



**PARENT-STUDENT HANDBOOK
2016-2017**



SERVING THE CHILDREN OF TAMPA SINCE 1896

**2200 N. Gomez Avenue
School hours: 8:00 am – 3:00 pm
Tampa, Florida 33607**

**Noon Dismissal: 8:00 am–12:00 pm
Phone: 813-879-7720
Office hours: 7:30 am – 3:30 pm**

INTRODUCTION

MISSION STATEMENT

St. Joseph Catholic School provides a quality Catholic education for all of its students, developing their potential as active Christians and contributing citizens that use their gifts for the service of others. A family spirit, implementing the principles of reason, religion, and loving kindness under the guidance of the Salesian System of Don Bosco, characterizes our comprehensive academic program.

Our mission is characterized by our three root beliefs

- God is in all things
- We are called to offer our best to God.
- Every moment matters.

Intellectual Goals:

Because we believe that we are called to offer our best to God, students are actively involved in the process of learning. St. Joseph helps students offer their best to God by:

- Encouraging independent learning.
- Offering a variety of intellectual, spiritual, and cultural activities.
- Integrating technology into the curriculum.
- Instructing students in a manner that considers different learning styles and multiple intelligences.
- Incorporating critical thinking skills throughout the curriculum.
- Utilizing a standards-based approach to instruction.

Spiritual/Moral Goals

Because we believe that God is in all things, St. Joseph provides an environment rooted in our Roman Catholic faith where an Incarnational theology fosters in each child an internalized love of God, neighbor, and self through:

- Liturgies and celebrations of Church feasts.
- Frequent prayer as a school community, as a class or individually.
- Highlighting Tradition and Scripture as the basis of our faith.
- Enabling students to make practical applications of faith.
- Instilling moral and spiritual responsibility.
- Providing opportunities for service to others.
- An age-appropriate thematic program promoting the learning and living of virtues.
- Assisting parents in preparing their children to receive the sacraments.
- Encouraging stewardship for all of God's creation.

Personal/Social Goals:

Because we believe that every moment matters, St. Joseph strives to maintain an atmosphere of Salesian loving-kindness and God-given dignity through:

- An environment where each child feels capable of sharing his/her accomplishments publicly.
- Modeling and rewarding appropriate reactions, emotions, and ideas.
- Teaching respect for others.
- Instilling in all students the basic virtues of honesty, sincerity, and responsibility.
- Fostering an appreciation for multiculturalism and working towards peace and justice in our world.
- Providing extra-curricular activities to promote social and physical development.

HISTORY AND PHILOSOPHY

St. Joseph School has served the Tampa Community since 1896. Our school seeks to provide academic excellence in a quality Catholic setting to children of varied backgrounds from Early Childhood through Eighth Grade.

St. Joseph School provides holistic education based on the Gospel and Tradition of the Roman Catholic Church. Our method of education has its foundation in St. John Bosco's Preventive System of "reason, religion, and loving kindness. In partnership with our parents, we are committed to meeting the spiritual and intellectual needs of each student. Modeling and teaching the message of Christ, we foster the establishment of life-long values and growth in the spirit of worship. We attempt to meet the individual needs of our students through developmentally appropriate learning activities where children are encouraged to become eager independent learners.

St. Joseph serves an ethnically diverse community creating a safe, loving, and disciplined environment that allows its students to feel accepted and valued. In this family spirit, we welcome and encourage all to live in true Christian unity.

ST. JOHN BOSCO'S PHILOSOPHY OF EDUCATION

St. John Bosco used a preventive system in the education of the young. This system consists of rules and regulations and constant supervision of students. It is the goal of the educator to build a caring relationship where the educator gives advice and correction.

The three aspects of his Preventive System are reason, religion, and loving kindness.

Reason:

St. John Bosco believed that if the students understood the common sense of what he/she was doing or what was being done, external or repressive measures would not be inflicted for the maintenance of discipline. St. John Bosco's teaching was concerned with providing many, varied, and interesting outlets such as music, games, physical exercise, drama, and excursions as a means for self-expression. The students thereby become absorbed in activities, which do not allow time to fall into wasteful habits, which are time consuming and lead to social inefficiency.

Religion:

We work to create a sense of the presence of God where students are aware: God sees me and loves me. This is created through training and Salesian example, in an awareness and practice of Christian ideals of love, humility, and prayer with encouragement in the use of the available means to grace: confession, communion, penance, and mortification. (The basis of John Bosco's catechetical instruction was the moral education of children).

Loving Kindness:

Kindness is used as an educational principle. Loving-kindness is expressed through confidence, love, and friendship. Coupled with reasonable and kind charity, there is an educational environment between teacher and pupil based on familial, brotherly, and sisterly relationships. Disciplinary problems are solved with love, where educational reasons for doing things are brought to light in terms of Christian kindness.

ABSENCES

At St. Joseph we believe that every moment matters. Therefore, it is imperative that all students arrive to school every day, on time, and ready to learn.

Make-up Work

A student who is absent is required to make-up all work missed (tests, homework, notes, projects, etc.). It is the student's responsibility to obtain assignments for all make-up work and to complete it as directed. Students are to make every effort to determine what assignments and notes are being given in class.

A student who is absent as a result of an in-school suspension is required to make-up all their work. The student is responsible for meeting all class deadlines independent of the suspension.

Make-up Tests / Quizzes will be available through the teacher before school, during lunch, or after school.

Excessive absences

When a child is absent for 20 days or more, possible retention or dismissal will be considered. The principal will review each case individually. Illness and family emergencies are the only reasons for excused absences. The school reserves the right to determine if an absence is excused or unexcused. Excessive absences put a student's scholarship (Step Up, McKay, Diocesan, Catholic Foundation, and Mary C. Forbes) in jeopardy.

When a student is absent from school, even if just for a day, parents should notify the school office at 879-7720 before 8:30 A.M. Students who are absent are required to make up work missed in each class. It is the responsibility of the student and parent to obtain the work that was missed and to see that the work is completed

within the time designated by the teacher. If tests are missed, they should be made up in a timely manner.

Upon the student's return to school a written excuse must be presented to the homeroom teacher. The note should be dated and signed by the parent with the:

1. Child's full name
2. Date of absence
3. Nature of illness or reason for absence.

***Parents are to write the excuse in the child's agenda in grades 3rd – 8th and in EC – 2nd grades, parents are to write the excuse in the child's calendar.

One/Two Days Absence

Students should not return to school unless well enough to participate in school activities. An indicator of this would be that the student must be fever-free and other symptom free for at least 24 hours before returning to school. Students who are absent are required to make up work missed in each class. If a student is absent only one or two days, upon returning to school it is the student's responsibility to find out the work missed.

In order to participate in after-school activities, students must be present the entire school day.

Prolonged Absences

In the case of prolonged absence, three or more days, parents should call the office before 8:30 A.M. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

It is the responsibility of the student and parent to see that the work is completed. It is the responsibility of the teacher to notify parents that assignments are missing. The school discourages family vacations/trips during the school year. If the parent chooses to remove a student for this reason, assignments may be given ahead of time at the discretion of the teacher. A grade of incomplete will be given in such cases until arrangements have been made with the principal to reschedule an exam.

ACADEMICS

Core Curricular subjects include:

Christian Formation (taught daily)
Language Arts/English and Reading
Mathematics

Science
Social Studies

Core curricular subjects are taught in self-contained classes for children in Kindergarten through grade 5. Core curricular subjects are departmentalized for students in grades six through eight.

Additional curricular subjects (referred to as Core II) include:

Art	Performing Arts
Music	Physical Education
Foreign Language	Media/Library
Guidance	

Academic Probation

Academic probation is a close monitoring of an individual student's progress over a period of time set by the parents, teachers, administration, and guidance. Specific guidelines and consequences will be determined on a case-by-case basis.

Students will be placed on Academic Probation for the following reasons.

- Retention in the previous school year
- New students entering on a probationary basis
- Students earning two or more F's during any nine-week marking period.

The following recommendations will be made at the time of academic probation review.

- Academic probation will be lifted for those students who earn no F's (64% or lower)
- Academic probation will be extended for those students who earn 1 or 2 - F's (64% or lower)
- Attendance at St. Joseph Catholic School may be terminated for students who have earned 2 or more F's (64% or lower) or who have been on Academic Probation for two or more successive grading periods.

Exams

Exams are given to students in Grades 6-8 in December and May. These exams are cumulative tests.

Grading System

St. Joseph Catholic School uses Standards-Based Grading (SBG) for assessment purposes. SBG is a research-based best practice that measures evidence for specific academic criteria related to learning standards.

At St. Joseph and in the Diocese of St. Petersburg, grades are meant to reflect the ability of a student to master content and skills related to the standards. Behaviors or criteria that are not directly related to the mastery of content and skills are reflected in "Approaches to Learning" and "Behavior" grades.

Academic Grading (Grades 3 -8)

- A – 4 – Excellent – 90-100%
- B – 3 – Above Average – 80-89%
- C – 2 – Average – 70-79%
- D – 1 – Below Average – 65-69%
- F - 0 – Failing – 64% and below

Academic Grading (Grades K -2)

- M – 4 – Mastery
- S – 3 – Satisfactory
- E – 2 – Emerging
- N – 1 – Needs Improvement

Conduct and Approaches to Learning Grading

Conduct reflects the ability of a student to consistently follow school and classroom rules by exuding respect and responsibility

Respect includes:

- Has a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respects personal, peer, and school property

Responsibility includes:

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

Approaches to Learning (ATLs) are the actions taken by students that enable them to better master learning standards. St. Joseph uses a rubric that breaks ATLs into three subcategories: Organization, Collaboration & Communication, and Reflective Thinking.

Organization includes:

- Comes to class prepared
- Completes homework on time
- Completes classwork on time

Collaboration & Communication

- Participates in class appropriately
- Engages in classroom assignments
- Works effectively in groups or teams
- Requests help when needed

Reflection & Personal Initiative

- Is open for help
- Demonstrates a desire to improve
- Exhibits a high quality of work
- Utilizes effective study habits

Students receive a grade on a four-point scale as follows:

- 4 – Consistently demonstrates appropriate conduct or approach to learning
- 3 – Frequently demonstrates appropriate conduct or approach to learning
- 2 – Occasionally demonstrates appropriate conduct or approach to learning
- 1 – Rarely demonstrates appropriate conduct or approach to learning

Criteria for Grading Scale

Grades should provide information in regard to mastery of standards for student self-evaluation, to provide incentives to learn, and to facilitate communication with parents. These assessments provide teachers with information to help plan instruction to meet the needs of all students.

- Summative grades (80%) – End-of-Unit measurement of grade level mastery of content and skills
- Formative grades (20%) – Planned, ongoing classroom practice that evaluates where a student is in the learning process

Honor Roll (Grades 3-8)

Since we desire our students to achieve a higher quality of education, we expect that they go beyond the norm for recognition. Therefore, the following standards for Honors are as follows:

First Honors: All A's in all major subjects, and Conduct/Approaches to Learning marks of 4 or 3 in all subjects.

Second Honors: All A's and B's in all major subjects and Conduct/Approaches to Learning marks of 4 or 3 in all subjects.

Major Subjects are Reading, English, Math, Social Studies, Religion, and Science.

Distribution of Report Cards

- Grades 2 – 8 four times a year
- EC 4, K, 1 three times a year

Graduation Requirements

In order to receive a diploma from St. Joseph Catholic School, a student must have a yearly average of above 65% in all core subjects. Averages below 65% will require summer school. All financial obligations to the school must be fulfilled in order for your child to receive the diploma and for records to be sent to the matriculating school.

Homework

Homework is given to reinforce the learning experiences that take place in the classroom. Parents or guardians are encouraged to show an interest in their children's academic progress by supervising home assignments and seeing that they are done neatly and completely. Homework may be assigned on weekends upon the

discretion of the teacher. Agendas are used to keep track of homework assignments and must be checked and signed daily by a parent or guardian.

Retake Policy

Because St. Joseph School believes in *Ancora Imparo*, that students are always learning, they have the opportunity to retake summative assessments to demonstrate that they have mastered a standard or series of standards. In order to retake a summative assessment, the student must:

1. Score below a C – 2 – 75% on the summative assessment
2. Complete a retake form with the appropriate teacher that includes the appropriate time and place where the retake will take place.
3. Complete all work assigned by the teacher prior to the first summative assessment
4. Complete a packet of additional work or web-based work to be determined by the teacher.

Students that do not complete these steps will not be eligible to retake a summative assessment.

Academic Dishonesty/Plagiarism

In order to fulfill the St. Joseph Catholic School's academic and moral missions, it is imperative that students produce work that comes from their own time and effort. Work that is achieved dishonestly robs them of the ability to learn for themselves, produces inaccurate results for the teachers to assess knowledge, and teaches students an unfortunate lesson in deceit. As a Catholic school, centered in the Holy Spirit, it is important to instill virtues of honesty and perseverance. Once in high school and college, plagiarism is grounds for expulsion. Therefore students need to avoid habits in academic dishonesty. Different forms of "academic dishonesty" are as follows:

Cheating: Willfully giving or receiving an advantage on an assignment in unfair or dishonest ways. This can mean stealing, copying, talking, gestures, or using unauthorized information such as notes, books, or other forbidden data

Lying: Purposefully and knowingly telling an untruth relating to academic work. This refers to lying to teachers, administration, or staff, falsifying letters or signatures from parents, and anything else intended to purposefully mislead a member of the faculty, staff, or administration.

Stealing: Taking or using property or information that does not belong to the individual including school property and work of other students.

Plagiarism: Taking another person's work and representing it as one's own. Specifically, it means to use the exact words or opinions of another person without giving proper credit through proper citation. This includes not only direct quotations but also paraphrases and summaries of the other people's work. There is some information that does not need citation. It includes information such as names,

dates, and other information that can be deemed “common knowledge.” However, it is best to assume that all information gleaned from another source should be cited in a manner described by the teacher. This applies to information and images coming from both written and Internet sources. If a student does not know whether to cite information or not, consult the teacher before it is due. Ignorance is not an excuse for plagiarism

Consequences

Sharing homework is a serious offense where neither student benefits. If students choose to do this, they are eligible for appropriate consequences discussed under Major offenses (see Discipline), deemed on a case-by-case basis.

Promotion/Retention/Summer School

In order to be promoted to the next grade level, students must meet the curricular and developmental requirements of their current grade.

PreK-2

Students in Grade Levels (e.g. Pre-Kindergarten, Kindergarten, first grade, second grade) using skill development terms and identifiers must meet the academic requirements for his/her grade level in order to be promoted to the next grade level. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed below, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student’s teacher.

Some questions that would influence the staff’s decision regarding promotion are:

1. Has the student mastered basic concepts and skills in the core subjects especially reading, language arts and math?
2. Has the student met Florida Core Standards, NGSS and Benchmarks?
3. Is the student consistently able to complete class work at grade level expectations?
4. Does the student assume responsibility for work assignments?
5. Has the student received multiple N’s or similar symbols of assessments on understanding, application and performance?

Grades 3-8 (Letter Grades)

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are religion, math, language arts, science, and social studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

Students have the following options for remediation:

- Florida Virtual School
- Private Tutoring – minimum of 20 hours per subject
- Remedial Program – minimum 20 hours per subject

Teacher(s) or programs providing remediation must meet the following requirements:

- Hold current certification in the subject area in which the student needs remediation
- Be contracted by the parent
- May not be a member of the family
- Meet the school principal's approval
- May not be the student's current teacher or have the possibility of being the student's teacher in the future
- All remedial services must follow the guidelines of the Office of Catholic Schools and Centers at the expense of the parents/guardians.

Prior to the beginning of the next school year, the principal must receive:

- Tutoring Verification Form to validate attendance
- Proof of proficiency in the subject area(s) including work samples and test scores

Failure to meet any of the above remediation guidelines will result in retention.

The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered. Proof of proficiency in the subject area must be recorded separately on the permanent record.
- TRANSFER RULE: Any student who fails one or more core subjects must meet the remediation guidelines of the originating school. After these criteria have been met, the school principal may administer further assessment to ensure proper placement.

Upon returning to school, students who have completed remediation will automatically be placed on academic probation for one semester. Academic probation includes the following:

- Three parent-teacher conferences during the first semester
- School counselor or resource teacher meets with student regularly to offer support

NOTE: Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

Religious Education

At St. Joseph Catholic School, Religious Education is a very important part of the student's day. Keeping in mind that not all of the families enrolled at the school are Roman Catholic, it is important for each student to understand the Religion practiced by their family. Religion is not only a way of life to be lived, but also a subject to be learned. Therefore, each student participates in the academic program

established by the Diocese of St. Petersburg and St. Joseph Catholic School. No student is ever forced to believe in the faith that is presented, but is required to learn it as a subject. The spiritual participation of each student involves daily prayers, classroom projects as a part of the religious instruction, Mass, and participation in the Sacraments. Sacramental Preparation for First Penance, First Communion, and Confirmation is also made available for the students who wish to receive these sacraments in the Parish.

Since we strongly believe that the spiritual aspect of the child is very important for the formation of proper moral values, we strongly encourage the family's participation in the full life of the Church which includes their obligation for Sunday Mass.

ADMISSION POLICY

Academic and Conduct Requirements

For placement purposes, students are required to be screened for academic competency by a member of our Administrative team. The Principal requests academic and conduct records from previous years for further evaluation. Students requesting admission to grades K-8 will be placed on academic and conduct probation for the first semester in school. Students who have shown unsatisfactory conduct throughout the year will not be permitted to re-register with St. Joseph's School for the following academic year.

Conditions for Admission and Re-Admission

Admission/re-admission to St. Joseph School is subject to the following conditions:

- Support of the rules and policies of St. Joseph School.
- All students must have up- to-date state-required immunizations
- All financial obligations must be fulfilled and up to date.
- Contribution of at least 20 hours of service to the School during the school year.
- Support of all mandatory fund-raising efforts sponsored by St. Joseph School and its Home-School Committee
- Each family is expected to raise a minimum of \$100.00 for mandatory fund-raising activities during the school year.

The purpose of these fundraisers is to assist our school in keeping our tuition costs down, so, in effect, although you are participating in fundraising activities, you are supporting your child's education by keeping tuition costs at the lowest possible rate.

COMMUNICATION

Communication between the school and the home takes place through a variety of ways:

Agendas:

Agendas are the main source of communication between parents and teachers. The purpose of the agenda is to ensure that your child has communicated to you what his/her assignments are. Many teachers require a parent signature each night; your

signature indicates the completion of these assignments. If your child is unable to complete his/her work, please indicate the reason next to your signature. If agendas are lost or damaged, a fee of \$5.00 will be assessed for replacement.

Electronic Communication:

Electronic communication is another avenue for communication. Please feel free to email the office or teachers with questions, comments, or concerns. The school communication system, Rediker will be updated to reflect students' classroom grades.

Home-School Committee Meetings:

The general Home-School Committee meetings are held periodically. The dates for the meetings will be sent in newsletters. These meetings are held in the school cafeteria or library. Parents are encouraged to attend and participate. Parental involvement is one indication of your interest in your child's life at school. Attendance will be taken at each meeting; parents may receive one service hour for attending meetings.

Parent-Principal Conferences:

Any parent wishing to obtain a conference with the principal should call the office, or email the teacher for an appointment. The principal will be available for parent conferences by appointment and will address issues with parents promptly. Generally speaking, any student or class related issue should be addressed with the particular teacher before conferencing with the principal.

Parent-Student Handbook:

The Handbook contains the rules and regulations of St. Joseph School. It is the responsibility of both the parents/guardians and students to read and adhere to the contents of this handbook.

Parent-Teacher Conferences:

Conferences between parents and teachers are welcomed. After each distribution of report cards, teachers will be available for conferences. Conferences can be arranged at any time during the school year by sending a written note in the agenda or by emailing the teacher. If you wish to contact any other teacher, please send a note in the communication folder, student agenda, or via email addressed to them. In the event that a problem should arise concerning your child, every effort should be made to communicate with the teacher prior to contacting the office. *Parents are requested not to call teachers at their homes or try to meet with teachers before, during or after school without an appointment. All teachers have assigned supervisory duties at those times.*

Progress Reports:

Progress Reports will be distributed to all students in Grades 2 to 8 mid-way through each marking period. Parents sign and return them to the homeroom teacher the next day. (In order to assist their child in their progress, parents are strongly encouraged to set up an appointment with all teachers concerned if your child is making unsatisfactory progress).

Yearly / Monthly Calendar:

The tentative calendar will be sent home at the beginning of the school year. *Please be advised that this calendar is subject to change.* If adjustments to the yearly calendar need to be made, you will be notified through the monthly calendar or a written memo. The monthly calendar will contain dates and times of all monthly events and activities. It is your responsibility to keep the calendar in a safe place and consult it often.

DISCIPLINE

Conduct

All actions taken at St. Joseph Catholic School reflect its three core values. Disciplinary consequences reflect these core values. Students are expected to consistently abide by these values. They are:

1. God is in all things.
2. We are called to offer our best to God.
3. Every moment matters.

The fact that a student has been registered at St. Joseph School indicates that its rules, regulations, and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning the discipline of the students will be respected and supported by the parents and guardians. If conflicts arise, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student, or other parents or guardians. Students are expected to take responsibility for their actions by accepting any disciplinary action as described in this Handbook.

Students will receive a conduct grade on their report card that reflects how successfully they have complied with the rules, policies, and procedures of the school (see Grading).

General Rules

In order to help the students develop the mature self-control appropriate to their age, St. Joseph School seeks to establish a safe, calm, respectful, and orderly atmosphere for all students, staff, and adult volunteers. St. Joseph Catholic School has broken possible offenses into three categories: minor, major, and severe, with possible consequences listed below.

Minor Offenses include, but are not limited to:

1. Uniform infractions; specific violations are listed in the uniform section
2. Excessive noise, misbehavior, or talking in the halls, classrooms, or at assemblies
3. Gum, candy, or food at inappropriate times
4. Note passing
5. Disrespect for materials or school-home communications (e.g. signing the daily agenda, the communications folder, and graded work)
6. Improper cafeteria behavior
7. Being out of designated area

8. Bringing inappropriate items to school
 9. Other infractions as determined by the Administration
- Minor offenses are subject to classroom consequences. Repeated minor offenses are subject to Disciplinary Procedures listed below.

Major Offenses include, but are not limited to:

1. Repeated minor offenses
 2. Disrespect towards school personnel, students, and adult volunteers
 3. Teasing, harassment, bullying, or mean behavior
 4. Unacceptable language
 5. Inappropriate behavior in church or during religious events
 6. Rough play or fighting
 7. Defacing school uniforms, books, desks, or any other school property
 8. Possession or distribution of obscene pictures, magazines, books, music or other materials, which contradict Catholic moral teaching
- Major offenses are subject to the Disciplinary Procedures below

Severe Offenses include, but are not limited to:

1. Repeated major offenses
 2. Serious disobedience by word, action, or gesture to directives of administrators, teachers, and other school personnel
 3. Threats, assault, battery, or physical injury to students, school personnel, or volunteers
 4. Stealing, damage, or intentional misuse of school/church and private property
 5. Profanity or abusive language
 6. Leaving school premises without Principal's authorization
 7. False fire alarms and bomb threats
 8. Possession or use of tobacco products
 9. Possession, use, or distribution or selling of alcoholic beverages, drugs or narcotics within 500 yards of the school campus
 10. Improper use of Internet Sites
 11. School disruptions, unlawful protests, marches, and picketing
 12. Possession or use of weapons and dangerous objects including laser pointers
- Severe offenses are subject to immediate detention, suspension, or expulsion at the discretion of the administration

Valuables/Cell Phones:

Valuables should not be brought to school. Any cell phones brought to school must be turned off and remain in student's backpack during the day. If a student has any of these valuables on his/her person they will be confiscated and taken to the school office. Only the parent may retrieve the item from the office.

Suspension

Suspension is the temporary removal of the student from his/her regular program for a period not to exceed ten (10) school days. The times of suspension may be served either in or out of school. Suspension from school is a severe disciplinary consequence and is imposed only for severe misconduct at the discretion of the administration.

In-School Suspensions

In-School Suspensions are assigned at the discretion of the administration for severe or repeated major offenses. Students will be removed from the classroom and placed in a setting where they are constantly supervised. There they will complete academic or research based assignments and/or other service activities. Any class work missed will be the responsibility of the student to complete. Tests will be administered to the student during in-school suspension. The student is responsible for meeting all class deadlines independent of suspension. In-school suspensions may result in a failing (0) conduct grade.

Out-of-School Suspensions

Out-of-School Suspensions are imposed at the discretion of the administration for severe or repeated major offenses. Out of school suspensions may result in a failing (0) conduct grade.

Expulsion

Expulsion is the permanent removal of the student from the school. Expulsion of a student from a Catholic school is serious and is invoked only as a last resort. If the serious nature of the situation warrants, (e.g., drugs, alcohol, assault, vandalism, lack of parent support, etc.) expulsion may be imposed against a student for a first time offense. The Principal/Pastor has the discretion and final authority regarding expulsion of students. The Diocesan Office will be consulted in all situations where an expulsion is warranted.

Harassment/Sexual Harassment

St. Joseph Catholic School strives to establish a Christian, professional, and supportive educational community for administrators, faculty, staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at SJCS, condemn any form of harassment. Concerns should be reported directly to the school administrator. All credible allegations will be addressed according to Diocesan policy. Sexual harassment is any unwelcome advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Forms of harassment:

1. Demeaning comments
2. Repeated annoyance
3. Creating an intimidating, hostile, offensive or unsafe environment
4. Suggesting or demanding involvement, accompanied by implied or explicit threats
5. Jokes of a demeaning or sexual nature
6. Touching
7. Showing of sexually explicit pictures, cartoons, etc.
8. Requesting sexual favors
9. Laughing about sexual references
10. Passing on stories about others (true or untrue)
11. Impeding or blocking movement
12. Demeaning or obscene notes, letters, or invitations

13. Visual leering
14. Inappropriate gestures
15. Any act of retaliation against an individual who complains of harassment

Disciplinary Procedures:

The objectives of disciplinary procedures are:

- to stop improper action;
- to give students the opportunity to explain and reflect on action and cause;
- to modify and/or teach appropriate behavior;
- to keep concerned parties informed.

These disciplinary procedures apply to Major Offenses listed above:

Step 1: Student may lose a privilege. The teacher, student, and parent are required to sign an Incident Report. Report is handled by the teacher and submitted to the Administration.

Step 2: Student may lose a privilege. Privilege may include recess and/or lunch detention. Teacher, student, and parent are required to sign an Incident Report. Report is handled and submitted to the Administration.

Step 3: Student will earn lunch detention. Teacher, student, and parent are required to sign an Incident Report. Report is submitted to the Administration.

Step 4: Student will earn two (2) lunch detentions. Teacher, student, and parent are required to sign an Incident Report. Report is submitted to the Administration. Student develops a written action plan to improve behavior.

Step 5: Student will earn three (3) lunch detentions with administration. A conference is held with the student, parent(s), administrator, counselor, and the teacher(s) involved to assist the student in making a plan for improvement of behavior. Student will be placed on Disciplinary Probation. Report is submitted to the Administration.

Step 7: Student will earn a suspension. The suspension maybe an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) as determined by the Administration. A conference is held with student, parent(s), administrator(s), and counselor – this is required before the student is permitted to return to class. All missed work is expected to be completed. Report is submitted to the Administration. See Suspension below.

Step 8: Student will earn an Out-of-School Suspension (OSS) pending an Expulsion hearing involving the student, parent(s), administrator(s), and Pastor. See Expulsion Above.

Because St. Joseph believes that God is in all students, there are several ways teachers and administration would like to recognize students that exude the school's core values and Salesian Spirit.

Possible Positive Reinforcement Opportunities include, but are not limited to (grade level appropriate):

- free homework pass
- extra time on computer
- go to the head of lunch line
- free seating in class
- get candy from jar
- get a note/call home about good behavior
- be the teacher's helper for the day
- allow to work with a friend
- go to class treasure box
- get stickers, certificates, special pencils, etc.
- get a locker pass
- take care of class animal for the day
- be helper in younger classroom
- sit at teacher's desk
- take a class game home for weekend
- use couch/beanbag chair for the day
- be a leader for a class game/activity
- extra center time/recess time
- get first pick for recess equipment
- choose a movie for class to watch

ALLERGIES

The significant increase in allergies poses a difficulty within the school environment. It is very important that parents keep the teachers and office aware (in writing) of any allergy that a child may have. In particular, food and environmental allergies should be known.

APPOINTMENTS

Medical and dental appointments should be made outside of school hours when possible. If an appointment must be made during school hours, the teacher must be notified in writing by the parent/guardian in advance. Upon returning, the student is to bring a note signed by the doctor's office to the school office. The parent/guardian must report to the school office if they are picking up or dropping off a student for an appointment. Students are responsible for any work missed due to appointments.

ARRIVAL

All children being dropped off must go through the car loop on Walnut St. The front lot is for walkers only. There is absolutely no parking at the car loop on Walnut St. If you wish to walk your child you may park in the Gomez parking lot and walk your child to their class or the cafeteria. It is essential that each child be present at announcements from the beginning. All students arriving after 8:00 a.m. will be marked late and will be subject to appropriate consequences (see Tardiness).

BOOKS

Students are responsible for the care of all books. Textbooks are leased to the students over a period of years and must be protected. Books are to be covered at all times. The covers are to be kept clean and in good repair. Covers should not be taped to the inside of the books. At no time should a hardbound book be covered with clear contact paper. Softbound books must be covered in contact paper. Student's name and grade should be written neatly on covers in ink. A fine or replacement fee will be charged for damaged or lost textbooks or workbooks.

Should any library book be damaged, lost, or need replacement, the following fees are in effect: paperback books - \$7.00, hardcover books - \$15.00, magazines/periodicals - \$3.00.

CUSTODIAL ARRANGEMENTS

Please make the school principal and class teacher aware of any particular custody arrangements that are in effect. For the safety of the children and in order to maintain our compliance with any legal documentation, the school needs to have, on file, a copy of specific custodial arrangements. St. Joseph Catholic School is only responsible for implementing what is part of the written custodial agreement. We request that any transfer of a child from one parent's custody to another parent's custody be done off school grounds.

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parents access to academic records and other school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parents to provide the school with an official copy of the court order.

DISMISSAL

All students dismiss from the pavilion. Students must be picked up promptly at 3:00 PM at the designated dismissal area on Walnut St. Parents should place a Pick-Up Sign on the passenger side visor and lower the visor to make the sign visible for the person calling the children for dismissal. *Please be PATIENT* during the first days of dismissal; after that, once we know your cars and your children, dismissal will be complete in twenty-five minutes or less.

Students that live in the neighborhood and walk home from school will be dismissed from the pavilion to walk to the front gate at Gomez Ave. Only students that walk home should use the front dismissal gate on Gomez Ave.

For the safety of your child, it is extremely important that you are here on time for dismissal. If you are going to be late for pick-up, you must notify the office. Any child not picked up by 3:30pm will be brought to the extended day care program and the parent will be billed the drop-in fee. A \$15.00 drop-in fee will be charged.

Parents must notify the school in writing should a change in transportation be necessary. Teachers will only release students to those adults authorized in writing. Unless engaged in an organized school sponsored activity or enrolled in the Extended Day Program, no student should remain on school grounds after 3:15 pm. Club or team members may stay for meetings or practices. Brothers, sisters, and friends of athletes or club members must go home at the regular time or sign up for the extended care program. The coaches and activity leaders are responsible for the supervision of their students and will bring them to the extended care program (if they are registered for that) or will remain with them until they are picked up after an activity. Since these individuals are donating their time for the children, please be prompt in picking them up at the conclusion of an afterschool activity.

EARLY DISMISSAL

If it is necessary to pick up a student before 3:00 pm, a written note from the parent/guardian notifying the teacher is required prior to 9:00 a.m. Unless the teacher has received the note, no special accommodations will be made by the teacher to provide homework assignments. Upon the arrival of the parent/guardian to the school office, an early dismissal form must be signed. The student will then be called to come to the office. At no time is the parent/guardian permitted to go beyond the office to pick up a child. No early dismissals will be granted after 2:30 pm or 11:30 a.m. on noon dismissal days.

EMERGENCY CLOSINGS

In the event of an emergency closing, please check Bay News 9, local newscasts, or radio and e-mail announcements. St. Joseph Catholic School will be closed if the Hillsborough County Schools are closed.

EMERGENCY FORMS

Parents must complete a School Emergency Form at the time of registration. It is essential that any change in home/work phone numbers or addresses be communicated to the school secretary as soon as possible. It is for the safety of your child that we have up to date emergency contact information.

EMERGENCIES

St. Joseph Catholic School Catholic School is committed to providing a safe and secure environment for all students. To this end, the following safety procedures are in place on the campus:

- All visitors to St. Joseph Catholic School Catholic School must report to the school office to sign-in and obtain a visitor's badge. Only visitors with Safe Environment Training (SET), background check, and driver's license check may visit classrooms for activities, lunch, or parties.
- No parent may attend a field trip or other such event without authorization from the school office.
- In keeping with the Diocesan policy, St. Joseph Catholic School has procedures in place for handling emergencies (see below in this section). It is the expectation

that parents and students will follow the directions of the school in the event of an emergency.

- In a weather-related emergency, St. Joseph Catholic School follows the school closing guidelines from the Diocesan Office of Catholic Schools.
- Safety procedures such as fire drills, lock downs, and hurricane drills are routinely conducted throughout the course of the school year with the students.
- St. Joseph Catholic School abides by the U.S. Council of Catholic Bishops' Charter for the Protection of Children and Young People, which mandates training for individuals who come into contact with children and youth and to help recognize, report and prevent child abuse, including sexual abuse.
- As directed by the Diocese of St. Petersburg, St. Joseph Catholic School has a school wide Safe Environment Curriculum for students. The School Counselor oversees the Safe Environment Curriculum.

A complete Emergency Operations Plan has been completed in accordance with the Diocese of St. Petersburg policies. Emergency communication, chain of command, release policy, etc. are all implemented in this Plan. Each class is equipped with emergency communication, as well as, emergency supplies such as food, water, blankets, and medicines.

In the event that a crisis or emergency should occur on campus, the Diocesan Crisis Team will be available on site to speak with students, faculty, parents, and staff as needed.

EXTENDED DAY PROGRAM

The Extended Day Program (for grades EC-6) will be from **3:30 pm to 6:00 pm** each day. Students in grades 7 and 8 will only be permitted to participate in this program with permission of the principal. The children will be provided with a snack. The students will be given an opportunity to play and work on homework assignments. All parents/guardians who wish to enroll their children in this program *must* complete the appropriate registration forms. The students and parents must abide by all rules and regulations set by the school. The program will usually be available on days when there is Early Dismissal. As always, there will be no Extended Day Program during the last day of school and before the Christmas break. Any other changes to this program will be communicated to the parents and students registered for this program. Students who are not picked up from extracurricular activities on time will be sent to the Extended Day Program and charged the appropriate drop-in rate of \$15.

FIELD TRIPS

Designed to enrich the child's curriculum, Field Trips are an invaluable tool in teaching. Since Field Trips are a part of the curriculum, every child is expected to participate. However, participation is a privilege and may be denied to a child whose behavior has been questionable. Any child who does not participate in a class trip will be required to attend school or be marked with an unexcused absence. Family members (other than chaperones) and friends of the student may not attend. Before the trip, the classroom teacher will send home the pertinent information

describing the trip and any cost that may occur. The official permission slip will be signed by the parent/guardian and must be returned to school by the due date. No student will be allowed to go on the trip unless the form is properly filled out, signed, and returned.

Since we do not wish to place parents or staff members in positions of liability in regard to the transportation of other parents' children, all field trip transportation will either be by bus or by having the children dropped-off and picked-up at a local field trip location. Any other transportation arrangements specifically organized by the parent must be communicated to the class teacher in writing.

FIRE/EMERGENCY DRILLS

In accordance with the Florida State Laws and the guidelines established by the Diocesan School Office, fire drills will be held monthly. Keeping in mind the serious nature of these drills, the students are expected to conduct themselves in a very disciplined manner. Students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom and the classroom teacher will review routes and evacuation procedures for each class. During a fire drill, any visitors on school premises must follow the same procedures as the students.

* *PLEASE NOTE:* Due to the serious nature of these drills and for the safety of everyone, any student who does not follow the proper safety procedures will have committed a severe offense, and therefore will be sent to the Principal's office where the parents/guardians will be called. The student will receive an out of school suspension.

HEALTH AND COMMUNICABLE DISEASES

In order to provide care for your child in case of injury or illness, many of our staff members have been trained in First Aid and CPR.

The following communicable diseases have been specified as diseases for which a child may not be admitted to or remain at school:

- Chicken Pox (lesions crusted over)
- Whooping Cough
- Lice (treated and nit free)
- Tuberculosis
- German Measles
- Vomiting
- Impetigo (treatment & dry lesions)
- Measles
- Giardia Lamblia (after 3 negative stool cultures)
- Shingella
- Hemophilus Flu (symptom free)
- Diarrhea
- Mumps
- Temperature over 98.6 degrees (fever free for 24 hours)
- Strep Throat (24 hours after initial antibiotic treatment)
- Conjunctivitis (treatment and clear eyes)
- Scabies (treatment; 24 hours after initial treatment)
- H1N1 Virus

Children, who had been ill with a communicable disease, will not be readmitted to class until reception of a note from the child's physician stating that the child no longer presents any danger to others.

In addition to these communicable diseases, children will be excluded from school if they exhibit green or colored discharge from the nose, fever, vomiting, or diarrhea. Our teachers will also notify parents if their child has expressed lethargy, pain, or discomfort during the school day.

Children should not be sent to school if they have fever or have been sick during the night. Children who have been ill with a fever must be fever-free for 24 hours before returning to school. If a child becomes sick during school or is injured, parents will be notified by phone to pick up the child. Please ensure that child is picked up within one hour of notification. For this reason it is essential that any change in home or work phone number be communicated to the teacher and the school secretary.

All children must have a Florida State Physical Form (DH3040 – yellow) signed by a physician including notation of a physical examination and a Florida Certificate of Immunizations (DH680-blue). As per the policy of the Diocese of St. Petersburg, no child will be admitted to school without the required immunizations. Only medical exemptions, signed by a licensed physician, will be accepted.

HOME-SCHOOL ASSOCIATION

All parents of St. Joseph School students are members of the Home-School Association, which meets periodically to facilitate communication and cooperation between home and school. Parents and teachers alike are required to attend these four meetings. In order to ease the financial burdens faced by the school, the Home-School Association pledges to raise a determined amount of money each year. This can be done only through parental support of Home-School Association fund-raising events and their cooperation in the Service Hour program.

INCLEMENT WEATHER

St. Joseph School will notify parents prior to dismissal in regard to hazardous weather conditions, such as hurricanes, flooding, etc. Please listen to your local news for announcements on school closing. If Hillsborough County Public Schools are closed, St. Joseph Catholic School will be closed.

ILLNESS OR INJURY

Parents are requested to keep their children home if they are sick. If a child becomes sick or is injured during school, parents will be notified by phone to pick up the child. Students who have been excluded from Physical Education class by their doctor must present a physician's note to this effect. It should also include when they will be able to resume their physical education activities. This note should be sent directly to the classroom teacher, and copy will be placed in the student's folder.

In the event of any accident/injury, parents/guardians will be notified through phone or note from the child's teacher. If it is serious, we will use all the phone numbers on

your child's emergency form; if it is just to let you know what occurred, we will leave a message at your primary contact number.

ITEMS INAPPROPRIATE FOR SCHOOL

The use or possession of any items listed below is prohibited in school except for special events approved by the Administration: radios, tape recorders, CD players, hand-held games, trading cards, magazines, water pistols, water balloons, beepers, cameras, cellular phones, I-pods, silly bands, friendship bracelets, any fad items, and any other distracting or inappropriate items determined by administration.

Any such items found in the possession of a student will be confiscated and turned in to the Principal and the student will be subject to minor or major consequences. St Joseph School will not be responsible if these items are damaged, stolen, or lost.

Parent will retrieve the item from office after 1st offense; if there is a 2nd offense, the item will remain in the school office until the end of the school year.

LIBRARY

Students are brought to the School Library on a regular basis. At that time, each student is permitted to check out two books per week. The books are to be returned the following week, but may be renewed up to three times. Should any library books be damaged, lost, or need replacement, the following fees are in effect: paperback books - \$7.00; hardcover books - \$15.00; magazines/periodicals - \$3.00.

By signing the receipt of Parent-Student Handbook, you are agreeing that your child has permission to check out books from the Library, and that you will be responsible for any replacement fees incurred.

LOST AND FOUND

Parents are required to label all their children's belongings with permanent marker or sewn labels. Lost and found articles will be placed in the cafeteria on the stage. Articles/items that are not claimed within a week will be sold or discarded. The school is not responsible for unclaimed items.

LUNCH

St. Joseph School will offer a daily hot lunch program. A monthly menu will be provided and the lunch fee must be paid within 5 days of its distribution. Parents must send the money in an envelope with their child's name and grade attached to the menu. Lunch money should not be included with tuition or other activity money. If your child is absent, credit will not be applied. Students may bring their own lunch, as long as it does not require the use of the microwave. Please be sure your child has a nutritious and filling lunch and include any plastic ware and napkins as needed. Soda, either in a can, a bottle, or thermos is not permitted. Students will need to bring their own lunch on "early dismissal days" if they are attending the Extended Care program.

In order to maintain a safe and secure learning environment for all, and to minimize interruptions, parents may not bring outside food to the school at lunchtime. All lunches need to be sent in with the child in the morning. Students are not allowed to leave the school premises during the lunch/recess period. Parents will be charged \$3.50 for a replacement lunch for any students who do not come to school with lunch.

MEDICATION

Parents must bring to the school office “in person” any medication to be administered at school. A form must be signed when sending medicine of any kind. The medication must be delivered in the original bottle or container. Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school. When a physician orders prescription or non-prescription (over-the-counter) drugs, a signed physician’s order must accompany the medication. *Any medication not accompanied with physician’s note will not be accepted in the School Office. All medication must be labeled with the student’s name, dosage, frequency of administration, and physician’s name.*

Parents of children taking a daily medication during school hours should see to it that a constant supply of medication is available in the school office. Students are not permitted to keep their medication with them. All medicine (including over-the-counter drugs) must be turned into the school office. Parents should notify the homeroom teacher in writing when their child requires medication.

NON-INTERFERENCE POLICY

If, for any reason, a situation occurs between two students or a group of students, the parents/guardians should notify the principal and/or students’ teachers. The school personnel will seek to resolve the issue at hand in an appropriate, professional manner. Parents/guardians should refrain from public expressions of disciplining their own child or other person’s children. It is the responsibility of the teachers to maintain discipline in the school. Parents are not permitted to discipline or confront other children on school grounds.

NOTIFICATION STATEMENT

St. Joseph Catholic School maintains an Asbestos Management Plan. It is available for review in the School Office.

PARTIES

Holiday parties may be held only with the prior approval of the Principal. They may be arranged with the help of the homeroom parents. The teachers must be aware of everything being planned and have the approval of the Principal. Invitations to home parties may not be distributed at school unless given to every child in the class. The school will not provide any student’s home address or phone number.

Parents/guardians are requested to send in *only cupcakes and juice*, which will be given to the children at lunchtime. Birthday items are to be sent with the child in the morning. No visitors should be in the lunchroom with the children since other classes will be present, unless approved by the Principal in writing.

PICTURES

Individual or class pictures are taken during the school year for purchase by parents. Parents will be notified in advance of the photographer's schedule. Yearbooks will be available at the end of the year with the opportunity to order them in advance *only*.

PHYSICAL EDUCATION

Students must participate to their fullest capability in PE class. They are responsible to have their complete PE uniform on the designated days. If a student does not have the complete PE uniform, they will be subject to consequences for MINOR offenses and it will be reflected on their report card. If a student cannot participate in PE for medical reasons; he/she must present a note to the classroom teacher. The student will be considered absent for that gym period.

REPORTING OF ALCOHOL OR SUBSTANCE ABUSE

Any adult or student who is suspected of being under the influence of alcohol or illegal drugs will be dismissed from the school immediately. In the case of the student, parents/guardians will be notified. The school also reserves the right to involve legal authorities if deemed necessary. In order to insure the safety of our students, we ask that any suspected drug or alcohol activity that is observed on or around the school property be reported to the police immediately.

Should any authorized adult come to the school grounds and be suspected of being under the influence of alcohol or drugs, students will not be released to that person, and the authorities will be informed immediately by the school principal.

REPORTING OF CHILD ABUSE & NEGLECT

Occasionally it comes to the attention of a teacher or the Principal that a student is physically bruised or injured to such an extent that the school personnel suspect that it could be the result of physical or sexual abuse.

THE STATE OF FLORIDA MANDATES US TO REPORT ALL SUSPICIONS IMMEDIATELY TO THE BUREAU OF CHILD PROTECTIVE SERVICES. Under the directives of the State and the Diocese of St. Petersburg, we fully comply in the reporting of suspected child abuse

SCHOOL HOURS

Daily: 8:00 A.M. – 3:00 PM

Noon Dismissal Days: 8:00 A.M. – 12:00 PM

SEARCH AND SEIZURE

St. Joseph Catholic School reserves the right to search students, their desks and personal belongings if there is a suspicion of weapons, drugs or other inappropriate items. No adult or student may enter the campus with any object that can be used with the intent of causing bodily harm or destruction to another person or school

property. Parents will be notified and the object will be confiscated. The school reserves the right to involve legal authorities if necessary.

SPECIAL NEEDS

Students with identified special needs will be provided with accommodations via a Student Support Plan (SSP) after receiving proper documentation. Teachers, parents, and the guidance counselor will meet as needed to discuss the SSP and any accommodations needed.

Parents that are concerned that their student may need accommodations for learning difficulties, behavioral concerns, or speech and language issues should contact the classroom teacher or resource teacher.

St. Joseph follows the Response-to-Intervention process for identification of students with learning difficulties.

SPORTS' PROGRAM

The students of St. Joseph School have the opportunity to participate in a variety of sport programs during the school year. These sports may include basketball, volleyball, softball, track, and soccer. A one-time sports fee of \$100.00 is required to participate in a sport. This fee is non-refundable.

TARDINESS

A student is unequivocally late if he/she arrives after the 8:00 a.m. bell, he/she is considered late and must report to the office to receive a late slip. Students arriving after 8:10 a.m. must be accompanied by their parent/guardian to the school office to receive the late pass. Normal traffic congestion is not an excuse for tardiness. Tardiness is considered a minor infraction and is subject to appropriate consequences.

TRANSFERS

If it is necessary to transfer a student during the school year, parents must notify the school secretary in advance of the date of transfer. A transfer information form must be filled out before transfer is completed and all academic and health records are sent.

Transfers and records will not be released if financial obligations are outstanding. All classroom textbooks and library books must be returned to the school or an additional payment will be required.

TUITION

Parents have an obligation to make tuition payments on time and with accuracy, avoiding over-draws on bank accounts.

Delinquent Tuition

- After one month of outstanding tuition, parent/guardian will receive a written notice and a request that they contact the school immediately.

- After two months of nonpayment, students will not be permitted to attend until the school tuition balance is no longer in arrears.
- Eighth grade balances must be paid in full in order to participate in graduation. In addition, school records will only be sent to matriculating schools when the balance has been paid in full.

The parent/guardian has until the date of termination of services to pay the delinquent tuition. There will be one-week grace period after termination of services given to pay the tuition and have the student(s) reinstated.

The present economic reality in our country is such that many people are falling upon difficult times. It is part of our mission as Catholic educators to assist you in having your child(ren) continue attending our school. Should you be experiencing financial difficulties, please speak with our Principal.

Tuition must be paid in full prior to the end of the school year. Students with tuition balances will not be permitted to attend the following school year.

UNIFORMS

We, at St. Joseph School, believe that the school is the student's place of work. We also believe that the mood and conduct fitting our school are encouraged by the appearance of our students. Students are required to report to school wearing the complete school uniform except on gym days when the gym uniform is to be worn. Students that do not wear the proper uniform to school will be sent to the office for alternative uniform options and be subject to minor infractions (see Discipline above)

Cleanliness

Uniforms should always be clean. Each student should give attention to personal grooming.

Consequences

Repeated infractions to the uniform regulations will result in consequences for MINOR infractions.

Hair

Hair should be well groomed and neatly combed at all times. Extreme hairstyles, fads, color rinse, sprays, or razor designs are not permitted. Boys' hair length must be above the collar of the school shirt. The older boys must be clean-shaven. Girls' or boys' hair should not fall into their face or eye.

Lost and Stolen Items

The school is not responsible for lost or stolen jewelry. Inappropriate jewelry will be confiscated and held in the school office for the parents to reclaim.

Make-up and Jewelry

Girls are not to wear make-up and only clear nail polish over natural nails is permitted. Girls may wear one pair of earrings in the ear lobe only. No other body piercing is permitted. Boys may not wear a stud earring. Jewelry should be limited to a watch and a thin chain with a religious symbol or medal to be worn around the neck. Only one ring may be worn. No bracelets may be worn. This will prevent the loss of valuable objects. Tattoos, including rub-ons, are not permitted.

Marking Uniform Items

The cost of uniforms can become very expensive especially sweaters, jackets and gym clothes that may become lost. Therefore, all students must have their name clearly marked on all of their clothing and personal belongings. The school will not be held responsible for lost items. A laundry pen or a fine-tip permanent marker works well.

EC

Students in our EC3 and EC4 Program will be required to wear ONLY the PE Uniform. Parents may purchase the entire school uniform, as listed below, if they wish to, but our requirement is simply for the PE uniform. This allows the children the freedom of educational play without damaging their regular school uniforms.

BOYS K through Grade 8

- Pleated khaki trousers and khaki magnetic belt or plain leather belt (solid brown or black)
- Khaki walking shorts (no cargo shorts) and khaki magnetic belt or plain leather belt (solid brown or black)
- All elastic shorts may be substituted for EC-3 up to 2nd grade light blue, short sleeve oxford shirt with school logo. Shirts must be tucked in.
- Solid white crew socks above the ankles

GIRLS: K through Grade 8

- Khaki skort with (all elastic shorts may be substituted for EC-3 up to 2nd grade)
- Khaki pleated slacks with khaki magnetic belt or plain leather belt (solid brown or black)
- Khaki girls' shorts (no cargo shorts).
- Light blue short-sleeved oxford blouse with logo. Shirts must be tucked in.
- Solid white socks folded once must still cover ankles (*no anklets or emblems*).
- The proper length of dresses, skirts and skorts shall be no more than two inches above the top of the kneecap and at the discretion of the administration.

BOYS AND GIRLS

Uniform Shoes: Black, brown or navy blue dress shoes not over one inch heel. No tennis shoes, sandals, high tops, or boots. No wheels or rollers on shoes.

Undershirts: Only white short-sleeve T-shirts may be worn under the uniform shirt or PE shirt.

The following articles of clothing may be worn inside the class during cold weather. No other type of sweater or jacket will be allowed:

Sweatshirts: Navy blue sweatshirts, sweaters, fleece jackets, or cardigans.

Jackets: Navy jackets and navy fleece jackets. In extreme cold weather, other jackets may be worn outside the classroom.

P.E. UNIFORMS

- Navy mesh shorts with
- SJS gray T-shirt with logo (shirts tucked in)
- Black or white athletic shoes with matching laces (laces must be tied)
- Plain white crew socks (no anklets)
- Navy sweatpants
- Navy sweatshirt

Students must be in full compliance of P.E. Uniform on P.E days. Repeated infractions will result in consequences for minor infractions (See Discipline above).

St. Joseph sweatshirts (not the sweat pants) may be worn over the uniform on cold days. School uniforms must be purchased at:

Risse Brothers School Uniforms

4228 N Armenia Ave, Tampa, FL 33607 (813) 282-8338

www.rissebrothers.com

Dress-Down Days

On dress-down days, students can wear jeans/slacks without rips or holes, t-shirts except those that advertise alcohol, tobacco, drugs, have inappropriate or obscene references or slogans or are contrary to Catholic teaching and values, and closed-toed shoes or sneakers (no flip-flops or sandals).

Any student in violation of the preceding Uniform / Dress Code is subject to losing his/her option of participating in Dress-Down Days, will receive alternative clothing in the office, and are subject to minor infractions.

VISITORS

For the safety of our children, all visitors must report to the main office, sign the visitor's registration form and wear a visitor's badge. Classroom visits will only be allowed with the consent of the Principal. Parents are asked to wear proper attire when they come on the school premises.

The Diocese of St. Petersburg mandates that all volunteers must have a Diocesan background screening which includes fingerprinting as well as a Safe Environment Training before they can work at the school during the hours of 8 a.m. – 3 pm. The fingerprints will be maintained in the school office. The process takes approximately 4 - 6 weeks. Information can be obtained at the school office.

Handbook Contract Sheet

The mission statement, belief statements, and regulations for St. Joseph Catholic School are stated in the 2016–2017 Parent - Student Handbook. It is important that parents/guardians and students read the entire handbook. Upon completion of reading and discussing the handbook, please sign and return this form on or before Friday, August 12, 2016. Your signature indicates your agreement to support the policies described in this handbook, not your agreement with them. Students who have not returned this sheet will not be permitted into class on Friday, August 12, 2016. These signed sheets will be kept in the family's file.

I/We have read and will abide by the mission statement, belief statements, and regulations as stated in the St. Joseph Catholic School Parent - Student 2016–2017 Handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Name or Signature _____
Date _____ Grade _____

Student Name or Signature _____
Date _____ Grade _____

Student Name or Signature _____
Date _____ Grade _____

Student Name or Signature _____
Date _____ Grade _____