

ST. JOSEPH PARISH SCHOOL



STUDENT \ PARENT

HANDBOOK

2013-2014



**ST. JOSEPH PARISH SCHOOL
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ST. JOSEPH PARISH SCHOOL'S PHILOSOPHY

The primary purpose of the existence of St. Joseph Parish School is to help facilitate the parents in providing a Christian faith-community for their children. The school strives to maintain academic excellence in all areas while it upholds an atmosphere centered in the person of Christ and His teachings.

The administrator and faculty of St. Joseph Parish School believe that each child is a unique individual who learns most effectively through the integration of the intellectual, emotional, spiritual, social and physical aspects of development.

Through the combined efforts of the Church, the school and the home, each child will have the opportunity to be prepared for future challenges. This preparation will lead to personal success and fulfillment as a mature Christian, aware of basic principles and prepared to accept adult responsibility.

It is our conviction that true education focuses on the formation of the human person in pursuit of his ultimate purpose.

ST. JOSEPH PARISH SCHOOL'S MISSION STATEMENT

Our Mission is to implement our philosophy by:

Promoting positive Christian attitudes and values that will enable the students to make ethical choices;

Providing the student with a diversified curriculum that strives to enhance each child's innate potential;

Preparing students for active participation in the life of the Church;

Developing a positive self-image in each student; and

Instructing and motivating students to pursue peace and social justice in their community.

STUDENT CREED

As a St. Joseph Student I will:

- Have a positive Christian attitude
- Always work to my full potential
- Participate in my church
- Have a positive self-image
- Be a peace maker and help others

ADMISSION POLICY

St. Joseph Parish School does not discriminate against students in admission or participation in any school program or activity on the basis of race, sex, nationality or ethnic origin.

St. Joseph School is committed to quality education within a Catholic, Christ Centered environment, consistent with this commitment; the administration along with St. Joseph School Advisory Committee has established an admission policy which fosters family involvement in the parish.

The school administration reserves the right to deny admission to any returning student. This could happen when the school does not have the resources and ability to meet the needs of the student, and/or when parents are motivated by concerns not consistent with the goals of the school or policies of the Archdiocese of Detroit.

Please note: Parents and or students who do not support or show partnership with administration/school may not be granted admission and may be asked to withdraw from the school on a date determined by the administration.

The criterion for admission to St. Joseph Parish School is that parents accept the Catholic concept of education.

Priority for admission to St. Joseph Parish School:

1. A student who is pre-registered and a member of St. Joseph Parish and attending St. Joseph Parish School at the time of pre-registration.
2. A student who is pre-registered, not a member of St. Joseph Parish but is attending St. Joseph Parish School at the time of pre-registration.
3. A student who is pre-registered but not a member of St. Joseph Parish and not attending St. Joseph Parish School at the time of pre-registration.
4. A student who is not pre-registered. A student not pre-registered is accepted in the above order for other descriptions.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs.

Pre-registration takes place after the Christmas holiday.

All students will comply with State of Michigan required Immunization and Health Laws prior to admission.

When a student applies for transfer from another school, the parent must sign a release

form allowing St. Joseph Parish School to request the student's records from the previous school. A student's acceptance into St. Joseph will be contingent upon the receipt of the records from the previous school and the satisfactory reports contained therein. Eighth grade students are rarely admitted to St. Joseph Parish School. Transfers of an eighth grade student from another Catholic school may be admitted providing there are no academic and/or discipline problems. Students who were not recommended for promotion in their previous school will not be accepted to the next grade at St. Joseph Parish School.

Age Qualification: To be eligible for enrollment into kindergarten, a child must have reached the age of five (5) years on or before November 1 of the year the child is entering kindergarten, or sign a school waiver. Birth certificates must be shown at the time of registration.

TUITION \ FEES POLICY

Tuition rates are set by the Pastor in consultation with the Principal and the School Advisory Committee. We are grateful for the sacrifice parents make to provide a Catholic education for their children. It is our commitment to you and this parish to continue quality education while remaining fiscally responsible.

To receive the Catholic Parish Family rate, a family must be participating, registered, and contributing members of a local Parish. A participating member is one who regularly attends Mass in accordance with the teachings of the Church and contributes to their parish throughout the year or who has made special arrangements with our Pastor.

Non-participating, unregistered, or non-contributing members will be charged the Non-Contributing/Non-Catholic Family rate. Once a family has been transferred to Non-Contributing family status, the matter will not be reviewed until the following school year.

Parents can select from three payment plans at the time of registration. They are: One payment in full due the fifth of August; Four equal payments; or nine equal payments due the first of August through and including April. August 5th payment must be received by August 5th or 20th depending on the FACTS agreement chosen, or a late fee of \$50.00 is assessed. No tuition refunds on the first quarter or after the third quarter.

Registration fee of \$150 per family occurs at pre-registration and is non-refundable.

Those who use the St. Joseph Parish bus will make their payments according to their tuition schedule. No refunds on bus fees.

A student will not receive a final report card or be allowed to participate in graduation if tuition, bus, or library fees are not up-to-date.

A student will not be allowed to return to school in the fall if prior tuition is still owed, unless payment arrangements have been made through the business office in advance.

Assistance is available to help with the cost of tuition based on financial need. Please contact the principal for further details.

**2013-2014
ST. JOSEPH CURRICULUM**

- A. First and foremost, St. Joseph School incorporates Catholic Teachings and Catholic Value system at all levels and in all subject areas.
- B. The curriculum reflects the fundamental principles of student growth and development and makes provisions for the physical, emotional, aesthetic, intellectual and social differences among individual students.

RELIGION:	Grade K: "I Am Special," Our Sunday Visitor 2012 Grades 1 - 8: "Blest Are We", Silver Burdett, 2010
READING:	Grades K: First Steps Early Literacy Program, and Letter People Grades 1-5: Scott Foresman; 2004
Literature:	Grades 6 - 8: Holt 2007
PHONICS:	Grades K - 3: Modern Curriculum Press, 2003
MATHEMATICS:	Grades K - 5: Envision Math 2012 Grade 6: Math Applications and Concepts Course I, Glencoe 2004 Grade 7: Pre-Algebra, Glencoe 2005 Grade 8: Algebra I, Glencoe 2005
ENGLISH:	Grade 1: Scott Foresman 2004 Grades 2 - 5: Harcourt Brace, 2002 Grades 6 - 8: Holt, Rinehart & Winston, 2001
SPELLING:	Grades 2 - 6: Scott Foresman, 2008 Grade 7 & 8: Wordskills, McDougal Littell, 2000
HANDWRITING:	Grades 1 - 3: D'Nealian Handwriting, Scott Foresman, 2008
SCIENCE:	Grades K – 5: Scott Foresman, 2008 Grades 6 – 8: Glencoe, 2008
SOCIAL STUDIES:	Grades K - 5: Harcourt 2007 Grade 6 - 8: McDougal Littell, 2010
LAND OF THE LETTER PEOPLE:	Kindergarten (science/social studies integrated into program)
ENRICHMENT:	Art, Music, Physical Education (2 times per week), Spanish, and Computer

MARKING SYSTEM

KINDERGARTEN Individual skill reports for each student will be sent home.

GRADES 1-8: GRADES ARE POSTED ELECTRONICALLY THROUGH POWERSCHOOL

GRADES 1-2 **AOD GRADING SCALE:** O-OUTSTANDING (100-85), S-SATISFACTORY (84-74), AND N-NEEDS IMPROVEMENT (73-AND BELOW).

ALL AOD SCHOOLS WILL TRANSITION TO STANDARDS BASED REPORT CARDS FOR K-2 BY 2014-2015 SCHOOL YEAR.

STANDARDS WILL BE GRADED AS FOLLOWS:

1-ES-MASTERY OF STANDARD 85-100

2-MS-DEVELOPING THE STANDARD 74-84

3-NS-NEEDS SUPPORT 73 AND BELOW

BLANK – NOT ASSESSED THIS QUARTER

GRADES 3-8 GRADING SCALE:

Grade		Percent	
A	Superior	95	97.5
A-	Good	93	94
B+	Good	91	92
B	Good	87	89
B-	Good	85	86
C+	Average	83	84
C	Average	76	79.5
C-	Average	74	75
D+	Poor	72	73
D	Poor	68	70
D-	Poor	65	66.5
F	Failing	64	0

Grades for Enrichment Classes: Art, Computers, Music and Physical Education will be given each quarter. These grades are not included in their overall GPA.

Viewing of grades online will be unavailable one week before report cards are sent home.

Teachers will post all grades for the previous week by Monday of the next week.

HONOR ROLL

Students are given recognition for achievement through:

CITIZENSHIP HONORS (GRADES 1 - 8)

A student is ineligible for this honor roll if the child receives a comment-“effort needs improvement,” or comment-“conduct needs improvement,” in any major subject area in PowerSchool.

Grade 1-4 Citizenship Award at the end of the year – a student has to make Citizenship List 3 or 4 out of 4 quarters. To make the Citizenship List a student had to have A's or B's in Conduct & Effort.

SCHOLASTIC HONOR ROLL (GRADES 5 - 8)

Principal's List: 100% - 93% in the six major subjects
First Honors: 100% - 93% in four major subjects and
92% - 85% in two major subjects

To be on the Scholastic Honor Roll the student must not have a “comment-“effort needs improvement,” or “comment-conduct needs improvement” in any major subject area.

The major subjects are Religion, Reading/Literature, Math, Science, English and Social Studies / History.

PROGRESS REPORTS

Saint Joseph School utilizes Power School online grading system. In grades 1-8 parents have all grades in real time. Interim dates will be listed on the monthly calendar as a reminder to parents to review their child's grades online. Since all grades are posted in real time, and in an effort to be more eco-friendly, no paper progress reports will be sent home in grades 1-8.

FAILING GRADES \ RETENTION

Retention can be successful if a student was unable to master skills taught the first time at a grade level. All parties concerned need to see this in a positive manner, a second chance to succeed and not a punishment. All aspects will be carefully considered on an individual basis.

Teachers will notify parents through reports, conferences and report cards that an academic problem(s) exists. Parents and teachers need to work together in planning possible remedies to the problem.

Ordinarily, a student in grades one through four who does very poorly in reading and/or math will be recommended for retention. Failing three (3) or more major subjects for a student in grades five through eight means automatic retention. Parents will have to abide by the school's recommendations.

PARENT \ TEACHER CONFERENCES

Conferences are usually scheduled for all families in November and in January as necessary. After all other report card markings, a conference can be requested by the parents or the teacher(s). If parents would like an individual conference at any other time during the school year, they should send a note to the teacher. A convenient time for both parties will be set by the teacher(s).

DAILY SCHEDULE

7:30 a.m.	School doors officially \ legally open (All students must use the front door)
8:00 a.m.	School day begins
3:00 p.m.	Prayers/dismissal for St. Joseph bus riders (first run)
3:03 p.m.	Dismissal for grades K-4
3:05 p.m.	Dismissal for grades 5-8
12:00 p.m.	Dismissal on half-days

LITURGY

Students and faculty come together weekly to celebrate the Liturgy. This celebration takes place at 8:30 a.m. on **Tuesdays** except when Holy Days occur. Parents, parishioners and friends are always welcome to share in our liturgical celebrations.

LUNCH

Students must bring their own lunch or purchase lunch from the weekly selection. Milk is available for the students to buy on a quarterly or daily basis. Students will eat their lunch in the dining room.

SCHOOL COMMISSION

We welcome all to the School commission meeting during the new business portion. After New Business, the commission meeting is open to current members only. All new ideas and suggestions must be submitted to the principal 10 days prior to the Commission meeting. The principal reviews all ideas or suggestions brought forth to determine if it is an administration policy issue, or a commission item to be placed on the agenda.

The School Commission is a consultative body involved in promoting St. Joseph Parish School as an integral part of the educational mission of the parish. Its functions are to foster the school's philosophy and to assist in developing action steps to implement the school's objectives for education. Member's input is valued for issues important to parents. These issues may include topics such as the school's long and short range planning, handbook policies, tuition and budget, public relations / marketing, and Parish / community involvement.

The Commission meetings are held on the second Wednesday at 7:00 p.m. in the Parish Center. Parents are invited to attend these meetings. Any person requesting to be included on the agenda for any School Commission meeting is asked to submit their discussion topic to the principal in writing at least ten days prior to the next meeting to get scheduled on the agenda. Parents are advised that all topics MUST be related to the Commission's functions. Parents should discuss all other non-related issues with the principal.

SPIRIT OF ST. JOE'S CLUB

Spirit of St Joe's – A club within the school commission dedicated to enhance school enrichment programs, and build fellowship among school families. To acquire a strong school bond, we need to know each other and social events are fun ways to attain this goal. Events will be planned during the school year to promote interaction and unity within our families, and raise funds to support school programs.

Subcommittees of this club include:

- A Carnival Committee
- B Fish Fry Committee
- C Beer and Wine Tasting

CARNIVAL SUB-COMMITTEE

The school carnival promotes fun, while helping new students and parents get to know each other. It is a morale booster for everyone involved. It is not a fundraiser; however, any monies made will be used for school enhancements. The carnival is normally held in the spring. Set up meetings are usually held once per month, throughout the school year.

Committee duties include: coordinate game rental, obtain game prizes, set up and take down. Ensure that volunteers are scheduled to work the carnival (game operators, ticket sales, and food concessions). Organize booth signs, ticket cans, and donations for raffles (including grade level baskets), silent auction, decorations, concessions, and thank you notes to those who have donated.

Parental involvement is a great way to give your time and talent to make your school as good as it can be!

FISH FRY SUB-COMMITTEE

The fish fry is sponsored by the Spirit of St. Joe's to build community. It is held every Friday during Lent. This is a great chance for your family to meet other school families, and older parishioners. You can have fun and help the school by volunteering. Students in 7-8th grade are encouraged to practice their giving to our parish by helping each Friday during lent.

The fish fry depends upon your participation as a supportive volunteer and customer. The profit reduces the operational budget which helps to keep our tuition low.

Committee duties entail scheduling volunteers for Thursday preparation, Friday work shifts, and clean-up groups, menu decisions, advertising, and purchasing food and supplies.

BEER and WINE TASTING SUB-COMMITTEE

This sub-committee sponsored by the Spirit of St. Joe's Club organizes this event for school families to share in fellowship in a relaxed atmosphere. This is an adult's only event for parents.

ATHLETICS

St. Joseph Parish School and Parish are members of the Catholic Youth Organization (CYO) and abides by its rules and regulations (involves grades five through eight, both boys and girls). All financial means necessary for the support of this program are provided by the St. Joseph Athletic Club.

ATTENDANCE POLICY

Regular class attendance and punctuality develop positive attitudes toward school. Regular attendance enables a child to gain more from their educational experiences than one who is absent frequently.

If a child is absent from school for any reason, a parent must notify the school by telephone prior to 9:00 a.m. When the student returns to school, a dated and signed note must be sent to the teacher.

If a student is absent for more than eleven (11) days in a quarter, the school is justified in not assigning a grade for that period. If a student is absent for more than thirty-three (33) days in a school year, the school may determine that promotion to the next grade is in jeopardy.

Upon returning to school, the student is responsible for acquiring and completing all make-up work. The student will have the number of days to complete all daily class assignments as to the number of days absent. If a student is ill, homework can be requested **before** 10:00 a.m. and can be picked up at the office no sooner than 3:00 p.m.

Students may not be dismissed early from school without a written request from parents signed by the principal. A parent or designated adult must come to the school office to pick up the student and sign them out.

ABSENCE DUE TO VACATION

No homework will be given prior to vacation

Family vacations during the school year are discouraged; the school does understand that special circumstances may arise. Any child missing school due to conditions not relating to illness will be given their school work, homework, assignments and tests **after** their return to school. (Please keep in mind that classroom presentations\lectures cannot be made up). If homework is not completed in the time allowed, including projects, no credit will be given.

TARDINESS

Students who are not in class by 8:00 a.m. are tardy. If students enter the building after 8:00, they must report to the office. Parents of children who are chronically late (five or more times in a quarter) will be asked to come to school for a conference with the principal. Parents are expected to cooperate regarding the arrival of their children at school on time.

SCHOOL ACTIVITIES GYM POLICY

St. Joseph's Parish is committed to its Parish Elementary School by providing its resources and facilities to the school's mission. In consideration for the use of the facilities we ask that the school adopt this policy which will help maintain our gym floor and realize the longevity the

manufacturer describes. In light of our wanting to maintain a clean and long lasting gym floor, parents will need to make a choice for their child. The choices are as follows;

1. Parents allow their child to bring gym shoes to change into on the days they don't have gym. After lunch, the child will need to change back to dress shoes. Gym shoes will be stored in their school bags and must be taken home each day. On days the child is scheduled for gym, the wearing of gym shoes all day is allowed.

OR

2. On the days the child is not scheduled for gym, the parent will allow their child to take their dress shoes off and play in their socks. If the parent determines their child should wear gym shoes and forgets to bring them, they will be unable to participate in gym activities.
3. There will be an alternative area for the child to read a book or play a board game taken from their classroom games if the child forgets their gym shoes.

UNIFORM CODE

BOY'S UNIFORM

- Slacks:** Navy blue dress slacks or navy blue dress corduroys; no double stitch on any seams; no drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable.
- Shorts:** Uniform shorts must be purchased from Schoolbelles and may be worn from the start of school until the first of November and again beginning the first day of April until the end of the school year.
- Shirts:** Colors – White or light blue
Type – Dress or knit shirts with a collar or turtlenecks
No logos or writing on the shirts, except the cardinal logo. Shirts must be worn inside the slacks; No colored T-shirts under the shirt.
- Sweaters:** Colors – White, navy or burgundy; Solid colors only with no labels or writing on them. Cardinal logo is acceptable. Sweaters, if worn, must be worn over a shirt.
Type – Vest, V-neck, cardigan or crew neck
- Shoes:** Standard dress\conservative school shoes must be worn. Shoelaces must be laced and tied. No sandals, clogs, crocs, flip flops, or boots may be worn. A sandal is considered as having an open front, back or sides. Athletic shoes can only be worn on designated days and must have a white sole or, if black soled, they must be non-skid and non-marking. Dressy athletic shoes or skateboarding shoes may not be worn.
- Socks:** Socks must be worn at all times. They must be worn under the slacks and not on top of them. All socks must be visible above the ankle, not below.
- Hair:** Boys' hair should be neat and trimmed. Not Acceptable: bangs below the eyebrows; hair in back of head that exceeds the middle of the neck; tails; spikes; razor cut designs; close shaved hair on the bottom with longer hair on the top (should be even in length); fad or punk hair cuts. No hair bleaching, streaking or coloring allowed. Hair may not cover the ears or any part of the ears, no Mohawk.

- Jewelry:** Necklaces, chains or bracelets are not allowed. A necklace with a cross or religious medal is permitted. Only one ring per hand is permitted. Earrings are not permitted. No tattoos.
- Belts:** Boys in grades 1-8 must wear a plain black, navy or brown belt.
- Jackets:** Wearing jackets or hooded sweatshirts in the classroom is not permitted
- Cologne:** Cologne or body spray is not to be worn.

GIRL'S UNIFORM

- Jumper\ Skirt:** Grades K – 4 – Schoolbelles or Lands' End uniform jumpers or skirts (uniform plaid or navy blue)
Grades 5 – 8 – Schoolbelles or Land's End uniform skirts (uniform plaid or navy blue)
Length may not be shorter than two inches above the knee.
- Shorts:** Uniform shorts must be purchased from Schoolbelles or Land's End and worn from the start of school until November 1st and again beginning the 1st of April until the end of the school year. Color: Blue
- Slacks:** Navy blue or uniform plaid dress slacks or corduroys; no double stitch on any seams; no drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable.
- Blouse:** Colors – White and Maize (light yellow)
Type – Peter Pan or tailored collars; no lace, trim, logos or ruffles; Turtlenecks are allowed; No sheer material; Blouses and turtlenecks are to be tucked in; No colored T-shirts under the blouse or turtleneck. Knit shirts are permitted. Cardinal logo is acceptable.
- Sweaters:** Required for Grades 5 – 8; Optional for Grades K – 4
Colors – White, maize, navy blue or forest green; Solid colors only with no labels or writing on them. Sweaters must be worn over a blouse or knit shirt.
Type – Vest, V-neck, cardigan or crew neck
*If a knit shirt has a St. Joseph School logo on it then no sweater or vest is required.
- Shoes:** Standard black or brown school shoes must be worn. Shoelaces must be laced and tied. No clogs, sandals, slipper shoes, jelly shoes, crocs, flip flops, or boots may be worn. Heels of school shoes may not exceed two inches. A sandal is considered as having an open front, back or sides. Athletic shoes can only be worn on designated days and must have a white sole or, if black soled, they must be non-skid/non-marking. Dressy athletic shoes may not be worn.
- Socks:** Socks or pantyhose must be worn at all times. Socks must be worn under the slacks and not on top of them. All socks must be visible above the ankle, not below.
- Nail Polish:** Only clear nail polish may be worn. No acrylics or unnatural nails permitted.
- Hair:** Girls' hair should be neat and trimmed. Not Acceptable: bangs below the eyebrows; spikes; razor cut designs; fad or punk hair cuts. No hair bleaching, streaking or coloring is allowed.
- Jewelry:** Necklaces, chains or bracelets are not allowed. A necklace with a cross or religious medal is permitted. Only one ring per hand is permitted. Dangling earrings are not allowed. No earrings may be extended below the lobe. Only one earring per lobe is allowed.
- Make-up:** A light application of blush and mascara may be worn only by girls in grades six, seven and eight. Eyeliner, lipstick, lip gloss, body glitter, perfume, body spray, or tattoos are not permitted.
- Jackets:** Wearing jackets or hooded sweatshirts in the classroom is not permitted.

GYM UNIFORM

On designated gym days, students come to school dressed for gym and stay in those clothes all day. No hooded sweatshirts are permitted.

REQUIRED

The required uniform must be purchased through the school order form. All items will have the school name on them.

- Shorts: Color / black
- Pants: Color / Black
- Top: Color / Red
- The “old blue” uniforms may also be worn during the 13-14 school year.

FUN DAYS / DRESS DOWN DAYS / FIELD TRIPS

Dress code rules for hair, make-up, jewelry, socks and nail polish are to be followed on dress down days. Athletic shoes, sweats, blue jeans, casual slacks and T-shirts are the usual apparel. Check monthly calendar and newsletter for particular themes throughout the year. Sandals, clogs, crocs, flip flops, boots, sweats that snap down the sides, or pajama bottoms are not permitted. Slacks that rest below the waist or tops that reveal the abdomen are not permitted. Capri pants are considered shorts. Hooded sweatshirts are acceptable on **Dress Down Days ONLY**. Field trips may require uniforms or dress up (casual) clothes. Check with the homeroom teacher about dress code, but hair, make-up, jewelry, socks, and shoes policy must be followed.

DRESS CODE VIOLATIONS

If a student comes to school in inappropriate dress, the parents will be called and asked to bring the appropriate clothes. If a student comes to school with an inappropriate hair cut, or hair color, the parents will be called and the parents will have five days to correct the student’s hair. If an emergency arises where it is impossible for a student to wear the proper uniform, a parent should write a note to the teacher explaining the problem. The teacher will then notify the office of the situation.

Parents must cooperate with the school in enforcing the dress code. Parents will receive a call from the teacher when they are in violation of the dress code. If dress code violations become chronic (3 or more in a quarter) for a particular student, a “39 or 40” comment will be given on the student’s report card. This means the student will no longer be eligible to receive citizenship honors.

EMERGENCY FORMS

An emergency form is kept for each student in the school office. This card will include the name, address and telephone number of the parents, another specified person to call in an emergency and the family doctor. Emergency forms need to be updated as changes occur. All names of adults who may pick your child up from school must be on the emergency card. Please be mindful of this when filling them out.

ACCIDENT POLICY

Parents are called immediately when an accident occurs. If the parents cannot be reached, the Trenton Fire Rescue is called. It is extremely important that any changes in telephone numbers, home or work be reported to the school office as soon as possible. It is also important that the person named on the emergency card as the parental alternative has a current telephone number and be available to transport a sick child.

EMERGENCY SCHOOL CLOSING

In the event that school must be canceled due to inclement weather, parents will receive a call from the automated system linked through Power School. Please be sure the office has the correct number for an early snow day call.

MEDICATION POLICY

It is the responsibility of parent and/or guardian to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school.

School personnel will not dispense or administer any medicine to students. If prescription or non-prescription medicine must be taken during school hours, the principal or her designee will supervise the taking of the medicine by the student.

All medicine must be clearly labeled and in its original bottle with expiration date, and the student's name and proper dosage on the container. Medicine will be kept in a locked container in the office.

Parents must have a St. Joseph written consent form completed and on file in the office before any medication is dispensed. The forms must be signed by both **parent** and **doctor** even for over the counter medication which includes cough drops. If the form is not properly filled out, a parent must dispense the medication. Forms are available in the school office.

A student may carry and use an inhaler or Epi-pen, as deemed necessary by their physician. The school must be provided with a written emergency plan for its use prepared by a licensed physician in collaboration with the parent, updated as necessary for changing circumstances.

ALLERGY POLICY

If your child has an allergy, please come to the office for the FAAP (food allergy action plan) to take to your physician and return to us.

Dear Parent,

We recognize that there are a growing number of students coming to our school that have food allergies, and we acknowledge our responsibility to work directly with the parents of these

students. In partnership between school and family we strive to thoughtfully increase independence in your child.

As an educational environment, we strive to educate our staff, students, and families to better understand life-threatening food allergies. Collaboration with the school staff, your family, and your family medical provider will create a safe and healthy learning environment which will help parents and their children with food allergies make the transition between the safety of their home environment into the expanding world of a school. When done well, this is one of the greatest lessons a child with food allergies can learn; they can be safe in a world outside their own home.

A thoughtful, well implemented Food Allergy Action plan will help students learn to:

- Ask for help
- Develop healthy and strong friendships
- Be more confident
- Become more independent
- Self-monitor that his/her medication is readily available
- Challenge situations that may feel unsafe or unnecessarily risky
- Acquire developmentally appropriate social skills

Similarly, classmates who do not have life-threatening allergies develop a greater capacity for generosity, flexibility, and compassion. Teachers and other parents come to address modifications necessary to keep students with food allergies safe and socially included

FIELD TRIPS and VOLUNTEERING

All parents/grandparents must attend a “Protecting God’s Children” class and pass a criminal background check in order to chaperone any field trip. Both parents please attend the class as soon as possible if you are a new family to the school. Register online at: <http://www.virtus.org/virtus/> and click on registration on the right green side bar. Then look for Archdiocese of Detroit and select a local parish/date convenient to you, attend the class, bring in the certificate when you receive it.

No siblings allowed on field trips.

Students are not permitted to have cell phones, iPods or any other electronic devices.

Under no circumstances are parents allowed to consume alcohol beverages while chaperoning a field trip.

When the bus is not being used and we are having parent drivers, you must fill out a “Volunteer Driver Information Sheet”. The form must be accompanied by a copy of your driver’s license and a copy of your insurance policy which states minimal liability coverage of \$250,000/\$500,000. Without proper coverage, you will not be able to drive. All drivers must be at least 21 years of age and meet all volunteer requirements.

These forms need to be filled out yearly.

Prior to departure, all students shall have permission slips signed by the parent/guardian; otherwise the student may not attend the field trip.

CODE OF CONDUCT FOR VOLUNTEERS-AOD GUIDELINES

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this Code of Conduct for Volunteers as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

A volunteer must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this Code of Pastoral Conduct or failure to take action mandated by this Code of Pastoral Conduct may result in removal as a volunteer with children and/or youth.

DISCIPLINE

One of the intentions of St. Joseph Parish School is to develop responsible students. We stress good behavior and good attitudes toward everyone.

When student behavior is considered inappropriate, the matter must be addressed. It could involve a conference with the student by the teacher and/or principal or a telephone call to the parents by the teacher or principal. If a matter is serious in nature, the parents will be asked to come in for a conference with the principal.

Students may be subject to:

DISCIPLINARY PROBATION

A specified period of time in which a student is given the opportunity to prove that

he/she will comply with school rules and regulations. During this period, the student is in attendance at regular classes and school activities.

EXCLUSION

A temporary removal of a student from a class or classes. In-school suspension is included in this category.

SUSPENSION

The temporary dismissal of a student from the school. Duration of suspension depends on the severity of the infraction.

EXPULSION

The permanent dismissal of a student from the school.

Students receiving an in-school or home suspension will not receive any credit (grade is zero) for all work done in the classroom on that day or days.

GENERAL RULES

Students are responsible for safe, orderly and courteous conduct at all times in school, in church, on the playground, on the bus, in the cafeteria, on field trips, etc.

Food, of any type, is to be eaten only in the cafeteria or the classroom during designated times. Gum chewing is prohibited.

Students may not bring pagers, laser pens, radios, CD players, iPods or camera's to school.

Cell phones **MUST** be turned off and inside book bags during school. No texting allowed. They can never be on the student or in purses. If a student is caught with a cell phone out of the book bag, or if it rings or vibrates, it goes to the office and a parent must pick it up. If a student is caught twice, they will be suspended. If a student is caught a third time, they will be suspended for one week. A fourth incident will result in expulsion.

Students may never leave the school property without proper permission from the office.

Students may be suspended for fighting, using vulgar language, gestures, or vandalism.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

CONFLICT RESOLUTION

Conflicts can often occur from misunderstandings. If a parent or student has difficulty with a major disciplinary decision made by a teacher or with the suspension/expulsion of a student by the principal, the procedure for discussion/resolution is as follows:

- Level 1: Conference with teacher(s)
- Level 2: Conference with principal and teacher(s)
- Level 3: Conference with principal

**ARCHDIOCESE OF DETROIT
CONCUSSION RULES**

Schools and Parishes must provide educational training materials to students and parents and collect a signed statement of receipt of the material. The "Understanding Concussion" form will be disseminated to all families for the 2013-14 school year and all new families in subsequent years. The educational Material Acknowledgement form will be collected with the Emergency Forms for each student.

**ARCHDIOCESE OF DETROIT
ILLEGAL SUBSTANCES
(Excerpt)**

Bringing, possessing, manufacturing, purchasing, consuming, selling or distributing drugs, alcoholic beverages, controlled substance, paraphernalia or tobacco by students in school, at school-sponsored events, on school premises, or in the immediate vicinity of school is expressly forbidden.

Parent's and/or the Trenton Police Department will be notified of any policy infractions.

A student will be held accountable for any violation(s) of this rule. Suspension will occur for any of these infractions; expulsion, in some cases, may be considered.

**ARCHDIOCESE OF DETROIT
ACQUIRED IMMUNODEFICIENCY SYNDROME
(HIV \ AIDS)
(Excerpt)**

Members of the school faith community suffering with any and/or all communicable disease or blood borne pathogens including HIV/AIDS will be treated with dignity and compassion. Continued functioning within the school community will be dependent upon best available information from treating physicians or local health departments.

**ARCHDIOCESE OF DETROIT
SEXUAL HARASSMENT
(Excerpt)**

Every student is entitled to attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to conduct which ensures that the school is free from sexual and other forms of illegal harassment.

The school will tolerate neither sexual harassment nor will it tolerate reprisals against any student who makes a sexual harassment complaint.

Students are expected to treat all people, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexual inappropriate behavior that is not welcome, which is personally offensive to some and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive education environment.

Any student, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in the most prompt and confidential manner possible and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including exclusion from school.

SCHOOL SAFETY/HARRASSMENT POLICY FOR STUDENTS

St. Joseph School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face disciplinary action which could result in suspension, and/or expulsion.

BULLYING/HARRASSMENT

Students are expected to be courteous and respectful in all of their interactions to others including administrators, teachers, parish and school employees, volunteers, parents, and students. Students who engage in name calling, threats, bullying, intimidation, or other conduct or communication that has the purpose of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks such as My Space, Facebook, Twitter, etc. will be disciplined, up to and including expulsion. Both active and passive support for acts of harassment or bullying will not be tolerated.

Retaliation in any form, such as harassment, name calling, ostracizing, intimidation, threats, etc. against any individual including all parish and school students, employees, volunteers, and parents, for reporting or cooperating in good faith, in a parish or school sponsored or sanctioned investigation will not be tolerated. St. Joseph Parish School will take legal action if necessary for any student who retaliates in any form.

Consequences and appropriate remedial actions for such students shall be determined by administration based upon age, development, and maturity levels of the students involved. Remedial measures shall be designed to correct the problem behavior and prevent another occurrence of the behavior.

ARCHDIOCESE OF DETROIT WEAPONS POLICY

Students are prohibited from bringing weapons to school, school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school.

RULES (Excerpt)

Definitions: A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; dagger, dirks, stilettos, knives with a blade more than three inches long; pocket knives; iron bar; brass knuckles; ammunition; sling shots or sharpened instruments.

School premises include the school building and the adjacent grounds including, but not limited to, parking lots, playgrounds and buses.

Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.

- B. A search can be conducted to verify the suspicion or clarify the discovery. It may include an inspection without prior warning and search of a student's person, pocket (the student empties his\her own pockets), book bags, purses, lunch pails, lockers, automobiles, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a teacher, the pastor or a person acting in the place of any of these.
- C. When a body search is conducted, it will be in the principal's or pastor's office or other appropriate place. Another person of the same sex should conduct the search of the student.
- D. If a student refuses to cooperate or interferes with a search of a person or possessions or premises, he\she should be warned that refusal to cooperative without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- E. Depending on the nature of the weapon, the local police department will be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- F. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).
- G. The principal may exercise the options to both keep non-school persons out of the school and\or retain students in the school until police have completed their investigation.

ARCHDIOCESE OF DETROIT
FALSE FIRE ALARM, BOMB THREAT OR TAMPERING WITH FIRE ALARM SYSTEM

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school

WELLNESS POLICY

Preamble to the Michigan State Board of Education Model Local Wellness Policy.

On June 30, 2004, Congress passed section 204 of Public Law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.), to establish a local school wellness policy.

St. Joseph Parish School does not participate in any federally subsidized lunch program.

St. Joseph Parish School is striving to create a healthy school environment.

Students receive consistent information promoting physical and mental health, good nutrition, and positive health choices through:

- Science/Health classes within the curriculum
- Trenton Public School nurse conducting classes promoting good health and positive self-esteem
- Physical Education classes within the curriculum
- Daily recess time
- After school sports opportunities for grades four through eight
- Information provided for city-sponsored activities (dance, sports, etc.)

St. Joseph Parish School encourages good health and nutrition by providing:

- Clean, safe dining area
- Drinking fountains on both floors
- Permission for clear water bottles
- Milk (fat free and 1%) daily
- Lunch items that follow the nutritional pyramid guide
- Suggestions for nutritional items for snack time, classroom parties, and school picnic
- Snack cart items that have the following criteria:

Per serving, snacks have no more than six grams of fat and meet at least two of the following criteria:

1. Contain 300 or fewer calories
2. One or more grams of fiber
3. At least 10% of Calcium, Iron, Vitamin A or Vitamin C

Student Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Parish School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will not disable filter software.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards, social networking sites, or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material online that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

This form is handed out at the beginning of the year and must be signed and dated by both Parent/Guardian and student.

No attempt is made in this handbook to cover every possible situation, policy, regulation or disciplinary action. It is understood that the Principal, in frequent contact with the Pastor, is empowered to handle situations not specifically mentioned in this publication.