In June of each year a day is set aside when Schoolbelles has a local sale to fit students.

c. A uniform style navy blue jumper, skirt, or skort is also permitted.

d. All skirt lengths must be four inches from the center of knee.

11. Plain navy blue or white tights may be worn under the uniform.

a. On cold days girls may wear slacks or sweatpants under their uniform skirts or jumpers, but these must be removed after entering the classroom.

b. For the sake of playground modesty, girls may also wear shorts or cheerleading trunks under their skirts during the day provided these shorts or trunks do not show beneath the hemline.

12. 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

1. Students in grade 2 through 8 are required to wear a prescribed St. Joseph Consolidated School gym uniform.

2. This uniform consists of blue shorts and either a gym uniform shirt that can be purchased from the A to Z Wear Company. Students may also wear a solid color t-shirt in white, blue, or gray. Solid color means no logos, writing, stripes, or other trim elements. They may also wear soccer style shorts of appropriate length (mid thigh) and fit. These shorts must be a solid color of royal or navy blue or black. Again solid color means no logos, writing, stripes, or other trim elements. During the winter months students are permitted to wear navy blue or black sweatpants for gym. Families also have the option of purchasing gym uniform sweatpants from A to Z Wear.

4. Kindergarten and first grade girls must wear shorts or cheerleading trunks under their skirts on P.E. days.

5. For safety reasons no jewelry is to be worn during P.E. class.

6. All students MUST wear gym shoes on gym day for safety and care of gym floor.

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, clogs and sandals are not to be worn at school on out of uniform days.

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.

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 action includes, but is not limited to, written or verbal warning(s), demerit(s), detention(s), suspension(s), and/or expulsion(s).

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

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.

- c. A “lost” or “misplaced” card will be replaced however, the student will automatically start out at the ninth point for that month.
- d. The number of points deducted for a given problem* is left to an individual teacher’s discretion. *(Poor behavior or attitude, etc.)
- e. Any faculty or staff member may deduct points from a conduct card.
- f. When the fifth point is deducted from the chart, students in grades 4, 5, & 6 will be given a Conduct Referral and students in grades 7 & 8 will serve a detention. The parent and/or guardian will be notified.
- g. When the tenth point is deducted, the student will be assigned a after-school detention and will NOT be ELIGIBLE for the end of quarter positive behavior recognition party. Again the parent and/or guardian will be notified.
- h. When the fifteenth point is deducted, the student will be assigned an individualized behavior modification plan; the principal will be consulted. An immediate conference with parent/guardian, student, and teacher/s will be arranged.
- i. New cards will be given at the beginning of each quarter; every student will start with a “clean slate.”
- j. The Conduct & Guidelines Chart End of Quarter Recognition Party 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 Recognition party will spend their time quietly reading while under a teacher’s supervision.
- l. The teacher will collect all Conduct & Guidelines Charts at the end of the quarter. Conduct & Guidelines Charts will be kept on file until the end of this school year.

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, 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, cartoon, drawings or objects which are offensive, annoy, abuse 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. After 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.

1) 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.

2) 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 Board of Education prohibits the use, sale, possession, concealment or distribution of alcohol, tobacco, and other drugs by students:

- a. On school grounds
- b. On or in school approved vehicles
- c. At any school related event.

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 cannot control their conduct or be controlled by the bus driver will not be allowed to ride the bus.

4. Three bus misbehavior slips will suspend a child from riding the bus for three days. During this suspension, parents will need to provide transportation to school for their child.

I. SCHOOL COMPUTER USAGE

1. School administrators can and will monitor and access communications sent, received, and stored on the school’s computers as necessary to conduct its business or protect its rights, property, and interests including, but 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, and 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.

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 **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 expected to sell a total of **six** tickets each year by December 31st.

3. Bingo

a. Each family is expected to work bingo on Monday evenings.

b. Bingo assignments are designated by the number of students in a family.

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

5. 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.

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.

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, any 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 wrongdoing 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 business. Students may call home in an emergency.

2. Cell phones and beepers for students are **NOT PERMITTED**. If there is an emergency need for students to carry a cell phone, it must be left in the school office during school hours.

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

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. Laura Hiler
Mrs. Lisa Gretz
Mr. Mark Tabler

Board Members St. Joseph Parish:
Mr. Chris Dale
Mr. Scott Gordon
Mrs. Tim Meehan

PTO Representative:
Mrs. Beata Randriana

2. PTO EXECUTIVE BOARD

Presidents: Mrs. Leeanna Link
Vice President: Ms. Sheri Jones
Treasurer: Mrs. Mary Hudson
Secretary: Mrs. Paula Waggoner
Board Members St. Aloysius:
Mrs. Cheryl Wagner
Mrs. Amy Brossart
Board Members St. Joseph:
Ms. Ann Kraemer
Ms. Carol Gibbmeyer
Members at Large
Mrs. Angela Leonhardt
Mrs. LuShanda Bishop
Mrs. Kathy Brossart

Board of Education Representative: Mrs. Beata Randriana
Teacher Representative: Mrs. Meredith Schroeder

3. CYO OFFICERS

School Athletic Director: Mr. Greg Zeis
Vice President: Mr. Steve Pfirman
Secretary Treasurer: Mrs. Rae Anne Shamp

APPENDIX B

1. TUITION FEES FOR THE 2008-2009 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	\$2300 .00	\$1200.00	\$3500.00
2 children	\$4100.00	\$2400.00	\$6500.00
3 children	\$5750.00	\$3500.00	\$9250.00

APPENDIX C

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.

**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.**