

## **ST. JOSEPH....A JOURNEY IN FAITH**

St. Joseph Parish faith community dates back to 1787. Between 1787 and 1793, more than 140 Catholics were baptized in this area, which was then called Loretto. After Florida was purchased from Spain, the visits by the Spanish priests from St. Augustine were rare events. This, coupled with efforts by Protestant Churches, slowed the growth of the Catholic Church here. In spite of setbacks, there were continued attempts to keep Catholicism alive in this mission area. The parish's vision was one of a deep love of God, commitment, sacrifice and a tried and true sense of our universal tradition of faith.

In 1867 Bishop Augustine Verot and two Sisters of St. Joseph from his native town of LePui, France, recognized the importance of Catholic education and began their missionary work in Mandarin. This was the beginning of St. Joseph School. The Sisters faced many obstacles: yellow fever, lack of funds, and the challenges of the wilderness. Through all this, the Sisters of St. Joseph of St. Augustine carried on the ideals of Catholic education. St. Joseph School known for excellence due to their sacrifice and devotion over the years. Since 1975 dedicated lay people, who are confronted by new and different challenges, have carried on the work they began.

The early 1970s brought about growth and change. With the construction of I-295 and the Buckman Bridge in 1971, Mandarin, now part of Jacksonville, became more accessible. The old village of Loretto began experiencing urban sprawl and the subsequent growth of countless subdivisions. In order to meet the needs of the growing Mandarin community, many areas had to be addressed: a need for new buildings, new sources of income, enlargement of the school plant, improvement of the school curriculum and general parish development. St. Joseph Parish community and faculty accepted this challenge, and all areas were given attention simultaneously.

Our humble journey of faith is not over. Our area continues to grow, and we as a faith community are willing to meet that challenge of growth. As we attempt to live out the gospel challenge, we recognize our dependency on Jesus Christ. As the psalmist writes in Psalm 127, "If the Lord does not build the house, in vain does the builder labor." Christ has been our guide, His Spirit our guiding force. It has been so for one hundred and thirty-five years. We, the People of God at St. Joseph Parish and School, are confident it will continue to be in the years ahead.

## **IMPORTANT DATES IN THE HISTORY OF ST. JOSEPH PARISH AND SCHOOL**

- 1858 Original church built (later used as a rectory and demolished in 1988)
- 1867 Bishop Augustine Verot and two sisters started St. Joseph School
- 1874 Academy built (demolished in 1963)
- 1883 Present historical church constructed
- 1915 School house built
- 1955 Brick school building erected (demolished in 2008)
- 1973 Metal school building added to meet growth (demolished in 2008)
- 1974 Old school building refurbished and moved from the church to the school grounds
- 1976 Parish center/Gymnasium built
- 1980 Parish Church constructed
- 1985 Rectory/office complex erected
- 1988 Old church re-opened due to growth
- 1988 Construction of new school building and chapel
- 1989 Construction of new cafeteria/social hall/meeting room complex
- 1992 Construction of two-story classroom building/media center completed
- 1999 New Parish Church dedicated and opened
- 2004 Cody Family Enrichment Center opened
- 2009 New Classroom/Administration building opened

## St. Joseph Catholic School Mission Statement

Valuing each student as a unique child of God, St. Joseph Catholic School is committed to academic excellence and the teachings and traditions of the Catholic faith.

We believe it is our mission to...

- Assist parents, the primary educators, in the formation of the child as a totally developed person who is spiritually, intellectually, emotionally, and socially mature.
- Integrate Catholic faith and values with learning and life in order to form citizens able to direct their talents toward building God's kingdom.
- Provide a professional faculty and staff dedicated to upholding high standards of performance and adherence to Catholic values for themselves as well as their students.
- Respect the dignity of each student by providing a suitable, flexible plan of instruction within a sound, positive learning environment.
- Meet curriculum objectives developed at the national, state, and diocesan levels through a variety of programs covering all basic subject areas, art, music, technology, foreign language, and physical education.
- Create a safe supportive learning environment by demonstrating compassion and mutual respect among parents, students, administration, faculty, and staff.

## EDUCATIONAL NEEDS

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual diocesan schools establish admission policies which target students who are able to manage in a mainstream setting. Limited resources and class size prevent us from accepting students who would require more than simple accommodations (minor adjustments). All students are required to meet diocesan course objectives and function at grade level.

**ST. JOSEPH CATHOLIC SCHOOL CALENDAR  
2011-2012**

August	8	New Parent Orientation, 7 p.m.
	9	Student Orientation Morning
	10	First Day of School, K-8*
	22	First Day of School, Pre-K
September	1	Home & School Mtg. & Open House, 6:45 p.m.
	5	Labor Day - No School
	7	Early Release – Noon; No Pre-K
	9	Progress Reports Go Home
October	5	Early Release – Noon; No Pre-K
	7	End of Quarter
	8	Craft Show
	10	Teacher Planning Day – No School
	14	Parent-Teacher Conferences – Report Cards issued; No School
November	2	Early Release – Noon; No Pre-K
	10	Progress Reports Go Home
	11	Diocesan In-Service Day – No School
	23	12:00 Dismissal; No Pre-K
	24-25	Thanksgiving Holiday – No School
December	1	First Reconciliation, 7:00 p.m. Main Church
	16	End of Quarter–No Pre-K; 12:00 Dismissal (K-8)-Christmas Holiday Begins
January	2	Teacher Planning Day – No School
	3	Classes Resume
	6	Report Cards Go Home
	16	Martin Luther King Holiday – No School
	19	Academic Fair and Home & School Mtg. 7:00 p.m.
	20	Teacher Retreat Day – No School
	30-5	Catholic Schools Week
February	1	Early Release – Noon; No Pre-K
	3	Progress Reports Go Home
	17	No School
	20	Presidents' Day - No School
March	2	Diocesan In-Service Day – No School
	5-9	ITBS Testing Week, gr. 2 - 8
	7	Early Release – Noon; No Pre-K
	9	End of Quarter
	10	Starry Night Auction
	12	Teacher Planning Day – No School
	16	Report Cards Go Home
April	4	Field Day
	5-13	Easter Break
	16	Classes Resume
	20	Progress Reports Go Home
May	2	Early Release – Noon; No Pre-K
	3	Home & School Meeting, 7:00 p.m.
	5	First Communion 10:00 a.m. Main Church
	11-14	No School
	28	Memorial Day – No School
	29	8 <sup>th</sup> Grade Banquet
	30	Pre-K Last Day

June

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Last Day of School (Grades K-8) - Noon Dismissal  
8th Grade Graduation - 7:00 p.m. Main Church

\*August 10–12 - Kindergarten and first grade will be dismissed at 11:30 a.m.

## **SCHOOL ADVISORY BOARD**

President .....Elizabeth Meyer

Members.....Father Dan Cody  
Paul Bush  
Carol Ann Carroll  
Sue Kelley  
Roger Lestina  
Ann McDaniell  
Rhonda Rose  
Theresa Twisdale  
Elizabeth Webb

The School Advisory Board is an organization with the purpose of serving in an advisory capacity to the school administration, concerning itself with matters pertaining to the operation of St. Joseph School.

Appointments to serve on the School Advisory Board along with the Pastor, Principal, Parish Council President and the Home and School President are approved by the Pastor and Principal. Meetings are held every quarter.

## **HOME AND SCHOOL ASSOCIATION**

President .....Mrs. Christy Loberger  
Vice President .....Mrs. Cheryl Moody  
Treasurer .....Mrs. Debbie Strauch  
Secretary .....Mrs. Trish Mackin

The school expects that every parent will take an active part in the Home and School Association. Parents are asked to sign up as volunteers at the beginning of each school year to serve on committees such as teacher aides, lunchroom mothers, Scrip Committee, etc. Each family is also responsible for paying the \$65 HSA dues in the fall by September 1, 2011.

## **BOOSTER CLUB**

The mission of the Booster Club is to serve the St. Joseph Community by providing all our children with safe, ever-improving sports and playground environments. We will promote good sportsmanship and growth in both knowledge and appreciation of various sports. All parents of St. Joseph team athletes are required to join the Booster Club, attend the seasonal meetings, and participate in the club's fundraising activities. All others are encouraged to join.



Second Grade Aides .....	Mrs. Shannon Gardner
.....	Mrs. Yvonne Grokulsky
Third Grade Aides .....	Mrs. Ann Marie Dupre
.....	Mrs. Peggy Truss
Resource Aide .....	Mrs. Cecile Fung
Secretary .....	Mrs. Christine Hearn
Bookkeeper .....	Mrs. Teresa Blumenstock
After School Care Director .....	Mrs. Penny Romano
Cafeteria Manager.....	Mrs. Rhonda Danese
Clinic.....	Mrs. Lori Rowland

### TELEPHONE NUMBERS

School Office.....	268-6688
After School Care.....	859-3068
Fax Machine.....	268-8989

### DAILY SCHEDULE

Arrival Time.....	7:40 a.m. - 7:55 a.m.
School Hours (K-8).....	7:55 a.m. - 2:45 p.m.
School Hours Morning Pre-K.....	7:50 a.m. - 11:10 a.m.
School Hours Afternoon Pre-K.....	11:25 a.m. - 2:45 p.m.
Dismissal Time.....	2:45 p.m. - 3:00 p.m.

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## **ADMISSIONS AND REGISTRATION POLICIES**

### Admission

St. Joseph Catholic School admits students of any race, color, and national or ethnic origin to participate in all the programs and activities made available to students of the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administering of our admissions, educational, athletic, or other school-related policies.

### Registration of New Students

Beginning in January, new families may add their names to the school’s “waiting list” by submitting the “New Family Enrollment Form “ and a “Student Application” for each child seeking admission to St. Joseph Catholic School. New students are accepted from the “waiting list” based upon the following:

- Submission of enrollment form and application with the appropriate supporting documents – copy of birth certificate, baptismal certificate, most recent report card and standardized testing results, psychological testing results (if applicable), and certificate of immunization.
- Evidence of registration and active participation in St. Joseph Parish (An active parishioner is one who regularly attends Mass and support the parish weekly through the use of Church envelopes.)
- Classroom space availability following the re-registration period for currently enrolled students and their siblings.
- Consideration of the following acceptance order – Catholic parishioners, Catholic members of other parishes, and then non-Catholics.

### Re-registration of Current Students

In January, students currently attending St. Joseph Catholic School in Pre-K through 7<sup>th</sup> grade will be invited to re-register for the following year. Re-admission of currently enrolled students is contingent upon the following:

- Parent/Guardian satisfying their current financial obligation.
- The student’s meeting of all academic and behavioral requirements to advance to the next grade level.
- Parental cooperation with the administration and faculty of St. Joseph Catholic School and adherence to the policies found in the Parent-Student Handbook.
- Misconduct on the part of a parent, guardian or other family member (including, but not limited to harassment of a staff member, student, or other parent; intimidating or verbally abusing any member of the school community in person or in writing; or blatant disregard for the rules and policies of St. Joseph Catholic School) may lead to a warning or one of the following actions: limiting or refusing

permission to come on the school's campus or refusing to allow the child to re-register for the following school year.

The final decision for admission and re-registration rest with the Principal & Pastor.

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## FIINANCIAL POLICIES

### School Fees

Annual Registration Fee: \$275.00 per family. THIS FEE IS NON-REFUNDABLE. Re-registration for students already attending St. Joseph School is held during January of every year. Registration of new students will begin immediately after this. Promptness in re-registering will assure space in class.

Technology Fee: \$100 per student. This fee is non-refundable after June 30, 2011. All technology funds collected cover the cost of computer hardware and software, network maintenance, printers and ink.

Annual General Fee: Grades K-8 \$350.00 per child. This fee is non-refundable after June 30, 2011. General fees cover textbook rental, consumable workbooks, annual standardized testing, art and science supplies, periodicals, diocesan curriculum fees, school pride money, school newspaper costs, library and office needs.

Home & School Dues : \$65 per family, due by Sept. 1, 2011

Extended Care Registration Fee: \$75.00 per family.

#### In-Parish Tuition Rate:

	<u>Yearly</u>	<u>10 month</u>
1 Student	\$ 4,050.00	\$ 405.00
2 Students	7,050.00	705.00
3 Students	9,350.00	935.00
4 Students	11,150.00	1,115.00
Each Additional Student	1,500.00	150.00

#### Out-Of-Parish Tuition Rate:

	<u>Yearly</u>	<u>10 month</u>
1 Student	\$ 5,975.00	\$ 597.50
2 Students	10,750.00	1,075.00
3 Students	15,425.00	1,442.50
4 Students	19,600.00	1,960.00
Each Additional Student	1,500.00	150.00

All registered families who receive in-parish tuition rates must support St. Joseph Church with a minimum of \$15.00 per week. New families to the school must have supported the parish for a period of at least six months prior to school opening in order to qualify for in-parish rates. In the case of families moving into the parish fewer than six months before the school's opening, it will be necessary to provide the school office with a letter from their previous parish indicating that they were active and supporting members of that parish.

Parish support is monitored during the school year, and families who are not making an effort to support the parish will be notified that they will pay out-of-parish tuition rates.

### Tuition Payments

Tuition is collected through an Electronic Funds Transferral (EFT) system if it is not paid in full by August 2. Any family paying in full by August 2 will receive a 2% discount. All other families must enroll in the FACTS Tuition Management Program. Funds will then be transferred for ten consecutive months on the 5<sup>th</sup> or 20<sup>th</sup> of each month, depending on which date a family selects, beginning in August.

If school payments of any kind (Tuition, Before School Care, After School Care, etc.) become past due for two months, and the responsible party has made no attempt to contact the office, the school bookkeeper will give the account over to the principal and the Finance Committee and contact the directors of Before and After School Care. If the debt incurred includes the non-payment of fees for services provided in Before or After School Care, then the family loses its privilege to utilize those services. If arrangements for past-due payments are not made immediately following contact by the principal or Finance Committee, the family may not be accepted back for the next grading quarter, and all records will be held by the school until the debt is paid. Should this become a repeated occurrence throughout the school year, be advised that your child's position in St. Joseph Catholic School will be put in jeopardy. All statements of past-due accounts are mailed to the custodial parent, and that person will be held responsible unless arrangements are made otherwise.

If any family becomes delinquent in its tuition payments due to serious financial difficulties caused by illness, death, involuntary job loss or some other serious family crisis, it is essential that the school be notified immediately so that the situation can be evaluated by the principal and the Finance Committee of the School Advisory Board. The school and the parish will make every reasonable effort to assist families who encounter serious financial problems by providing limited financial assistance in the form of temporary tuition reductions. (This reduction does not include registration, general fees, lunch ticket or extended care fees.) The Finance Committee will provide the necessary paperwork should the need arise for any family to request help.

### Paperless Billing

In order to facilitate our billing procedures, invoices will be e-mailed for extended care, borrowed lunch tickets, return checks, damage fees and textbook replacement costs. Account statements will be e-mailed on the eleventh of the month. Please keep your e-mail addresses current. E-mail changes should be sent to [schoolbilling@stjosephcs.org](mailto:schoolbilling@stjosephcs.org). If you would like to be set up to receive courtesy reminders for Registration, Technology, General Fee, and Home & School dues, please send an e-mail to [schoolbilling@stjosephcs.org](mailto:schoolbilling@stjosephcs.org). If you prefer to receive an invoice in the mail, please contact the office to let us know; otherwise all invoices and statements will be sent to you via an e-mail.

### Late Payment Fee

All payments for invoices mailed out during each month are due before the 10<sup>th</sup> of the following month. This includes full and part-time extended care, borrowed lunch tickets, library fines, damages textbook fees, etc. A late fee of **\$25** will be charged on the next business day after the 10<sup>th</sup> of the month for unpaid balances.

### Return Check Policy

There will be a \$35.00 fee for all returned checks.

### After School Care

After school care is available for St. Joseph students in grades PreK-7, and pre-registration is required. The full-time yearly rate is \$1,400.00 per child. This is a year-long commitment and may be paid in full by August 1st or in monthly payments available through our FACTS Tuition Management Program, August through May.

Part-Time After School Care is available only to registered students. The fee schedule is as follows: \$5.00 per child picked up by 3:45; \$10.00 per child picked up by 4:45; \$15.00 per child picked up by 5:45 p.m.

All students in After School Care must be picked up by 6:00 p.m. Otherwise, a late charge of \$20 per child will assessed every 10 minutes, after 6:00 p.m. After 3 late pick-ups, a child will no longer be able to attend ASC.

**There is NO drop-in After School Care other than for an emergency need.** If an emergency arises, you must call the office and give advanced notice that your child will need emergency After School Care (or Stay and Play for Pre-K students). A fee of \$10.00 per hour per child will be billed at the end of the month.

Non-registered students not picked up from dismissal by 11:25 a.m. (Pre-K) or 3:10 p.m. (K-8) will be sent to After School Care at a rate of \$10.00 per half hour. Likewise, students who remain at school after dismissal (for tutoring, help sessions, etc.) will be sent to After School Care at a rate of \$10.00 per half-hour if not picked up within 5 minutes of the end of their session. Students serving detention are NOT allowed to be taken to After School Care; they must be picked up by their parents at the end of the detention session.

**Early Dismissal Days: Students not picked up by 12:20 will be charged a late fee of \$15.00 per child for each 10-minute increment that they are in the office. Families registered for After School Care will have After School Care available until 3:00 p.m. only.**

\*Students in ASC are expected to maintain the same level of acceptable behavior that they demonstrate in the classroom. Misbehavior may be dealt

with, if necessary, by the issuance of warnings, school detentions, or removal from the program.

\*\*Please remember that full-time ASC is a yearly commitment. If a child is removed from the program for behavioral reasons or excessive late pick-ups, parents will still be held financially responsible for the remainder of the year.

### Before School Care

Before school care is available in the gym for all St. Joseph students (PreK-8) from 6:50 a.m. to 7:40 a.m. in the Parish Center at a rate of \$300.00 per year. This full-time rate is due by August 2.

The drop-in rate is \$3.00 per morning, and part-time billing will be handled at the end of each month. Payment is due upon receipt of invoice. A late fee of \$25.00 is assessed after the 10<sup>th</sup> of each month.

There is no charge for any student dropped off between 7:25 and 7:40.

### Book Rentals

Textbooks and CDs remain the property of the school. Students are obligated to take very special care of them. All textbooks must be covered throughout the year. Contact paper and tape must not be used on rental books. Rented books must be returned in as good a condition as they were received, allowance being made for wear caused by careful use.

During the school year, fees will be charged on any book that is lost. At the end of the year, fees will be charged on any book that has been damaged or lost.

For parents who request an extra set of books to have at home, please be advised that St. Joseph does NOT order a large number of extra texts to keep in stock. We will, however, be glad to provide you with any necessary publisher information should you wish to pursue finding extra copies on your own.

## **DAILY PROCEDURES**

### School Hours

Pre-Kindergarten: 7:50 - 11:10 a.m. and 11:25 – 2:45 p.m.

Grades K-8: 7:55 a.m. – 2:45 p.m.

Early dismissal will be noted on the monthly calendar.

Students who arrive before 7:40 a.m. must report to Before School Care (drop off **MUST** be at the gym, not the chapel area), and parents will be billed at the end of the month for all drop-offs before 7:25 a.m. Arrangements for afternoon pick-up should be timed for arrival promptly at 2:45 p.m. Parents who arrive before 2:30 create a burden on local traffic when the line of cars blocks the streets adjacent to Points A and B. The dismissal process takes no longer than 15-20 minutes, so parent cooperation with the 2:45-3:00 time frame is greatly appreciated. Any student not picked up by 3:10 p.m. will be sent to After School

Care at the parents' expense.

### Attendance

A minimum attendance requirement of 37 days per each 45-day grading period should be maintained to qualify a student for a passing grade for that quarter. Under conditions that warrant special consideration for extended absences, the administration will make the final decision about grades after meeting with the parents and teachers. We strongly discourage taking students out of class for family vacations during the school year.

If a student is absent, a written excuse must be presented to the homeroom teacher when the student returns. For absences of 3 or more days, a doctor's note is required in order for the absence to be excused.

Students recorded as absent for the day may not participate in any extra-curricular activities during that day. This includes sports events, club activities and dances.

### Tardy and Early Dismissal

Students should arrive a few minutes early to get prepared for the day. Teaching begins promptly at 7:55 a.m. Students arriving after 7:55 a.m. must be taken to the office **by their parents** to obtain a tardy slip before going to class. Make every effort for students to arrive on time to avoid classroom disruption. Tardiness leads to the student's being disorganized for the remainder of the day. Excessive tardiness will be addressed by the homeroom teacher and/or the administration. Academic appointments scheduled for 7:10 a.m. will be given after 3 tardies within one quarter; detentions will be given after 6 tardies within one quarter. If any student is tardy 9 times within one quarter, then that student will be given a "Saturday School" to attend. This consequence consists of a 2-hour work detail, beginning at 8 a.m. on the assigned Saturday. The cost for supervision will be \$30 per child, which will be billed to the parents at the end of the month. Failure to appear at Saturday school will result in a one-day suspension from school for the student.

The only tardies to be "excused" and therefore not counted toward the tardiness policy consequences are doctor/dentist appointment. An official doctor's note must be presented for the doctor or dentist when the student arrives at school. The tardy will still be noted in the student's overall attendance report, but it will not lead to one of the listed consequences.

Students who are tardy on Friday mornings must check in at the office first and then be driven over to church by their parents. Parents must then wait WITH their child until his/her homeroom teacher arrives on the church property.

Early dismissal from class is strongly discouraged. However, if extraordinary circumstances require your child to leave early, a parental permission note must be sent in the morning to the classroom teacher. Since your child's safety is a priority to us, parents must pick up their child from the school office and sign the child out. No child will be dismissed to meet parents in the parking lot.

## Dismissal

Our dismissal procedure is divided into two pick-up points. Point A will be used for Pre-Kindergarten, Kindergarten and First Grade carpools. Point B will be used for Grades 2-8 carpools. (Diagram – Appendix A) Students will need to know who is picking them up each day. **Please have each child's last name and dismissal room clearly displayed in the passenger-side window of your car.** Students will have assigned classrooms at dismissal to assure a safe and efficient dismissal for all.

If you are parked on school property at the time of dismissal, please do not back out of the space and disrupt the traffic flow during dismissal time (2:45-3:00). If you must park for any reason but cannot wait until 3:00 to back out, please park in the spaces beside the gym. Dismissal is a very busy time, and, in order to move traffic along smoothly, we are asking that no one break into the regular flow pattern. **If items need to be put in the trunk, please pull into a parking space to ensure safety.**

Also, at no point while in the carpool line should a child leave his/her car to return to a classroom for forgotten items or go to the office to make a delivery without the driver's first pulling into a parking space to supervise the child's safety. Students are never allowed to return to a classroom if a teacher is not present there. **Furthermore, this is not a time to discuss concerns with your child's teachers, as their attention will be focused on the safety of all the children.**

Students at Point A should never walk behind the cars parked along the west side of the circle driveway; students at Point B should never walk between the moving vehicles.

If a student is to ride home with someone other than his/her regular carpool, written notice must be sent to the homeroom teacher. If an emergency arises during the school day and a carpool OR driver change is needed, please call the school office as early as possible. We will not release any student without this note or call. Your cooperation is appreciated.

\*Safety patrol students should be shown the utmost of respect. They take their jobs seriously and work hard to promote safety.

## Lunch

The school provides a choice of either a hot entrée or a sandwich each day.

Hot entrée or sandwich/drink/snack - \$3.50

Entrée only - \$2.10

Sandwich only - \$2.10

Drink - milk (chocolate, white, low fat), orange juice, bottled water - \$.70

Snack (chips, ice cream, cookies) - \$.70

Snack and drink tickets are available and must be purchased on Monday,

Wednesday or Friday mornings in the breezeway before the student goes to class. Tickets will be sold in the cafeteria lobby on these days. Tickets will not be sold on Tuesday and Thursday.

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The office does not sell lunch tickets; students who do not have their lunch or meal ticket will be given a peanut butter and jelly sandwich, snack and drink and must repay the office \$3.50 the following day. Students will not be given permission to use the office telephone to contact parents about forgotten lunches.

Late lunches are to be delivered by parents to the office between 8:00 and 10:00 and placed on the front counter. Parents wishing to eat lunch with their children must do so at the provided front table after signing in at the office.

Please support our lunch program. Its future growth will depend on the use of the program at present. Daily menus will be published on the monthly calendar.

We strongly discourage your sending excessive amounts of candy and soda to school in your child's lunch. We also ask for your cooperation in sending items that can be easily opened by your child and are free from sharp metal edges.

#### Visitors and Deliveries

We welcome parents and other visitors who have a sincere interest in our school. Non-adult visitors, however, must receive permission from the principal and homeroom teachers prior to their visits. All visitors must check in at the office upon arrival. All messages or materials needed by students should be delivered to the office.

Student Council representatives make one delivery to the classrooms at 10:00 a.m. each day. Items brought in after 10 a.m. may NOT be delivered to the classroom

Parents are asked not to interrupt a teacher during the instructional time (7:55 a.m.–2:45 p.m.). **In particular, parents should refrain from classroom visits between 7:40-7:55 a.m; this is the time when teachers are solely focused on students preparing for the day, not a time for unscheduled conferences.** In case of emergency, report to the office and necessary communications will be handled by school personnel. Please respect our policy.

#### Volunteers and Visitors

We appreciate the many volunteers who work in our cafeteria, art room, learning center, classrooms, etc. All our volunteers and visitors will be asked to fill out character reference forms and must be fingerprinted so the Diocese of St. Augustine can complete a criminal background check. Volunteering may begin only after the fingerprinting process is complete. Furthermore, it is now required that all volunteers and visitors must attend the diocesan-sponsored workshop "Protecting God's Children" before being allowed to come on campus. A list of scheduled classes is always available on the diocesan website ([www.dosafl.com](http://www.dosafl.com)), and participants must pre-register for the course at [www.virtus.org](http://www.virtus.org).

PLEASE SIGN IN AT THE OFFICE EACH TIME YOU COME TO VOLUNTEER or attend an in-school event . All parents are expected to wear a name tag while on campus anytime between 7:30 and 2:45, whether they will be in a classroom for just a few minutes or an extended period of time. Field trip chaperones are also required to sign in at the office and ask for a chaperone's name tag, which must be worn on the trip.

Please see the appendix at the back of this handbook for a copy of the newly-revised diocesan background screening policy.

All volunteers and visitors should remember that, while on campus, they are visible to children and should therefore act in an exemplary manner that models Catholic behavior. This includes being mindful of both appropriate language and appropriate attire.

### Communications

Our aim is to help each student develop a positive attitude toward learning. To succeed in this, close cooperation and openness between home and school are essential. Our teachers are always ready and happy to hear from parents regarding questions and concerns.

If a parent would like to contact a teacher, please call the school secretary at 268-6688. She will give your name and telephone number to the teacher, who will return your call as soon as possible. Please do NOT call teachers at home.

Some teachers will invite parents to e-mail them directly with questions that arise. This is NOT a mandatory school policy enforced on the entire faculty, so please only use the e-mail option for a teacher who publishes his/her desire for this type of communication.

Moreover, please be advised that teachers may only view e-mail correspondence once or twice during the day, and you may not receive an immediate reply. You should, however, receive a response within 24 - 48 hours.

You may also contact the office using the following e-mail addresses: [information@stjosephcs.org](mailto:information@stjosephcs.org) and [principal@stjosephcs.org](mailto:principal@stjosephcs.org).

Please read school communiqués, weekly paper packets, the principal's message on the school website, and calendars to stay informed. Contact the office if you fail to receive necessary information.

Each Friday, every student receives a packet of papers containing student work, important notices and a letter from the homeroom teacher. This letter will contain a class's test schedule for the following week; however, class progress sometimes necessitates a need to adjust that schedule. Please take the time to review these papers with your child so you may monitor your child's progress and stay well informed of school events. The paper packet slip and any

designated papers should be signed and returned on Monday mornings.

### Non-Custodial Parent Legal Issues

St. Joseph Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school-related information regarding the student. This also applies to allowing that parent to pick up the child from school. If there is a court order specifying that no information is to be given and/or providing specific instructions regarding the pick up procedures of the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### Child Abuse Laws

St. Joseph Catholic School abides by the Child Abuse Laws of the State of Florida. These mandate that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **DRESS CODE**

The uniform code of St. Joseph School is designed to encourage both neatness and good order. School uniform regulations must be adhered to daily, and students are expected to wear the uniform the way it is received from the manufacturer. Students should observe the school uniform code at all times when on the school grounds. All articles of clothing must be permanently labeled. A note from the parent and/or a physician must accompany any exceptions to the following school uniform code.

### Boys' School Uniform

- |        |             |  |
|--------|-------------|--|
| Shirts | Gr. PreK-8  | White, short or long-sleeved polo shirt <u>with school logo</u> (ordered through North Florida Uniform Company).   |
|        | Gr. 4-8     | White, short or long-sleeved, button-down oxford cloth shirt free of logo or emblems. Plain white undershirt may be worn with uniform. Shirts must be tucked in so that waist bands are showing.   |
| Pants  | Gr. PreK    | Navy blue, elastic-waistband pants must be purchased from North Florida Uniform Company.   |
|        | Gr. K-8     | Navy blue dress trousers. No jeans, corduroy pants or top stitching. Pants must be worn at the waist and must not be excessively baggy.  |
| Shorts | Gr. Pre-K-8 | Uniform dress shorts with school logo must be purchased from North Florida Uniform Company. A solid black, navy, or brown belt with a plain buckle must be worn with the uniform shorts, except PreK. Shorts may be worn year-round; however, we request your good judgment in regard to the wearing of shorts on extremely cold days. |
| Socks  | -           | Plain white, navy or black above-the-ankle type socks (no designs or emblems). Socks must be visible at all times.   |

TENNIS SOCKS MAY NOT BE WORN.

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- Belts - Gr. K-8 Must be worn with looped trousers and shorts. Belts should be solid black, navy or brown with a plain buckle. No extra long belts are allowed. Pre-K students are not required to wear belts.
- Hair - Must be styled at a reasonable length in a non-distracting fashion: thinned and shaped off the neck, around the ears, and out of the eyes. Hair color must be natural, and hi-lights are not permitted. Junior high boys must appear clean shaven.
- Jewelry- A watch, a thin gold or silver or black cord chain with a crucifix or religious medal, and a religious pin are the only jewelry items permitted. The number of items worn may NOT exceed one of each of these.

Girls' School Uniform

- Jumpers PreK-5 Must be ordered from North Florida Uniform Company. Jumper length must be comparable to the expected length of the skirts (see below). Pre-K only: blue or black bike shorts MUST be worn under the jumper. This is the only kind of shorts allowed.
- Skirts Gr. 6-8 Skirt length should be no shorter than two inches above the floor when kneeling and with the waistband positioned on the student's natural waist. Sewn-down pleats are not permitted.
- Shorts - Uniform dress shorts with school logo must be purchased through North Florida Uniform Company. A solid black, navy, or brown belt with a plain buckle must be worn with the uniform shorts. Shorts may be worn year-round; however, we request your good judgment in regard to the wearing of shorts on extremely cold days.
- Shirts Gr. PreK-8 White, short or long-sleeved polo shirt with school logo (ordered through North Florida Uniform Company).
- Gr. 4-8 White, short or long sleeved, button-down oxford cloth shirt free of logo or emblems. Plain white undergarments MUST be worn with the uniform, and a plain white undershirt is optional. Shirts must be tucked in so that waist bands are showing.
- Socks - White, navy, or black above-the-ankle type socks or knee socks (no lace or designs). Socks must be visible at all times. White, navy, or black tights are permitted on cold days. TENNIS SOCKS MAY NOT BE WORN. Pre-K only: Because tights are difficult for 4-year-olds to manage, white, navy blue, or black leggings are also allowed.
- Hair - Should be styled so that it does not interfere with vision and in a non-distracting fashion. No excessive hair ornaments (including, but not limited to, headbands with scarves attached, numerous hair clips, beads, etc.) or extreme styles allowed. Hair color should appear natural; obvious or excessive hi-lights are not permitted.

Make-up - Girls in 7<sup>th</sup> and 8<sup>th</sup> grade may wear light daytime make-up (make-up that is barely visible) and clear nail polish (no French manicures). Eyeliner is not allowed. Girls in Grades PreK-6 are not permitted to wear make-up or nail polish.

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Jewelry - A single pair of small, stud earrings in the earlobe (not to extend off the earlobe) is permitted in Grades PreK-8. A watch, a thin gold or silver or black cord chain with a crucifix or religious medal, and a religious pin are the only other jewelry items permitted; the number of items may NOT exceed one of each of these. All other jewelry will be held for parents to pick up.

### All

\*Shoes - Brown, navy or black enclosed leather shoes cut below the ankle are allowed; e.g. loafers, docksiders, or oxfords. No canvas or other athletic-looking shoes are allowed; nor are boots, boot-like shoes, quarter highs or girls' shoes with raised heels.

Shoes must be worn correctly at all times, with feet completely inside the shoe back and laces intact and tied.

Sweaters - Only solid navy cardigans or pull-over sweaters may be worn (no turtleneck sweaters). Sweaters are not to be oversized, with sweater shoulder seams on shoulder caps. Length of sweater must not exceed 8 inches below the waist, and sleeve length must not exceed the wrist. Sweaters must be plain, with no lace or other decorations.

Sweatshirts - Navy dress uniform sweatshirts with school logo (Must be ordered through North Florida Uniform Company.) This sweatshirt is not to be interchanged with the P.E. sweatshirt.

\*\*All sweaters and sweatshirts must be kept in good condition; holes in the sleeves are not allowed.

\*\*Coats/Jackets - May be worn on extremely cold days in addition to a uniform sweater or sweatshirt. The St. Joseph School windbreaker available at the North Florida Uniform Company may be worn, however, without a sweater or sweatshirt underneath on any cold days. \*Please note: hooded sweatshirts, zip-up or pull-over, are not jackets and may not be worn with the uniform.

Please note that P.E. sweatshirts are to be worn with P.E. clothes and that sweaters and dress sweatshirts are worn with dress uniforms.

\*PRE-KINDERGARTEN and KINDERGARTEN STUDENTS ONLY may wear tennis shoes as part of their school uniform.

\*\*Only Junior High students (Gr. 6-8) may wear the St. Joseph School fleece jacket available at North Florida Uniform Company. This jacket is only to be worn during the winter months.

### P.E. Uniforms

P.E. uniforms must be ordered from North Florida Uniform Company.

- P.E. Uniform - Teal T-shirt and black shorts with school logo and/or ash sweatshirt and black sweatpants with school logo are the only clothing items allowed. If students choose to wear a plain white undershirt with the P. E. uniform, it must not show at the sleeves or the waist.
- P.E. Shoes - Any type of tie or Velcro closure tennis shoes (no slip-on type). Shoes must have white soles or non-marking soles.

Kindergarten-5th grade students will have two P.E. periods each week. P.E. uniforms are to be worn on the scheduled P.E. days each week in lieu of the regular school uniform.

During P.E., students in Grades 6-8 are required to wear P.E. uniforms and sports shoes (no cleats). Any student who fails to dress out more than four times during a nine-week grading period will receive an unsatisfactory grade for that grading period. Students without the proper P.E. uniform will not be allowed to participate.

#### Non-Uniform Day Dress Code

Periodically throughout the school year, the students may be awarded a non-uniform day. On these days student dress must be neat and non-distracting. Boys should wear slacks belted at the waist and an appropriate shirt (sport jerseys are not dress shirts). Girls are expected to dress modestly and may wear dresses, slacks, nice capris, or skirts of appropriate length (comparable to uniform skirt length). Jeans, overalls, shorts, and skorts are not permitted, nor are any inappropriately revealing shirts (halter tops, midriff tops, spaghetti straps, low-cut shirts, etc.) Appropriate shoes are required. (No flip-flops or shoes with excessively high heels.) Students not adhering to these guidelines will be required to call home for appropriate clothing.

Occasionally throughout the year, Student Council offers the students a chance to buy a “non-uniform/jeans day.” The money collected is donated to a local charity. On these days, student dress must be neat and non-distracting. Students may follow the above stated Non-Uniform Day Dress Code; however, jeans may be worn. Sport jerseys are still NOT permitted. The only shorts permitted are the blue dress uniform shorts (this does NOT include the P. E. uniform shorts). Appropriate shoes are required. (No flip-flops or shoes with excessively high heels.)

Students not adhering to these guidelines will be required to call home for appropriate clothing and will not be allowed to participate in the next non-uniform/jeans day.

### **CODE OF CONDUCT/DISCIPLINE**

#### Student Conduct

Christian behavior is expected from all students. Parents are expected to

cooperate with the administration to maintain this standard throughout the year. It is the student's responsibility to know and follow all school and classroom rules and regulations at all times.

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If a student's behavior or level of performance is not acceptable, disciplinary action will be taken in the following steps:

1. Academic Appointment - held for no less than 1/2 hour and given at the teacher's discretion for the following:
  - a. Missing homework
  - b. Make-up work not completed in a timely manner by a student after an absence
  - c. Continual unpreparedness for class (supplies, text, assignments, etc.)
  - d. Uncovered books
  - e. Three tardies or unexcused early dismissals in one quarter; these academic appointments will be scheduled at 7:10 a.m.
  
2. Detention - held after school for at least one hour. A notice will be sent home to the parent, which must be signed and returned the following day. Suspension will result after three detentions are served during a single quarter. Saturday school will result after three detentions are served during a single semester.

Detention will be given for, but not limited to, the following reasons:

- a. Disrespect to teacher or other students
- b. Bullying behavior - including, but not limited to, physical, verbal, or cyber-bullying
- c. Damage to school property (books, desks, etc.)
- d. Willful disobedience of classroom or school rules
- e. Cheating and/or plagiarism
- f. Use of profanity
- g. Inappropriate or dangerous behavior exhibited during morning drop-off or afternoon dismissal times
- h. Use of cell phone on school property during the school day
- i. Inappropriate displays of affection between students
- j. Excessive need for academic appointment
- k. Failure to appear at an academic appointment or scheduled detention
- l. Repeated uniform infractions
- m. Disregard for the school's Acceptable Internet Usage Policy
- n. Chewing gum or eating candy during class

\*Detention is always held on Tuesdays from 3:10-4:10 p.m. and is supervised by an assigned faculty member at all times. Students MUST be picked up by their parents at the assigned detention classroom within FIVE minutes of the detention end-time, or they will be taken to After School Care and charged the emergency drop-in rate.

It is not an option for full-time registered ASC students to simply return to ASC after a detention; the emergency drop-in rate will apply to these students, too, if they are not picked up on time.

3. Saturday School – Work detail held on assigned Saturdays from 8 a.m. until 10:00 a.m. at \$30 per student to cover the cost of supervision. These will be given for excessive tardies in a quarter or excessive detentions served during a semester. Failure to report to Saturday School will result in a 1-day out-of-school suspension. (Parents will be billed at the end of the month for the cost of the Saturday School.)
4. Suspension - A student may be suspended for any of the following offenses:
  - a. Possession or use of alcohol, drugs, over-the-counter drugs, matches, lighters, a knife, or dangerous objects
  - b. Smoking on the premises or the possession of cigarettes
  - c. Possession of guns, toy or otherwise
  - d. Use of physical force against a teacher, staff member or other student
  - e. Open defiance of authority
  - f. Repeated need for detention
  - g. Threats of violence
  - h. Sexual harassment
  - i. Theft of school property or another student's property
  - j. Skipping class
  - k. Any obscene conduct
  - l. Inappropriate use of the internet in school or at home
  - m. Leaving school grounds during the day or at any school function without written parental permission
  - n. Any conduct in or out of school that reflects discredit on the school

Schoolwork and tests that are missed due to suspension may not be made up and will result in a grade of zero.

Any student suspended will not be allowed to attend school events (i.e. dances, games) on any day while suspended. Any 8<sup>th</sup> grader suspended during the fourth quarter will not be allowed to participate in the class trip to Orlando.

5. Expulsion - The expulsion of a student from a Catholic school is invoked only as a last resort. A student may be expelled for an offense which seriously undermines the school philosophy.

#### Inspections and Searches of Personal Effects, Cubbies, and Desks

The health, safety, and welfare of students, administration, faculty, staff, and parent volunteers are an extremely important consideration for St. Joseph Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or cubby will need to be examined to ensure that health, safety, and welfare are maintained. The principal may direct non-discriminatory inspections of personal effects, desks, and/or cubbies of individual students, the entire school, or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and

materials detrimental to health, safety, and welfare are not on school property.

Contraband is defined as items and materials that a student is prohibited to possess as a matter of federal or state law, as well as items and materials prohibited by school regulations. Students will be subject to disciplinary action upon the discovery of contraband during the inspection.

### Internet and Social Media Policy

The Diocese of St. Augustine provides each Catholic school with an Internet Acceptable Use Policy. Each student and parent is required to sign this at the beginning of the school year; the forms are kept on file in the Computer Lab. In addition to this form, the following policy exists at St. Joseph Catholic School: Users may not post on personal internet sites (ex. Facebook.com) to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

Furthermore, students may not take pictures/video or tape record school activities during the school day without prior approval of the administration and the teacher. No pictures from school-sponsored events or students in uniform may be posted on any website or social networking sites.

The principal reserves the right to determine the consequences for any student participating in such behavior.

### Threats and Violence Policy

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community. This teaching should be modeled by faculty and students alike from pre-kindergarten through twelfth grade.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

Threats and other forms of harassment, other than sexual harassment, may include but are not limited to the following:

- Verbal harassment or abuse
- Physical harassment or abuse
- Written Harassment or abuse
- E-mail correspondence to or about a member of the school

community (e.g. administrators, faculty, staff or students) which includes implied or explicit threats, whether this correspondence originates on school computers or elsewhere.

### Sexual Harassment Policy

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike from pre-kindergarten through twelfth grade should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Related remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher or guidance counselor immediately. The principal should investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject the student to disciplinary action, which may include, but not be limited to, suspension or expulsion.

### Dispute Resolution

Although the Constitutional requirement of dispute resolution does not legally apply to the private school system, Catholic schools, as a faith community, should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities, which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education

and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary:

1. When there is a major violation or multiple infractions of the student code of conduct which the handbook states results in suspension or expulsion, the student's parents/guardians will be called and informed of the violation and will be required to immediately pick the student up from school. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the assistant principal, a teacher chosen by the administration and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a recommendation to the principal.
3. The principal will make the final decision and notify the parents.
4. The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. Failure of the school to follow its discipline procedure as outlined here is appealable. However, if the school has followed its procedures as outlined here, there will be no appeal.

## **ACADEMIC PROGRESS**

### Grading Scale

Students in Pre-Kindergarten-2nd grade receive a developmental report card each quarter. Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade receive letter grades on their report cards, while students in 6<sup>th</sup>-8<sup>th</sup> grade receive number grades. The letters and numbers correspond in the following way:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Homework, quizzes, and tests are scheduled at the discretion of each teacher. Efforts are made to coordinate test schedules with other teachers. The administering of retests and extra credit is solely the decision of the teacher and in no way reflects the policy of the school.

### Promotion Standards

When a school accepts a student, that school accepts the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic Schools, and every effort should be made to meet the varying needs among our students within the realm of local resources. Full disclosure of any known problem or previous academic or psychological testing enables the teachers to immediately address areas of difficulty.

While we do not provide a special education program, we will try to make reasonable accommodations for students with special needs. Those students must have specific professional documentation on file in the office before any accommodations can be made.

Factors to be considered in the promotion of a student should include the following:

- class performance according to the grade-level requirements
- student age, maturity level, and ability
- student achievement on tests and examinations
- successful achievement of required passing average

### Retention

Pupil progression shall be based primarily on achievement of appropriate grade-level skills. Other factors to be considered are mental and physical development, work and study habits, and maturation.

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time; therefore, it may become necessary to retain a pupil in a particular grade. Should that be the case, school personnel should follow the Criteria for Retention.

### Criteria for Retention

The list below indicates the specific criteria for each grade level that could result in retention:

Pre-Kindergarten: Lack of readiness based on state and diocesan standards.

Kindergarten: Lack of readiness in reading, math and/or communications skills.

At the primary level, especially Kindergarten, special consideration in a decision to promote a student will be given to social, emotional and

maturation levels. Consideration is also given to chronological age.

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Grades One -

Two: Unsatisfactory in Reading or Math (This should be reflected by an "U" on the student's report card)

Any failed subject must be made up in a summer program approved by the principal. Only one subject may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.

Grades Three -

Eight: For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, Math, Social Studies and Science.

If one of the failed subjects is Religion, the student must make up the work if he/she wishes to return to the school or to enroll in any other Catholic school in the diocese.

Any failed subject must be made up in a summer program approved by the principal. A maximum of two subjects may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made as soon as possible. All necessary documentation is to be on file in the office of the principal, including Possible Retention Form (to be signed by parents) along with any written response of the parents.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention.

Although the principal consults with teachers and parents, the final responsibility for retaining a student rests with the principal.

A student needing retention should be retained only once in the primary grades (K-3) and once in the other grades (4-8).

No pupil shall be permitted to remain in the same grade for more than two successive years. A pupil who has failed to attain the Requirements for Promotion after spending two years in a grade may be given a Special Promotion or "Placed" in the next grade. This entitles the student to undertake the work of the next grade. In such cases, the parents are to be informed that the promotion is not based on achievement but on chronological age. All school records are to be marked appropriately.

### Summer School Criteria

When it becomes necessary for a student to attend summer school in order to be promoted to the next grade level, the following criteria must be met:

- a. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
- b. Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
- c. The summer school tutor must be a certified teacher approved by the school's administration.
- d. The student must present a notebook with samples of all the work completed during the summer.
- e. Student may be required to take a test to prove proficiency.

### Homework

Homework is to be completed on the assigned day. Incomplete assignments will affect the student's grades. Parents are encouraged to take an interest in the homework, but must remember that homework is only beneficial if done by the student. Each teacher sets grades for and acceptance of late assignments. Special consideration will be given for extended absences due to sickness.

### Make-up Work

Phone calls requesting homework to be picked up or sent to a sibling must be made by 8:30 a.m. There is no guarantee homework will be ready that day if the call is received after 8:30. Requested homework will be sent to the office for pickup at the end of the day.

All requested homework is due on the day the student returns from his/her absence unless the child remained too ill to complete it. In this case, the child will have an extra day to complete the work. For absences due to prolonged illness, make-up work arrangements should be made with the teacher. These arrangements will generally allow the student the same number of days he/she was sick to complete the work.

Students leaving school for a scheduled appointment are accountable for homework assignments on the day of the appointment. It is the student's responsibility to meet with his/her teachers to obtain their assignments prior to leaving school.

Even though strongly discouraged, if additional days are taken off during the school year for family vacations, a written request for assigned work **must** be presented at least five days in advance of the student's departure. Failure to request the work prior to this type of absence or failure to submit the completed work on the day the student returns to school will result in zeroes being given as grades. Additionally, tests missed for any reason OTHER THAN illness must be made up immediately upon return to school.

### Progress Reports

In Grades 3-8, progress reports for students will be sent to the parents at mid-quarter. These are to be signed and returned to the homeroom teacher as soon as possible. In Grades 1-2, progress reports will only be sent home if needed.

### Report Cards

Report cards are issued four times during the year in Pre-K through 8<sup>th</sup> grade. The first report card will be given at a mandatory parent-teacher conference. Report cards (grades 3-8) or envelopes (grades K-2) are to be signed and returned to the homeroom teacher as soon as possible.

### Honor Roll

To achieve Honor Roll recognition in 4<sup>th</sup>-8<sup>th</sup> grade, students must have academic grades that are all A's and B's and satisfactory grades in conduct and effort. A "U" in either conduct or effort will keep a student off the Honor Roll.

### Testing

A standardized test is administered in Grades 2-8 in the spring of each year. The results of these tests are recorded and sent home to the parents.

### Individual Testing (Medical or Psychological)

All paperwork requiring teacher evaluation comments must be submitted to the office, not given directly to the teacher, and will be mailed upon completion directly to the doctor who requested the evaluations. It is not our policy to give completed evaluations directly to parents, so please plan accordingly when giving us forms so there will be ample time to fill them out and mail them. We require that the results of testing be shared with the homeroom teacher and principal so that the individual child's needs may be addressed.

### Parent-Teacher Conferences

If the need for a conference arises during the school year, a phone call placed to the school office is all that is necessary to obtain an appointment. Occasionally, the teacher may request a conference with the parents. Usually these direct meetings are more satisfying than conversations held over the telephone. It is only through the closely coordinated efforts of the home and the school that the goals of our philosophy of education can be truly achieved. Parents should not call teachers at home.

## **ACADEMIC AND SPECIAL PROGRAMS**

St. Joseph Catholic School utilizes the curriculum designed by the Diocese of St. Augustine in all subject areas. This curriculum takes both national and state standards into account while adding objectives that infuse the teachings and

traditions of the Catholic faith into everything we teach our students. In addition to the core subjects of Reading, English, Math, Science, and Social Studies, we offer the following additional programs:

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### Religion

Basic Catholic Christian doctrine and ideals are taught in a regular religion class at each grade level.

Mass and special liturgical celebrations where students are active participants enhance these teachings. Confessions, Stations of the Cross, Eucharistic Adoration, and the living Rosary are scheduled at regular intervals.

Students in Grade 2 prepare for the reception of the Sacraments of Reconciliation and the Eucharist. Students in Grade 8 prepare for the Sacrament of Confirmation.

### Art

The art program is a strong part of our curriculum at St. Joseph. Students attend art classes on a weekly basis. The program is designed to enable students to gain a basic understanding in the art forms through technique, terminology, and written and hands-on work. This area of learning also encourages the uniqueness and originality of each student in his/her expression through various art media.

### Computer

The Technology Program at St. Joseph is geared towards teaching the students about computers and related technologies, as well as how to use them as a tool for learning. Keyboarding and computer applications, such as word processing, databases, and spreadsheets, are included in the curriculum. Students attend regularly scheduled computer classes each week. In addition, the lab is open throughout the school day and after dismissal by appointment. Computers are also used to supplement the library and reading resource programs.

The Accelerated Reader program is available in the classrooms and in the lab. The lab is open every Wednesday from 3-3:30 for AR testing.

### Guidance

A full-time guidance counselor is employed by the school for the welfare of our students. This counselor is available to meet with students or parents regarding social, emotional, or academic needs a student may have. Our counselor is available Monday through Friday.

### Library

Students in Grades K-8 have a regularly-scheduled weekly library time. The library program reinforces library skills and research techniques. To insure adequate and consistent services, the following policies will be observed:

- Books should be handled carefully; fees will be assessed for any lost or damaged materials.

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- Grade K may check out one book for a period of one week.
- Grade 1 may check out two books for a period of one week.
- Grades 2-5 may check out two books for a period of two weeks. Books may be renewed for an additional week and special arrangements may be made for research purposes.
- Grades 6-8 may check out three books for a period of two weeks. Books may be renewed for an additional week and special arrangements may be made for research purposes.
- Reference books may be used during the school day, but they may not be checked out.

Please feel free to ask the Media Specialist for her assistance in solving your library needs. The Learning Center will be open before school and after dismissal upon prior arrangement with the Media Specialist.

### Mathematics

Occasionally a student may demonstrate, through classroom performance and standardized testing, the maturity to undertake the study of Algebra 1 in eighth grade. Students who wish to enroll in eighth grade algebra should meet the following criteria adopted by diocesan principals and approved by the superintendent:

#### Criteria

1. 85% or above academic average each quarter in seventh grade mathematics.
2. 90 + national percentile mathematics composite score on sixth and seventh grade standardized test (ITBS).
3. Recommendation of seventh grade mathematics teacher using the approved diocesan form.

All students enrolled in 8<sup>th</sup> grade Algebra1 must maintain at least an average of 85% each quarter or they will be removed from the course.

Please be advised that completion of our 8<sup>th</sup> grade Algebra1 course does not automatically guarantee a student's placement in geometry as a freshman in high school.

\*The same criteria exist for students who wish to undertake the study of pre-algebra in seventh grade.

### Music

The music program is designed to teach the appreciation and enjoyment of music, as well as the understanding of music's role in the Catholic Church and our community. It includes the study of melody, harmony, rhythm and beat, tone color, dynamics and tempo.

Classes are scheduled on a regular basis. Additionally, students in Grades 4-8

may choose to join an after school choir and/or audition for a musical in the spring. The choir sings at Masses throughout the school year as well as at special events. Participation in the choir and musical assumes rehearsal and performance attendance by all members.

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Because of the conflicting nature of the schedules for both the softball season and the spring musical, students may not try out for both. Additionally, students participating in the musical will be removed from the cast if they are suspended from school at any time between auditions and the final performance.

### Physical Education

At St. Joseph physical education is an important part of your child's curriculum.

In Grades K-4, our emphasis is on movement education. This program is designed to develop and enhance your child's motor skills at his or her own pace by using a series of skill stations that are individually stimulating and challenging. Non-competitive and semi-competitive games are also a part of this program, allowing your child the opportunity to put these developing skills to use.

In Grades 5-8, although movement education is still an intricate part of the program, a more traditional approach towards the familiar competitive games such as football (touch), basketball, volleyball, soccer, and softball is introduced. The emphasis is not so much on winning as on developing a love for the game.

### Remedial Reading

A Full-time and part-time Remedial Reading teachers are employed to provide remediation and enrichment to individuals and small groups of students in Kindergarten through 8<sup>th</sup> grade. The program is designed to meet individual student needs with the recommendation of the homeroom teacher. Student tutoring, enrichment exercises and computer activities are incorporated in the program.

### Service Hours

Students in 7<sup>th</sup> and 8<sup>th</sup> grade are required to perform service acts as part of their religious education. 7<sup>th</sup> graders are required to achieve 10 hours, and 8<sup>th</sup> graders are required to achieve at least 20 hours. Service hours forms are located on the school's website. These activities may benefit the parish, community, or school.

### Spanish

A full-time Spanish teacher is employed to provide an introduction to a foreign language to students in grades Kindergarten-8. In Kindergarten through 5<sup>th</sup> grade, students will participate in a 30-minute lesson once a week. In 6<sup>th</sup> grade, students will receive Spanish instruction twice a week and receive an S, N, or U on their report cards based upon their behavior and progress in the classroom. Grades 7 and 8 will receive Spanish instruction twice a week, and students will be given a number grade on their report cards based upon their performance on weekly assignments, quizzes, and tests.

For the Junior High students, this course will carry the same weight as the other

resource classes (P.E., art, music, computer) in the consideration of Honor Roll status on the report card.

## ATHLETIC PROGRAM

St. Joseph's Athletic Program has a long and outstanding tradition, and each year our more serious athletes are offered an opportunity to become a part of that continuing tradition. With many Catholic grade schools in our conference, our school teams are always exciting and competitive.

Boys Basketball	Girls Basketball	Cheerleading
Boys Softball	Girls Softball	
Boys Track	Girls Track	
Boys/Girls Soccer	Girls Volleyball	

It is an honor and also an additional responsibility to be a player on a St. Joseph sports team. We do not want these additional responsibilities to hinder a student's academic progress.

### Team Eligibility

Before a student can participate in a sport's try-out, the following must be completed and turned in to the office.

1. Physical from your physician (Physical must be completed after June 1 of the summer before present school year.)
2. Diocesan Student Athletic Participation Application (Duval County form supplied by physician will not be accepted.) Correct forms are available in the school office or on the school's website. The Medical History on the back of the sheet must be completed by the parent, and the front must be notarized.

Grades are closely monitored at mid-quarter and report card time. If an athlete's conduct or academic grades are not satisfactory (2 D's, 1 F and/or a U in conduct or effort), the athlete will be placed on suspension. The probationary period at mid-quarter is 5 school days; the probationary period after report card issuance is 2 weeks. These suspensions begin on the day the grade reports are sent home and then last the required number of full school days. During suspension the athlete may not participate in scheduled games but continues to practice with the team. The athlete will be required to attend all scheduled games and sit on the bench with the rest of the team dressed in accordance with the non-uniform code. If grades have not improved after a two-week period, or if grades have dropped, the probation period will be extended for one additional week. Lack of academic progress after the extra week will result in a student's immediate removal from the team. If the student athlete experiences three academic probations during a school year, he/she will become ineligible to try out for future teams. We take academics very seriously at St. Joseph Catholic School.

If an athlete receives a detention, he/she will be suspended from the game

immediately following the served detention. Furthermore, any athlete receiving 3 detentions during a single sports season will automatically be removed from his/her team. Disciplinary problems can result in team expulsion at any time.

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Parents are responsible for providing transportation to and from games. Team members playing in any game which does not start by 3:15 p.m. may remain on campus ONLY under pre-arranged adult supervision.

Students absent for a half-day or full day may not participate in a sporting event on the day of the absence.

### Athletic Fee

There is a \$25.00 athletic fee, per sport. (See "Booster Club" information for additional athletic requirements.

Students will be charged for any lost or damaged uniforms at the end of a season.

## **MEDICAL**

### Immunization Certificate

Florida law requires all students enrolled in a Florida school to have a Florida Certificate of Immunization. This form may be secured from the Duval County Health Department or at the child's personal physician's office. A new student may be enrolled temporarily for 30 days. A certificate must be presented by the 30<sup>th</sup> day.

### Medication

Students needing prescribed medication while at school must have a "Parent Permission for the Administration of Medications" form filled out and signed by the parent/guardian. All medications must be sent in the original container with name, required dosage and time to be given.

Medicine must be left in the school's health room and will be dispensed by health room personnel. Medicine that must be carried around by a student, such as an inhaler, requires a separate diocesan form completed by the parent **and** physician to be given to the office.

If a prescription is to be given three times daily, ask your doctor about giving it before school, after school and in the evening.

Over-the-counter medication is not to be sent to school without a doctor's note and "Parent Permission for Administration of Medications" form. The doctor's note must specify dates medication is needed. Leftover medication will be sent home in two weeks.

No student should have medication of any type, including throat lozenges and cough drops, in his/her possession at any time. Possession of medication in the classroom could result in suspension.

### Communicable Diseases

The school reserves the right to refuse admittance to any student who has a known communicable disease. Also, we will observe the "no nit" (head lice) policy as established by the diocese.

### Clinic

The school Clinic is operated by a part-time employee for the welfare of all students. Any student who vomits or has a fever will be sent to the clinic and required to be picked up by his/her parent. A student should be fever-free without medication for a period of at least 24 hours before returning to school.

### Student Accident Insurance

St. Joseph Catholic School carries a student accident insurance policy for every child enrolled. This insurance policy is offered through Maksin Management Corporation, and it is considered a secondary policy only, It covers the deductible amount as shown in your primary policy.

If your child needs to be seen by a doctor as a result of an injury which occurred during school hours, it will be important for you to file the "Notification of Injury" form, completed by you and St. Joseph Catholic School, with Maksin Management Corporation. The form must be filled in completely and must not have any blanks or non-applicable comments (N/A). It is the parent's responsibility to submit the claim form correctly and in a timely manner. Please know that once the claim form is filed, all communications regarding the claim should be done through Maksin Management Corporation and not through St. Joseph Catholic School.

## **SAFETY PROCEDURES**

### Weather

The decision to declare an emergency closing due to inclement weather will be made first by Duval County Public Safety. We will always follow the same procedure as the Duval County Schools. When weather conditions or other emergencies arise that cause school openings to be questionable, tune in to your major television and radio stations for information.

In the case of severe weather at the time of dismissal, please be as patient and careful as possible. Please understand that we will not dismiss students during dangerous conditions, including but not limited to the immediate threat of lightning. As traffic builds up while we await safe conditions, please do not block Old St. Augustine or Loretto Rd. traffic. We request that you park in the Cody Enrichment Center parking lot and wait until we resume dismissal.

## Tornado Drill

There will be regular tornado drills during the year to prepare the students in the event of a severe thunderstorm warning, tornado watch or tornado warning.

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## Fire Drill

There will be regular fire drills during the year in conjunction with the fire department to prepare the students in case a fire does occur. Maps are posted throughout the buildings, which will note the fire escape routes to be followed by the students.

## Safety Patrol

The Safety Patrol shall consist of students in Grades 5 and 6 who are recommended by their teachers and approved by their teachers and principal. Patrol members will assist at morning drop-off points, assemblies, flag salutes, and afternoon pick-up points. Members must be willing to work when and where they are needed. There will be a \$5.00 membership fee to cover equipment and the end-of-the-year luncheon.

Each patrol member must maintain satisfactory conduct and academic grades. Unsatisfactory performance at mid-quarter (2 D's, 1F and/or a U in conduct) will result in a one-week suspension from patrol. Unsatisfactory performance at report card time will result in a two-week suspension from patrol duties. If a student receives a suspension at mid-quarter and then again at report card time, he/she will be automatically expelled from Safety Patrol.

If a patrol member receives a detention from any teacher, he/she will receive a two-week suspension from duty. Repeated suspensions, for either academics or behavior, could result in expulsion.

Safety Patrol demerits may be given by teachers and patrol captains. The patrol member will receive one-day's suspension from patrol for each demerit received. Repeated demerits can also lead to expulsion.

Being eligible for the JSO-sponsored trip to Washington, D.C., will be contingent upon a student's responsible performance, both academically and behaviorally, whether the student is on or off duty.

## **MISCELLANEOUS**

### After School Activities

Students wishing to remain on campus in order to attend an after-school activity that does not begin immediately after dismissal (i.e, volleyball or softball games) **MUST** be with a parent or other designated adult at all times. This includes students who wish to wait while a sibling is serving a detention or at practice, etc.

Unsupervised students will be escorted to the office to call home for rides or be sent to ASC for the appropriate fee.

Students participating in afterschool activities may not leave campus for any reason. The school will not be responsible for students unsupervised before or

after school or during games.

### Backpacks

Rolling backpacks are permitted if they collapse and fit into a student's cubby or unless a student presents his/her homeroom teacher with a doctor's note indicating the necessity for such a backpack. Classroom space is limited; we ask for your cooperation.

### Change of Address

Please notify the office if there are any changes in the following: address, home phone, work phone, e-mail address or emergency phone number.

### Field Trips

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. These are considered a part of the curriculum because they are concrete learning experiences, and all students are expected to take part in all field trips. Written permission from parents must be obtained for every child participating in a field trip. No student may participate unless a signed and witnessed school parental permission slip for the specific event is on file in the office.

Parents who wish to chaperone must have fingerprints and references cleared through the office. They must also have attended the diocesan-sponsored "Protecting God's Children" workshop. At no time are parents permitted to ride on the bus with the children. Furthermore, any parent who drives his/her own vehicle to the field trip site with any student other than his/her own child in the car MUST fill out a Volunteer Driver form in the office prior to the trip date. Since chaperoning is a supervisory role, it is not allowed for parents to bring their other children on the trip.

Occasionally, a parent has requested permission to take his/her child and leave the field trip early. We strongly request that this not be done; however, if it truly is unavoidable, the homeroom teacher and office must be notified of the plan to do so IN WRITING at least one day prior to the trip.

### Junior High Dances

There are three evening dances scheduled for junior high students throughout the year. The fall and winter dances are open to the 7<sup>th</sup> and 8<sup>th</sup> grade students only. The spring dance is open to all students in 6<sup>th</sup> through 8<sup>th</sup> grade.

### Lost Articles

Lost and found boxes are maintained in the clinic for all lost and found articles including uniform items. The students are asked to check for any lost articles as soon as possible before or after school. At the end of each semester, all

unclaimed articles will be disposed of. **Please remember all belongings must be labeled.** The school is not responsible for lost or broken personal items.

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### Parties

Seasonal classroom parties will be scheduled during the year. Except for Pre-Kindergarten students, children are not permitted to bring birthday treats to school for their classmates. Homeroom mothers (K-1) will coordinate birthday celebrations throughout the school year.

To avoid hurt feelings among classmates, any invitations for home parties, unless for the entire class or gender, are to be distributed off school grounds. Invitations brought in for selected students will be returned.

Gifts should not be exchanged during classroom parties either in order to avoid hurt feelings.

### Telephone Usage and Electronic Devices

With the exception of e-readers, students are not permitted to use cell phones, beepers, cameras, ipods, or other electronic devices while at school. Use of any of these by a student during the school day will result in confiscation of the item and an immediate detention. The item will only be returned to a parent at the end of the school day. St. Joseph Catholic School will not be responsible for any lost or stolen cell phones or electronic devices brought on campus.

While e-readers are permitted on campus for students to use to read a book, use of the device in any other manner such as playing music, games, or accessing the internet will result in the immediate confiscation of the item and a detention.

The office phone may be used only for school business or necessary calls. Students will not be called out of class for telephone messages; however, urgent messages will be delivered to the student if necessary. Students may use the office phone in case of illness or emergency and only with teacher permission. Forgotten items such as homework, lunches, or P.E. clothes do not constitute an emergency.

### Withdrawal

Parents transferring children to other schools are required to notify the school office two weeks in advance and must submit the name and address of the new school.

Test scores, transcripts and other school forms necessary for a student to transfer will only be completed by the teacher, principal and school secretary upon official notification of withdrawal by the parents. Records will not be forwarded if all school accounts have not been cleared.

### Yearbook

A school yearbook containing a collection of all school activities throughout the

year is available for students to purchase. Every family is guaranteed one yearbook through a portion of their annual registration fee. The ordering of additional family copies must be made and paid for early in the school year, and the cost for an additional yearbook is \$40.00. The yearbook will be distributed in May.

### Directory Information Misuse

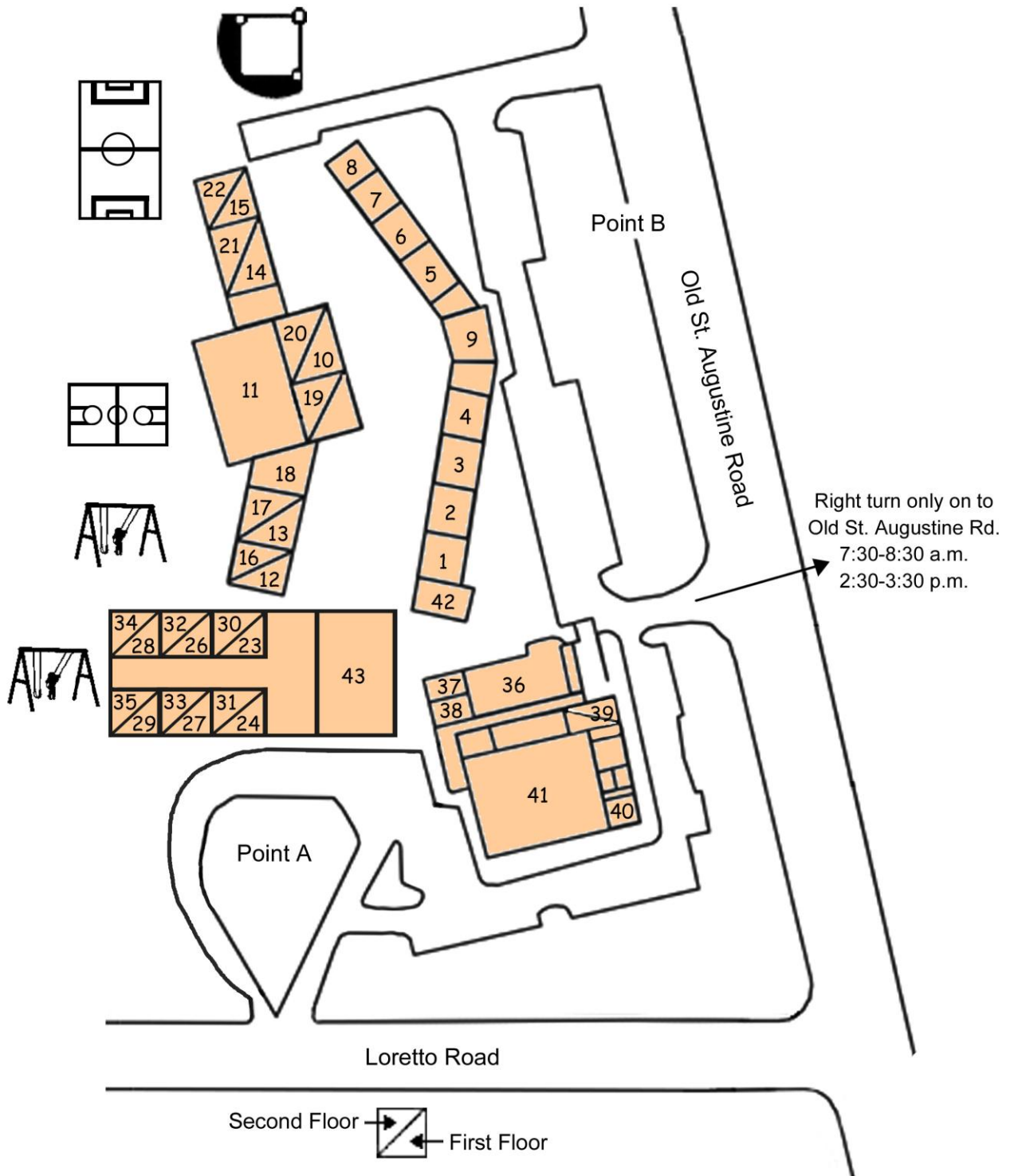
Every year, St. Joseph Catholic School publishes a Parent-Student Directory and distributes one to each school family. The information provided in the directory, including personal e-mail addresses, is to be used for school-related communication only. The misuse of family information found in the directory is prohibited.

It is not the intent of St. Joseph Catholic School to allow other individuals—parents, parishioners, or otherwise—to make use of the directory-provided information for anything other than school purposes. While the directory is a public document, the sole reason we collect e-mail information is to be able to notify parents in the event of an emergency or send out important reminders.

### Final Note:

Any events or incidents not covered in this handbook will be dealt with at the principal's discretion. Furthermore, the principal and pastor maintain the "right to amend" any policy contained herein provided that sufficient notice of the change is made available to parents. Such notice will include noting the change in the handbook located on the school's website, a message in the Friday paper packet, and a mention of the change in the Principal's Message on the website as well.

# CAMPUS MAP



## MAP LEGEND

1. Classroom - 2nd Grade - Mrs. Carroll
2. Classroom - 2nd Grade - Mrs. Leonard
3. Classroom - 3rd Grade - Mrs. Gordon
4. Classroom - 3rd Grade - Mrs. Jaquett
5. Classroom - 4th Grade - Mrs. Webb
6. Classroom - 4th Grade – Mrs. Vargas Vila
7. Classroom - Spanish - Mrs. Hensley
8. Classroom – Remedial Reading - Mrs. Mills
9. Chapel
10. Computer Lab (#1) – Mrs. Fryoux
11. Learning Center - Mrs. Sweat
12. Nursery
13. Art Room – Mrs. Bottin
14. Science Lab
15. Music Room – Mrs. Cabrera
16. Classroom – Remedial Reading – Mrs. Bowenschulte
17. Classroom - 5th Grade - Mrs. Albright
18. Prep Room
19. Classroom - 5th Grade – Mrs. Worthington
20. Classroom - 6th Grade - Ms. Pollard
21. Classroom - 6th Grade - Mrs. Terrill
22. Classroom - Guidance – Mrs. Nelson
23. Classroom – Pre-K – Mrs. Romano
24. Classroom – Pre-K – Mrs. Cline
26. Classroom – Kindergarten – Mrs. Kersten
27. Classroom – 1st Grade – Mrs. Kirk

28. Classroom – Kindergarten – Mrs. Fecitt
29. Classroom – 1<sup>st</sup> Grade – Mrs. Racicot
30. Computer (#2) – Mrs. Fryoux
31. Math Lab – Mrs. Blue
32. Classroom – 7<sup>th</sup> Grade – Mrs. Woodward
33. Classroom - 8<sup>th</sup> Grade – Mrs. Toth
34. Classroom – 7<sup>th</sup> Grade – Mr. Monroe
35. Classroom – 8<sup>th</sup> Grade – Mrs. Baltar
36. Cafeteria/Kitchen
37. Mandarin Room – After School Care Room
38. Loretto Room – After School Care Room
39. Parish Resource Office
40. Coach's Office – Coach Bell
41. Parish Center/Gym
42. PREP/DRE Office
43. Administrative Offices