

# Student & Parent Handbook 2021-2022



**St. Joseph's Catholic School  
825 W. Fort Street  
Boise, Idaho 83702**

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**[www.stjoes.com](http://www.stjoes.com)**

**Providing Academic Excellence in Catholic Education Since 1900.**

***BRAVELY ACT LIKE A SAINT TODAY!***

## WELCOME

Thank you for trusting your children’s education to St. Joseph’s Catholic School. St. Joseph’s Catholic School is the parish school of St. John’s Cathedral. The school’s goal is to fulfill our mission to educate students physically mentally and spiritually.



Enrollment for **2021-2022** is anticipated to be at or near our capacity of 410 students in grades K-8.

### ST. JOSEPH’S CATHOLIC SCHOOL MISSION STATEMENT

St. Joseph’s Catholic School seeks to provide all children with an opportunity to develop spiritually, academically, morally, emotionally, and physically, in an environment of Christ-centered attitudes and values. Staff and parents are committed to preparing students to take their place in their own community and the world at-large by fostering a love for lifelong learning and a responsibility to others.

### St. Joseph’s School Wide Learning Expectations

<p><b>Spiritual</b></p> <ul style="list-style-type: none"> <li>◆ Being friends of God</li> <li>◆ Doing what Jesus would do</li> <li>◆ Living the Catholic faith</li> <li>◆ Serving others</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>◆ Be responsible</li> <li>◆ Have a love of learning</li> <li>◆ Be creative</li> <li>◆ Demonstrate perseverance</li> </ul>	<p><b>Citizenship</b></p> <ul style="list-style-type: none"> <li>◆ Are good citizens locally and globally</li> <li>◆ Follow the Golden Rule</li> <li>◆ Use common courtesy</li> </ul>
<p><b>Social</b></p> <ul style="list-style-type: none"> <li>◆ Appreciate and respect differences</li> <li>◆ Resolve conflicts</li> <li>◆ Exhibit empathy</li> </ul>		<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>◆ Display good sportsmanship</li> <li>◆ Make healthy choices</li> <li>◆ Share gifts and talents</li> </ul>



## YOUR ROLE AS A PARENT OF A ST. JOSEPH'S STUDENT

We believe parents are the primary educators of their children. To assist in the spiritual and academic development of each student, we encourage parents to:

- Celebrate Mass together on Sundays and Holy Days
- Talk to your children about God and faith
- Pray together
- Assist your children in finding an age appropriate [Individual Community Service Project](#)
- Be informed about the [religious concepts your children are learning at school.](#)
- Support your children by establishing a structured homework time, reviewing assignments, and encourage regular reading time
- Volunteer at least 25 hours per year per family
- Be aware of your student's progress and any missing assignments by reviewing your [student's online PlusPortal account weekly \(link to app instructions\)](#)
- Participate in parent/teacher conferences
- Celebrate your children's successes
- Support the school rules and encourage your children to follow school rules
- Read the school's weekly Newsletter (email) to stay informed
- Be sure your children are here at school and arrive on time

## FACULTY AND STAFF

Rector.....	Fr. Mariusz Majewski
Principal.....	Tammy Emerich
School Operations Manager.....	Anita Miller
Admissions Manager, Registrar.....	Annie Granvall
Counselor.....	Christy Porter
Nurse.....	Janelle Carr & Maggie Sup
Development Director.....	Kendall Mooney
Kindergarten .....	Angie Howard
Kindergarten .....	Anne Marcus
Grade 1.....	Sara Cox
Grade 1.....	Sarah Lynch
Grade 2.....	Bella Zito
Grade 2.....	Denise Seidler
Grade 3.....	Tina Skinner
Grade 3.....	Katie Patrick
Grade 4.....	Emily Major
Grade 4.....	Kaylyn Schneider
Grade 5.....	Michele Winchester
Grade 5.....	Kelly Weaver
Middle School—Religion.....	Ricardo Yanci
Middle School – English / Language Arts.....	Sara Gamboa
Middle School – Social Studies / Technology.....	Kevan Grant
Middle School – Science.....	Mary McClure
Middle School – Math.....	Julianne Russell
Middle School - Health.....	Sue Governale
Spanish (K-5).....	Rosa Marie Arrubarrena
Art (K-8).....	Kimberly Clements
Music .....	Megan Korthals
P.E. (K-8) .....	David Maxwell
Librarian (Media Center).....	Sue Governale
Student Learning Specialist.....	Annie George
Instructional Aides.....	Robert Dottaviano, Barbara O’Meara, Rosa Marie Arrubarrena, Taylor Brown, Hillary Cooke, Angie Shaltry, Karen Istok, Joe Emerich
Custodians.....	Abdi Haji, David DeNinno
Kitchen Manager.....	Karen Page
Kitchen Assistant.....	Amy Wynkoop
TVCS Activities Director.....	Manny Ybarra

## **School Governance**

### **ADVISORY BOARD**

The St. Joseph's Catholic Advisory Board is advisory to the Cathedral Rector and Principal. Primary responsibilities include, but are not limited to, long-range planning, assisting in formulating policy, and approving the budget. The Advisory Board is not an administrative body - school administration is the job of the Principal. The Principal decides how to implement policy, and therein establishes any applicable regulations. The Advisory Board does not screen, hire, review, or terminate employees.

The St. Joseph's Catholic Advisory Board has three elected parent members from the St. Joseph's Parent Association (SJPA) and four appointed parish members. The Rector and school Principal are non-voting members. The Advisory Board meets on the **third Wednesday of each month at 5:00 p.m. in the school library.** Meetings are open, and a copy of the By-Laws and current minutes are available in the School Office. If you would like to address the Board, complete the Proposal Form located next to the school office and contact the Principal, or the Advisory Board Chairperson. (Please refer to "Parental Involvement in School Governance" at the end of this section).

**ADVISORY BOARD MEMBERS:** Joe Forney (Chairperson), Kim Malvick, Dean Pape, Kelly Lim, Christina Dacarrett, Paula Coulter, and Robert Showers.

### **St. Joseph's Parent Association (SJPA)**

The St. Joseph's Parent Association (SJPA) supports the Advisory Board and Principal in making the vision of the school concrete. Foremost responsibilities include volunteer coordination, fundraising, and acting as an advocate for St. Joseph's School. **All St. Joseph's parents automatically belong to the SJPA. All parents are invited to attend meetings and activities. The SJPA meets the second Tuesday of each month at 3:15 pm in room 108.** Information regarding the SJPA is included in the weekly school newsletter.

**SJPA BOARD MEMBERS:** President – Kristy Robbins, Secretary – Becky Parsons, Treasurer – Kimberly Jaques, President Elect – TBD, Past President – Heather Carlson, Volunteer Coordinator – TBD, Room Parent Coordinator – TBD, and New Family Mentor Coordinator – Colleen Shackelford.

### **PARENTAL INVOLVEMENT IN SCHOOL GOVERNANCE**

The involvement of parents is a vital contribution to our school and is greatly appreciated by the students, staff, administration, and Advisory Board. Parents are encouraged to constructively share their concerns, remembering that those concerns need to be channeled so as to reflect the religious philosophy of our school. Proper Christian social behavior is expected of both parents and students.

**Parents are asked to share their concerns related to faculty, staff, or other parents directly with the person or persons involved.** Only after efforts to deal with that person have failed to satisfy your concern should the Principal be contacted. In the event that your concern is related to the Principal, first contact the Principal. If you remain unsatisfied that your concerns have been properly addressed, the Cathedral Rector may be contacted. **Decisions made by the Rector, Principal, staff, or Advisory Board are not subject to parent approval.** To maintain the integrity of the process and provide an opportunity for all affected parties to participate, it is imperative that you complete the Proposal Form (located next to the school office) and contact the Principal to be placed on the agenda if you choose to address the Advisory Board. Parents should not expect that the Board would provide a forum for airing concerns that have not been placed on the agenda.

### **To Place An Item On The St. Joseph's Catholic Advisory Board Agenda:**

1. Complete the Proposal Form located next to the school office.
2. Contact the Principal
3. Turn in the completed form to the Principal by the 1st of the month
4. The Principal will notify you by the 5th of the month on the status of your request

The Principal and the Rector make all final decisions on items to be placed on the agenda. The By-Laws of St. Joseph's Catholic School explains this process in more detail under Article VI, Section 3. The agenda will be posted prior to the Advisory Board meeting in the Thursday school bulletin.

## ***Daily Life: Operations, Activities and Events***

### **REGISTRATION REQUIREMENTS**

The Principal and/or Rector will carefully screen all registrations before registration is approved. State law requires that a child be five **(5) years of age by midnight, September 1, in order to enter Kindergarten** and six (6) years of age by midnight, September 1, in order to enter first grade. At the time of registration, and *prior to entry*, the following must be presented:

- Baptismal Certificate and Birth Certificate
- Enrollment health information, including complete immunization records in accordance with State of Idaho/Diocese of Boise requirements
- \*Any available school testing records
- Prior school records (report cards, attendance records, and behavior records)

### **WAITLIST**

Careful consideration is given when determining class size and overall school numbers. Established priority standards are used to select students from the waitlist.

1. Siblings of currently enrolled students are given first priority.
2. St. John's parishioners are considered after siblings.
3. Catholics attending other parishes

School records are requested and a reference call may be made to the prior school. The school counselor and/or classroom teachers may be asked to review a prospective student's file. The Rector may become involved in the addition of a student, especially if the class numbers appear high.

### **TUITION**

When registering, a tuition commitment form is signed by parents and used for billing through the year. Statements are sent out monthly through email.

**CATHOLIC TUITION REQUIREMENTS:** Must be a registered Catholic and an active, contributing member of a parish by registration due date. A parishioner is one who is registered, participates in the parish giving time, talent and/or treasure, uses parish offertory envelopes or online giving regularly and is deemed by the pastor as supportive of the parish.

**ST. JOSEPH'S CATHOLIC SCHOOL TUITION ASSISTANCE:** Tuition assistance is available to families in need. The subsidy that St. Joseph's School receives from St. John's Cathedral helps us offer assistance to those in need of financial support. In addition, the subsidy provided from St. John's helps to reduce tuition for Catholic students. St. John's parishioners & other Catholics registered in a parish will be considered first for assistance. If funds are available non-Catholics in need of financial help will then be considered.

Tuition assistance will be considered after submitting the Tuition Assistance Application, a letter of explanation and a copy of the parents' most current Federal Income Tax Return Form 1040 and accompanying Schedules to the Tuition Assistance Committee. Assistance applications are to be submitted in a sealed envelope to the School Office and addressed to the Tuition Grant Committee. Personal identification information is kept confidential and paperwork is only reviewed by the Tuition Grant Committee.

St. Joseph's Catholic Advisory Board has adopted a Delinquent Tuition Policy, which may be found in Appendix B. You may also contact the School Office for a copy. There is a bank charge for checks returned to the school. A list of fees and payment policies are included with the annual registration packet.

Student records will not be forwarded if there is an outstanding balance due to payment delinquency.

## **SCHOOL RECORDS**

The Family Education Rights and Privacy Act (PL 93-380) establishes the right of parents and legal guardians to have access to their children's records and limits the disclosure of personally identifiable information from school records, without parental consent. Non-custodial parents may also have rights to access their children's records unless court documents state otherwise. Parents are asked to make an appointment if they wish to see their child's records. A student's school records will be transferred to another school only when outstanding financial commitments are settled.

## **BACK-TO-SCHOOL NIGHT**

In August, a Back-to-School Night will be held for parents. This is an opportunity to visit your child's classroom and to meet teachers and other parents. Teachers will present their expectations for the class. It is not a time to discuss individual students. Parent-Teacher conferences are scheduled at the end of the first quarter to provide specific time to discuss student progress.

## **STUDENT CLASS PLACEMENT**

In an effort to provide the best education possible, the school staff considers many factors before making student placements. These factors include class size, ratio of boys to girls, student abilities and special needs, teaching/learning styles, and students who may need to be separated.

The placement process begins after spring break. Parents of elementary age students are asked to provide input on their child's educational and social needs. Current teachers provide input on the student's placement. In an effort to balance classes to be the best for ALL students, therefore we do not accept individual teacher requests. With feedback from all parties, we will do our best to professionally place students in the best learning environment for the students.

## **SCHOOL HOURS AND SCHEDULE**

7:35	Early drop off with supervision available
7:35-7:50	Breakfast – optional
7:55	Students enter the building
7:35-3:30	School Office hours
8:00	School Begins
3:00	Dismissal for K-5th grades
3:05	Dismissal for Middle School - 6th-8th grades
3:15	Student supervision ends
<b>3:15</b>	<b><u>Students not picked-up will be placed in our Extended Day Program</u></b>

Hot lunch is **not** served on early dismissal days. Extended Day **is not** offered on early dismissal days.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Student supervision begins at 7:35 a.m. each school day. **Please do not leave your child at school prior to 7:35 a.m.** Please arrange for prompt pickup by 3:15 p.m. St. Joseph's Catholic School needs documentation (in Rediker, or in writing) for people allowed to pick up the student. Students will be placed in our Extended Day Program and your Tuition and Fee Statement will be charged if not picked-up by 3:15 p.m. Before school, drop off lanes are available from 7:35-7:55. Parents should **park in the parking lot on 8<sup>th</sup> Street (across the street from the Cathedral) and use the crosswalk when bringing children onto school grounds. Do not park in front of the cathedral - it is a drop off lane.** Kindergarten-3rd grade parents will pick up students near the front entrance of the school on the playground. Fourth through 5th grade parents will pick up students in the alley between the cathedral and the school. 6th-8th grade parents will pick up students in front of the Cathedral.

## ELECTRONIC DEVICES

Any device that operates wirelessly, cellularly, communicates with another device or is capable of taking photos or video is not permitted to be used on campus during school hours (7:35 am - 3:30 pm). If a student chooses to bring their device with them to school, it is to remain powered off and in their backpack located in their classroom/homeroom. The device may not be powered on and used until the student is off campus after school hours. **Fitbit or other health tracking devices (excluding medical devices) should have notifications turned off.** If a student has a medical reason to keep a device on their person, that should be set up with the principal, school nurse and counselor prior to using the device at school.

- First occurrence - if a student is found to be in violation, the device will be confiscated and given to the principal to be returned to the student at the end of the school day.
- Second offense - the device will be confiscated, given to the principal and parents will be required to meet with administration before the device can be returned.

While technology continues to change, the practice at St. Joseph's students are permitted to use school-approved devices while on campus. All communication between parents/guardians and students need to go through the school office.

## ATTENDANCE

**ABSENCES:** All students are required to attend school daily and arrive on time: 7:55 a.m. All absences from school are counted against a student's attendance record. Students who arrive more than an hour late may be counted absent for the entire school day. **Please email Annie Granvall at [granvalla@stjoes.com](mailto:granvalla@stjoes.com) or call the office at (208)342-4909 and let her know if your child is going to be tardy or absent by 8:30 a.m. and if tardy, if they will be getting a hot lunch.**

Regular and consistent attendance at school is vitally important for students to excel and be academically successful. Days lost from school cannot be "made-up". There is no substitute for uninterrupted contact between teacher and student. Carefully planned classroom lessons cannot be replaced by homework assignments, or individual work by the student without the aid of the teacher. Parents have more influence on a student's attendance than anyone. **We strongly encourage you to keep your child in school on days prior to and after holiday breaks.** The school calendar is available to assist you in vacation planning and special family events. Please call the school office if you have any questions.

If a student misses more than nine (9) school days per semester (1st/2nd quarters and 3rd/4th quarters) in any one class, an administrative review of academic progress will be required and a meeting between principal and parent will be scheduled.

In order for a student to participate in an after school event (TVCS, club, etc.), students must attend school all day on the day of the event, unless arranged with the administration prior due to special circumstances. Administrative decisions will be final.

**TARDIES:** Tardies will be recorded for any child not in his/her classroom and ready to learn by 8:00 a.m.

**Students in grades 5th-8th grades will have consequences for excessive tardies (per semester):**

- After three tardies - student will serve a one hour after school detention
- After five tardies - student will serve two - one hour after school detention sessions - meeting with parent/student/principal meeting
- After eight tardies - Meeting between parent, student and principal - possible loss of credit.

A parent meeting for K-4th grade students with more than five tardies will be scheduled by the principal. Students who leave the school premises, without being officially signed out, will be considered truant.

## INCLEMENT WEATHER

We want students to be active and be outside whenever possible. Please be sure your child is dressed warmly on cold days. When the weather is bad, students are to go to the cafeteria (Parish Hall) upon arriving at school (usually below 20 degrees F, or raining/snowing hard). Weather conditions will be considered in issuing tardies. Please notify the school office if this is the case.



Please listen to the radio or watch television, social media, and text messages in the morning on severe weather days. Many factors are considered when cancelling school due to inclement weather. We will send out text alerts. Please make sure you have entered correct and up to date email and cell numbers in Rediker to ensure you will receive email and text messages from the school.

## UNIFORM

Found in Appendix C. St. Joseph's does have a uniform that applies every day of the year for every student. The uniform is based upon the philosophy that the learning environment is enhanced when students all practice Christian modesty in their dress and grooming and when differences in dress, that may indicate differences in affluence or social affiliation, are minimized. It is very important that everyone follows and respects the uniform. Detailed descriptions of the uniform may be found in Appendix C.

[Link to Lands' End](#) - Link to [Educational Outfitters](#)

Lands' End Preferred School Number is: 900027186

**\*SCRIP Gift Cards are available in the School Office in increments of \$25 or \$100. Each card has a 15% rebate to St. Joseph's Catholic School**

## THE BRAVE SAINTS BULLETIN

Every Thursday afternoon, St. Joe's emails to all families The Brave Saints Bulletin. ***This is our main source of communication with school families.*** Please take the time to thoroughly read the bulletin as it contains current events, activities, and other important information. Parents may request that a notice be included in the newsletter. All requests must have prior approval from the Principal and be in accordance with Diocesan Policy. All articles for the bulletin must be emailed to Annie Granvall [granvalla@stjoes.com](mailto:granvalla@stjoes.com) no later than 12:00 noon on Wednesday for approval by the Principal. Past bulletins are archived on our website [www.stjoes.com](http://www.stjoes.com) under Newsletters.

## HOT LUNCH PROGRAM

A nutritious hot lunch is provided each full school day, on a pre-pay basis. Please deposit lunch and milk money via [PaySchoolsCentral](#) or the School Business Office. In order to set up an account via PaySchoolsCentral you will need your child's student ID number. Please call the office to obtain this number. **No money will be accepted in the lunch line.** Please see the school website for student lunch prices. Adult and non-student lunch is \$4.00. Adults can purchase lunch and have the cost taken out of their student's account. Both lowfat white milk and nonfat chocolate milk are \$.50 for children who want milk only. Chocolate milk is only available to students so Friday. **We ask parents who plan to eat with their child at school email the Kitchen Manager ([pagek@stjoes.com](mailto:pagek@stjoes.com)) by 9:00 A.M. to be added to the lunch count.** Parents should always check in at the office. Kindergarten students participate in a special Kindergarten milk program as part of their snack.

Parents are expected to check their child's lunch balance through [PaySchoolsCentral](#). **If a child charges into the negative**, a parent will be contacted and expected to bring the account current as soon as possible. Parents will be able to pay for the hot lunch program via [PaySchoolsCentral](#), or through the School Office. When logged into the PaySchools, a low balance reminder amount can be set and a reminder email sent.

If a child arrives at school without a sack lunch or lunch money, they will be offered a hot lunch which will be charged to the family's hot lunch account. If the parent does not want their child to charge a lunch, please be sure to make that very clear to your child. **St. Joseph's Catholic School will not deny food to a hungry child.**

As part of the Federal Food Program, a free and reduced price lunch is available for eligible families. Confidential forms are available in the school office or with the Kitchen Manager and may be filled out any time during the year. St. Joseph's Catholic School's hot lunch program does not discriminate against any child because of race, sex, color, national origin, age, religion, or handicap.

## DELIVERIES

As a matter of safety, we **DO NOT** accept deliveries (including food) of any kind. We do not sign for food deliveries for students. Deliveries are a safety issue as well as an issue of time. It is fine for parents to bring lunch to their student(s) on a special day. Please do not have food and items (balloons, flowers, etc.) delivered to the school for your child.

## TELEPHONE CALLS / ITEMS DROPPED OFF

Except in emergencies, students will **not** be called out of their classrooms to receive telephone calls. The office staff answers all incoming calls and will deliver necessary messages to students and staff.

Students wishing to use the office phone must have signed permission from their classroom teacher. Students may use the office phone beginning at 3:15 p.m. if parents need to be called.

**We will not call students from class for items being dropped off that they've left at home** (lunches, binders, homework, library books, P.E. uniforms etc.). All items brought in will be placed on the bench by the front office for pick up during a designated break. Students are responsible for checking the bench for forgotten items. All homework that is brought in, will be placed in the teacher's mailbox and will be considered late.

## MEDIA CENTER AND LIBRARY

The attending Librarian oversees the school Media Center with the assistance of volunteers. All books must be properly checked-out, cared for, and returned by students. The borrower must pay for a lost or damaged book and no other books may be checked-out until the late book is returned or replaced. Notice of fines will be sent home. Parents and family volunteers are a vital piece to making the library fun and a great experience for students. If interested, contact the librarian or sign up on the volunteer link. [21-22 Volunteer Sign Up](#)

## BOOK DONATION PROGRAM

The Book Donation Program is an opportunity for parents to recognize their child's birthday or other special occasion in a special way by donating a book to the school's library. We will stamp the book with a special dedication and the child will have the option to be the first one to check out the book. Children who have birthdays in the summer may choose to participate in the Book Donation Program at any time during the school year. The annual Book Fair provides another opportunity for parents to purchase a book for the Library.

The staff Librarian generates a wish list to include the latest titles available for our children. Please check with the Librarian for names of titles needed in the Media Center. By helping you with your selection of titles, we can go far toward maintaining an interesting and diverse collection for our students.

## FIELD TRIPS

Parents will be given information and field trip permission forms for each field trip. **Each child will be required to have a field trip permission form completely filled out, signed by his/her parent/guardian, and on file in order to leave the school grounds for a field trip.** Phone calls and handwritten notes cannot be accepted as suitable permission for a child to participate in a field trip.

All parents/chaperones participating in field trips must:

- Have taken the Safe Environment Face to Face Class (includes Background Check)
- The school office must have verification of the safe environment class in order for you to volunteer in any capacity.
- Once you have completed the initial Safe Environment Face to Face Class you are required to renew your Safe Environment online annually.
- The initial Background Check is good for 5 years and then will need to be renewed.

Drivers for field trips must complete:

- Private Vehicle Driver Form
- Private Vehicle Use Application

The links to these forms are available on the school website and hard copies are available at the front office. Two weeks is needed to process driver requests through the Diocese. These documents will be kept on file in the office for one school year. **New documentation is required each school year or sooner depending on the expiration date stated on the documents on file.**

Only parents or other adults, 25 years of age or older, may drive students on field trips.

When using private vehicles for driving students on field trips, the following rules must be followed:

1. Use of seat belts is mandatory for every person in the vehicle, including the driver.
2. Students are not to be placed in the front seat of a vehicle with an airbag.
3. Travel directly to and from the destination. No side trips.
4. A driver must be fully insured.
5. A driver must have a good driving record and the vehicle must be in proper working order. The burden of proof falls on the driver.
6. Cell phones should only be used in case of emergency.

## **ATHLETIC PROGRAMS**

St. Joseph's Catholic School offers athletic programs for students in fifth through eighth grades. In cooperation with other Catholic Schools in the Treasure Valley, our sixth, seventh and eighth grade students form Treasure Valley Catholic School (TVCS) teams and participate in the Intervalley League Junior High Conference (competitive) in volleyball, cross-country, football, wrestling, basketball, tennis, golf, and track and field programs. Students who participate in any TVCS athletic program, sponsored through our school or league, must have a physical exam (form obtained from your family physician), a medical release, fees paid and a permission form on file in the school office before they may participate in practices or games. There are standard fees for each athletic activity. Sixth graders may participate in the cross-country, wrestling, band, golf and cross country portion of the TVCS program. Seventh and eighth graders may participate in all.

Students in grades 5 and 6 may participate in St. Joseph's basketball program. The focus of the program is participation and fundamental skill development. The St. Anthony's (Pocatello) basketball tournament for 5th and 6th graders is under the direction of the faculty advisor. Participation in the tournament is based on many factors, including participation in the St. Joseph's basketball team during the regular season.

For safety reasons, student spectators will not be allowed to stay and watch practices unless accompanied by their parents. Student spectators for middle school games are expected to go home and come back to watch games. Coaches are not supervisors for the spectators. Student-athletes and spectators are not to leave campus during the games. Students who do not follow the spectator/athlete guidelines, as written in athletic packets, will need to go home. Our athletic program is under the direction of the Principal, 5th & 6th Grade Athletic Director, and/or the TVCS Activities Director.

See Appendix D for attendance guidelines for participants, as well as guidelines for spectators and parents and the TVCS Athletic Handbook.

T-Ball teams for boys and girls in grades K-3 are formed in the spring. Details will be in the school bulletin/email.

## McCALL OUTDOOR SCIENCE SCHOOL (MOSS)

Sixth grade students are given the opportunity to attend MOSS each school year. Students must have at least a 2.0 gpa, with no failing grades, to attend MOSS, and they must be in good standing with attendance and behavior. If there are concerns with grades, behavior, or attendance, the principal may determine that a student cannot attend MOSS.

### SEASONAL PARTIES

**There are four seasonal celebrations (Halloween, Christmas, Valentine's Day and the end of the year party).** Each party will be scheduled during the last half-hour of the day. Room parents will discuss and plan each party with the classroom teacher and then coordinate the party. Classroom parties are to be kept simple.

### STUDENT BIRTHDAYS

Birthdays are very important to children. A child may want to celebrate this fun day with his/her classmates. If this is your wish, we ask you to follow these guidelines:

1. Notify the teacher that your child's birthday is approaching. Celebrations of summer birthdays should also be arranged with the classroom teacher.
2. Arrange to bring or send in simple, single-serving treats. Please bring in healthy treats (i.e. fruit, vegetables, muffins, etc.). **Do not send or bring candles to the classroom.**
3. The teacher will hand out the treats in his/her classroom at the time he/she feels most appropriate. **Please do not bring balloons or send party favors of any kind.**
4. **To maintain school safety, we DO NOT allow for deliveries of flowers, balloons, etc.**

### VISITATIONS

Visits by parents to a classroom must be arranged ahead of time with the Principal and the teacher. All visitors, including guest speakers and volunteers, must check in at the office and obtain a visitor's badge. **Students are not allowed to bring friends or visiting relatives to school.**

### VACATIONS

The school does not recommend a child be absent from school for weekend trips, social affairs, hair appointments, fishing or hunting trips, etc. However, if parents choose to keep a student out of school, **students are responsible for obtaining homework or missed assignments from their teachers or study buddies.** Assignments will be due the following week after return. Parents are requested not to withdraw children early at the beginning of holidays or vacations. All travel should be scheduled during school breaks.

### ST. JOSEPH'S PARENT ASSOCIATION VOLUNTEERS

St. Joseph's has a strong and active volunteer program coordinated through the St. Joseph's Parent Association (SJPA). **All volunteers who work with our students will be required to attend a "Safe Environment Workshop" and have a criminal background check** and of course, the utmost confidentiality is expected. All St. Joseph's parents automatically belong to the SJPA and are invited to attend meetings and activities. The main function of the SJPA is to organize the school's volunteers and fundraising efforts. All profits from the fundraising projects are used for operating expenses of the school.

#### St. Joe's 2021-2022 Volunteer Opportunities

Each family is expected to give at least 25 hours of service to the school during the year. The burden of support becomes very easy and effective when everyone contributes in this way. A database of volunteer hours is kept in order to help the SJPA prioritize their efforts. **All families will be charged \$20.00 per hour for every hour of their volunteer commitment hours not completed.**

Each year, a volunteer sign-up form is sent to every family. [21/22 Volunteer Sign Up](#) Completing the Google Form is your opportunity to express your interest in particular volunteer placements. The

teachers and event chairs will contact parents based on responses from the forms and on particular needs in the school. You may not be asked to volunteer in the exact area you requested, but you may be called upon sometime during the year. The St. Joseph's Parent Association is willing to help you select the area where you feel most comfortable volunteering. Contact the SJPA Volunteer Coordinator if you have questions about your volunteer commitment.

All volunteers need to sign-in at the School Office and obtain a visitor's badge each time he/she volunteers in the school. This sign-in process helps the office keep track of who is in the building. This is not a means of tracking volunteer hours. The volunteer time sheet for recording volunteer hours outside of school is available in PlusPortals.

## **Volunteer Guidelines**

The parents of St. Joseph's students make a significant contribution to the functioning of our school. Parental presence, involvement and confidentiality are greatly appreciated by the students, staff, and Advisory Board. Please remember, your presence should focus on meeting the needs of our children and staff and be representative of the religious philosophy of our school. The following guidelines have been established to promote this goal:

1. Parents are encouraged to meet the responsibilities of their volunteer commitment. Parent volunteers are key to school operations.
2. Outbursts of anger, violence, or profanity by adults will not be tolerated at school-related events or on campus. Please model for our children appropriate methods of displaying emotion.
3. Volunteers at school-related events will adhere to the Diocesan policy concerning alcohol handling and consumption.
4. The school Principal makes the final determination on volunteer placements.

Instances where parents are having difficulty complying with these guidelines may be brought to the attention of the Principal.

## **SIBLING ETIQUETTE**

The faculty and administrative staff heartily acknowledge and appreciate your individual volunteer efforts. **The faculty feels that on the whole, younger siblings accompanying a parent volunteer can interfere with the teaching-learning process. Please do not bring additional children into the classroom.**

We also ask that young children not be part of hot lunch, playground activities, or field trips. Liability for our non-students, on the part of St. Joseph's, is a real and legitimate concern. It is for the safety of our current and future students that we ask you to comply with this policy.

It will be necessary for Room Parents to discuss individual classroom parties with the teacher of their assigned classroom at the beginning of the school year. Pre-School children of our Room Parents are welcome in the classroom during the year for the five half-hour parties; however, we would ask that siblings be attended to and supervised by their parents.

## **SCHOOL EMERGENCY RESPONSE PROCEDURE**

When a crisis affects the school, the principal is in charge. The principal will call upon whatever resources are needed. Please note the following emergency information:

- The school will send out notifications through Rediker to keep parents informed. Do not call the school, Diocese, Rectory, or radio stations, because all phone lines will be needed to deal with the emergency.
- The school is likely to be one of the safest places children could be located during most crises or natural disasters.
- In most situations, students will be kept at school until the crisis has passed.
- Emergency alerts through texts and phone calls may be implemented if there is information parents must have immediately or if it becomes necessary to have students picked up early from school.

- Students will be released only to parents or to others who are noted on the student's emergency information form.
- Follow your normal pick-up procedures unless otherwise directed by the principal.

### **DUTY TO REPORT**

CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS: Per Idaho Law, any school personnel having reason to believe that a student has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse, abandonment or neglect are required to report such concern within 24 hours to the proper law enforcement agency. All reports shall be made in good faith and are protected by confidentiality.

### **Saint Joseph's Catholic School Counseling Program**

Saint Joseph's offers a comprehensive school counseling program supporting the education of the whole child by encouraging all students' academic, social, emotional, and overall development. The counselor works with students, teachers, and the administration to provide students with a supportive and safe learning environment. The goal of a comprehensive school counseling program is to help all students maximize their individual student achievement and assist in removing barriers to their success. Services provided by the school counselor include: individual and group counseling and responsive services, classroom guidance lessons, consultation with staff members and parents, community referrals, and work on the Child Success Team (developing academic and behavioral support in the classrooms).

In accordance with the American School Counselor Association (ASCA) code of ethics, school counselors understand the complicated nature of confidentiality with minors in school settings. The priority is to maintain students' confidentiality except in the following situations: disclosure of abuse, abandonment or neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; disclosure of the commission of a crime. The counselor will make the child aware of these limits to confidentiality. Students in Idaho are granted "privileged communication" under Idaho Code 9-203.6.

Individual and small group counseling and support is offered on an open-door basis to all Saint Joseph's students, as well as by self-referral or referral by a teacher or parent. School Counseling services are short term, solution focused services with the goal of more effective education and socialization of the student. These services are not intended as a substitute for diagnosis or therapy. The counselor offers community referrals to the parents for more intensive therapeutic needs. It is the parent's/guardian's responsibility to determine whether additional or different services are needed. If a student consults with the school counselor more than three times regarding an issue, a parent is contacted to receive permission for further counseling or support. The school counselor provides confidential services while operating with the understanding that parents are the first and primary guides of their children, therefore keeping lines of communication open with parents. If you do not want your child to be included in counseling services, please contact the school office.

### **EXTENDED DAY PROGRAM**

The school is currently offering an **Extended Day Program (homework assistance)** at the cost of \$15.00 per day/per student from 3:15 p.m. – 5:30 p.m. except on days when school is dismissed early.

### **PERSONNEL**

All school personnel have had "Safe Environment" training as well as FBI fingerprinting and criminal background checks to ensure the safety of our students.

# Curriculum

## CURRICULUM, STATE ACCREDITATION, AND STUDENT LEARNING PLANS

St. Joseph's Catholic School is fully accredited by the State of Idaho and the National Catholic Education Association. St. Joseph's participates in Renaissance STAR Literacy testing in grades K-5 and STAR math testing in 2nd-5th. These tests help us monitor student growth. In addition, students in grades 2-8 take the NWEA's Measures of Academic Progress (MAP) test in reading, language, and math in the fall and spring. 5<sup>th</sup> and 7<sup>th</sup> grade students also take a science MAP test.

The educational program for each grade level meets or exceeds state curricular guidelines. An overview of the curriculum is provided below; revised curriculum information is available on our website. By enrolling a child in St. Joseph's School, parents fully endorse and support the curriculum taught.

Curriculum for each subject area is reviewed and revised on a rotational basis in conjunction with the State of Idaho accreditation requirements. All Catholic schools are required to align their curriculum with the state standards. Embedded in each curricular area are the concepts of career education (including vocations), communication, technology, good citizenship, decision-making (including conflict resolution), and the core values we hold high at St. Joseph's School.

In addition to this academic core, religious education is taught in every grade. The religion program, incorporating both coursework and everyday life experiences, prompts discussion and offers opportunities for faith-based responses. Expression of Christian values, moral decision-making, consideration of world and local events involving Catholic leadership, and preparation of student-focused liturgical celebrations, are a part of St. Joseph's curriculum.

The following areas are included in the overall curriculum of St. Joseph's School:

[Link to the Diocese of Boise](#)

[Link to St. Joseph's Curriculum webpage](#)

RELIGION:	K-8th grades use Loyola Press's <u>Christ our Life</u> textbooks and follow the Diocesan religion curriculum which includes specific prayers and teachings at each grade level. Religion also includes a Community Service component (see Appendix E).
MATH	Students in grades 3-8 use Khan Academy as a supplement to the math curriculum. K-5 <sup>th</sup> grades use McGraw-Hill's <u>My Math</u> textbooks. Two levels of Math are offered in grades 7-8. Placement is determined at the end of 6 <sup>th</sup> grade based on: MAP test scores, Khan activity and level of mastery, student performance/participation, math grades, and teacher recommendations.
LANGUAGE ARTS	Students in grades K-5 use Renaissance as a supplement to the ELA curriculum. K-5 <sup>th</sup> grades use Savvas MyView textbooks. The focus of our ELA curriculum is reading, literature, spelling, composition, handwriting, speaking and listening skills, comprehension, word analysis, vocabulary, grammar, research, usage of dictionary and thesaurus.
SCIENCE	Physical, earth, life, environmental, and space sciences are the focus of our ST. Joseph's Science program. K-8 <sup>th</sup> grades use STEMScopes materials and the science curriculum aligns with Next Generation Science Standards. 6 <sup>th</sup> grade students participate in a Science Fair in December, and they attend McCall Outdoor Science School (MOSS) in the spring. 7 <sup>th</sup> and 8 <sup>th</sup> grade students participate in the Science Olympiad.



SOCIAL STUDIES	Citizenship, current affairs, history, work, geography, democratic process, American heritage, societies, economics 4 <sup>th</sup> grade students learn about Idaho history.
HEALTH	Mental/emotional, physical and social well-being, family life, alcohol, tobacco and other drugs, community and environmental health, consumer health, disease prevention, health promotion, personal safety, and nutrition
PHYSICAL ED.	Perceptual-motor development, individual and team sport skills, rhythms, dance, movement education, lifetime fitness, nutrition, health and safety, games, values, personal and social behavior, and muscular and skeletal systems
TECHNOLOGY	Digital citizenship, keyboarding, creating with technology
MEDIA CENTER	Library use, research, writing
FINE ARTS	Visual art, aesthetic understanding, art criticism, art history, music appreciation, vocal music, theory, performance, production, drama

## **PROMOTION AND GRADUATION REQUIREMENTS**

A student must have a passing average in all subject areas to be promoted to the next grade. A student who fails may be retained or placed in the next grade after consultation with the parent or guardian. Poor attendance at school could result in a student's non-promotion. Close monitoring by the teacher and parent will help ensure student success!

## **REPORT CARDS, CONFERENCES AND PROGRESS REPORTS**

Report cards are distributed quarterly. Progress reports will be available to parents on Rediker for grades K-8. All fines (library fines, lunch charges, etc.) must be paid before a child receives his or her report card.

Parent-Teacher Conferences are scheduled after the first quarter. In addition, a conference may be requested at any time during the year with the parent, teacher and/or the Principal. Please make an appointment if you wish to speak to a teacher regarding your child's progress. Teachers may request individual parent conferences throughout the year.

### **Academic Probation - Middle School**

Middle School students who have two "D"s or one "F" at the end of the semester will be placed on Academic Probation for the following semester. The student will automatically be enrolled in our Academic Student Support Class for the subsequent semester.

If you feel your child is having difficulty in school, the classroom teacher is the best person to work with. Do not wait until a problem becomes overwhelming: please call the teacher to discuss the situation. Problems addressed early will help ensure the best possible education for your child. The school staff is dedicated to providing professional service to you and your child throughout the school year. **Don't hesitate to ask for help or information!**

## **SPECIAL NEEDS**

Students with special needs (gifted and talented, learning difficulty, academic, emotional, social, physical) are afforded appropriate educational assistance by the classroom teacher or are referred to the Child Success Team (CST) for assessment and referral to appropriate community support personnel or agencies. The school does not have a special education program. It is recommended that parents seek extra help through the public schools or private practitioners.



## HOMWORK

Homework serves as a valuable aid to reinforce student learning. It stimulates successful school experiences and promotes student responsibility and positive study habits. Homework enhances the communication between the school and community.

Our goal is that homework:

1. is tied to the curriculum and is an integral part of instruction.
2. is used to complete unfinished classroom assignments and to prepare for tests.
3. provides preparation, practice, extension and reinforcement of classroom content.
4. helps in the development of responsibility and time management.
5. provides an opportunity for the home to support learning and instruction.
6. prepares the students for future school demands and later-life activities.
7. will be done on a regular basis and be an expectation of Kindergarten through Grade 8, with a developmental progression.

At all grade levels, homework assignments may be given. The amount of time required for each individual child to do the work assigned will vary according to the ability and study habits of the child. Please contact your child's classroom teacher about homework difficulties. Together, parents and teachers can increase the learning that occurs through homework assignments.

The homework policy is the average homework not exceeding 30 minutes in the primary grades (K-3), 40-50 minutes in the elementary grades (grades 4-5), and 60-80 minutes in the middle school grades (grades 6-8). Students are also expected to read 20-30 minutes per night.

It is the **student's responsibility** to obtain homework assignments when absent. One day will be allowed for each day of illness to complete missed assignments due to *excused* absences.

## TEXTBOOKS

Textbooks are supplied by St. Joseph's Catholic School and are issued to your child by the teacher. As soon as texts are issued, the student assumes responsibility. Loss of or damage to a textbook will result in the assessment of a fee sufficient for its repair or replacement. Students are expected to cover books with book covers in order to protect the book. See Destruction or Loss of Property for more information.

## COMMUNITY SERVICE

This is a significant component of the religion curriculum. See Appendix E for a detailed description, commonly asked questions, and forms. Students who do not complete Individual Community Service will receive an incomplete on Community Service which will reduce their Religion grade one letter grade on their final report card. Due dates for the Individual Community Service project vary; check with your child's teacher. See Appendix E for the form or there are extra forms available next to the school office. Community Service forms (K-2) and (3-5) are available outside the front office. The Middle School Community Service form (6-8) is available on the Middle School Website (Click on your students grade and the form is under Religion).

## Health and Safety

### URGENT HEALTH, INJURY, OR ILLNESS NEEDS

We will administer basic first aid only. If your child becomes ill or is seriously injured, he/she will be cared for temporarily by a staff member and you will be notified. If you cannot be located, we will contact 911 and authorize emergency care. We must have your current home and business telephone numbers. In addition, it is extremely important that the school has the name of another party to call in case of illness or injury if you cannot be located. In a life-threatening situation, school personnel will: (1) notify the Principal, School Nurse, or designee, who will call 911; (2) notify the parent. If you leave town and someone else is caring for your children, send the pertinent contact information to the school office.

## COMMUNICABLE ILLNESSES

The decision to keep a child home from school can be a difficult one; however, certain conditions should warrant keeping a student at home including vomiting, diarrhea, high fever, or severe flu symptoms. If a child is kept out of school for three or more days, a doctor's release will be required before the student may return to class.

Good hand washing is encouraged to prevent the spread of communicable illnesses to students and staff.

## HEAD LICE

St. Joseph's has a "no nit" policy for head lice. If your child has been treated for head lice, he/she must be checked before being readmitted to class. Please notify the School Nurse if head lice have been noticed. Strict confidentiality will be maintained.

## IMMUNIZATION INFORMATION

Every child enrolled in Kindergarten through grade 12 of any Idaho public, private, or parochial school must have a record of immunization, by month and year, recorded in the child's permanent record file.

Idaho requires 4 DPT, 3 Oral Polio, 1 Measles, 1 Mumps, 1 Rubella (MMR), and for those born after November 23, 1991, a Hepatitis B series UPON FIRST ADMISSION AND PRIOR TO ATTENDANCE. You can receive immunizations from your personal physician or from the Central District Health Department at 707 N. Armstrong Place. An immunization record and/or statement signed by a licensed physician or his/her representative are the only legal proof of a child's immunization. This record or statement must reflect the type of vaccine and the number and dates of each immunization that the child has received.

Exemptions from immunizations are allowed for medical, religious, or personal reasons, but must be cleared through the School Nurse. In the event of an outbreak, children with the immunization exemption will be excluded from school until the State Department of Health has determined the threat has passed.

Please make sure your child is immunized according to Idaho law. For the protection of all our students and in accordance with State law, no child will be admitted into a classroom without proof of immunization.

## MEDICATION

No medication can be given without a medication consent form signed by the parent or guardian. This includes all prescription and over-the-counter medication. The School Nurse or office provides forms. An example and complete Medication Policy may be found in Appendix F. Prescription medicines must come in the original **prescription bottle** clearly marked with the name of the student, medicine, doctor, dosage, and times to be dispensed. A medicine card will be kept on each student on a daily basis. This is to verify that the student has taken the medicine. Short-term medicines, like antibiotics, also require written consent from the parents. Over-the-counter medications must come in the original container, clearly marked with the child's name.

By law, no staff member may administer medication that is not in the original prescription bottle. For the safety of all our students, no child may bring medications of any kind for self-dosage unless authorized by the School Nurse (authorization is to be in writing). **All medications, including over-the-counter medicines and prescriptions, must be dispensed through the office and with written consent from a child's parent. The school staff will follow this procedure very strictly. Do not ask us to make an exception.** If you have questions about this policy, please call the School Nurse.

## COMMUNITY RESOURCES

A list of community resources you might find helpful for your family is found in Appendix G.

## DOCTOR AND DENTAL APPOINTMENTS

The school prefers all appointments be made during non-school hours, but if that is not possible; please vary the appointment times (a.m. & p.m.). Please send a note to the teacher and the office on the day before the appointment. Parents must sign the child out in the office before taking the child from school. The child will stay in the classroom until the parent signs him/her out. The office staff will call the student to the office. If a child is to be released to someone other than a parent, identification may be requested and a signed permission letter from the parent will be required.

It is preferred that students are taken to an appointment by a parent. For safety reasons, children should not walk alone to appointments. If this is necessary, it is important for the parent to contact the office to make arrangements.

## CROSSWALK PROGRAM

All streets and crosswalks adjacent to St. Joseph's are extremely busy and potentially dangerous. School staff will be assisting students at the end of each day on the playground and crossing the street to the church parking lot. **Jaywalking is illegal for students and parents. Please set an example for your children while teaching them to use the crosswalk signs appropriately.** Please remind your child to enter cars on the curbside of the street and to use caution when walking through the parking lot as many of the larger vehicles have blind spots.

## LOADING AND UNLOADING OF STUDENTS

**Morning drop-off:** The playground area south of the school building may be used to drop-off students in the morning. **Do not park or get out of your car when unloading students.** Enter from Hays Street, pull forward, and follow the safety cones and direction arrows for the SAFETY of all the children. Have your children ready to quickly exit the car so that you can exit the area. If you drive all the way up, four cars should be able to unload children at the same time. Exit through onto 9<sup>th</sup> Street (left turn **only**).

The playground area is closed to traffic during school hours and after school. Do not park or back into the crosswalk areas. Do not park adjacent to cones placed on Fort Street. The cones reserve space for daycare vans and field trip buses. Please do not park along Fort, 8<sup>th</sup>, or 9<sup>th</sup> Streets, we would like to leave these streets open for quick drop-off. If you wish to walk your child onto the school grounds, please park in the Cathedral parking lot.

**After school please pick-up:** School dismisses at 3:00 pm (3:05 for middle school). Classes will be lined up with their teacher and kindergarten - 4th grade students will be dismissed once the parent (or older sibling) picks up the student. Students in kindergarten - 4th grade will be lined up near the front entrance to the school on the playground. 5th - 8th grade students may leave the school premises after school dismissal. If waiting to be picked up, 5th grade students may wait between the school and the Cathedral; 6th - 8th grade students may wait in the area near the front of the Cathedral. Please practice patience and courtesy!

## BICYCLES, SKATEBOARDS, AND IN-LINE SKATES

Bicycles are to be parked and locked at the Cathedral bike rack. The school is not responsible for lost, damaged, or stolen bikes. Bicycles are to be walked on the school grounds. Skateboards and in-line skates are not to be used on school or church property at any time, including before, during, or after school.

## SNOW ON THE PLAYGROUND

Safety of our students is a primary responsibility! Throwing and/or kicking snow, snowballs, ice and/or slush is not allowed for safety reasons. Sliding on ice on school grounds, including surrounding sidewalks and church property is not permitted. "St. Joseph's students work and play safely." Please remind your child of the importance of playground safety when there is snow or ice on the ground. There are immediate consequences for breaking this important safety rule.

# Conduct

## GENERAL CONDUCT

St. Joseph's staff has a primary responsibility of facilitating a safe learning environment, including maintaining positive behavior. Each student and parent is expected to recognize the school's authority extends from within the building, to the playground, to the church, to the sidewalks and crosswalks. Students are to remain on the school grounds once dropped off and may not go to local businesses once they arrive on school grounds. We expect St. Joseph's students to respect themselves, their family, their school, their church, and their community by following the St. Joseph's Conduct Expectations.

### ST. JOSEPH'S CONDUCT EXPECTATIONS

**PRINCIPLE #1:** The words and actions of the St. Joseph's community are Christ-like.

- Rules:**
1. Do not use put-downs: be an Upstander.
  2. Bullying will not be tolerated.
  3. Hurt no one verbally or physically.
  4. Listen to and follow directions of teachers and adults on duty.
  5. Use quiet voices in all buildings.

**PRINCIPLE #2:** St. Joseph's students work and play safely.

- Rules:**
1. Walk in all buildings and on the sidewalks.
  2. Stay on school grounds.
  3. Stay off all fences, landscaping, and railings.
  4. Use all play and school equipment appropriately (refers to climbing equipment and play equipment guidelines).
  5. Don't talk to strangers.
  6. Walk across all streets at designated crosswalks.

**PRINCIPLE #3:** Treat property with care.

- Rules:**
1. Ask permission before borrowing.
  2. Return all borrowed property in the condition in which it was received.
  3. Keep all school and church areas neat.
  4. Use bathrooms appropriately.

## CONSEQUENCES, SUSPENSION, THREAT ASSESSMENT AND EXPULSION POLICY

The respective classroom teacher and/or principal will handle individual student misbehaviors. Natural consequences and/or corrections will be done on an individual student basis as necessary. Any student involved in a disciplinary offense may incur *consequences* up to and including a one to three day suspension from school and extracurricular activities or dismissal. The principal or his/her designee shall, at his or her discretion, determine the type and duration thereof. Suspension or dismissal may be immediate in the case of an emergency or danger to property or students.

Students who make threats against another student or the facility may be required to undergo a threat assessment.

### SUBSTANCE ABUSE AND TOBACCO POLICY

It is the policy of St. Joseph's School to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical, medication (except medications distributed to individual students through the office with parent and physician permission), look-alike drug, abused chemical, inhalant, alcohol or tobacco, by any student. Consequently, should any student or member of the school's staff witness or have evidence that a student is in possession of, using, or under the influence of any of the previously mentioned substances, the proper civil authorities will be notified. Also, that student will be dealt with according to the suspension and dismissal policy.

## **MAJOR DISCIPLINARY OFFENSES**

The following is a non-exhaustive list of prohibited behaviors, any of which may be grounds for suspension or expulsion:

1. Possession, use, or distribution of any controlled substance, controlled mood-altering chemical, drug, medication (except medications distributed to individual students through the office with parent and physician permission), look-alike drug, abused chemical, inhalant, alcohol or tobacco.
2. Disrupting school activities or willfully defying the authority of teachers, administrators, or other school personnel.
  - a. Verbal or physical abuse of a teacher, administrator, or school personnel.
  - b. Disruptive behavior in the classroom, on the school campus, or at a school sponsored activity.
  - c. Intimidation of school personnel or of other students.
3. Repeated failure to adhere to school rules.
4. Threatening, causing, or attempting to cause deliberate physical injury to another student.
5. Causing or attempting to cause damage to school property or to the property of others.
6. Possession of ignitable devices or weapons.
7. Theft or possession of stolen property.
8. Being in an unsupervised area without permission.
9. Truancy – absences without parent/teacher approval.

A student suspended as the result of a major disciplinary offense may be placed on a thirty (30) day probationary period at the discretion of the principal. A second major disciplinary offense may result in a three to five day out-of-school suspension or dismissal from school.

## **DESTRUCTION OR LOSS OF PROPERTY**

When school property is damaged or lost by a student, the student and/or parents (at the school's discretion) shall be expected to pay for the damage. Examples: broken windows, vandalism, damaged textbooks. Please read the General Conduct section in this Handbook for more details. Fees are assessed at the end of the school year for damaged textbooks. Each teacher may set the fees for damaged books based on replacement costs. Student records and report cards will be held in the office until all fees are paid.

**Video Cameras:** St. Joseph's Catholic School has video cameras in multiple locations throughout the building. These cameras are intended for building security. The footage is the property of St. Joseph's Catholic School; a subpoena is required to obtain access to video footage.

## **DETENTION**

Sometimes it is necessary for a student to be kept after school. Parents will be notified ahead of time so that arrangements can be made. The school appreciates the support it receives from parents in encouraging their children to avoid behavior that leads to detentions. Students who have multiple missing or late assignments, tardies to class, or dress code violations may need to serve a detention in accordance with individual classroom rules.

## **Terms of Computer and Internet Use by Students**

The purpose of this document is to provide the terms and conditions under which the students of St. Joseph's Catholic School are allowed the use of electronic computers as well as access to the internet on school premises.

In accordance with the [Diocese of Boise guidelines](#) for schools concerning the use of technology in the classroom, St. Joseph's students' use of computers and internet are to be consistent with Catholic school values.

At St. Joseph's, we strive to "...provide students with an opportunity to develop academically, spiritually, socially and morally in an environment of Christ-centered attitudes and values". We interpret this to mean that a student should behave as if Christ were watching over his or her shoulder.

Appendix F specifies what behaviors are acceptable in the use of technology at St. Joseph's Catholic School.

Areas of emphasis which will cause a student to lose the use of technology resources at St. Joseph's Catholic School include:

1. Violation of the intent of the Diocese of Boise technology guidelines.
2. Violation of public law.
3. Violation of the Acceptable Use policy in Appendix F.
4. Plagiarism.
5. Willful destruction or modification of technological resources, including any alteration whatsoever of existing computer operating systems, installed software and associated hardware and wiring.
6. Inappropriate telecommunication, including so-called "chat rooms", "instant messenger" or variations thereof.
7. Inappropriate internet usage, including willful access to inappropriate content, the acquisition or "downloading" of the same and any subsequent distribution of inappropriate material.

Failure to comply with these terms and conditions will result in

1. Loss of all technology privileges;
2. An appropriate mark in any applicable Technology elective; and
3. A parent-teacher conference.

# APPENDICES

Appendix A	Delinquent Tuition Policy
Appendix B	Dress and Uniform Code
Appendix C	Information on Treasure Valley Catholic Schools (TVCS) Athletics
Appendix D	Community Service
Appendix E	Medication Policy and Medication Consent Form
Appendix F	Acceptable Use of the Internet
Appendix G	Frequently Asked Questions

THE PRINCIPAL RETAINS THE RIGHT TO ADD TO AND / OR AMEND THIS HANDBOOK FOR JUST CAUSE. PROMPT NOTIFICATION WILL BE GIVEN IF CHANGES ARE MADE.

## **DELINQUENT TUITION POLICY STATEMENT**

**For St. Joseph's to comply with its mission, our families must maintain their financial tuition commitment in support of our educational program.**

### Tuition Collection Procedures:

The Business Office requesting immediate payment will contact accounts that are 30-days delinquent.

Once an account falls **60-days delinquent**, the Business Office will provide written notification. An alternative plan for payment must be submitted, supported by a written statement outlining any extenuating financial circumstances resulting in the delinquency. This alternative plan and written statement must be submitted to the Business Office within 10 business days of the notification.

Accounts that are **90-days delinquent** will be turned over to a collection agency if an alternative plan for payment has not been submitted supported by a written statement outlining any extenuating financial circumstances resulting in the delinquency.

Late payment fees will apply to **all** past due payments.

### **Individuals to contact regarding collection proceedings on your account are:**

- St. Joseph's School Operations Manager
- St. Joseph's School Principal
- Rector of St. John's Cathedral

## **REGISTRATION & TRANSFER OF RECORDS POLICY FOR DELINQUENT TUITION**

If a family account is in arrears at the end of the school year, its student(s) will not be readmitted to St. Joseph's School the following school year until their account is cleared or the necessary financial arrangements have been made to clear the account.

Student records will not be forwarded if there is an outstanding balance due to payment delinquency.

Effective date: 10/22/1999



## ST. JOSEPH'S CATHOLIC SCHOOL UNIFORM DRESS CODE (KINDERGARTEN THROUGH FIFTH GRADE)

All clothing must be clean, properly-fitting, and free of rips and tears. No "low riding," "baggies," "cargos", "skinny" or "grunge" look. Shirts are to be tucked in at all times, including lunch and recess. ALL UNIFORM CLOTHING MUST BE CLASSIC STYLE (PANTS, SHORTS, JUMPERS, SKIRTS, SKORTS, CAPRIS, SHIRTS, SWEATERS, AND SWEATSHIRTS). ALL ITEMS WITH LOGOS MUST BE PURCHASED FROM LANDS' END or Educational Outfitters Boise.

### BOYS

- Pants:** Twill uniform style solid navy blue fabric with no logos. No overalls, faded, skinny (slim-fit, snug-fit with taper legs), or cargo pants.
- Belts:** Belts are required for grades 3<sup>rd</sup> and up. Belts are to be solid black, brown, or navy blue with no hardware
- Shorts:** Solid navy blue at a modest length (no shorter than 3" above the knee). Uniform Style - No cargo shorts. **Shorts may be worn at the start of the school year until Thanksgiving break, and begin again after Spring break.**
- Shirts:** Red, white and navy blue polo shirts with St. Joseph's logo are purchased only through Lands' End or Educational Outfitters Boise. Under Armor or turtleneck may be worn under the polo shirt and must be the same color of the polo shirt.
- Sweaters:** Solid navy blue, white, or red (NO GRAY). Sweaters may be cardigan, crew neck, or v-neck vest. Sweater length should be between the hip and waist of the student. Logo on sweaters is optional. No stripes, designs or alternate logos.
- Sweatshirts:** School crew neck sweatshirt only- no hoodies. Sweatshirts are purchased through Lands' End or Educational Outfitters Boise. Sweatshirts must be worn with a collared uniform shirt underneath. If the sweatshirt is worn in the classroom, it should have our school logo. No other sweatshirts are allowed in class.
- Footwear:** Solid red, navy blue, black or white socks. Socks are required every day **and must be visible.** Socks should not have stripes or other designs. Shoes should be sturdy and safe. No sandals, boots, or flip-flops. Solid color black, brown, red, navy, gray, or white shoes are required. Athletic shoes are acceptable any day but are required on P.E. days. Shoes with laces must be tied at all times. Boots (same colors as shoes) may be worn on rainy and snowy days only.

### GIRLS

- Jumpers:** A-line jumper in school plaid (no shorter than 3" above the knee).
- Skirts:** Pleated skirt in school plaid (no shorter than 3" above the knee).
- Skorts:** In school plaid (no shorter than 3" above the knee).
- Pants:** Twill or corduroy solid navy blue fabric with no logos. No overalls, no faded pants, no cargo pants and no skinny pants (slim-fit, snug-fit with tapered legs). All pants need to be uniform style pants-no patch pockets.
- Leggings/  
Tights** During the winter months, tights or leggings must be worn with skirts, skorts, & jumpers. Both must be navy, red or white in color. Leggings must come down all the way to the ankle. (NO GRAY and leggings that come to mid-calf are not allowed).

- Belts:** Belts are required for grades 3<sup>rd</sup> and up. Belts are to be solid black, brown, or navy blue with no hardware.
- Shorts:** Solid navy blue at a modest length (no shorter than **3" above** the knee). No cargo shorts or skinny (slim-fit, snug-fit) shorts. **Shorts may be worn at the start of the school year until Thanksgiving break, and begin again after Spring break.** Uniform Style Shorts only.
- Shirts:** Red, white and navy blue polo shirts with St. Joseph's logo are only purchased through Lands' End or Educational Outfitters Boise. Under Armor or turtlenecks may be worn under a polo shirt and must be the same color of the polo shirt.
- Sweaters:** Solid navy blue, white, or red (NO GRAY). Sweaters may be cardigan, crew neck, v-neck vest. Sweater length should be between the hip and waist of the student. Logo on sweaters is optional. No Stripes, designs or alternate logos.
- Sweatshirts:** School crew neck sweatshirt only. Sweatshirts are purchased through Lands' End or Educational Outfitters Boise only and must be worn with a collared uniform shirt underneath. If the sweatshirt is worn in the classroom, it must have our school logo. **No other sweatshirts are allowed in class.**
- Footwear:** Solid red, navy blue, black or white socks or tights are required every day and must be visible. Shoes should be sturdy and safe. No sandals, boots, or flip-flops. Solid color black, brown, red, navy, or white shoes are required. Athletic shoes are acceptable any day but are required on P.E. days. Shoes with laces must be tied at all times. Boots (same colors as shoes) may be worn on rainy and snowy days only.

**MASS DRESS:** Boys are required to wear a St. Joseph's logoed white button up tucked in shirt with navy blue uniform style pants (no shorts) and a belt. Traditional tie or bow tie is required in St Joseph's plaid. Girls are required to wear a St. Joseph's logoed white button up tucked in shirt with our school plaid jumper, skirt, or skort. No sweatshirts, but uniform sweaters are acceptable. Since winter mornings may be cold, we recommend a white turtle neck shirt under their white button up shirt and the girls are encouraged to wear tights.

**MASS DAYS:** Usually held each Tuesday or on Holy Days. Students must wear Mass Dress all day.

**SCHOOL SPIRIT DAY:** Fridays, except on Mass days: **Students** may wear school spirit shirts or St. Joseph's polo shirts with navy blue denim pants, shorts (no shorter than 3" above the knee), capris, skorts (no shorter than 3" above the knee), skirts (no shorter than 3" above the knee), uniform pants or uniforms shorts (no shorter than 3" above the knee) may be worn. **No rips, tears, embroidery, hardware, faded blue, washed-out blue or any other color of blue, ill fitting or skinny jeans (slim-fit, snug-fit with tapered legs) may be worn.** Uniform sweatshirts may be worn over the spirit shirts or St. Joseph's polo shirts. **No other sweatshirts are allowed in the classroom.**

## GROOMING FOR KINDERGARTEN THROUGH 5<sup>TH</sup> GRADE

It is expected that both boys and girls will keep their hair well groomed and clean.

For **boys**, the following are unacceptable grooming practices:

- Shaved heads, ornamental cut, shaved designs or mohawks in the hair.
- Ponytails, braids, or top-knots.
- Bleached, colored, or dyed hair.
- No headwear is allowed in school.

**Hair length must be above the eyebrows, above the ears, and above the collar.** Boys may not wear earrings, bracelets (except medical), or necklaces (except religious).

For **girls**, the following are unacceptable grooming practices:

- Shaved heads, ornamental cut or shaved designs in the hair.
- Bleached, colored, or dyed hair.
- Girls may only wear studded (no loop or dangly) earrings. This is the only allowable “pierced” jewelry.
- **Only clear polish on nails.**
- Bangs must be above the eyebrows.
- No hats are allowed in school. Only headbands or clips in metal, red, blue, white or black.

**All students must keep hair out of their faces.** No “body piercing” or tattoos.

## **DRESS CODE FOR MIDDLE SCHOOL STUDENTS (SIXTH, SEVENTH, and EIGHTH GRADES)**

*The hallmark of St. Joseph’s dress code is Christian modesty. All clothing must reflect Christian modesty and not attract undue attention. We believe in a uniform dress code policy for the following reasons:*

1. *It allows the student to focus on academics rather than on dress.*
2. *It helps to eliminate competition for expensive and/or fad clothing.*
3. *It helps the student when getting ready for school in the morning.*

**ALL UNIFORM CLOTHING MUST BE CLASSIC, UNIFORM STYLE (PANTS, SHORTS, JUMPERS, SKIRTS, SKORTS, SHIRTS, SWEATERS, AND SWEATSHIRTS). ALL ITEMS WITH LOGOS SHOULD BE PURCHASED FROM Land’s End or Educational Outfitters Boise.**

**All clothing must be clean, properly fitting and free of rips and tears. No “low riding,” “baggies,” cargos, “skinny” (slim-fit, snug-fit with tapered legs) or “grunge” look. Shirts are to be tucked in at all times, including lunch and recess.**

### **BOYS**

- Pants:** Uniform style solid navy blue or khaki color pants with no logos. **No** skinny pants and pants may not be rolled up.
- Belts:** **Belts are required** and to be solid black, brown, or navy blue with no hardware or designs
- Shorts:** Solid navy blue or khaki color uniform style shorts at a modest length (no shorter than **3” above** the knee). No cargo or skinny (slim-fit, snug-fit) shorts. **Shorts may be worn at the start of the school year until Thanksgiving break, and begin again after Spring break.**
- Shirts:** **Red, white and navy blue polo shirts with St. Joseph’s logo are purchased only through Lands’ End or Educational Outfitters Boise.** Under Armor or turtleneck may be worn under the polo shirt and must be the same color of the polo shirt.
- Sweaters:** **Solid navy blue, white, or red (NO GRAY).** Sweaters may be classic cardigan, crew neck, or v-neck vest. Sweater length should be between the hip and waist of the student. Logo on sweaters is optional. **No stripes, designs or additional logos.**
- Sweatshirts:** All sweatshirts must have the St. Joseph’s logo and be crew neck, ¼ zipper or hooded style. Sweatshirts are purchased through Lands’ End or Educational Outfitters Boise only and must be worn with a collared uniform shirt underneath. If the sweatshirt is worn in the classroom, it must have our school logo. **No other sweatshirts are allowed in**

**class.**

**Footwear:** Shoes should be sturdy and safe. No sandals, boots, or flip-flops. Solid color black, brown, red, navy, or white shoes are required. Athletic shoes are acceptable any day but are required on P.E. days. Shoes with laces must be tied at all times. **Boots (same colors as shoes) may be worn on rainy and snowy days only.**

**Socks:** **Solid red, navy blue, or white socks; socks should not have stripes or other decorations.** Socks are **required every day and must be visible.**

**GIRLS**

**Pants:** Uniform style solid navy blue or khaki color pants with no logos. **No** faded, skinny, slim fit, snug fit with tapered legs pants. Pants may not be rolled up.

**Skirts:** Uniform style solid navy blue or khaki color with no logos. **Knee length or below.** No faded or tight fitting skirts.

**Skorts:** Uniform style solid navy blue or khaki color with no logos. **Knee length or below.** No faded or tight fitting skorts.

**Shorts:** Uniform style solid navy blue or khaki color with no logos (**No shorter than 3" above the knee.**). No faded, skinny, slim-fit, snug-fit shorts. **Shorts may be worn at the start of the school year until Thanksgiving break, and begin again after Spring break.**

**Belts:** **Belts are required** and to be solid black, brown, or navy blue with no decorations hardware.

**Leggings:** \*During the winter months, **solid red, navy, or white (NO GRAY or BLACK) tights or leggings must be worn. Leggings must come all the way down to the ankle with no cut-outs.** Leggings coming only to the mid calf are not allowed.

**Shirts:** Red, white and navy blue polo shirts with St. Joseph's logo must be purchased through Lands' End or Educational Outfitters Boise. Under Armor or turtlenecks may be worn under the polo shirt and must be the same color of the polo shirt.

**Sweaters:** **Solid navy blue, white, or red (NO GRAY).** Sweaters may be classic cardigan, crew neck, or v-neck vest. Sweater length should be between the hip and waist of the student. Logo on sweaters is optional. **No stripes, designs or additional logos.**

**Sweatshirts:** All sweatshirts must have the St. Joseph's logo and be crew neck, ¼ zipper or hooded style. Sweatshirts are purchased through Lands' End or Educational Outfitters Boise only and must be worn with a collared uniform shirt underneath. If the sweatshirt is worn in the classroom, it must have our school logo. **No other sweatshirts are allowed in class.**

**Footwear:** Shoes should be sturdy and safe. No sandals, boots, or flip-flops. Solid color black, brown, red, navy, or white shoes are acceptable. Athletic shoes are acceptable any day but are required on P.E. days. Shoes with laces must be tied at all times. **Boots (same colors as shoes) may be worn on rainy and snowy days only.**

**Socks:** **Solid red, navy blue, or white socks or tights with no stripes, logos or other decorations.** Socks are **required every day and must be visible.**

**P.E. Uniform:** The **Middle School P.E. Uniform (boys & girls)** is available through Lands' End and Educational Outfitters Boise. The uniform consists of black athletic shorts with our school logo in white on the bottom and a white tee shirt with ST JOE'S in black lettering across the front. Middle school students will dress down for P.E. three times weekly.

**MASS DRESS:** **All day on Mass days. Boys are required to wear a logoed white button up shirt (must be tucked in with the waistband visible), a tied necktie or bow tie (St. Joseph's plaid required), and solid navy blue or khaki uniform style slacks or pants. Boys must wear belts at all times. Girls are required to wear a solid navy blue or khaki skirt with a white button up logoed shirt tucked in. A belt is required if there are belt loops on the skirt. No shorts, skorts, or sweatshirts. Uniform sweaters are acceptable. Since winter mornings may be cold, we recommend a white turtle neck shirt under the button up white shirt and girls are encouraged to wear tights (red, navy or white).**

**SCHOOL SPIRIT DAY:** Fridays, except on Mass days: **Students may wear school spirit shirts (short or long sleeve red tee shirt w/school logo in white across the front - available through Lands' End or Educational Outfitters) or St. Joseph's polo shirts with navy blue denim pants, shorts, skorts (knee length or below), skirts (knee length or below), uniform pants or uniform shorts may be worn. No rips, tears, embroidery, hardware, faded blue, washed-out blue or any other color of blue may be worn. No skinny jeans (slim fit, snug-fit with tapered legs), skorts or shorts. Uniform sweatshirts may be worn over the spirit shirts or St. Joseph's polo shirts. Bishop Kelly High School sweatshirts may be worn (middle school only on Spirit Days only).**

## **GROOMING FOR SIXTH THROUGH EIGHTH GRADE**

It is expected that both boys and girls will keep their hair well groomed and clean. For **boys**, the following are unacceptable grooming practices:

- Shaved heads, ornamental cut Mohawk or shaved designs, in the hair.
- Ponytails, braids, or top-knots.
- Bleached, colored, or dyed hair.
- No headwear is allowed in school.
- Sideburns and facial hair.

**Hair length must be above the eyebrows, above the ears, and above the collar.** Boys may not wear earrings, bracelets (except medical), or necklaces (except religious).

For **girls**, the following are unacceptable grooming practices:

- Shaved heads, ornamental cut or shaved designs in the hair.
- Bleached, colored, or dyed hair.
- Girls may only wear studded (no loop or dangly) earrings. This is the only allowable "pierced" jewelry.
- **Only clear or light pink nail polish on nails. No artificial nails.**
- The only jewelry allowed are medical bracelets and religious necklaces.
- Rings are limited to one.
- Bangs must be above the eyebrows or pulled back.
- No headwear coverings are allowed in school, except for headbands in solid school colors.

**All students must keep hair out of their faces.** No "body piercing" or tattoos.

## **ENFORCEMENT OF THE DRESS CODE FOR ALL STUDENTS**

Any student who does not meet these requirements will be notified by a classroom teacher of the dress code violation. After two documented dress code violations, the student will serve a one hour detention. Interpretations of the policy are at the discretion of the principal.

**The principal will make final decisions on all matters pertaining to the dress code.**

## **Philosophy of the Treasure Valley Catholic Schools In Conjunction with the Intervalley League**

Sports activities can offer children new challenges, improved skills, a sense of accomplishment, and a great deal of fun. Children who take part in sports are better for it. They learn to take the risk of accepting new challenges while they test the limits of their abilities. Participants learn to take pride in honest effort and achievement, regardless of victory or defeat. They learn the importance of teamwork in accomplishing goals. Sports can help children develop and mature emotionally and socially as well as gain an enthusiasm for an active lifestyle. Any child wishing to participate in the Treasure Valley Catholic Schools' program will be placed on a team according to their abilities.

- Please visit the TVCS Athletics website for schedules and registration: [TVCS Athletics](#)
- TVCS Director, Manny Ybarra can be contacted at [mybarra@bk.org](mailto:mybarra@bk.org).

### **League Eligibility**

An athlete must be enrolled as a 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader of a member school in order to compete.

Students will maintain a 2.0 (C) or above academic average in all subjects with no failing grades in order to be eligible for participation in school-sponsored athletic teams and extra-curricular activities. Eligibility will be determined at mid-term progress reports and at the end of each quarter. Students who fail to meet the criteria may not participate in any contest during their period of ineligibility. Eligibility may also be determined through the Principal's discretion.

**Sixth graders are allowed to participate in select events at the junior high level. Athletes may compete in only one (1) school sponsored sport per season.**

### **Parent and Spectator Guidelines**

It is the philosophy of the Treasure Valley Catholic Schools to encourage participation by all interested boys and girls in the various programs offered by the schools and community. To ensure both a safe and positive environment for our athletes, the Treasure Valley Catholic Schools have established the following spectator and parent guidelines.

1. Remember that children play organized sports for their own fun. They are not there to entertain you and are NOT miniature pro-athletes. Our philosophy is separate from the AAU philosophy and rules.
2. Be on your best Christian behavior. Don't use profanity or harass players, coaches, or officials. Vulgar and off-color cheers or gestures will not be tolerated.
3. Applaud good plays by your own team and the visiting team. Never ridicule a child for making a mistake during competition.
4. Show respect for your team's opponents. Without them there would be no games.
5. Condemn the use of violence in all forms.
6. Respect the official's decisions.
7. Encourage players to always play according to the rules.
8. Recognize the value and importance of your child's coaches. They give of their time and resources to provide positive activities for your child.
9. Parents are responsible for supervision of younger siblings in attendance at games.
10. Have fun and encourage all student athletes to do the same!

### **Student Spectators**

For safety reasons, student spectators will not be allowed to stay and watch practices unless accompanied by their parents. Spectators also need to stay in the stands/off the court before, during and after the game. The coaches are not supervisors of the spectators.

Student athletes and spectators are not to leave campus during games. Students, who do not follow the spectator/athlete guidelines, will need to go home. Our athletic program is under the direction of the athletic director, principals and/or faculty advisor.

## COMMUNITY SERVICE COMPONENT OF RELIGIOUS EDUCATION

*"The knowledge of social well-being and of reform is to be learned, not from books, but in climbing the stairs to the poor man's house, sitting at his bedside, feeling the same cold that pierces him, sharing the secret of his lonely heart and troubled mind."*

*Quote from St. Vincent de Paul Society*

In keeping with the tradition of the Catholic Vincentian tradition of person-to-person ministry to those less fortunate, St. Joseph's Catholic School's Religious Education Program incorporates a community service component in the curriculum. In an effort to bring the classroom and textbook values into a real world context, the emphasis for this program is placed on community service.

Students who do not complete the Individual Community Service will receive an unsatisfactory on their Community Service component of the Religion grade. This will lower their Religion grade by one full grade which will also affect the student's GPA.

Specific objectives for the community service component include:

- 1. Getting older students actively involved in service to others less fortunate or in need;**
- 2. Bringing age-appropriate values and ideals being taught in the classroom to life through various experiences;**
- 3. Illustrating to students there are people in need in our community, nation, and world;**
- 4. Further developing within the students the understanding of the dignity of others, regardless of their social status.**

To meet the proposed objectives, each student enrolled at St. Joseph's Catholic School completes at least three (3) hours of community service per academic year. This three-hour service requirement is composed of one group project and one individual project. The group project is to be coordinated in each classroom with the teacher, community service parent(s), and community service liaison. The individual service project is to be coordinated informally through each family.

The individual service project should take 1.5 hours or more.

The class service project should take 1.5 hours or more.

The two projects combined are the three hours of service per academic year.

Administrative implementation, coordination, and evaluation are the responsibility of the Volunteer Coordinators.

**ST. JOSEPH'S CATHOLIC SCHOOL**  
**INDIVIDUAL SERVICE LEARNING FORM**  
**(K- 2nd grade)**

Student Name:

Grade/Teacher:

1) Describe your project. (This may be done in writing or with a drawing)

2) How were you able to use your gifts and talents to serve others?

3) What did you enjoy about your project?

Date of Project: \_\_\_\_\_

Time Spent: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_



# ST. JOSEPH'S CATHOLIC SCHOOL INDIVIDUAL SERVICE LEARNING FORM (3rd – 5th grade)

Student Name: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_

- 1) Describe your project.
  
  
  
  
  
  
  
  
  
  
- 2) What did you learn?
  
  
  
  
  
  
  
  
  
  
- 3) How did your service affect your community?
  
  
  
  
  
  
  
  
  
  
- 4) In what way, if any, did you benefit from your service?

Date of Project: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

## **MEDICATIONS and MEDICATION POLICY**

If your child will need medication at school anytime during the school year, the information will be added to the Health History/Medication Form. This includes prescription as well as non-prescription (over-the-counter) medications.

### **ANY TIME THE SCHOOL IS ASKED TO ADMINISTER MEDICATION, WE MUST HAVE THE HEALTH HISTORY/MEDICATION FORM FILLED OUT BY A PARENT/ GUARDIAN.**

- The school nurse authorizes all medications administered at school. Authorized personnel (i.e. school secretaries, front office staff) may administer medication under the direction of the school nurse, following appropriate training and instruction.
- All medications must be in the original, labeled container with child's name, and **MUST** be brought to the office.
- Medications, including over-the-counter, will **NOT** be kept in lockers, desks, backpacks, etc. This is for everyone's safety. (Under certain circumstances, students will be allowed to self-administer certain medications, but only with authorization by the school nurse.)
- Prescription medication must be in the prescription bottle with the correct label that includes the student's name, name and dose of the medication, directions for taking the medication, prescriber's name, pharmacy's name, and current date. (Most pharmacies will give you two bottles, one for home and one for school.) If/ when medication doses change, the current prescription bottle needs to reflect that new dose.
- Over-the-counter medication must be in the original container, FDA-approved and appropriate for age.
- No medication brought to school in a baggie will be administered.
- Most medications that are to be taken 3 times per day or less can be administered at times outside of school hours. Unless specifically directed by your healthcare provider, give it before school, as soon as the student arrives home, and at bedtime.
- If you would like your child to receive Acetaminophen (Tylenol) or Ibuprofen (Advil, Motrin) at school, on an as-needed basis, you must sign the consent on the **Health History/Medication** form.
- Authorizations for medication administration must be renewed each school year.
- School personnel have permission to exchange information as needed.

### Student Health History/Medication Form 2021-2022 School Year

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

**Contacts**

Parent/Guardian

#1 \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian

#2 \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact

#3 \_\_\_\_\_ Phone \_\_\_\_\_

Drug/Food Allergies \_\_\_\_\_

Health History/Concerns \_\_\_\_\_

- Do you have any concerns about learning problems, speech and/or language problems, short attention span or hyper-activity? Yes \_\_\_\_\_ No \_\_\_\_\_
- Has your child seen a dentist in the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
- Has your child had their eyes checked in the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
- Does your child wear glasses or contact lenses? Yes \_\_\_\_\_ No \_\_\_\_\_
- Has your child had a concussion? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Was IMPACT testing done as a result of the concussion? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ **I WILL ALLOW** the school nurse and/or authorized personnel to give my child the following: Ibuprofen, Acetaminophen, cough drops, antacids (Tums), antibiotic/anti-itch skin cream for minor problems.

\_\_\_\_\_ **I DO NOT GIVE PERMISSION** for medication to be given to my child.

Special Instructions \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please initial and complete the following information if your child will require medication at school.**

\_\_\_\_\_ **Medication Policy:** I have read and will comply with the school medication policy.  
(Policy located on school website)

Medication	Rx or OTC	Dosage/Frequency	Reason	Special Instruction

Dear Parents and Families,

Listed below are the rules and guidelines that our schools follow for illness. Please respect the health and well-being of your child and our school communities by keeping sick kids home. We follow these guidelines in the event that a student is sick at school, and we will call you to come and pick up your child from school if needed.

- Fever: If your child has a fever of 100F or greater, or looks or acts sick, she/he should stay home. Call your healthcare provider if your child has a fever with pain, rash, weakness, vomiting or diarrhea. **\*\*\*May return to school after symptoms are gone for 24 hours and the child is fever-free without the aid of fever-reducing medication.**
- Vomiting and/ or diarrhea: Vomiting and/ or more than one event of watery diarrhea is a reason to keep your child at home. **\*\*\*May return to school after symptoms are gone for 24 hours without the aid of anti-emetic or anti-diarrheal medication.**
- Contagious Diseases: You should keep your child at home if she/he might spread a contagious disease to other children (i.e. chicken pox). Please consult with a health care provider.
- Head lice: Parent/Guardian may choose to pick a child up from school. Confirmed cases of lice require treatment before returning to school. If treatment is started before the next day, the child may return to school. Most treatments are available over the counter. Families are encouraged to ask their child's health care provider for advice about which treatment to use. The school nurse/staff will also provide education regarding treatment and control of head lice as needed.
- Pinkeye/Conjunctivitis: Parents will be notified of suspected eye irritation/infection. Parent/Guardian will consult with the child's health care provider about diagnosis and treatment. Child will not be excluded from the school setting unless meets other exclusion criteria, i.e., fever, severely ill appearance. Antibiotics are NOT required to return to the school setting, as determined by the child's health care provider.
- Sore Throat: If your child has a sore throat and fever, or a severe sore throat without fever, she/he should stay home.
- Cough: If your child's cough is worse than you would expect with a cold, keep her/him at home. If she/he has difficulty breathing or has a fever, call your doctor. Coughs can linger on for 2-3 weeks before resolving, but they should not interfere with most activities.
- Stomach ache: If your child complains of a stomach ache, especially if she/he says it hurts to move and she/he does not want to eat, she/he should stay home and you should contact your healthcare provider.

**Please, for your child's health and safety - AND for the health and safety of other children and staff – keep sick kids home!**

Children learn best when they are healthy and well-rested. With the cooperation of all families we can help to keep our children and staff healthy. If a student presents at school with any of the above, we will notify you to come and pick up your child.

If you have questions or concerns, or if there is any way we can help your child, please contact us.

Saint Alphonsus School Health Program  
MaryLou Cunningham, MHS, BSN, RN, NCSN  
Kim O'Sullivan, BSN, RN  
Lisa Schiffer, MS, RN, CPNP  
Sherry Placido, CNA

## **ACCEPTABLE USE OF THE INTERNET**

### **St. Joseph's students may not use any device in the school without teacher direction and supervision.**

St. Joseph's Catholic School has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. As such, access to the Internet is possible from many classrooms and from the Media Center. When used as an instructional or learning tool, the Internet can provide increased opportunities to explore thousands of libraries, databases, and other information sources. Communication with others across the world is also possible.

Students, parents, and staff should be warned that some material accessible through the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Students, staff, and volunteers in the classrooms and Media Center must understand and practice proper ethical use. This is particularly important to us because we are a Catholic community whose mission and philosophy facilitates "...the ideal that children can grow closer to God in an environment where loving concern and respect are a daily experience and where academic excellence is the standard. As a school, we strive to provide each student with support and stimulation in order to foster continued growth of spirit, mind, and body."

While our intent is to make Internet access available to further educational goals and objectives, students, staff, and volunteers must always be aware of the broader goal to "...empower individuals to utilize their spiritual, moral, and intellectual talents in order to function in the world around them". We believe the benefits to our students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. St. Joseph's Catholic School recognizes that commercial barriers are only partially "safe" and cannot provide absolute certainty that our students cannot reach Internet sites that are inappropriate and unhealthy.

Ultimately, parents and guardians of our students are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school devices, just as they are in a classroom, hallway, or on the playground. Communications on the school's computer network are often public in nature. General school rules apply. Student use of the Internet must be in support of education and research, and consistent with the educational objectives of St. Joseph's Catholic School. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. 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 by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The following uses of school-provided Internet access are specifically not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material, or other material that is disruptive to the teacher-learning environment. Chat rooms are off limits to students.
2. to violate any local, state, or federal statute.
3. to vandalize, damage, or disable the property of another person or organization.
4. to access another person's or organization's materials, information, or files without the implied or direct permission of that person or organization.
5. to violate copyright laws.
6. to use for unauthorized commercial activity and/or financial gain of the user.
7. to wastefully use the network or print resources.
8. to search the web by typing "www." Only pre-approved, bookmarked websites may be accessed by students.
9. to freely search the web.
10. to access non-educational sites by students.

## Network Etiquette

Students of St. Joseph's Catholic School are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Direct adult supervision is required for any student device use.
2. Students must log in under their own name each time they use a device.
3. Be polite. Do not get abusive in your messages to others.
4. Use appropriate language.
5. Do not send or display offensive messages or pictures.
6. Do not harass, insult, or attack others.
7. Do not reveal your personal address or telephone number, or those of other students or colleagues.
8. Do not use the network in such a way that you would disrupt the use of the network by other users.
9. Do not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes.
10. Do not damage devices, computer systems, computer networks, or engage in other acts of vandalism. This includes, but is not limited to, uploading or creating computer viruses.
11. Do not intentionally waste limited resources, such as paper, printer cartridges, and diskettes that are provided by the school.
12. Do not use another user's password to gain access to the network or Internet.
13. Do not trespass into another user's files.
14. No Chat Rooms or Instant Messaging may be used by students.

St. Joseph's Catholic School specifically disclaims any responsibility for the accuracy of information obtained through the Internet. All users need to consider the source of any information they obtain and consider how valid that information may be.

**Students may only access the Internet under the direct supervision of a school employee or designee.**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. St. Joseph's Catholic School reserves the right to review any material in user files and to monitor file server space. Decisions by the St. Joseph's administration regarding unacceptable device use are final. A student's use of the Internet may be revoked, denied, or suspended at the request of faculty and staff of St. Joseph's School.

## FREQUENTLY ASKED QUESTIONS

### ***1. Are the physicals given in 7th grade good for 8th grade?***

Seventh and eight grade students only need one (1) physical for both years, if they want to participate in athletics. Yes, physicals given in 7th grade are good for 8th grade.

### ***2. I haven't been called to volunteer in my child's classroom. What is going on?***

This is a great question! Many times, a teacher may not want parent volunteers in the classroom for the first weeks or so. Teachers are learning about their individual students and want time alone with them. Sometimes, there are so many volunteers signed up to work in a classroom the teacher has to choose helpers from a long list. It is the teacher's option whether or not to have classroom volunteers. Some teachers prefer not to have volunteers in the classroom on a regular basis. Each teacher is responsible for providing a work space for his/her volunteers. There is a web-based sign up for volunteer opportunities; please consider volunteering in other roles (i.e. fundraising, lunchroom, playground).

### ***3. I can't pay my tuition this month. What should I do?***

Sometimes, a family may experience a month or so of financial hardship. Please call and speak with the school's Business Manager and make arrangements for payment. We are very accommodating and understanding. There is a process for applying for financial assistance if your need is long term. Please call and let us help you.

### ***4. My child's field trip permission slip was left at home. Can s/he go anyway?***

The permission slip can be scanned or emailed to the front office. It is Diocesan policy to require a Diocesan derived written permission slip signed by a parent or guardian for a child to leave the school grounds for a field trip.

### ***5. My child is having trouble in school. We are not happy with the situation. What should we do?***

Sometime in your child's school career, he or she may encounter a problem that may seem overwhelming. It may center on grades, behavior, or social problems. It is the practice of Catholic schools to try to solve problems at the lowest level possible.

The first thing you should do is approach the person with whom there is a problem. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed, should the Principal or other supervisor be contacted. If you have a difficulty with the Principal, you should first contact the Principal and try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good-faith resolution with the Principal, the Pastor can be contacted. Acting as Jesus would want us to act should be the goal of all in the Catholic school community - Pastors, Principals, faculty, staff, parents, and students. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians.

### ***6. How are students selected to attend St. Joseph's Catholic School?***

A potential student's parent places a wait list application on file at the school office. When an opening occurs, the Principal reviews student applications. The principal makes a selection from the waitlist based on a number of factors including whether or not the family is registered at St. John's, attends Mass, supports the Parish, has another child already attending the school, and is active in the Parish.

### ***6. Are there any Religious (priests, nuns, brother) teaching at St. Joseph's Catholic School?***

No, we do not have faculty who are priests, nuns or brothers at this time. Fr. Mariusz is involved in assisting with religious education. St. Joseph's Catholic School has strong ties with the Cathedral and its priests.

### ***8. Does my child need to attend religious education classes offered through the parish?***

Religious instruction occurs regularly at St. Joseph's. That being said, it is important to be involved in a parish. St. Joseph's Catholic School is a ministry of St. John's Cathedral. Please consider being involved in the parish. The Middle School students may join the parish-sponsored middle school youth group. Call the Parish Rectory for more information, 208-342-3511.

**9. How are Parent Association (SJPA) funds used?**

Each year, the SJPA raises money to support the school's budget. Funds raised in excess of the budgeted amount are placed in the school's savings account. Among other things, the savings account monies are used for major repairs and maintenance, such as carpet replacement and heating and air conditioning upgrades. The Advisory Board carefully oversees the school's savings account and receives regular financial reports at Advisory Board meetings.

\* Taken from the NCEA publication *SJPA Working Together: Catholic School Parents' Rights and Responsibilities*, written by Mary Angela Shaughnessy, SCN, JD, PH.D., 1995.