

Saint Joseph

SCHOOL



2023-2024

Parent-Student Handbook

K-8

School/Parent Partnership Agreement

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. Joseph School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Joseph School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. Joseph School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. Joseph School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students, including extra-curricular activities.

I certify that I have read the Saint Joseph School Parent-Student Handbook and that I have discussed the contents of the handbook with my child/children.

Print Parent(s) Name

Parent Signature Date

Parent Signature Date

3rd-8th Grade Students Only

I certify that I have discussed the Saint Joseph Parent-Student Handbook with my parent(s).

Print Student Name Date

Print Student Name Date

Print Student Name Date

Please read and discuss the Parent-Student Handbook with your child/children, sign this form, and return this form to your child's teacher no later than **Friday, August 4, 2023**.

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Mission Statement

As a sacramental people, we seek to reflect the presence of Christ on earth by providing a superior education based on the truths of the Gospel and the Tradition of the Roman Catholic Faith.

“The mission of St. Joseph School, in communion with parents, is to provide a Catholic education focused on faith, academic excellence and service.”

Vision Statement

The vision of St. Joseph School, based on the mission we have embraced, is to continue to be an outstanding Catholic school and aspire to become distinctive in our role of building and living the Kingdom of God.

Guided by the truths of the Gospel, all graduates will possess a positive self-image reflecting their Christian identity, a moral responsibility to their community, and an academic preparedness enabling them to face the challenges of higher education.

Our students will engage in learning that is purposeful, relevant, life-long, and transferable. A superior curriculum will be driven by the teachings of the Catholic Faith, high academic standards, a well-resourced facility, and a commitment to the community.

As witnesses of Christ through prayer and example, our highly qualified faculty and staff will promote the spiritual growth of all students while adhering to high academic standards and expectations. They will strive to generate a community environment with Christ as the center and an emphasis on the dignity of human life. Instructional decisions will be based on the teachings of the Catholic Faith, as well as national and state standards, Diocese curriculum standards, and current trends in education. This outstanding education will be made possible through a strong professional development program supported by the administration and stakeholders.

Parents, parishioners, and community members will embrace our mission and engage in the partnership of educating our students. We will build positive relationships with all stakeholders by deepening the understanding of the educational process, welcoming students and families of all faith backgrounds to experience the benefits of a Catholic school, communicating our achievements, and reciprocating our support through service to the surrounding community.

As a superior Catholic school, we will illuminate our corner of creation with the ever-burning light of Jesus Christ, now and forever.

Beliefs

The St. Joseph School Community believes that:

1. As a Catholic School, we are centered in the truth of the Gospel and are loyal to the teachings of the Church.
2. An awareness of the presence of Christ is strengthened by utilizing the symbols and sacramentals of the Catholic Faith and emphasizing participation in the Sacraments, especially the Eucharist.
3. Catholic doctrine permeates the whole curriculum, creating an experience that is one of building and living the Kingdom of God.
4. An educational community, which includes students, parents, teachers, staff and administrators, is dedicated to forming the whole person spiritually, physically, emotionally, and intellectually, with the understanding that every person has the potential to learn.
5. The curriculum and instructional practices incorporate a variety of learning activities in recognition of different learning styles and abilities.
6. An appreciation for the dignity of each human being is fostered through an understanding and respect for diversity. Students are prepared to meet the challenges and moral responsibilities of their future through the practice of gospel truths, academic excellence, service and good citizenship.

Philosophy

Saint Joseph School is a Catholic coeducational pre-kindergarten through eighth grade elementary school, operated by the Catholic Diocese of Nashville, and staffed by the Pastor of Saint Joseph Parish, Dominican Sisters of Saint Cecilia Congregation, and lay faculty and staff.

Saint Joseph School strives to provide a Christian atmosphere, and to promote the maximum spiritual, intellectual, social, and physical growth of its students. As a faith community, Saint Joseph School offers a total educational program, which is a united effort to develop the whole person for the family, the Church, the nation and the world. Its curriculum is responsive to the needs of individuals, and presents the truth of the Gospel and the traditions of the Roman Catholic Faith.

The school's primary purpose as a Catholic elementary school is to help the child fulfill his maximum potential for good while acquiring a quality education. The goal is to instill within each student a sense of what is good and right, love of God and neighbor, and a respect for all life. By utilizing the gifts of faith and reason, it is the vocation of the school to lead the child to Truth.

Welcome Statement

St. Joseph School welcomes all families and students desiring a Catholic education. As a Roman Catholic school in the Diocese of Nashville, we joyfully exercise our responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church (CCC)*. It is possible, though, that some parents, guardians, and non-Catholic persons whose religious practices and beliefs do not coincide fully with Church teaching, may experience conflict as we promote and instruct these teachings, particularly as they relate to same-sex attraction and gender dysphoria.

St. Joseph School seeks to partner with parents to assist the child, especially when matters of this nature arise. We, therefore, commit to guiding the family to pastoral care and support. While sincere questions of the practices of the Catholic faith to understand them more deeply are welcome, purposeful disruption to the school community, public defiance and challenge of Catholic truths or morality would indicate a student, parent, or guardian are no longer partners in our evangelical mission and thus, may be denied admission or may be asked to leave the school.

General Goals

1. To teach the Catholic Truth to the young in an environment that is favorable from both a pedagogical and psychological point of view through liturgy, instruction, and community in complete loyalty to the Magisterium of the Church.
2. To promote student character development by teaching Christian values.
3. To provide training and opportunities to form students into good citizens and to develop an awareness of their moral responsibility to serve others.
4. To develop the cultural assets of each student.
5. To instruct students in those academic subjects which will prepare them for an enriched and useful life.
6. To instill in all students a sense of fair play and an enjoyment of wholesome physical activity.

Accreditation

Saint Joseph School is approved by the Tennessee Department of Education and accredited by Cognia (formerly AdvancED) and through the office of the Diocesan Catholic Schools of Nashville and its Superintendent.

Academic Policies

Curriculum

Religious instruction is the distinctive mark of every Catholic school. Systematic religious instruction is provided daily for all students. Religion must permeate the spirit of the school and be an integral part of everyday living. Students are prepared for the Sacraments of Reconciliation, Eucharist, and Confirmation.

As the Eucharist is the source and summit of the Christian life, we participate in the Holy Sacrifice of the Mass as a school community each week. Daily liturgies are prepared and attended by individual classes. Parents are strongly encouraged to attend the Liturgy with us. A Catholic human sexuality course is included in the Religion program.

The basic academic subjects in grades one through eight are: religion, English, language arts, mathematics, science, social studies, health, physical education, art, music, library and computer/STREAM. Students are required to participate in the regularly scheduled physical education classes unless they have a written statement from a physician that they are physically unable to participate. All students in grades 4 through 8 must purchase and wear the Saint Joseph P.E. uniform.

Grading Scale

Students will be assessed in a variety of ways as a part of the academic program at St. Joseph Catholic School. The following percentages and letter grades have been set by the Diocese of Nashville:

Grades 1-2		Grades 3-8	
E	92.5-100	A+	99-100
G+	89.5-92.4	A	95-98
G	87.5-89.4	A-	93-94
G-	85.5-87.4	B+	91-92
S+	82.5-85.4	B	88-90
S	79.5-82.4	B-	86-87
S-	76.5-79.4	C+	84-85
N	70.0-76.4	C	79-83
U	Below 70	C-	77-78
		D+	75-76
		D	72-74
		D-	70-71
		F	Below 70

Homework

Homework is issued by the teachers on a daily basis depending on the varying needs of the class and students. Homework is an essential part of the learning process. Study and review are as vital and necessary as written work. Parents should provide proper conditions in the home, and as far as possible, a specific time wherein assignments can be done efficiently and accurately. If a student fails to turn in an assignment, a homework notice will be issued.

Students are still to make up work when they earn a homework notice.

Homework assignments are written on the board in each homeroom. All students are expected to have an assignment notebook for homework. **It is the responsibility of the student to make up any work that is missed due to absence.** When a student is ill all homework assignments, as assigned by the teacher, are expected to be completed. Usually a period of two days is given for completion of homework. However, more time may be allotted for extended absences. Parents should make teachers aware of any such extenuating circumstances.

Parents are strongly encouraged to pick up books and assignments when a student must be absent. **All assignment requests must be called in to the office before 10:00 a.m.** Books and assignments may be picked up from the school office between 2:30 – 3:30 p.m.

Students who consistently choose to not complete homework and assignments will be subject to a Parent-Teacher-Principal conference. Academic probation agreements, and other consequences, including a request for the student to leave SJS are possible for consistent non-compliance.

Homework is a necessary tool in the educational process. The student who successfully learns the process of completing homework also is mastering self-discipline, independence, initiative, and responsibility. Teachers will post accurate homework assignments to **RenWeb and Google Classroom** on a daily and/or weekly basis.

Homework is important because it:

- Provides motivation for learning for children
- Reinforces skills and materials taught in class.
- Helps students develop effective study and work habits.
- Teaches responsibility and time management skills.
- Provides an important link between home and school.
- Assists students to become independent life-long learners.
- Develops an effective partnership between school and parents.
- Provides opportunities for children to learn with their parents' support and help.

Homework should provide:

- An extension of classroom activities
- An evaluation tool for both the teacher and student
- A positive learning experience emphasizing quality not quantity
- An opportunity to stimulate creative, logical, and critical thought
- Additional opportunities to learn time management and organizational skills.

Parents will:

- Provide adequate time and a suitable place for the student to complete homework
- Be available for questions, but remember that homework is the child's responsibility
- Contact the teacher when their child consistently has difficulty completing assignments
- Check students assignment notebooks daily
- Establish homework as a priority
- Discuss homework policy with the student.
- Provide positive support and motivation for students and teachers.

Students will:

- Clarify homework instructions with the teachers
- Take home materials needed to complete assignments
- Budget time
- Return all work completed to the teacher by the due date
- Use the provided assignment notebook in grades 2-8 and to record all assignments in daily planner
- Do all homework to the best of their ability - working neatly
- Discuss homework policy with parents
- Accept responsibility for homework following absence.

Honor Code

St. Joseph School students will contribute to the Christ-like spirit that is at the heart of the school community. Therefore, St. Joseph students will exhibit honorable conduct at all times promoting the dignity of all human persons. The honor code applies to **all** St. Joseph students.

Cheating, plagiarism, lying, stealing, forgery of signatures on test/documents, failure to respect school property or persons, including bullying and harassment of any kind are serious breaches of the honor code.

Cheating is giving or receiving help on a test or assignment. This includes the following:

- Communicating in any way with another student during a test
- Sharing information about a test with another student who has yet to take the test
- Having in one's possession materials or information not approved in advance by the teacher which would indicate intent to give or receive help
- Using a computer or any form of technology to falsify information or to gain access to information to which the student has no right
- Copying and sharing homework.

Violations for cheating or forgery may result in the following consequences:

- First offense: the student will receive a zero on the test or work, the student will serve detention, the parents will be notified, and the student will meet with the principal or designee.

- Second offense: the student will receive a zero on the test or work, the student will serve an in-school suspension, and there will be a conference with the student, principal or designee and a parent. The student will lose participation in any extra-curricular activity for a minimum of two weeks.
- Third offense: the student will be suspended and a meeting will be held with the parents to discuss the student's future at SJS

Honor Roll

Eligibility for the Honor Roll for grades 4 – 8, is based on the quarterly report card.

- Principal's List
 - All A's with conduct and effort being excellent (E) good (G)
 - *[B+ in Algebra for 8th grade]*
- Scholastic Honors
 - All A's and B's with conduct and effort being excellent (E) good (G)
- Saint Paul Society *[Applicable for grades 1-8]*
 - Conduct and effort grades of excellent (E) good (G)

Honor Society

Eligible 7th and 8th grade students will be inducted into the National Junior Honor Society each spring. The criteria for membership is a cumulative grade point average of 92% in Religion, Math, Science, Social Studies, English and Literature. Students must also maintain an E or G in conduct. Finally, in addition to scholarship, students are evaluated on the basis of character, leadership, service and citizenship.

Library

The library will be visited by classes in order to check out books and be instructed in library skills. Pleasure reading is also encouraged as frequently as possible. Students are reminded of the special care that should be given to books and other materials. Fines will be charged for damaged or lost books.

Pre-Kindergarten Program

Students enrolled in the pre-Kindergarten program will follow the guidelines and policies set forth in the Pre-Kindergarten Student Handbook, in addition to the St. Joseph School Parent-Student Handbook.

Records Access

Access to records may include not only an oral description by the authorized school official, but also permission to read or take away a copy of the original record. Only the principal, as custodian of the record, authorizes the release of personal information about students. If a parent wishes to view the official records of his/her child, the parent must send a note to the Principal stating this request. Within 3 business days, the principal, or the designee, will contact

the parent to set up a mutually convenient time for the parent to view the child's record in the school office.

Records Release

All records of student progress will be sent to the office of the next school a child will be attending. Records may NOT be hand delivered by parents. A *Record Release* form must be signed by a parent/guardian before the school can transfer academic records. Academic records, report cards, diplomas, etc. will not be released until all financial matters are cleared through the office.

Reports of Academic Progress

Saint Joseph School recognizes that parents are the first and primary educators of their children. Therefore, we strive to involve the parents and family in every aspect of our educational endeavors and to communicate with parents in a routine and timely manner regarding their child's progress through reports of academic progress, standardized testing and weekly folders. Communication with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessment, parent-teacher conference and performance reports. Academic report cards are issued four times each school year for students in kindergarten through the eighth grade.

In addition, the RenWeb parent portal will be open for grades 1-8 for parents to view grades and conduct. Teachers are asked to keep grades updated as of the previous week. All grades from the previous week should be up to date by Wednesday of the current week. Parents should not expect grades to be entered sooner than the time listed above.

Grades for each nine-week period will be based on class work, class participation, homework, and tests. The average for the year will be the average of the two semesters. The passing mark is designated as a 70 or D-. Folders containing assignments, tests and quizzes will be sent home weekly. Parents are asked to review their child's work, initial the folder and return it by the designated time.

Retention and Promotion Policy

Kindergarten

The decision to retain a student in the kindergarten program shall be based on the progress of the child, especially with regard to the level of maturity attained and the ability to handle the academic program of the first grade. The teacher, parents/guardians, and principal will discuss retention on an individual student basis. Final decision of student retention and placement resides with the Principal.

Grades 1-3

Retention in the primary grades will be due primarily to the lack of achievement in the language arts. Failure to read well will be a deterrent to achievement all the way through school. Usually the inability to read on grade level will affect all grades. Some students will always read

below level, but compensation skills and study techniques can be acquired to allow students to successfully complete a grade level.

Grades 4-8

Promotion in grades 4-8 is to be determined by the combined average of the grades students receive in the following subject areas:

- Religion
- Language arts (Reading/Literature, English, Composition and Spelling)
- Mathematics
- Science
- Social Studies
- Specialty Subjects (Art, Computer/STREAM, Music/Band, Physical Education and Spanish and/or any subject provided under the title of specialty are combined to equal a single grade that is averaged with core subjects). A student who receives a general average of 70% (D-) in these subjects for the year is to be promoted, provided he/she achieved passing grades (at least 70%) in the core subjects of English, Reading/Literature and Math.

Students who have been retained may be promoted to the next grade if they attend and successfully complete an approved summer school program. This option may only be exercised with the prior approval of the Principal. All promotion and retention final decisions rest with the Principal.

A student who is recommended to be retained should not be retained at Saint Joseph if the student is in middle school or has already been retained in that grade or a previous grade. Exceptions to the above policies may be made at the discretion of the principal with the consultation of the teachers and parents of the student in question. The final decision to promote or retain a student is made by the principal based on the student's academic performance and best interests of the student.

Standardized Tests

Each year all Catholic Schools in the Diocese of Nashville administer the IOWA Assessment, a series of standardized tests, as a means of knowing the needs of each child better and thereby improving the instructional program as it relates to the child as an individual and to the class as a whole. The testing is mandatory and the cost is included in the fees charged at the beginning of each academic year. Students will be required to make up missed standardized tests at the discretion of the administration. A late fee may be charged to help defray the cost of privately administering the test. Parents should make every effort to have their child present for these tests.

Weekly Folders

Folders containing a conduct grade, comments, student papers, and tests are sent home by the teachers each Wednesday. Parents/guardians are asked to examine the contents of the folder and sign the conduct sheet. Parental cooperation in signing the folder will demonstrate

awareness and concern for the child's progress and, at the same time, provide a reliable vehicle of communication between home and school. The Wednesday Wire is a weekly all school email or posting with special announcements and news. The Wednesday Wire is distributed through our student information system, RenWeb.

Information from the school office will likewise be sent home each Wednesday with the youngest* child in each family. If the youngest is in PreK, information will be sent home with the next youngest child. All folders are to be returned the next school day. If needed, exceptions are to be made through parental contact with the teacher.

Discipline Policies

Introduction

Student behavior is a direct reflection on Saint Joseph School, its faculty and students. Therefore, students will be judged by their conduct during school and at school related functions both on and off campus. Saint Joseph School expects its students to behave in a Christian manner at all times. The moral obligation of training children rests first with the parents/guardians. It is vital that the school and parents/guardians support each other and work together to resolve any issues that may arise.

The following policies will be observed at Saint Joseph School:

1. Students are to conduct themselves at all times in a manner appropriate for a Christian environment.
2. Students will treat all students, faculty, staff and visitors with respect,
3. Students will be responsible and always give their best effort.
4. Students will be made aware of and will be expected to follow all classroom rules.

If a student chooses to disregard the above policies, he/she will be subject to disciplinary action. Demerits [grade 4-8] or conduct referrals [grades K-3] may be issued for not following school and classroom rules. For students in grades 4-8, **four demerits will equal one hour of detention**. Detention will be scheduled at the discretion of the Principal and must be served at that time. If the detention is missed, an in-school suspension will be served by the student the following school day. If a second detention in one semester is received, the student will serve an in-school suspension [instead of the detention] with zeros given for any missed work. Two or more suspensions in a semester will result in a required meeting with the student, parents and Principal. Additional disciplinary action could include disciplinary probation, conditional enrollment agreement, out of school suspension and withdrawal from SJS.

The school reserves the right to search student backpacks and desks, and all other property and items on Saint Joseph grounds.

Discipline is fundamental in education. The ultimate goal of discipline is self-discipline and growth toward Christian maturity. Self-discipline and Christian modes of behavior are expected of all Saint Joseph School students.

It is extremely important that a student be thoroughly convinced that his/her parents stand behind the school and its policies and that they expect their children to act accordingly. With such an understanding, students will perceive that home and school serve them by working together to resolve conflicts or misunderstandings that may arise and by supporting one another in all things.

Expectations include the following but are not limited to:

1. The school uniform is to be worn by all students, and in accordance with the Uniform Policy.
2. The telephone in the office may be used only with permission of the office staff or the Principal.
3. Students may not have electronic devices in use during school hours unless directed by the classroom teacher as part of a lesson. All electronic devices must be powered off and stored in the student's backpack. If an electronic device is used during school hours, it will be confiscated and must be picked up in the office by a parent at the end of the school day. A second offense will result in confiscation, and a \$10 fine. A third offense will result in the student having to turn in their phone each day for the remainder of the year. All fines collected will be donated to St. Joseph Church.
4. All faculty and staff may discipline students in all grades.

Because it is impossible to foresee all problems that arise, this clause empowers the Principal to address and to take appropriate action for any situations that violates the spirit and philosophy of Saint Joseph School, even though not specified. Therefore, exceptions and/or additions to the above discipline policies may be made at the discretion of the Principal.

Bullying

As Catholic Christians, and in support of our mission, we believe that all persons are created in the image of God and have dignity and worth. Additionally, federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student.

St. Joseph School does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational environment, or which creates an intimidating, offensive, or hostile educational environment. All students, faculty and staff are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, faculty, staff, and volunteers in the school building, on school property, or at any time while representing the school.

St. Joseph School is committed to a zero tolerance approach, which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the

requirement of outside counseling, and taking disciplinary action as warranted (detentions, suspension, expulsion) by the severity of the situation.

Prohibited bullying and harassment are defined as, but are not limited to, the following behaviors:

Cyber bullying

This type of bullying/harassment includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology – such as a threatening message to another student or a violent web site – creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties.

Hazing

Hazing refers to any activity expected of someone joining a group [club/team] (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Physical Bullying

Physical bullying/harassment includes unwanted physical touching or contact (such as shoving, pushing, bumping hitting or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

Social / Relational Bullying

This type of bullying/harassment is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through

- ignoring, isolating, excluding, or shunning;

- participating in a pattern of behavior in which a student or a group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable or alienated;
- spreading false and/or malicious rumors;
- gossiping or revealing personal information;
- embarrassing or publicly humiliating another.

Verbal Bullying

This type of bullying/harassment includes, but is not limited to, the following, whether in oral or written form:

- making derogatory comments, jokes, slurs, off-color language, or innuendoes;
- using belligerent or threatening words towards another student or employee;
- name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

Visual Bullying

Visual bullying/harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

Consequences for Bullying

The first indication that bullying has occurred:

Warning. If indicated that bullying has occurred, the student will receive a first warning and the parents of the student will be notified of the warning.

The first verified instance of bullying:

The student will meet with the principal and will call his/her parents during the meeting.

Appropriate consequences will be given, including but not limited to, meeting with the school counselor, receiving demerits or conduct referrals, or other appropriate consequences.

The second verified instance of bullying:

The student will meet with the principal, school counselor, teacher and parents to discuss further actions. The student will receive appropriate consequences including but not limited to detentions.

The third verified instance of bullying:

The student and parent are notified by the principal of the consequences of in-school suspension. Counseling in school will be required and counseling out of the school setting will be recommended.

The fourth verified instance of bullying: The student meets with the principal and parents to receive the possible consequence of expulsion.

Severe instances and infractions may allow for more serious consequence levels, even in event of first occurrence, at the discretion of the Principal.

Demerits

Common infractions for demerits include the following but are not limited to:

- Inappropriate or disrespectful behavior
- Chewing gum
- Out of Uniform
- Students who are out of uniform will receive a "Uniform Notice" for the first two infractions. For third and subsequent violations: a demerit is issued for grades 4-8; parents will be called to come to the school that day with the correct uniform for all students in grades PK-8.
- Failure to return a signed demerit, homework, and/or uniform infraction notice
- Entering the faculty room or accessing a teacher's desk or closet without permission
- Littering hallways, classrooms, school grounds, etc.
- Continued failure to complete assigned work; example: the 6th homework notice and any subsequent notices (within 9 weeks)
- Disregard for directions given by school personnel

Disciplinary Probation

Disciplinary probation is a warning to a student and his/her parent(s) that a serious behavioral situation exists. The condition may either have evolved through a pattern of inappropriate behavior or through a particular event that brings into question the student's privilege of attendance at St. Joseph School. Before the student may return to class, communication with the parent(s), student, and the Principal is required. During the conference, the Principal will explain the situation, the duration of the probationary period, and the steps the student and/or parent(s) must take to improve the behavior. A student whose behavior does not show marked improvement during the probationary period will be asked to withdraw from school.

Harassment

Harassment in the school or at school-related functions will not be tolerated. This includes harassment by students, faculty, staff, and/or other school-related personnel. Harassment includes menacing or threatening behavior (verbal or physical), or unwelcome sexual advances. This includes slander and other behaviors or words that vilify the character of another. Any student who feels that he or she is a victim of harassment by any student, faculty or staff member, or any other school-related personnel, has the right and responsibility to bring the matter to the immediate attention of the Principal. If that would prove to be impractical or uncomfortable, a parent or student may directly contact the Pastor of St. Joseph Parish. Every effort will be made to investigate promptly all allegations of harassment in as confidential a manner as possible and to take appropriate corrective action as warranted.

Any student, faculty, staff or volunteer, who is determined, after investigation, to have engaged in harassment in violation of this policy will be subject to immediate and appropriate disciplinary action, up to and including withdrawal from the school.

Inappropriate Behavior

Just cause for an automatic detention, suspension, or expulsion shall include, but is not limited to, the following serious violations:

- Repeated misbehavior in class
- Chronic failure to observe school rules
- Disrespect and/or disobedience to teachers or staff
- Fighting
- Academic dishonesty including cheating, plagiarism, copying of another's homework, and forgery
- Making threats of a serious nature
- Use of profanity
- Obscene conduct or possession of inappropriate material
- Inappropriate pictures or text sent or received on cell phones, computers or other electronic devices
- Theft
- Deliberate damage to school property, books, or equipment or to the property of another

A student accused of a serious infraction, on or off campus, may be suspended pending the outcome of an investigation.

Retaliation

Retaliation includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

Sexual Behavior on Campus

St. Joseph School is committed to providing a safe and secure environment for all students; therefore, students who engage or intend to engage in activities of a sexual nature on campus will be subject to disciplinary action that could include expulsion. Re-admission to SJS will be at the discretion of the Principal.

Tobacco/E-Cigarettes/Vapor Products

St. Joseph School is a tobacco-free campus. In addition to being a tobacco free campus, e-cigarettes and vapor products are not permitted on campus. Students caught using these products at school, or at school events (on or off campus), are subject to one day of in-school suspension (ISS) for the first offense. Additional offenses will lead to additional disciplinary consequences.

Weapons

St. Joseph School students are forbidden to have in their possession weapons of any kind, real or simulated, on school property or at school related activities. Violation will result in suspension and may lead to expulsion. Depictions and references to weapons will be subject to review by the Principal, with disciplinary action that may include suspension or expulsion.

Persons who bring weapons on campus are subject to prosecution.

General Policies and Procedures

Admissions

Applications may be found on the school website under the Prospective Parents tab/drop down menu.

1. The admissions policy for Saint Joseph School adheres to the laws of the State of Tennessee and the Department of Catholic Education that determines age, health and academic records required for admittance. This school will not discriminate on the basis of race, sex, color, or national origins in its educational program, activities, or employment.
2. The State of Tennessee Department of Education requires the following policies by which we abide. A student entering pre-kindergarten must be three years old by August 15th of the current academic year to enter PreK. A student entering kindergarten must be five years old on or before August 15th of the school year of application. A student entering first grade must be six years old according to the same standard.
3. After the application is completed and submitted online, you will be contacted by St. Joseph School to schedule a day to visit and have the necessary testing conducted for your student(s). Applicants for grades 1-8 are asked to come for a full-day visit during which they will join the regular classes and have an opportunity to experience St. Joseph School. During the day, the visiting student will participate in class work for their grade level and take tests according to this level.
4. Kindergarten screenings will be conducted in the spring prior to the school year of application.
5. Parents will submit the following records in accordance with the regulations of the Tennessee Department of Education:
 - a. A copy of the most recent report card and standardized test scores (if applicable)
 - b. A copy of your child's birth certificate
 - c. A copy of the Permanent Tennessee Certificate of Immunization
 - d. Letter of recommendation from previous school (if applicable)
 - e. Reports of special education testing (if applicable)
6. Parents will be notified via email whether or not a student has been accepted to St. Joseph School. All new and transfer students are accepted on a one year probation period. St. Joseph School reserves the right to interpret this policy and all decisions on the admission or non-admission of a student at the sole discretion of St. Joseph School and Parish.

7. In order to apply for the Participating Catholic tuition rate, parents of Catholic students must supply a copy of their child's Baptismal certificate, along with certification from their pastor that they are contributing members of their Parish. (Parents should request the subsidy policy of their parish.) **Parents must submit the subsidy request form to their home parish by April 1st each year.**
8. All admissions are subject to the approval of the principal and will be based upon and given priority in the following manner: currently registered students who continue to meet school standards, are current and have no outstanding tuition, cafeteria, library, or other fees, and complete the pre-registration process on or before the established deadline, and the siblings of such students; registered, contributing parishioners of Saint Joseph Parish and then members of other parishes (must provide signed subsidy card from the pastor prior to acceptance); and non-Catholic students.
9. Limitations of space and class size may require the establishment of a waiting list at some grade levels. Students from this list will be admitted on the above criteria and the following: level of active parish membership as determined by pastor, children of Saint Joseph School alumni, non-Catholics without prior connection to our school.
10. Transferring students must be in good standing with acceptable school records (academic, behavioral, standardized testing, attendance, etc. and recommendation of prior school teacher or principal).

Alcohol and Drug Use

When Saint Joseph School determines that a student used, purchased, or possessed illegal mood-altering chemicals, tobacco products, nicotine products, vaping and e-cigarettes, narcotics, drugs, alcohol, drug paraphernalia or simulated drugs, or determines that a student aided another to commit such an offense on school property or at school related activities, the principal will be notified and will immediately notify the parent/guardian. A teacher or person having reasonable suspicion of the above shall notify the principal immediately.

Immediate suspension, or more severe discipline punishments, may be enforced. In cases where ingestion is suspected or when a student is in distress, medical attention may be sought immediately. A thorough investigation and review will be conducted by the principal or designee after receiving knowledge of the incident. At that time appropriate strategies will be developed and implemented to assist and to support the student in changing behavior patterns as related to drug/alcohol/tobacco involvement, use or abuse.

Disciplinary measures taken by the principal may include, but are not limited to, the following:

1. Suspension;
2. School service hours
3. Loss of privileges during probation/suspension, can include, but is not limited to:
 - a. lunchroom isolation
 - b. loss of class outings and loss of participation in extracurricular activities
4. Depending on the severity and/or repetitiveness of the situation, loss of privileges may include one or more of the following consequences:

- a. An extended period of probation/suspension
- b. Suspension from school and/or in-school suspension
- c. A faculty board to consider appropriate consequences for inappropriate behavior and/or recommend withdrawal or expulsion. This board will consist of the principal, a disciplinary committee and the pastor of Saint Joseph Parish.
- d. Expulsion by the principal in agreement with the pastor of Saint Joseph Parish

In cases involving illegal drugs or illegal activities, the Youth Guidance Division of the Metropolitan Nashville Police Department may be notified and any evidence preserved. Recommendations made by the Youth Guidance Division will be followed.

Follow-up procedures and strategies to be used may include, but are not limited to the following:

1. A student may be placed on disciplinary probation for a period not to exceed one (1) year during which progress will be evaluated formally and informally.
2. A conference may be held with the student, his/her parent/guardian, the principal and pastor of Saint Joseph Parish at which time the length of the suspension will be determined and reinstatement procedure explained.
3. The student may be required to sign a drug/alcohol/tobacco-free commitment. Violation of this commitment will result in expulsion from Saint Joseph School.

If, in the opinion of the principal, the student is in need of a professional assessment, it shall be the responsibility of the parent/guardian to secure an assessment at a facility pre-approved by the school. The student's parent/guardian shall provide a copy of the confidential assessment to the school, sign a release form at the organization providing the assessment so the school can communicate with the professional, and provide sufficient written evidence that the student has followed the recommendations made by the approved facility.

Arrival

- **PreK Students must be walked to designated doors and signed in each day. PreK parents ONLY will park in parking spaces in the back parking lot to get out and walk their child(ren) to the door.**
- **K-8 students MUST be dropped off in the rear school parking lot drop off line.**
- For the first week ONLY, parents may walk kindergarten students to their classrooms. All students in grades 1-8 should be able to walk to their classrooms independently by the third day of school.
- Students arriving before 7:30 a.m. are to go to the cafeteria.
- Students do not enter the classrooms or hallways prior to 7:30 a.m. The bell rings and the day begins at 7:45 am.
- In the afternoon ALL students are to be picked-up in the rear school parking lot.
- Students may not be picked up in the front of the school or any other location.
- For the safety of all the children, family pets are to remain inside cars while on school grounds. Only service dogs are allowed outside of cars and on school property. Owners

must show school administration proof that their animal is a service dog to receive permission for them to be on campus.

- Early checkouts should be avoided. If necessary for a doctor appointment, parents need to send in a written permission to the teacher.
- **The School Office will close each day from 2:30-3:00 pm. No pick ups or visitors are allowed during this time. The phones will still be answered. Early checkouts are only permitted before 2:30 p.m.**
- Families who do not follow the pick-up procedures will have their students sent to the SJS Aftercare Program to ensure the safety of all faculty, students, and parents.
- **Parents are asked NOT to park in the Fire Lane in front of the school at any time, but especially during the morning drop-off and afternoon pick-up.**

Athletics

A variety of sports are offered in the fall, winter and spring. Students are encouraged to participate in suitable grade level athletics. Notice of sign-up dates will appear throughout the year for the following sports: basketball, cheerleading, cross-country, football, golf, soccer, and volleyball.

There shall be a complete annual physical examination of every student prior to his/her participation, including practice, in interscholastic athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be kept on file with the Athletic Director.

As in all extra-curricular activities, students participating in sports must maintain acceptable academic averages during the season of play or they risk the chance of being placed on suspension.

Attendance

Regular daily school attendance is essential for a successful academic experience. It is the expectation of Saint Joseph School that its students be at school for a full day each day that school is in session. Student attendance records for each marking period shall be reported to the parents on the student's report card.

When reviewing records for perfect attendance, **three unexcused tardies in a semester will be equal to one absence.**

The following guideline has been issued by the Superintendent of the Nashville Diocesan Schools, for all area Catholic schools, regarding Excessive Absenteeism and Tardiness:

*“Should a student be absent or tardy for **more than one-third** of the days in a grading period, the principal should conduct an investigation to determine whether the reason for the absenteeism/tardiness is legitimate. If it is, the principal, in consultation with the child’s teacher(s) will determine the necessary provisions to ensure that the student has the opportunity for keeping up with his/her work. If the reasons are not legitimate, the principal must demand that the parents amend the situation immediately. Should they refuse, the principal has the right to ask the parents to remove the child from school.*”

It is assumed that the student's experience in a Catholic school is more than intellectual. The Catholic school impacts the child's social, emotional, spiritual and physical dimensions. Additionally, the school provides other experiences which are important parts of the total school program (e.g. field trips, liturgies, special events, etc.). A student who is an excessive absentee has not experienced the total breadth of the school program and serious considerations should be given to whether the child should be retained or promoted to the next grade level."

1. School is scheduled from 7:45 a.m. to 3:00 p.m. Leaving the school grounds is not permitted during school hours without the proper permission of the parents and the principal.
2. Parents/guardians are encouraged not to schedule appointments for students during school hours.
3. Permission for pre-planned absences and extended absences from school must be obtained from the principal. This request must be made in writing, using the Pre-Planned Absence form, at least one week prior to the absence. Students may be allowed to make up work missed when they return if the principal has excused the absence in advance.
4. Parents/guardians must state in writing the reason for the student's absence. This must be turned in to the homeroom teacher on the day the student returns to class.
5. Parents must provide a note from a doctor if their child has been absent for an illness for three or more days.
6. For record keeping purposes, students attending school less than 3.5 hours will be considered absent for that day.
7. Participation in extracurricular activities is not allowed if a student is absent from school due to illness on the day of the activity. Students absent for other reasons must receive permission from the principal to participate in activities.

Parents/Guardians will be required to pick their students up from the After Care Program once parking lot dismissal has concluded.

Excused Absences

1. Illness (may require a doctor's statement)
2. Medical or dental examination/treatment when appointments cannot be made at times other than school hours. (In order for this to be an excused absence a doctor's/dentist's note is needed upon return to school.)
3. Student participation in school-sponsored activities.
4. Death in the student's family.
5. Tardiness due to emergencies arising from inclement weather.
6. Reasons of extenuating circumstances as considered by the principal.

Note: Absences other than those mentioned above may be considered unexcused. In the case of an unexcused absence, the teacher may not be required to instruct again, give credit for work missed or provide make-up tests.

Excessive Absences

1. Saint Joseph School considers five excused absences in a quarter or three unexcused absences in a year to be excessive. Parents will be contacted after their child reaches 5 absences in a quarter. If a child reaches 10 absences at any point during a semester, a meeting will be held with parents to determine the cause of absences and steps to limit additional absences. Additional absences may cause the school to require private tutoring, at parent's expense, to make up for academic time missed while absent. One day absent = 5 hours of academic make up time.
2. Students with five unexcused absences in a school year are in violation of the compulsory attendance laws of the State of Tennessee. By law, the student's name in question must be submitted to the State Board of Education.

Student Release

A teacher must receive written notice concerning an early dismissal prior to the time of dismissal: the day before or morning of the early dismissal. A child will be released from school only to his/her parents/guardians or to persons authorized by parents and made known to the school authority. Students will remain in their classroom until they have been properly signed out in the office and called by office personnel to come to the office for dismissal.

Students should be advised at all times who will be picking them up from school. They should be well aware that if they are not comfortable with their riding arrangements that they should let the administration or staff know immediately. This is especially important at dismissal time when so many children are dismissed together.

Parents coming to school for the early dismissal of a child must come to the office to sign the child out. They are not to go to the classroom (unless specifically directed to do so by the office staff).

Tardiness

Students will be considered tardy if they enter their classroom or Mass after 7:45 a.m.

Excused tardies due to doctor/dentist appointment with note, inclement weather, etc. will not be considered when determining the number of absences. Three unexcused tardies due to oversleeping, normal traffic patterns, etc. in a semester will equal one absence.

Students with unexcused tardies may be asked to remain in the front office until the conclusion of the first period so as to not interrupt instructional time. Students are responsible for work missed.

Leaving school with permission

Parents should send signed notes to school if your child will ride home with someone other than their regular ride home. If a parent calls to change riding home status, then there must be a note, signed by the parent, in the office, before we can direct the student to the new ride.

Parents may anticipate this happening and send a signed note to the office at the beginning of the year, or at any time during the year, or parents may also designate in RenWeb a parent

contact/pick up, to cover their varied transportation needs. Phone calls and emails will not be accepted. Photos of signed notes, texted or emailed to school personnel, are allowed.

Books

Books are provided for the use of the students by the school. Students are responsible for maintaining their textbooks and will be required to pay for damaged, defaced or lost books. Students must keep books covered at all times. Adhesive book covers may not be used.

Bus Service

Bus Safety and Conduct

1. Students must remain seated with feet on the floor in front of them; their feet must not be in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion as if they were wearing seat belts.
2. Students will not extend hands, arms, heads or objects from the bus windows at any time.
3. Students may adjust windows only when permitted to do so by the driver.
4. Students may not throw any object including trash or paper either within or out of the bus while waiting for, riding, or after leaving the bus.
5. Eating and drinking food and beverages on the bus is not permitted.
6. Animals, knives, matches, firearms, including cap and water pistols, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
7. Necessary school books and backpacks are permitted.

The school bus is an extension of school activity; therefore, students are expected to conduct themselves on the bus in a manner consistent with the established school standards for safety and behavior. Students are to be in their full SJS Uniform while riding the bus.

Cafeteria

St. Joseph School partners with St. Charles Catering. Students may bring their own lunch or purchase lunch online through the St. Charles Catering website. Several lunch choices are available daily. There will be 2 Entree choices, along with 3 "Every Day" entrees (Salad, Chicken Nuggets, or Kraft Mac & Cheese) for a total of 5 lunch choices most days. Wednesdays will be "Pizza Days" each week. Pre-ordered lunches through our online system will be \$5.25 and includes a drink. A purchase of only Milk or other Drink will be \$1.00. Ice cream will be \$1.50. Extra portions of main entrees will be \$1.25 which can be purchased using the "A la Carte" menu section. These prices are consistent with other diocesan schools and will allow us to offer well-balanced, hot meals to our students that include fresh fruits and vegetables.

No child will go hungry. Every effort will be made to contact parents or other responsible emergency contacts if no lunch is provided that day for the child.

Calendar

A school calendar of the various meetings and school activities is published online each year. This calendar is compiled within the framework of the basic calendar issued by the Superintendent's Office for the schools of the Diocese. This calendar is subject to change and parents and students should consult the monthly calendar that contains the official update of events, meetings, activities, and holidays. Any changes or additions to the monthly calendar will be communicated through news notes (Wednesday Wire to be sent home via email, or RenWeb, or website posting).

Cell Phones and Smart Watches

If a student brings a cell phone on campus, they are to be powered off and stored in a student's backpack during school hours unless directed by the classroom teacher as part of a lesson. See Discipline section for consequences for breaking the cell phone policy. Smart watches will not be permitted at school.

Computer Network and Internet Use [see Appendix C for more information]

General Information

In accordance with the Mission Statement of Saint Joseph School to provide an atmosphere in which a child can grow to his or her fullest potential, we believe that all students should have the opportunity to develop skills in using computer technology. But, with such access to computers comes the availability of material that may not be considered to be of educational value in the context of our Christ-centered learning environment. For this reason Saint Joseph School will make use of Internet filtering software and restrict Internet access to school accounts. Saint Joseph makes no warranties of any kind, either express or implied, that the functions or services provided by or through the network will be error-free or without defect.

Terms and Conditions

Use of technology at Saint Joseph School is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience.

Under the supervision of the members of Saint Joseph School's administration, faculty, or staff, each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth in our Christ-centered learning environment.

To maintain network integrity and to ensure that the network is being used responsibly, school technology coordinators reserve the right to review files and network communications. Users should not expect that files stored on any network will be private.

The following uses are prohibited:

1. Plagiarizing copyrighted material
2. Viewing threatening or obscene materials or materials protected by trade secret or classified government information

3. Use of Saint Joseph's network technology for commercial activities by students or for-profit institutions
4. Use of product advertisement or political lobbying
5. Vandalism/destruction of another's work
6. Stalking, harassment, discriminatory remarks, and any anti-social behavior
7. Theft
8. Violations of privacy
9. Transmission and/or viewing of any material in violation of any U.S., state or local regulation
10. Participating in on-line chat
11. Downloading computer, computer systems, or computer networks
12. Using another user's password or attempting to find out another user's password
13. Sharing your own password
14. Trespassing in another user's files, folders, home directory, or work
15. Intentionally wasting limited resources such as disk space and printing resources
16. Social Media, including but not limited to, Facebook, Twitter, Instagram, Snapchat, etc., are prohibited at St. Joseph School.
17. Attempting to bypass any security or protection software and services.

All Saint Joseph policies and regulations apply to the use of the technology and are intended to support the educational mission of this Catholic institution. If Saint Joseph School incurs a cost due to student negligence or misuse, the student will be held responsible for the cost. By using the network, students and their parents agree to all policies, procedures, and conditions that are now or may hereafter become applicable to such use, and waive any and all claims against the school arising out of such use, including, but not limited to, claims for breach of any right to privacy.

Students at Saint Joseph School are expected to comply with the following procedures:

1. Students will follow the above acceptable use statement
2. A student is allowed to use only material that has been assigned to them by a member of the Saint Joseph School faculty or staff
3. The use of the computer to transmit or view information inappropriate in a Christ-centered learning environment is forbidden
4. A student must obtain permission to use technology from a member of the faculty or staff
5. Students will not post and/or send inappropriate material, text or images that occurs either on or away from the school (at home or a friend's house, etc.) that is damaging (inflammatory, libelous, insulting, demeaning, etc.) to another person (student, teacher, parent, sibling, etc.) or to the school's image or reputation; this includes, but is not limited to, text messaging, blogging, and posting on social networking websites. Appropriate consequences will be determined by the principal.

Conferences

One parent-teacher conference day is scheduled on the school calendar. Other conferences needed during the school year are scheduled through the office during school hours or via written notes. Unscheduled meetings before and after school, athletic events, social events, etc., are not recommended times for parent-teacher conferences. Proper scheduling of conferences ensures that parents and teachers can enjoy such events and that the confidentiality of the student is safeguarded.

Phone calls to teachers at their homes are not permitted. Problems should be solved at the lowest level. It is advisable that persons having a problem with another individual go directly to that person before going to that person's supervisor.

Counseling

A part-time school counselor is provided at Saint Joseph School. Students may be counseled also by a priest, sister, or lay faculty member if so desired. For urgent reasons, a counselor can see students one time without parental consent. Parents have the responsibility to see that their child receives psychological and/or academic testing when recommended by the school administration. Procedures for being tested through the public school system are available through the school resource program.

Courtesy

True courtesy is born of Christian charity and is prompted by consideration for others. School authorities have an obligation to expect a wholesome respect from their students as well as a spirit of loyalty and cooperation. This respect is shown by the students' rising when priests, sisters, lay teachers, and visitors enter the room; speaking in a polite manner; showing marks of courtesy such as offering to help, opening a door, stepping aside to let adults pass, and kindness, particularly to new students.

Students are expected to show obedience and respect to each teacher and adult in the school, not just their own homeroom teacher. In turn, each student is to be treated with dignity and respect by teachers and peers.

Custodial/Non-Custodial Parent

The welfare and education of the child is the foundation for this policy. Because a student's achievement is furthered by the participation of parents in the educational process, all parents are encouraged to attend and participate in school functions.

Without written, official and legal information to the contrary, it is assumed that both parents have legal parental rights. It is the responsibility of the custodial parent to inform the school, in writing, concerning the specifics of the custody agreement.

The custodial parent should provide written legal notice to the school, if the child is to be released to the non-custodial parent.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related

information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If the non-custodial parent would like to receive a weekly Wednesday Wire, he/she should submit a written request to the school office.

Since child custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

Daily Schedule

A traditional early August to late May schedule is followed. The school day begins at 7:45 a.m. A student arriving after that time is considered tardy and must report to the office, give the reason for being late and obtain an admittance slip to present to the teacher. Excessive tardiness can result in serious consequences (see section on Attendance). School dismisses at 3:00 p.m. on regular days, Monday through Friday. The school expects students to be picked up by 3:30 p.m. Students not picked up by 3:30 p.m. will be checked into Aftercare.

Morning Care in the cafeteria is open each day at 7:00 a.m. and is staffed by SJS faculty and staff. The school is not responsible for children arriving before the cafeteria opens for Morning Care. Students who cannot show acceptable and appropriate behavior in the cafeteria will be subject to the disciplinary policies of the school.

A licensed after-school program, **Aftercare**, is available at Saint Joseph School. All students will be registered for the program. However, students remaining at school after 3:30 p.m. will be sent to Aftercare. The Saint Joseph School Aftercare Program is an extension of the SJS school program. The SJS Aftercare Program runs from 3:00-6:00 pm. Students being picked up after 6:00 pm will be charged \$3.00 per minute per child since the Aftercare Program Director and staff will wait with them for their parents.

Deliveries

The school will not accept deliveries of flowers, candy, balloons, etc., for students.

Drop Off and Pick Up Traffic Flow

All Morning Drop offs and Afternoon Pick-ups are from the rear parking lot only.

Failure to follow morning drop off and afternoon pick up procedures may result in students being sent to SJS Aftercare Program.

Extracurricular Activities

At Saint Joseph School we recognize that extracurricular activities are an important part of the education process. Students are encouraged to participate in a variety of programs including, but not limited to, forensics, and an extensive athletic program.

Participating in school-sponsored events is considered to be a privilege and is not a valid excuse for a student not completing homework. Students serving a suspension are ineligible to participate in extracurricular activities for the duration of the suspension. Students serving a detention are ineligible to participate on that day. Participation in extracurricular activities is not allowed if a student is absent from school due to illness on the day of the activity. Students absent for other reasons must receive permission from the principal to participate in activities.

The principal reserves the right to revoke or reinstate extra-curricular activity privileges from any student whenever appropriate. This will be done only after conferring with the student, parents, and teachers involved, (including the Athletic Director if appropriate) and revocation is determined (by the principal) to be in the best interest of the student or Saint Joseph School.

Students choosing to participate in the athletic program at Saint Joseph School are also regulated by the guidelines of the Diocesan Athletics Council for the Diocese of Nashville. The following applies to the athletic program:

1. Poor sportsmanship at any time, whether in practice or in game play, will result in serious consequences including suspension from play.
2. Each student must have a complete physical examination prior to his/her participation, including practice, in interscholastic athletics. The cost of this exam will be borne by the parent or guardian of the student. These records will be held on file with the Athletic Director.
3. Athletic schedules will be managed by the athletic director.
4. All coaches must submit to a criminal background check before working with children as required by Diocesan Policy. The pastor and principal must approve all coaches working with children.
5. A disclaimer and "release from liability forms" signed by the parent or guardian must be on file in the school office prior to athletic participation.
6. Coaches will have a first aid kit in the immediate vicinity during all practices and games.
7. Parents and/or guests creating disturbances during games, using inappropriate language, found to be verbally harassing coaches or officials of either team must appear before the pastor, principal and athletic director to explain their behavior and may be banned from one, or more, or all future competitions. Parents and/or guests who are asked to leave a competition may be banned from all subsequent games. Parents and/or guests who become physical with any other person at an athletic competition, regardless of severity, will be banned from all future competitions and subject to possible criminal and/or civil consequences.

Extracurricular Activity Eligibility

Students choosing to participate in extracurricular activities at Saint Joseph School are expected to maintain passing averages (70% or higher) in all subjects: the core-curriculum subjects [Religion, Math, Science, History, English, Literature, Spelling, & Vocabulary], as well as the co-curricular subjects [Art, Band, Computer, Music, Physical Education, and Spanish], as

indicated on the mid-term and nine week report cards. However, a student who does not maintain passing averages in more than one subject will be placed ineligible. The student will be suspended from practices and events/games for a minimum of a one week period until that failing grade(s) has been brought up to 70% or higher for grades 3-8 and N or above for K-2. Likewise, the behavior of all students choosing to participate in extra-curricular activities at Saint Joseph School must reflect proper Christian conduct. This will be indicated by an "E" Excellent, "G" (good), "S" (satisfactory), or "N" (needs improvement) on the weekly academic review.

The consequences for not meeting the eligibility standards for grades and/or conduct will be as follows:

1. The quarter (9-week) report card: if a student earns a failing grade in more than 1 subject, he/she will not participate/play in the practices and games/events following the report. Grades will be rechecked each week to see if the player can be reinstated in the student in the activity. Notices of ineligibility are sent home with the 9-week report card.
2. If a student earns a detention he/she will inform his/her parent(s) by telephone the day of the detention. The student will serve the detention at the next eligible time and will be ineligible to participate in all extracurricular activities for a period of one week from the date the detention was issued.
3. For students in grades K – 4, the consequences for conduct grades are as follows at mid-term and the 9-week report: For a conduct grade of "U", the student will be suspended from the next game or event following the report.
4. For students in grades 5 – 8, the consequences for conduct are as follows: Students who have earned a detention or suspension will not participate/play in the event or game scheduled following the completion of the scheduled detention/suspension.

Field Trips

Educational field trips serve as an important aspect of our curriculum. Adequate preparation for the trip is made with the class to indicate the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip. Therefore, students may be deprived of participating in a field trip as a disciplinary action for academic and/or behavioral infractions. Students should be made aware of the fact that field trips are privileges afforded them; no student has an absolute right to a field trip.

Written permission must be obtained before a student will be allowed to go on a trip. There are no exceptions to this rule. A telephone conversation will not be accepted.

All parents who accompany students on school-sponsored activities have the responsibility and the duty to enforce all rules of good conduct and safety and to uphold the rules of the teachers

in charge. Some field trips do not require chaperones and others do. The decision to bring extra chaperones is made by the teachers and administrators.

Eighth grade students wishing to attend the 8th grade class trip must abide by rules dictated at 8th grade parent meetings. 8th grade students who are disqualified from the class trip are still responsible for fees associated with the class trip, as rates and fees will be divided by class size. Eighth grade student families must be current on all of their tuition, library, and cafeteria balances to be able to go on the 8th grade class trip.

Younger children/siblings may not attend field trips, as the first duty of the adult chaperone is the supervision of Saint Joseph students. Chaperones are not to leave assigned students unattended. All fees for field trips will be assumed by the parents/guardians of the student. Fundraisers for field trips are not permitted, with the only exception being the eighth grade class trip at the end of the year. Fundraisers are not to interfere with the school day, nor are they to place the students in any risk of danger.

Fundraising Policies

1. Fundraising events shall be limited to activities that support the educational goals of the school. All fundraising drives shall have specific goals and objectives that can be shared with teachers, staff, and the community.
2. Organizations will not conduct fundraising campaigns that involve students without written permission of the principal.
3. The collection and dispersal of all fundraising monies shall be handled through school bookkeeping procedures.
4. All solicitation involving businesses or individuals outside the immediate school community requires the approval of the Parish Finance Board's Development Committee. Solicitation at parish Masses must be scheduled through the church office and requires the permission of the pastor.
5. The principal shall keep the teachers and the community informed on fund-raiser collections and dispersals and will publicize the final results of the fundraising campaign.
6. Individual classrooms or teachers may not conduct sales or fundraising activities without the approval of the principal.
7. No school employee shall conduct any school fundraising activity for personal, or non SJS financial gain.
8. The Principal must approve all fundraising activities.
9. Door-to-door fundraising activities are prohibited.
10. No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process (lottery).
11. Guiding Principles:
 - a. Students will not be excused from a regular class activity to solicit funds.

- b. No quotas will be imposed on students involved and their efforts will be voluntary.
- c. Students who do not participate in fundraising drives shall not be discriminated against or punished in any way.

Graduation

The graduation ceremony is to be simple and centered on the Eucharistic sacrifice of the Mass. Students who have successfully completed the eighth grade will be awarded certificates of completion. The graduates will be honored in a special way at the discretion of the administration and staff.

Saint Joseph School discourages any type of pretentious or inappropriate behavior at the time of graduation. Eighth grade graduation is a recognition ceremony of a completed required course of study and should not be treated as a high school event.

Head Lice

Incubation Requirements for Returning Period to School

Students may **not** return to school until completely free of all eggs or lice, or until the child is permitted to return to school with proof of treatment from a doctor or Metro Health Department stating that the child is lice or nit free.

St. Joseph School has a nit-free policy. Once a confirmed case of lice or nits has been reported to the school office the following procedure is followed:

1. The entire class of students and teacher of the child reported with the lice are checked by the school nurse.
2. Any child found to have lice or nits will be isolated and if necessary sent home for treatment. Confidentiality and respect for the family will be ensured.
3. The school nurse, or SJS representative, checks the siblings of the child with lice or nits who are at St. Joseph School.
4. If a sibling student has lice or nits, that child is sent home and the school nurse checks the entire class.
5. Notice of lice occurrence is sent home to all families in that classroom on the same day. If no lice is detected the school is not required to send a letter home.
6. The child is permitted to return to school with proof of treatment from a doctor or Metro Health Department stating that the child is lice or nit free (The Metro Health Department will check children free of charge).
7. The school nurse checks the previously infected student at a later date to ensure 100% kill rate has been achieved.

Health

1. A licensed physician must prescribe all prescription drugs given in school.
2. All prescriptions for long-term medication shall be renewed/reviewed annually. Changes in prescription medication shall have written authorization from the licensed prescriber.

3. The parent/guardian shall be responsible at the end of the treatment for removing any unused medication from the school.
4. No medication, prescription or non-prescription, may be carried by a student at any time without special permission from the principal. ALL medication must be brought in and picked up in the school office by a parent or authorized adult.
5. Students are responsible for going to the office and asking for their medication, which must be taken under the supervision of a staff member.
6. All immunizations must be completed before entrance to Saint Joseph School will be considered.
7. Updates of immunization must be filed in the office before a student may begin classes.
8. If a student goes home sick (fever [over 100 degrees], stomach virus, or other), they may not participate in any extra-curricular activities that day.
9. If a student's fever is 100 degrees or higher, the student MAY NOT return to school or any school activity until they are fever free, virus free (including diarrhea and vomiting) w/o fever reducing medicine for 24 hours.
10. Students may not come to school if they have any of the following: Rash covering entire body, COVID (must follow current CDC guidelines), Strep Throat (until on antibiotic for 24 hrs.), or any communicable disease including (but not limited to) chicken pox, mumps, measles, pink eye.
11. Parents must contact the school if their child receives a concussion. The student may return to school with a doctor's note detailing the diagnosis and the recommended modifications to the regular school day. Once cleared from the doctor and symptom free, the child may return to regular school activities.

Health Records

Medical examination forms and immunization forms are required for all kindergarten students and all new students (grades 1-8). Medical records are also required for participation in any school sponsored sports program. Record of all immunizations required by law must be on file in the school office. A student will not be permitted to start classes until all required health forms have been completed by a physician and returned to the school office.

Illness

If a child becomes ill during school time and needs special attention, parents will be contacted. If we are unable to locate the parent, the individual noted on the emergency card will be called. In the event that there is still no response, we will attempt to call a relative or friend. No child will be sent home without the permission of the parent or one designated to take the place of the parent. It is imperative that emergency numbers in the office be current.

If a student is ill with a fever, he/she should NOT be in school. A child should be free of fever for at least 24 hours before returning to school.

When a suspected case of COVID, chickenpox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis (pink eye), streptococcal infection, head lice, or other communicable

disease is suspected, the parents of the student will be called immediately and asked to remove the child. Students returning to school after recovering from a contagious disease will be readmitted upon receipt of a doctor's written verification of their recovery if warranted.

Insurance

Cost of student insurance for students at Saint Joseph is included in the fees. School insurance is mandatory and includes coverage for school time and any school related activity or trip. To make a claim, call the school office at (615)865-1491.

Learning Specialist

Saint Joseph School has a learning specialist on staff available upon request of the teacher or parents to assist children in their academic studies. Children meet with this teacher with the approval of the principal.

Title I teacher services are also available for students who are eligible through the Title I Federal Program Guidelines.

Logo

The use of the Saint Joseph School logo, crest, mascot, school uniform, athletic uniform, or any other image depicting or representing the school, students, classrooms, or building is not allowed without written permission from the school principal.

Lost & Found

Articles lost by students are usually kept in the cafeteria or the front office, where the student or parent may claim them. Articles not claimed after a reasonable length of time will be given to charitable organizations. All articles belonging to students should be clearly marked to avoid loss or confusion.

Medication

Please refer to our Health Policy in this handbook.

Middle School Policy

Students in grades 6-8 follow slightly different policies than the rest of the school due to their age, maturity and increased leadership in the school. As we strive to promote servant leaders, we feel they have earned the right to altered policies.

Middle School Policies 2022-23

Academic Policies

- Academic Notices will be issued for the following:
 - ❖ late assignments
 - ❖ being unprepared for class

- ❖ not charging technology (calculators, Chromebooks)
- Each quarter, a demerit will be issued for each infraction, beginning with the fourth academic notice.
- Students who are academically ineligible will not be allowed to go on class trips.

Behavior Policies

- Demerits will be issued for behavior infractions, including disrespect, bullying, repeated uniform infractions.
- Uniform infractions will be handled in the following way:
 - First offense - verbal warning
 - Second offense - written infraction notice.
 - Third offense - demerit
- If a student brings a cell phone on campus, they are to be powered off and stored in their homeroom teacher's class basket during school hours unless directed by the classroom teacher as part of a lesson. This includes before care and aftercare. See Discipline section for consequences for breaking the cell phone policy.
- Smart watches will not be permitted at school.

Middle school uniform policies include the following:

- ❖ Students will not be allowed to wear Smartwatches (Apple, Galaxy, Garmin, etc.) to school.
- ❖ A watch and one bracelet per wrist is allowed.
- ❖ Girls will be permitted to wear natural makeup and polish on a natural nail.
- ❖ Hair should follow the handbook guidelines. Girls will be permitted to add subtle, natural highlights.
- ❖ Students will be permitted to wear St. Joseph outerwear that has been purchased from Mills Uniform, the SJS Spirit Store, or school activities/clubs.
- Each quarter, a detention will be issued for each demerit beyond the third infraction (i.e., beginning with the fourth demerit). A second detention in a quarter will be served as an in-school suspension.
- If a student receives three detentions throughout the school year, he/she will not be allowed to participate in the class trip (8th grade) or the spring activity (6th/7th).

Communication/Grading Policies

- Grading policies will be outlined in each teacher's class syllabus. While all grades will be posted on Renweb, graded assignments either will be sent home in the Wednesday folders or will be graded online through Google Classroom and other online platforms.
- Teacher communication will also be noted on the course syllabus. Assignments and due dates will be shared in planners, Google Classroom, or other online platforms.
- Please feel free to contact teachers with any concerns. We look forward to working together with students and parents to have a wonderful school year.

Non-Discrimination

Saint Joseph School does not discriminate on the basis of race, sex, color, or national origin in educational programs, activities, or employment.

Organizations

Active at Saint Joseph School is the Home and School Association. This association is most helpful to the pastor, principal, teachers, and parents in advancing the cause of Catholic education. All parents are urged to take an active role in this organization by attending the meetings and taking part in the projects sponsored on behalf of the school.

The School Board Committee has as its specific function to recommend goals for the school in the area of finance, buildings and grounds, policy and planning, home and school, marketing and development, and sports.

Playground Rules

Students will refrain from the following:

- Play roughly or chase
- Stand on outdoor furniture, in mud puddles, or on swings
- Stand in close proximity to swings while they are in motion
- Push others on the swings
- Twist chains on swings, swing sideways, or jump out of swings
- Run up or down the slide, go head first, or "stack" in the slide
- Jump off castle or other equipment
- Play around or near dumpsters or recycling bins
- Do gymnastics on any equipment
- Throw rocks, gravel, sticks, or mulch
- Play near the statue, on the hill, in the woods, on the rocks, or behind the grotto
- Play on the back side of the portable (Music room)
- Play games such as tag near equipment
- Play dodgeball
- Run or play with anything in their mouths
- Be on the upper field without a teacher present
- Sit or stand between see-saws

- Leave the playground without permission or get a ball over the fence without permission from a teacher

Equipment to be used:

- Nerf footballs
- Kick balls
- Soccer balls
- Jump ropes
- Basketballs

Students should never use physical contact during playground time.

Parties

All classes may have two seasonal parties during the year sponsored by the room mothers. These parties are to be simple and appropriate in nature. Any child who is celebrating a birthday may bring a treat for the class if parents desire to do so. **Invitations to any type of party are not to be distributed at school or on the school premises. Parents can access the family directory through Renweb to obtain addresses, emails, and phone numbers.**

Saint Joseph School does not sponsor “coed parties.” Pairing off and being exclusive limits their growth potential for friendships and sometimes presents situations that they are not ready to handle. We ask parents to be supportive in this directive and encourage students to take part in wholesome and good activities and broaden friendship opportunities.

Photography

During the school year, your child’s image/photograph or work may be included in a classroom or school project, on official school social media, SJS website, and/or newspapers.

Pregnancy

Pregnancy, per se, shall not be a reason for expulsion. The principal, in consultation with the pastor and Superintendent, shall make the final judgment as to the most appropriate educational program for the student. In light of compassion, each case will be judged individually. An unwed mother shall not be excluded arbitrarily from the formal education process.

If the father of the child is a student at Saint Joseph School, appropriate counseling is required. Counseling shall be made available for ALL involved parties and may be required for continued enrollment.

Resolution of Disputes

Every attempt should be made to solve problems at the most immediate level of concern, i.e. by the persons most directly involved in the problem. The line of authority and appeal in the case of a grievance should be heard and solved at the lowest level possible.

The following steps should be followed:

1. Approach the person with whom there is a problem and attempt to resolve the dispute.
2. If efforts to solve the issue on this level fail, take the concerns to the principal.
3. If a resolution cannot be reached with the principal, contact the pastor of the parish. After discussion, he may refer the parties to an arbitration board when appropriate.
4. If a resolution cannot be reached with the pastor or parish/school arbitration board, the Superintendent of schools may be contacted.
5. Any aggrieved person may apply to the Diocesan Tribunal for mediation services at any time. Person with whom conflict exists→ principal→ pastor→Parish/School Arbitration Board→Superintendent of Schools→Diocesan Tribunal

Service Hours

All parents are required to support the efforts of Saint Joseph School by contributing a minimum of 20 hours of volunteer time per family per year (10 hours for a single parent) in various events and service activities. This is a wonderful way to become acquainted with school parents and grow in the spirit of the Saint Joseph School community. It is each parent's responsibility to record their hours via RenWeb. As a service to parents a letter will be sent to each family in January detailing the number of service hours donated to date, and the number of service hours left in order to fulfill their contract.

All volunteers must complete the Safe Environment Training.

Areas of Service

The areas listed below are regular SJS events and activities that will count toward service hours. Contact information for each area will be sent out at the beginning of the school year. Upcoming service opportunities can be found on our website and in the Wednesday Wire each week, along with email alerts sent as opportunities arise. Parents interested in volunteering should contact the appropriate event coordinator to sign-up prior to the event.

Home and School Association

- HSA Meetings
- Songwriters' Night
- Bulldog Bolt
- Donuts with Dads
- Muffins with Moms
- Trivia Night
- Catholic Schools Week
- Penguin Patch
- New Family Mentors
- Field Day
- Round Up Day
- Room Parents

Development

- #iGiveCatholic
- Open Houses
- Annual Endowment Fund
- Trunk-or-Treat
- Praise and Worship Nights

Cool School Gear

- Inventory
- Order Fulfillment
- Events - Round Up Day, Grandparents Day

Cafeteria

- Lunch Helpers

Athletic Department

- Coaching

School Events

- Scholastic Book Fair
- Seasonal Music events
- Alleluia Day Volunteers

Student Clubs and Organizations

1. Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.
2. The principal shall approve all clubs and organizations within the school in accordance with Federal Equal Access laws.
3. One or more staff members/sponsors, approved by the principal and pastor, will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.
4. The principal shall approve all requirements imposed by clubs, which have restricted membership.
5. The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal for approval prior to the initiation. Hazing of students is strictly prohibited. Any organization, which permits an initiation to go beyond the scope of activities planned and previously approved, will be suspended until reinstated by the principal.
6. Sororities, fraternities and all secret organizations are not permitted as part of the St. Joseph School educational program.

Telephone

Ordinarily, students will not be called to the telephone. If the matter is urgent, parents may leave a message with the Office staff to be relayed to the child. Students are not permitted to use the telephone without the express permission of the Office staff or principal. Students will not be permitted to call home for items that they have neglected to bring to school.

Tuition and Financial Agreement

2023-2024

Financial Agreements are set up and payment is made through FACTS, a tuition management company that is used by Saint Joseph School. Failure to meet any of the agreements may result in student(s) losing their place at Saint Joseph School.

Registration, Tuition & Fees Payment Schedule

1. Re-enrollment Fee: two hundred fifty dollar (\$50) non-refundable registration fee per family.
2. The first tuition and fee payment will be due in July according to the 10 month payment plan.
3. Book and Technology fees will be charged on the first payment for the year.
4. Tuition and fee payments are made either:
 - a. Annually (July 1, 2021) via FACTS or
 - b. Over 10 months (from July to April) via FACTS.

Late Fees and Subsidy

1. A late fee of \$15.00 per month and/or dishonored payment fee of \$30.00 per occurrence will be assessed to all outstanding balances.
2. St. Joseph School reserves the right to terminate enrollment of any student whose tuition and fee payment is more than sixty days in arrears.
3. **Subsidy: Parents seeking subsidy must submit a subsidy card to the home parish by April 1st of each year. Each parish is different so please check with your home parish about requirements to receive subsidy.** For families to be eligible for parish subsidy, all subsidy cards must be returned to the school office by April 30. If the subsidy card is not returned by this date, families will be required to pay the additional parish subsidy per student.
4. *Submitting a subsidy form is the responsibility of the family.*

Admission/Collection Policies

1. I/We acknowledge the obligation to pay the semester tuition and fee charges if a student transfers from, withdraws from, or is asked to leave Saint Joseph Catholic School. A full semester's tuition will be assessed for any portion of a semester attended.
2. In the event of default, I/we will be responsible for all costs or expenses, including attorney's fees, incurred in collecting past due tuition.

3. Admission will be refused for a student/s whose family has an outstanding balance from the previous school year.
4. All transcripts, report cards, student records, and diplomas are the property of Saint Joseph Catholic School and will not be issued to transferring or graduating students until all tuition and fees are paid.
5. In the sad event of a divorce, both parents are reminded that they jointly enter into this agreement and thus both will remain financially responsible for the completion of this agreement.

Both parents (or one parent in the case of single parent families) or court appointed guardian/s financially responsible for a student/s must sign this Financial Agreement and return it to the School Office by the required time.

Tuition Assistance and Exceptions

- Parent/s believing themselves to be in exceptional circumstances may request exceptions to the above agreement terms by meeting with the School Finance Committee of the Parish Finance Board.
- Parents of Saint Joseph School students (returning and new) may apply for tuition assistance through the Tuition Assistance Program. Forms for tuition aid analysis may be obtained from the Principal.

Tuition and Registration

An enrollment fee, per family, is paid annually at the time of spring pre-registration. Tuition is a yearly fee determined by the School Finance Committee and approved by the Parish Council. Tuition may be paid in advance of the year, or in 10 monthly payments. Any other financial arrangements must be made, in writing, through the administration.

A student's final report card for the year will not be issued until all financial accounts are paid in full. Transfer of records or test scores will not be forwarded until the account is paid in full. Students will not be considered fully registered for the next school year until the previous year's tuition account is paid in full. This would mean that the student may not be admitted for the fall term. All delinquent accounts are pursued for the monies due and will be turned over to collections if unable to be collected.

Tuition Agreement

Each family signs the following tuition agreement at time of enrollment. SJS administration, Father, and Finance Board use tuition agreements to make decisions regarding budget, staffing and tuition for the upcoming school year.



Tuition Agreement 2022-2023

Tuition for the school year is due and payable July 1, 2023; however, monthly payments are available to help make tuition more affordable for each family under the following provisions:

I/We the undersigned agree to the following tuition payment requirements for the 2022-2023 school year:

1. A 50.00 non-refundable registration fee, per family, is required. These fees are to be paid with your pre-registration paperwork. Returning families will need to pre-register by February 3, 2023 or a late fee of \$150 will apply.
2. FACTS Tuition Management Program~
 - All families are required to enroll in FACTS Tuition Management Program - online.factsmgt.com/signin/3VPLB. This site can also be found on the St. Joseph School website; Families who already have a FACTS account set up with a high school will need to add St. Joseph School by accessing the site listed above.
 - Will you be seeking subsidy? YES NO Parish:

 - FACTS will assess a \$30 NSF charge on all insufficient funds.
3. Report cards and interim report cards will be held if any payment is delinquent. This includes but is not limited to: tuition, Aftercare fees, cafeteria fees, Library fees, late fees, field trip fees, or non-returned athletic uniforms or equipment. Access to student records will be held until all fees are paid. Any outstanding balance due at the time of graduation will result in the student forfeiting his/her participation in all graduation events.
4. **Three late payments reported to us by FACTS** will require the Responsible Party to pay the total tuition at the end of the month following the third violation. **Non-resolution of delinquent payment(s) may result in student(s) inability to attend class until payments are current. Non-resolved delinquent payments could result in dismissal of the student(s) from the school.** Upon withdrawal, the student's records will be held until all tuition and fees are paid. _____
Initials of Financially Responsible Party
5. St. Joseph School makes financial commitments based on signed tuition agreements. Therefore, if a student is withdrawn after August 1, 2023 for any reason (moving, expulsion, etc.), first semester tuition is due.
6. Registration for the next school year will be suspended until the entire tuition account is paid.
7. Appeal of any violations of the above-stated provisions must be submitted in writing to the School Principal within ten (10) days of the occurrence. Appeals will be reviewed, and all decisions will be final.

I/We understand and accept all provisions of this agreement and acknowledge St. Joseph School's right to collect this debt in the event of default on this agreement.

Signed Name(s) _____ **Student(s) Name(s)** _____
(person responsible for account)

(person responsible for account)
Date: _____

Parish/School Subsidy Information

A spirit of gratitude is the foundation of the subsidy program: We are grateful to the Church, to those who have gone before us, and to those who will come after us.

Saint Joseph School is an integral part of the educational and formational ministry of the Saint Joseph Parish mission. The main reason for this is that Catholic education is the responsibility of the entire parish community in order to hand on the faith to its youth. Therefore, tuition charged to active parishioners is considerably less than the actual cost of education. This is to assist families in meeting the financial demands of non-public education. The difference is made up primarily through a subsidy taken from the offertory collections. The parish gives to the school this subsidy to cover the difference in costs. The school is one of the parish ministries that benefit from the offertory collections. The school shares with other vital parish organizations in the generosity of the entire parish family.

Active parishioners may be eligible to participate in the subsidy program by demonstrating that certain criteria have been met. Qualifying Catholic families receive the reduced tuition rate. This rate is not automatically assigned to families. The subsidy request form is an administrative procedure to ensure that our families understand their responsibility to be active in the Parish and to document the family's request for the subsidized participating rate. Without the properly completed and returned request form, the family will be assessed according to the higher non-participating rate. All subsidy request forms are returned to the school office and then forwarded to the Subsidy Review Committee. This committee processes all subsidy requests.

Parishioners of St. Joseph are asked to practice generous stewardship of their time, talent and treasure. St. Joseph parish families must complete 20 hours of service to the school in order to be eligible for the subsidy. Parents must document these hours in their parent RenWeb account.

The tradition of our Church, rooted in Scripture, is to tithe, that is, to contribute 10% of our gross income to the church and other charitable organizations. Our Diocese suggests that we contribute 5% to the parish, 2% to the Diocese and 3% to other causes. Explanations should be sent to the Parish office, addressed to the Subsidy Review Committee. These correspondences are held in strict confidence.

Uniforms

The school uniform, as determined by the principal, is to be worn at all times throughout the school year unless otherwise permitted. The purpose of uniforms is to minimize distractions so that an atmosphere conducive to learning is fostered. The official Saint Joseph School uniform provider is **Mills Uniform Company**, located at 204 Ward Circle, Suite 400, Brentwood, Tennessee, 37027, or online at **MillsWear.com**. Mills also has at least one traveling store day during the summer at Pope John Paul II High School.

There are three (3) possible circumstances when a student may dress in clothing other than the prescribed uniform policy: Birthdays, Cool School Gear days, and Out of Uniform Days. Please see "Out of Uniform days" in these guidelines for more information.

St. Joseph School has two uniform types: **Formal Uniform** and **Regular Uniform**.

Formal Uniform: Required on Fridays for all school Mass days and other special days throughout the year.

Regular Uniform: all days that are not designated Formal Uniform days

All Grades – All Year – Formal and Regular Uniform – Boys and Girls

- **Shoes:** Tennis shoes or casual shoes with rubber soles in mostly solid colors: black, brown, tan, navy, grey or white; shoes should not be higher than the ankle. Shoes must have a closed heel and a closed toe.
 - **NO BOOTS OR BOOTIES. STUDENTS MUST WEAR TENNIS SHOES FOR PE OR THEY WILL SIT OUT AND HAVE POINTS DEDUCTED FROM THEIR GRADE. We want all students to be able to play safely in PE class.**
- **Socks:** Solid black, navy or white crew socks (above the ankle)
- **Khaki:** Pants purchased from Mills Uniform

Formal Uniform (All School Mass Days and other special days)

Girls:

1. **Plaid/Khaki:** Girls will have the following options from Mills Uniform. Skirts, skorts, or jumpers must be worn no higher than 2" from the top of the knee
 - a. Traditional Zipper Back Jumper (PreK – 3rd Grade)
 - b. Plaid "No Roll" Skirt (4th-8th Grade)
 - c. Plaid Skort - (all grades)
 - d. Pants purchased from Mills Uniform
2. **Shirts:** The following shirts are required:
 - a. White Peter Pan Round Collared Shirt worn with the Traditional Zipper Back Jumper (PreK – 3rd Grade)
 - b. White button down collar Oxford (long sleeve or short sleeve) worn with the Skirt, Skort or Khaki pants
3. **Optional Items:**
 - a. Solid Black, Navy or White tights without designs, worn with the Plaid
 - b. Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store
 - c. Navy Cardigan or Navy Sweater Vest with the SJS crest purchased from Mills Uniform

Boys:

1. **Khaki:** Pants purchased from Mills Uniform
2. **Shirts:** White button down collar Oxford (long sleeve or short sleeve)
3. **Ties:** SJS Tie or Bow Tie (4th-8th Grade) purchased from Mills Uniform
4. **Belt:** Boys in 1st – 8th grade must wear a brown belt.

5. **Optional Items:**

- a. Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store
- b. Navy Cardigan or Navy Sweater Vest with the SJS crest purchased from Mills Uniform

Regular Uniform (All days that are not designated Formal Uniform Days)

Girls:

1. **Plaid/Khaki:** Girls will have the following options from Mills Uniform. Skirts, skorts, and jumpers must be worn no higher than 2" from the top of the knee
 - a. Traditional Zipper Back Jumper (PreK – 3rd Grade)
 - b. Plaid "No Roll" Skirt (4th – 8th Grade)
 - c. Plaid Skort (all grades)
 - d. Pants purchased from Mills Uniform
2. **Shirts:** The following shirts are required:
 - a. White Peter Pan Round Collared Shirt worn with the Traditional Zipper Back Jumper (PreK – 3rd Grade)
 - b. White button-down collar Oxford (long sleeve or short sleeve) worn with the Skirt, Skort or Khaki pants
 - c. Embroidered Navy Blue Polo (long sleeve or short sleeve) purchased from Mills Uniform, worn with the Skirt, Skort or khaki pants
3. **Optional Items:**
 - a. Solid Black, Navy or White tights without designs, worn with the Plaid
 - b. Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store
 - c. Navy Cardigan or Navy Sweater Vest with the SJS crest purchased from Mills Uniform

Boys:

1. **Khaki:** Pants or Shorts purchased from Mills Uniform
2. **Shirts:** White button-down collar Oxford (long sleeve or short sleeve) or an Embroidered Navy Blue Polo (long sleeve or short sleeve) purchased from Mills Uniform
3. **Ties:** SJS Tie or Bow Tie (4th-8th Grade), purchased from Mills Uniform, must be worn with a white button-down collar Oxford (long sleeve or short sleeve) shirt
4. **Belt:** Boys in 1st-8th grade must wear a brown belt.
5. **Optional Items:**
 - a. Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store
 - b. Navy Cardigan or Navy Sweater Vest with the SJS crest purchased from Mills Uniform

In addition, the following uniform policies are expected to be followed at all times:

1. No thermal underwear, shorts, dance/privacy shorts are to hang below the uniform skirt/skort/jumper.
2. Permitted jewelry includes a watch, a religious medal, and one ring per hand. One bracelet per arm is allowed. Girls may wear one pair of small earrings on the lower lobe of the ear, provided they do not extend below the ear lobe. No dangling earring or hoops are permitted. Boys may not wear earrings at any time.
3. No makeup, nail polish, gel or dipped manicures, or artificial nails may be worn at any time during the school day.
4. Hair is to be worn neat, clean and well-groomed at all times. Fad haircuts are not permitted. Hair should be a natural color at all times. This includes, but is not limited to, highlighting, bleaching, and/or coloring of the hair. Hair should be worn away from the face to avoid distraction. **Boys hair may not touch the collar of the shirt, must be worn above the eyebrows and above the ears.**
5. Shirts and blouses must be completely tucked in at all times while on school property, including entering and leaving the building. To be considered "in uniform" the waistband or belt must be visible. Low riding pants are not permitted. Skirts, skorts, pants and shorts must be worn at the natural waistline.
6. Hats are not to be worn inside the building. Jackets and sweatshirts with hoods may not be worn while in the building.
7. Clothes must fit properly, being neither too big, nor too tight, nor too small.
8. For warmth, plain white t-shirts may be worn under school blouses or shirts. The t-shirt should not be visible past the sleeves of a short sleeved uniform shirt. No writing should be visible through the school uniform or blouse.
9. Shoes are to be laced and tied at all times. No bright or neon shoelaces are permitted. **No boots or shoes worn above the ankle.**
10. Contact lenses with colors other than a natural eye color are not permitted (for example, purple). Non-prescription eyeglasses are not permitted.
11. Students will not have any writing, pictures or drawings on their clothing or skin.
12. Any other distracting or inappropriate dress or fad styles will be checked by Saint Joseph School administration.

Cool School Gear Days

On days designated as Cool School Gear Days, the following uniform policy will apply: Students shall be allowed to wear any SJS shirt or jersey with school uniform bottoms, socks and shoes. If a jersey is sleeveless, a t-shirt must be worn underneath.

Out of Uniform Guidelines

On days designated as Out of Uniform Days, the following uniform policy will apply:

- Students shall be allowed to wear any item of clothing that is neat, clean and free of inappropriate wording or images.
- Clothing should not be ripped, too big or too small.

- Yoga pants, leggings, tights etc. are not pants, however, they may be worn under a dress, skirt or shorts.
- Sweatpants, basketball shorts, running shorts, and sleep wear are not permitted unless specifically announced.
- On Out of Uniform Days, makeup, nails and hair policies remain in effect.

Out of Uniform

1. Skirts are not to be worn shorter than uniform length.
2. Clothing with inappropriate messages is not permitted.
3. Tank tops, shirts with spaghetti straps, and low cut shirts are not permitted.
4. Pants must be worn at the waistline.
5. Shirts/tops must come either below the waistline or be fully tucked in.
6. Shorts are to measure no more than three inches from the top of the knee.
7. Depending on the occasion, jeans or shorts may or may not be permitted.
8. No torn or ripped clothing.
9. No flip flops, crocs or slides.

The administration and staff reserves the right to determine if the dress code has been violated and prescribe appropriate consequences.

Visitors

In order to protect our children, it is most important that all visitors report to the school office upon entering the FRONT door of the building. Parents are encouraged to visit the school. However, in order not to interfere with our students' learning, please DO NOT enter the classroom during class time unless arrangements have been made prior to your visit. Due to health, safety and fire regulations, we ask parents who come to school, including all volunteers, to please sign in at the office and pick up a visitor badge. All visitors must wear a badge. Any non-staff member seen in the building without a Visitor Badge will be asked to return to the office to obtain one.

Saint Joseph School uses the RAPTOR Visitor Management System. This system requires that all visitors come to the main office, with a valid form of identification. After presenting a valid form of ID visitors will be issued a visitor sticker. Visitors without a valid form of identification will be asked to leave the St. Joseph campus.

Saint Joseph School welcomes and encourages visits from parents, family members, and adult friends of the students. Parents, etc., are invited to join us for the celebration of the Eucharist, for lunch, and for other special events such as those during Catholic Schools Week. All visitors, including volunteers (School Board, Home & School Association members, etc.) are required to report to the school office, sign-in, and receive a visitor's badge, which must be visible at all times.

Students may sit with their parents, family members, etc., during class Masses. However, during all-school Masses students must sit with their homerooms. All guests are asked to sit in the back of the church.

Family members and guests joining us for lunch must report to the school office, sign-in, and receive a visitor's badge (which must be visible at all times) before proceeding to the cafeteria. For safety reasons, parents and guests are not allowed on the playground during recess time. On special occasions exceptions may be made to this rule, i.e., Catholic Schools Week and Field Day.

It is understood that unforeseeable situations may arise in the educational process. The principal reserves the right to address and to take appropriate action for any such situation. Therefore, exceptions to the above policies may be made at the discretion of the administration with consultation of the teachers and parents of the student in question.

Weather Emergencies

In case of snow or hazardous weather conditions, TV stations 2, 4, and 5 will announce Saint Joseph School by name for delayed opening or closing. We do not follow the Metro School System in closing and delays. SJS administration must take into account all families of Saint Joseph School, as we serve a wide geographical area. Please do not call the School or Church office or the home of the administration, secretary, or teachers for this information. Such information is now available through RenWeb (or another similar service), an automated phone service. Information will also be available on the television and social media as soon as a decision is reached. The school will also post information on the school website, SJS Facebook, and Twitter accounts. An all school email will also be sent. If at any time roads are impassable in your neighborhood, and school is open, keep your child at home for safety reasons. A day at school is not worth risking a life.

Because it is impossible to foresee all problems that arise, this clause empowers the principal to address and to take appropriate action for any situations that violates the spirit and philosophy of Saint Joseph School, even though not specified. Therefore, exceptions and/or additions to the above policies may be made at the discretion of the principal.

Addendum A

Parent-Teacher Communication Policy

The relationship between you and your child's teacher is just as important, perhaps even more important, than the relationship between your child and his or her teacher. At St. Joseph School, teachers and parents are considered partners in the education of our students.

This approach makes the parent-teacher conference a vital part of your child's education. Such meetings can be tricky and, often, uncomfortable because parents and teachers may believe that they are in an adversarial relationship. Nothing could be further from the truth, and this letter is designed to help create an atmosphere of cooperation in parent-teacher conferences.

The policy of St. Joseph School is that parent-teacher meetings must occur **BY APPOINTMENT**. This is to ensure that both the teacher and the parent come to the meeting prepared to discuss the topics the meeting is being scheduled to address. Little is served by "pop-in" meetings before or after school because the teacher is not prepared to discuss whatever it is you want to discuss.

Once the meeting has been properly scheduled, there are some things to remember as the process unfolds.

Talk to the teacher directly.

Taking your concerns, and even your complaints, anywhere but the teacher first will just complicate the situation. It will raise stress levels. It will have the teacher begin to question your motives. Start with the teacher, and be honest. Your child's teacher, regardless of the situation, will appreciate that you came to them first.

Use discretion when discussing your child's teacher.

Children will exploit any perceived rift between parent and teacher. Avoid negative comments about the teacher in front of your child. Avoid gossip about your child's teacher with other parents. These comments invariably get twisted out of proportion, and find their way back to the teacher, making common ground more difficult to find.

Make a list.

Every meeting runs more smoothly with an agenda. Since, in most cases, you have requested the meeting, you should set the agenda. It might also be helpful to send this list or agenda to the teacher prior to the meeting day.

Once the meeting has begun, observe a few basic rules:

Treat the teacher with **RESPECT**. You can be assured the teacher respects **YOU**. No meeting can reach a positive outcome if both parties are not operating from a simple premise of respect for the other. This is where it is helpful to remember the teacher is not your adversary. You both have the same goal in mind: solving your child's problem.

Remember there is no place for BLAME.

The ultimate responsibility for solving whatever situation for which the parent-teacher conference was called rests with your child. Blaming the teacher, or the teacher blaming the parent, for whatever difficulties your child is experiencing will not solve the situation.

Ask QUESTIONS.

They can be pointed. Avoid angry or apologetic reactions, but be sure all of your questions get asked. The teacher may not have an answer for all of them, but asking the questions will get the issues out in the open where they can be addressed.

Allow the meeting to lead to an ACTION PLAN.

Ideally, this plan should be a joint effort between you and the teacher. Each should be responsible for helping your child achieve certain aspects of the plan. The daily interaction both you and the teacher have with your child is the best source of accountability in making sure the action plan is implemented and executed.

Finally, schedule a FOLLOW-UP MEETING.

This will keep the lines of communication open.

Parent-Teacher conferences can, and often are, uncomfortable. There is no reason why they cannot be productive.

One other suggestion: Don't talk to your child's teacher only when there is something wrong. Teachers like and need feedback, too, and if some of that feedback is positive, that is not a bad thing.

Appendix B

Revised July 2023

Saint Joseph School Aftercare Program

1225 Gallatin Road, South
Madison, Tennessee 37115
Saint Joseph School 615-865-1491
Saint Joseph School Aftercare Program 615-860-5046

Philosophy

The Saint Joseph School Aftercare Program is an extension of the school day at Saint Joseph School. The policies and procedures in place in this handbook are an extension of the Saint Joseph School Parent-Student Handbook. All Saint Joseph School policies and procedures are in effect during the Aftercare Program.

Admission/Enrollment

- Any child 2 years and older attending Saint Joseph School is eligible to attend the program.
- Once a child is properly registered, a space is held for the child until the program is notified otherwise.
- Each child must have a completed registration form signed by the parent before he/she can attend the program.
- Immunizations must be up to date and on file in the office of the school.
- If your child has special needs, please make arrangements to meet with the program manager and teachers prior to the child's attendance. This will help us make adequate plans in order to address individual needs.
- DHS requires parents to visit the program before enrolling their child in the program.
- In keeping with the Department of Human Services regulations, the program is required to have a written policy that governs intoxicated adults picking up children for dismissal. We will suggest to any adult picking up children from the program that clearly appears to be intoxicated that we call another person from the emergency pick up list. If the adult takes the child in their vehicle anyway, we are required to call the police or Child Protective Services to report the incident.

Program Facts

- The program is open to all students enrolled at Saint Joseph School.
- We are licensed by the Tennessee Department of Human Services.
- The teacher-child ratio is 1:20 for K-8th Grades, 1:13 for PreK, 1:9 for PK3 and 1:7 for PreK 2.
- Staff are trained in CPR and first aid.
- Staff receive annual training in facilitating developmentally appropriate care.
- The program is open from school dismissal until:
 - K-8 - 6:00 p.m.
 - PreK 3 & 4 - 5:30 pm
 - PreK 2 - 5:00 pm
- If school is closed due to inclement weather, the Aftercare Program will also be closed.
- The program is closed on all full days that the school is also closed.

- SJS has 5 half days for the 23-24 school year. Here are the dates and if we are open:
 - **Monday, August 7th - 11:30 dismissal, First day of school for K-8 - NO AFTERCARE**
 - Wednesday, December 20th - 11:30 dismissal - AFTERCARE OPEN
 - Friday, Feb. 2nd - 11:30 Dismissal, Student/teacher Appreciation Day - Aftercare OPEN
 - Friday, April 26th - 11:30 Dismissal, Grandparents Day - AFTERCARE OPEN
 - **Friday, May 24th - 11:30 dismissal K-8, Last day of school - NO AFTERCARE**

Pick Up Policy

1. Children are required to be signed out of the program each day by an approved party on the students pick-up list.
2. If there is a custody agreement or special circumstances involving the pick up of any child, the parent must provide legal documentation and this will be put in the child's file.
3. Students will only be released to adults designated on the students' pick up list.
4. Persons picking up students with whom the staff is unfamiliar will be asked to show identification.

Aftercare Illness and Injury Policy

1. If a student becomes ill, parents will be notified. They will be isolated from the rest of the children, but within sight and hearing of staff. If a child has a fever of 100 degrees or more, they must be picked up upon notification to the parent. If the parent is unable to be reached, the program will call the emergency contact person listed on the registration form.
2. Students cannot return to the program until they have been free of fever, diarrhea or vomiting for 24 hours.
3. Parents will be notified of exposure to communicable diseases. Likewise, we ask parents to inform us if their child contracts a communicable disease.
4. Medications that need to be administered during the time that children are in the program must be delivered directly to a staff person. The medication must be in its original container and labeled with the child's name. Parents must fill out a medication consent form before the medication can be given by the program.
5. In the event of a student injury, the program will contact the parents. If we are unable to reach the parents, we will contact the emergency person designated on the enrollment form.
6. If emergency treatment is needed, the program will call an ambulance.
7. Students' personal medical insurance will be the primary insurance coverage.

Program Policies

1. All policies of the school are followed in the Aftercare Program.
2. All students must be completely potty trained and able to use the bathroom independently.
3. Afternoon snacks for the student are included in the fee.
4. **A late fee of \$3.00 per minute will be strictly enforced. Upon the 4th infraction, late fees will double to \$6 per minute. Upon the 5th infraction, the student(s) may no longer be able to attend the Aftercare Program. This is at the discretion of the Principal. If you know that you will be late, please call the program so that adequate staffing can be arranged. Parents will also be required to sign a late pick up form that specifies the time the child was picked up, as well as the late fee charge assessed.**
5. Parents are responsible for notifying the program in writing of special activities

that may affect a student's arrival or departure (ex. Brownies, basketball, and Forensics).

6. Students are to be in uniform while at aftercare. Uniforms are not required for Full Day Care.
7. On Early Dismissal days when aftercare is offered, parents must send a sack lunch and drink unless otherwise instructed.
8. The program is not responsible for stolen, lost, or damaged items brought to the program. Students are not allowed to have electronic devices during regular Aftercare. **Middle School students are allowed to use their electronic devices during designated free time in Aftercare.**
9. All videos watched will be rated "G" or "PG". Other activities will be available for the children who do not wish to watch the movie.

Cost and Payment

Aftercare

There is a \$25 non-refundable registration fee per family. All students must be properly registered before attending the program. The program offers **two** types of care for families:

- K-8: Full-time and Drop-in
- PreK : Full-time or part-time BUT MUST REGISTER. NO DROP IN AFTERCARE FOR PREK

Full-time Students- Payment for full-time students is billed through FACTS monthly.

Fees for full-time students are as follows:

PreK, One Child	PreK, Two Children	K-8th, One Child	K-8th, 2 Children
\$70 per week	\$118 per week	\$60 per week	\$108 per week

Drop-in Students- Students who attend occasionally are charged daily fees.

Charges are billed monthly through FACTS monthly.

Fees for drop-in students are as follows:

	Regular Dismissal	Early Dismissal
K-8th	\$15	\$20

Notices and Cancellations

Full-time Students: Parents must give a 30 day notice in writing to change to drop-in status or cancel a full-time position. Failure to do so will result in the parent being charged for payment for the next 2 weeks.

Drop-in Students K-8 ONLY: No notice is needed to attend regular Aftercare on a drop-in basis. Parents must give written notice to change from drop-in to full-time care with the effective date designated on the notice.