

**Student & Parent Handbook
2023-2024**



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

Phone: (208) 342-4909

Fax: (208) 342-0997

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.



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

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



ST. JOSEPH'S CATHOLIC SCHOOL



825 W. FORT • BOISE, ID 83702 • office: (208) 342-4909 • fax: (208) 342-0997 • WWW.STJOES.COM

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 gradebook via FACTS](#)
- 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
- Be sure your child is in required school uniform
- Be informed about school rules and help your child follow them

School Hours and Schedule

7:35	Early drop off with supervision available
7:55	Students enter the building
8:00	School Begins
3:00	Dismissal for K-5th grades
3:08	Dismissal for Middle School
3:15	Student supervision ends
3:15	Students not picked-up will be placed in our Extended Day Program

FACULTY AND STAFF

Rector.....	Fr. German Osorio
Principal.....	Randy McCormick
Assistant Principal.....	Amanda Kuznia
Admissions Manager, Registrar.....	Annie Granvall
Counselor.....	Brooke Marritt
Nurse.....	Janelle Carr & Sabrina Fuchs
Marketing & Development Director.....	Kendall Mooney
Kindergarten.....	Angie Howard
Kindergarten.....	Anne Marcus
Grade 1.....	Taylor Brown
Grade 1.....	Andria Jenne
Grade 2.....	Bella Zito
Grade 2.....	Denise Seidler
Grade 3.....	Trysten Rust
Grade 3.....	Katie Patrick
Grade 4.....	Simon Petersen
Grade 4.....	Kaylyn Schneider
Grade 5.....	Brittany O'Brien
Grade 5.....	Kelly Weaver
Middle School—Religion & Faith Formation.....	Ricardo Yanci
Middle School – English Language Arts.....	Sara Gamboa
Middle School – 6th grade Social Studies/ 7&8 Health.....	Taya Sundell
Middle School – Science.....	Mary McClure
Middle School – Math.....	Taylor Hunsaker
Middle School - 6th grade Health/Librarian.....	Sue Governale
Middle School- 7&8 Religion/Social Studies.....	Taya Sundell
Spanish/Computer Science.....	Marta Flamarique
Art (K-8).....	Kimberly Corral
Music.....	Megan Korthals
Elementary PE.....	Scott Basgall
P.E.(6-8) & AVID.....	David Maxwell
Special Education.....	Annie George
Instructional Aides... Robert Dottaviano, Barbara O’Meara, Hillary Cooke, Natasha Schiess, Marie Money	
Head Custodian.....	Abdi Haji
Food Service Director.....	Karen Page
Kitchen Assistant.....	Amy Wynkoop

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 Advisory Board meets on the third Tuesday 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.

Board Members: 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.

23-24vAdvisory Board Members:

Chairperson: Joe Forney

Kim Malvick

Martha Chalfant

Kelly Lim

Christina Dacarrett

Paula Coulter

Stepahnie Wright

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.

Concerns

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 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
5. Items not on the agenda will not be addressed.

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
- Advocate for St. Joseph's School

Meetings and Memberships: 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.

23-24 SJPA Board Members:

President – Diana Lachiondo

Secretary – Jen Compton

Treasurer – Wendy Drake

President Elect – Erin Mercer

Past President – James Novak

Volunteer Coordinator – Maureen Larkin

Room Parent Coordinator – Lynne Williams

New Family Mentor Coordinator – Gemma Gaudette

The Principal and the Rector make all final decisions on items to be placed on the agenda. The agenda will be posted prior to the Advisory Board meeting in the Thursday school bulletin.

St. Joe's 2022-2023 Volunteer Opportunities

Each family is expected to give at least 25 hours of service to the school during the year. 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.

Volunteer hours may only be counted if Safe Environment Training is completed and current

- First safe environment training must be face to face
- Subsequent years may be updated online

Each year, a volunteer sign-up form is sent to every family. Completing the Google Form is your opportunity to express your interest in particular volunteer placements.

Parents (not students) may count hours given towards TVCS or school sponsored sports or scouts. Volunteer hours given at your parish are not counted towards the 25 hour family commitment. 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.

Visitors and Volunteers

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.

Volunteer Guidelines

The parents of St. Joseph's students make a significant contribution to the functioning of our school. 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:

Parents are encouraged to meet the responsibilities of their volunteer commitment. Parent volunteers are key to school operations.

- 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.
- Volunteers at school-related events will adhere to the Diocesan policy concerning alcohol handling and consumption.
- Safe Environment training is required for all volunteers and must be renewed on an annual basis

REGISTRATION REQUIREMENTS

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)

Immunization Records

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. 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. 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.

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
4. Non-Catholics wishing to enroll

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 Discount 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.

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
- A copy of the parents' most current Federal Income Tax Return Form 1040
- 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.

Delinquent Tuition: St. Joseph's Catholic Advisory Board has adopted a Delinquent Tuition Policy. 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.

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.

Pickup and Drop Off

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 \$20 a day 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 8th Street (across the street from the Cathedral) and use the crosswalk when bringing children on to school grounds.
- Please do not park in front of the cathedral - it is a drop off lane in the mornings.
- Parents may also enter off of Hayes street between the Cathedral and Frassati house, drop off their student and exit onto 9th street. No parking in this area.

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.

Smart Watches 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.

All communication between parents/guardians and students need to go through the school office.

Attendance & Absences

Absences: Please email Annie Granvall at 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.

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.

Parents must sign in their students at the office if they arrive after 8:10 am.

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. Tardies will not be excused unless a note from your appointment is given to the office.

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

A parent meeting for K-4th grade students with more than five tardies will be scheduled by the principal.

Medical 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.

Vacations: The school does not recommend a child be absent from school for extended weekend trips, etc. 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. Giving teachers advanced notice of the absence is imperative. There may be times that teachers are unable to provide work ahead of time.

All travel should be scheduled during school breaks.

Inclement Weather

We want students to be active and be outside whenever possible. Please be sure your child is dressed appropriately for the weather. When the weather is bad, including excessive heat, cold and air quality, students will go to the cafeteria (Parish Hall) upon arriving at school.

Snow

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. Please remind your child of the importance of playground safety when there is snow or ice on the ground.

School Cancellation: 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 canceling 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.

Communication

The Brave Saints Bulletin

Our main source of communication is emailed out to all parents on Thursdays.

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 articles for the bulletin must be emailed to Annie Granvall 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 under Newsletters.

Social Media

St Joe's is on Facebook and Instagram @StJoesBoise

Give us a follow to see photos, fun and upcoming events!

Uniform Policy & Dress Code

The uniform policy 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 adheres to the uniform policy.

Uniforms can be ordered through: [Lands' End](#) and/or shop local at [Educational Outfitters](#)

Lands' End Preferred School Number is: **900027186**

St. Joe's Catholic School Uniform Policy



GUIDE FOR STUDENTS & PARENTS

TOPS



K-5

- Red, Navy or White polos with SJ logo
- Outwear: Solid navy or red sweater, pullover, cardigan
- Crewneck shirt with logo

6-8

- Red, Navy or White polos with SJ logo
- Outwear: solid navy or red sweater, pullover, cardigan
- Crewneck or hooded sweatshirt with logo

K-5

- Uniform navy shorts or pants
- No cargo pockets
- Must be longer than 3 inches above the knee
- 3rd-5th Brown or black belts must be worn

6-8

- Navy or Khaki shorts or pants
- No cargo pockets
- Must be longer than 3 inches above the knee
- Brown or black belts must be worn

Shorts & Pants



Socks & Shoes



K-8

Socks

- Must be visible
- Predominate color: navy, red, grey white or black

Shoes

- Must be closed toe and closed heel
- Predominate color: navy, red, grey white or black
- Boots may only be worn outside at recess
- Tennis shoes on PE days are a requirement

K-5

- School plaid jumper, or skirt
- Must be longer than 3 inches above the knee

6-8

- Khaki skirt
- Must be longer than 3 inches above the knee

Skirts & Jumpers



Tights and leggings: Full-length (no ankles), Solid color white, navy or black, must be worn under skirts/jumpers only

Mass Dress

- Mass Uniform dress required every mass day and picture day
- White uniform dress shirt with logo



Boys

- K-5 Navy dress pants with belt
- 6-8 Khaki dress pants with belt
- All boys: School plaid tie or bow tie

Girls

- K-5 plaid skirt or jumper
- 6-8 Khaki skirt



K-8

Spirit day is always Friday (or the last school day of the week)

- St. Joes spirit shirts or sweatshirts
- BK school shirts or spirit shirts/sweatshirts

- Denim: non-skinny with no holes (no shorts, skirts or overalls)
- Uniform pants, shorts or skirts



Spirit Days

Overall Appearance

Makeup

- Minimal
- Natural
- Clear nail polish only

Accessories

- One religious necklace and bracelet
- One ring on each hand allowed
- Single stud or small hoop earrings
- Bags/Purses may not be carried

Hair

- Clean and neat in appearance
- Bangs above eyes
- No unnatural hair dye or coloring
- Boys: Ears and collar visible

K-8



Uniforms and appearance should always be modest, neat, clean and fit appropriately

Hot Lunch

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. *PaySchoolsCentral will change for the 2023-24 school year with the implementation of our new FACTS SIS (Student Information System).*

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. Money will not be accepted in the lunch line.

We ask parents who plan to eat with their child at school email the Kitchen Manager, Karen Page, (pagek@stjoes.com) by 9:00 A.M. to be added to the lunch count. Parents should always check in at the office before entering the parish hall.

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.

Parties and Deliveries

As a matter of safety, we will **not** accept deliveries (food, flowers, balloons, etc) of any kind. Deliveries are a safety issue as well as an issue of time. Please do **not** have food and items (balloons, flowers, etc.) delivered to the school for your child.

Telephone calls/ Dropping off Items

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, etc.). All items brought in will be placed on the bench by the front office for pick up during a designated break.

All homework that is brought in, will be placed in the teacher's mailbox and will be considered late.

Seasonal Parties and Birthdays

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. No 3rd party deliveries

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)
 - Renewed Safe Environment annually (subsequent years are completed online)

Drivers for field trips must complete:

- Private Vehicle Driver Form
- Private Vehicle Use Application

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

- Use of seat belts is mandatory for every person in the vehicle, including the driver.
- Students are not to be placed in the front seat of a vehicle with an airbag.
- Travel directly to and from the destination.
- A driver must be fully insured.
- A driver must have a good driving record and the vehicle must be in proper working order.
- No distracted driving (cellphones, texting, etc)

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.

McCall Outdoor School (MOSS)

Seventh 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. 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.

Athletics

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.

Sports available:

volleyball (7th&8th)
cross-country (6-8)
football (7th&8th)
wrestling (6-8)
basketball (7th&8th)
tennis (7th&8th)
golf (6-8)
track and field programs (6-8)

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.

5th and 6th grade Basketball: 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.

School Emergency Response Procedures

When a crisis affects the school, the principal is in charge. Please note the following emergency information:

- The school will send out notifications through Rediker to keep parents informed.
- In the event of an emergency, please do not come to the school until notified to do so. It is imperative to allow first responders access to the building. Any extra traffic, person or vehicles blocking the way can lead to further distress.
- Please do not call the school asking for information in the event of an emergency. School officials and teachers will need to attend to the emergency and your students. Answering phone calls slows down this process.
- In most situations, students will be kept at school until the crisis has passed.
- We will issue emergency alerts through texts and phone calls if there is information parents must have immediately or if it becomes necessary to have students picked up early from school. Please do not come to or call the school until these messages are received.
- Students will only be released 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 Reporting Requirements: Per Idaho Law, all school employees are mandated reporters. The school will not confirm or deny any reports made to authorities.

Counseling

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, threat assessments, suicide assessments, consultation with staff members and parents, community referrals, and work on the Child Success Team (developing academic and behavioral support in the classrooms).

Curriculum, Accreditation and 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. 5th and 7th grade students also take a science MAP test.

The educational program for each grade level meets or exceeds state curricular guidelines.

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.

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 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.

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.

Homework

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.

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.

Community Service

This is a significant component of the religion curriculum. Students who do not complete Individual Community Service will receive an incomplete in Community Service which will reduce their Religion grade one letter grade on their final report card.

HEALTH AND SAFETY

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 Illness

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 (above 100.2), 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.

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.

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. 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.

- 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).

Drop off and pick up

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 9th Street (left turn only).

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, 8th, or 9th 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 (3:08 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. 5th - 8th grade students may leave the school premises after school dismissal.

Bikes, scooters, skateboard, and skates:

Bicycles and scooters 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.

Student Conduct

Consequences

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. 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.

Weapons and Threats

Students who make threats against another student (or selves) or bring a weapon on campus may be required to undergo a threat assessment.

School personnel will evaluate all instances in which a child makes a verbal threat to another student, draws or creates a weapon or violent weapon or scene or discusses fantasizing about harming their classmates, school or themselves.

Parents will be notified by the teacher, counselor or principal of any incidents involving weapons or threats. All threats will be investigated to ensure student safety. If it is determined there is “no threat” the teacher will notify the parent of the incident for home follow up.

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 or medication, illicit drug, look-alike drug, inhalant, alcohol or tobacco or drug paraphernalia.
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 or church 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, instigating, 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 on school or church property
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 vandalism of property

When school property is damaged or lost by a student, the student and/or parents shall be expected to pay for the damage. Examples: broken windows, vandalism, damaged textbooks. 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

Parents will be notified ahead of time for after school detentions. 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.