



Inspiring minds. Building character. Living faith.

Where....

Learning is innovative

Family is nurtured

Safety is paramount

Tradition is celebrated

Christ is present

**Parent – Student Handbook
2022-2023**

**Saint Joseph Catholic School was founded in 1954
accredited through the
Diocese of Charleston.**

**Saint Joseph Catholic School
3700 Devine Street
Columbia, SC 29205
www.stjosdevine.com**

Principal:	Donavan F. Yarnall Ed.S
Associate Administrator:	Karen Tucker
Office Manager:	Kerry Reedy
Bookkeeper:	Brenda Jones
School phone:	(803) 254-6736
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OFFICE HOURS

Monday - Friday
7:30 a.m. – 3:30 p.m.

SCHOOL HOURS

Monday - Friday
8:00 a.m. - 3:00 p.m.

The Saint Joseph Catholic School Parent-Student Handbook is intended to describe the philosophy, services, and structure of the school's educational program to parents and students. The school administration (Pastor, Principal) reserves the right to make changes and/or additions to this handbook without prior notice. **The school administration is the final interpreter of the content of this handbook.**

The schools of the Diocese of Charleston do not discriminate on the basis of any race, color, sex, national origin, or disability in administration of educational policies, admission policies of local programs, athletics, and school administered programs.

August 15, 2022

Dear Parents and Students,

The theme for the 2022-2023 school year is 1 Peter 4:8-11 “*Serve one another with the gifts you have received.*” It is in the moments that we serve others using the gifts that we have been given that we are invited to a deep reflection of the Lord and his work in our lives. We belong to a community of faith where fellowship, spirituality, and service are encouraged and nurtured. We look forward to showcasing the ways in which our staff, students, and families connect to this spiritual theme throughout the year.

We invite the active participation of parents and other family members in supporting and enriching our community. We recognize that our students’ most important educators are their parents and significant family members. Saint Joseph Catholic School has a rich tradition of meaningful partnerships with parents. We will work hard to foster and enrich mutually supportive relationships with parents during the 2022-2023 school year and beyond.

The partnership is reflected in the policies and procedures outlined in this handbook. Please take time to read this handbook carefully and discuss it with your children. In your child’s first Monday folder, you will find a signature page upon which you will indicate with your signature that you have read and received this handbook. Please return this to the school no later than August 30th, indicating that you and your children have read the policies and agree to follow them.

Thank you for your continued commitment to Saint Joseph Catholic School and the examples you offer to our children.

Sincerely,

A handwritten signature in black ink, appearing to read "Donavan Yarnall". The signature is fluid and cursive, with a large initial "D" and a long, sweeping tail.

Mr. Donavan Yarnall Ed.S, Principal
And the Faculty and Staff of Saint Joseph Catholic School

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INTRODUCTORY INFORMATION

Saint Joseph Catholic School is a pre-kindergarten through sixth-grade Catholic elementary school governed by the Diocese of Charleston Schools Office.

Our curriculum stresses academic achievement within a Christian community in which the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the Bishops of the World. United with each other in meaningful Liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Joseph Catholic School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the state of South Carolina guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technological tools and a multi-text approach to the content areas.

SCHOOL DAY — 8:00 a.m. to 3:00 p.m.

Teachers are on duty on the carpool line beginning at 7:30 a.m. each morning. Upon arrival at school students go directly to the playground until 7:45 and the classroom after 7:45. **Children may not be dropped off prior to 7:30 a.m. as there is no staff on duty.**

FACULTY AND STAFF EMAIL ADDRESSES

MC Cox	K4 teacher	mccox@stjosdevine.com
Laura Oliver	K4 teacher	loliver@stjosdevine.com
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Brenda Jones	Bookkeeper	bjones@stjosdevine.com

I. Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.”
Catechism of the Catholic Church, 2270-2275.

Based upon this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. ([Diocese of Charleston statement on Diversity Equity and Inclusion](#).) Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

II. Our Catholic Identity

Diocese of Charleston Mission Statement

The mission of the Catholic schools of the Diocese of Charleston is the preparation of young people for their future life in the Church and society. This mission is attained as it encompasses:

1. Educational activities that allow every student to reach his/her potential; and
2. Formal instruction and formation in which the students develop beliefs, values and traditions of Catholic Christianity.

More distinctly, Catholic schools of the Diocese of Charleston are educational centers where faith is part of the school's culture and in which all members of the school community share this Christian vision. The Catholic schools are asked to "integrate all aspects of human knowledge

through the subjects taught in the light of the Gospel." (*The Catholic School. Sacred Congregation, Rome, 1977.*)

Parish of Saint Joseph Church Mission Statement

We, the people of God in the parish of St. Joseph, are constantly attempting to become a faith community of those who, believing in Jesus, proclaim God's kingdom and share the mystery of faith by: worshipping the Father; enabling all members to grow in their relationship with each other through the Son; and witnessing our gifts through service to others in the Holy Spirit.

Saint Joseph Catholic School Mission Statement

Saint Joseph Catholic School inspires minds, builds character, and strengthens faith. We commit to the development of the whole child through challenging academics, virtue-building service, and opportunities for daily worship. Saint Joseph students are lifelong learners who are Catholic Christian leaders.

Saint Joseph Catholic School Philosophy

It is our belief as Christians that the family is the basis and chief influence in the lives of children. Parents/guardians are the primary educators of their children and are helped in this responsibility by the school. A true Christian community can only be achieved with the mutual cooperation of the home, the school, and the Church.

We believe that the school should provide an atmosphere of acceptance, trust, and love, which will help facilitate the children's growth into mature Christians. It is believed that with this background children will be able to take full part in the Church and world community in joyful service to others according to the message of Christ.

As Christians, we are called to the imitation of Jesus Christ. All children should be encouraged to develop a satisfactory sense of self, their talents and limitations, and Gospel values. From this will flow a respect for all of God's creatures and the recognition of our own personal accountability to one another and self.

We believe that the Church, the school, and the family expect children to receive a high-quality academic education. The academic curriculum emphasizes teaching children life skills needed to adapt to changes, cope with pressures, work cooperatively in groups, and develop guiding values to help them in their growth to maturity.

Liturgical, Sacramental Celebration and Prayer

Students have the opportunity to participate in the weekly school celebration of Mass. All students will attend Mass in the Church or the Gym.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Joseph Catholic School. Preparations for two sacraments,

Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the Diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Information on this preparation will be given by the Director of Religious Education for the Parish, Mr. Ben Jett. You may contact him for more information at (803) 254-7646.

Our Non-Catholic students are welcomed and encouraged to participate in the formation program for First Holy Communion. Although they will not be able to receive the sacraments, we invite them to share in the event and come to the Church for a special blessing on that important day. This is always a very beautiful way of sharing in their classmates' special day.

III. Admissions

General Admission Policies

Admission priority shall be given to Catholic children. All others are welcome when space is available, with the understanding that:

- All students participate in the religious program;
- Once a student is accepted, re-enrollment is not denied because of religion;
- Students must meet age requirements for kindergarten in conformity with the regulations of the state of South Carolina;
- Catholic schools will not discriminate on the basis of race, color, national, or ethnic origin in the admission of students.
- Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, shall not be admitted into an elementary school of the Diocese without written permission from the Pastor.

New Students

Families of children who seek application to Saint Joseph Catholic School will be notified via school website, mail, as well as church bulletins, to the period of application for the coming school year. An information package will be mailed from the school office upon request. All applications are completed online via the school website. Registration for school takes place during the months of January – March. Tours are conducted throughout the year.

An applicant for Saint Joseph Catholic School's four-year-old kindergarten (K4) must be four years of age on or before September 1. A new applicant for five-year-old kindergarten (K5) must be five years of age on or before September 1. A new applicant for Saint Joseph Catholic School first grade must be six years old on or before September 1, as required by state law. After all application requirements have been completed, students are accepted into Saint Joseph Catholic School in this order:

- Currently enrolled students;
- Siblings of students currently enrolled;
- Children of registered and regular contributing parishioners of Saint Joseph Parish;
- Children of registered and regular contributing parishioners of neighboring Catholic parishes;
- Children of non-Catholic families.

It is a policy of Saint Joseph Catholic School that all new students in grades K5 through 6th are accepted on a probationary basis. At the end of the first marking period, academic progress and cooperation with the school program will be evaluated by the principal, parents/guardians, teachers and student.

At the end of the second quarter, a similar evaluation will be conducted. If the student is cooperating with and benefiting from the school program, the probationary period ends.

If a third quarter is needed to determine the result of the probationary period, the time will be provided. However, the probationary period will not extend beyond the third quarter of the school year.

For newly enrolled students it is mandatory that the following grade-level materials/forms be submitted by the parent/guardian on or before the due date. Admission is not final until all of the following steps are completed and accepted:

- a) Parish verification, Birth Certificate, and a South Carolina Certificate of Immunization. Please contact your pediatrician for new immunization regulations.
- b) Appropriate reporting of student testing and academic records.
- c) Declaration of student's special education, psychological, and/or medical needs (if any) by parents/guardians.

Preschool (K4)

Our preschool class has been designed to help prepare the young child to enter the school system at a level of age and maturity where the child can most benefit in an academic/social setting. Children entering K4 must be toilet trained.

As children mature at varied levels and times, the administration and preschool staff of Saint Joseph Catholic School pay close attention to each child's development and readiness for school. If a child appears/demonstrates that he/she is not ready for a school environment, the teacher, guidance counselor, and principal will meet with parents/guardians to develop a workable plan to help the child become more adapted to school life.

If by the end of the first quarter of the school year the preschool child has not adapted to the routine of school and/or the preschool program, the parents/guardians will be advised to allow the child to wait until the next school year before entering the Saint Joseph Catholic School preschool program.

Returning Students

Each January, currently enrolled students will be given the opportunity to re-enroll for the following school year. Re-registration will occur online and by the due date in order to ensure a spot for the next school year.

Special Needs or Diagnosed Learning Disabilities

Saint Joseph Catholic School is aware that some children have been diagnosed with physical and/or intellectual disabilities. It is the parent's/guardian's responsibility to provide documentation regarding personal conditions which may require special services by the school. The documentation should be provided by a certified medical professional or educational authority and be given to the principal prior to registration. At that time the special education teacher, under the direction of the administration and the guidance staff, will formulate a Student Assistance Plan (SAP) which offers reasonable accommodations for the student based upon the recommendations of the documentation provided to the school. The parent's/guardian's will review the plan and may choose to accept the plan Saint Joseph's has provided or to enroll their child at another school that has more in-depth programs for their child.

These cases will be evaluated on these two criteria: the educational standards of the school and the school's financial ability to provide the service.

Transfer and Withdrawal

Written notice of a student's withdrawal from Saint Joseph Catholic School is to be made by the parent/guardian to the Principal and Teacher **no later than one week in advance of the withdrawal date**. This will enable the teacher to secure grades and the parent/guardian to settle accounts. Records will be sent directly to the transfer school upon request. **All financial obligations must be fulfilled before school records will be released.** Copies of records to be transferred when a student enrolls in another school include the:

- Cumulative school record;
- Educational and/or related testing record (standardized testing); and
- Health record and South Carolina immunization record

Discipline records are retained by the school and not transferred at the time of withdrawal unless requested by the new school.

Psychological records may be released to another school only with the written request of the receiving school and the written release of the parent/guardian as per FERPA regulations.

Tuition and Fees

Please refer to the Tuition and Fees policy that was signed at time of enrollment. It may be found on our website. www.stjosdevine.com/tuition

Please make all checks payable to *Saint Joseph Catholic School*.

Stewardship

Catholic schools exist to provide faith formation, academic excellence, and a commitment to Christian service.

When you register/re-register your child at Saint Joseph Catholic School, you are required to take an active part in our school community. As the stewards of our school, Saint Joseph School families are expected to provide time, talent, and treasure. We expect you to work along with other families to be a part of our school family. We also require all Saint Joseph Church parish families to be in good standing with the Church in order to receive the parishioner rate.

All Saint Joseph Catholic families are required to complete and sign an annual Stewardship Agreement.

IV. Educational Programs

Curriculum

Students receive instruction in the areas of: Religion, Language Arts (Reading, Grammar, Spelling, Phonetic Instruction, Vocabulary, Handwriting, and Creative Writing, etc.), Math, Science, Social Studies, Art, Music, Physical Education, Computer and Foreign Language. Time allotment is governed by Diocesan guidelines. The curricula follow the State of South Carolina Standards.

Grading

Students in grades 3-6 receive letter grades for their work in the various academic courses. Special area courses, handwriting, and work/study habits receive an “O” for outstanding, an “S” for satisfactory completion of work, or an “N” for needs improvement.

The letter grades correlate to the following numerical scale:

98-100	A+
95-97	A
92-94	A-
89-91	B+
86-88	B
83-85	B-
80-82	C+
77-79	C
74-76	C-
70-73	D
69 and below	F

Special area classes are not calculated in the academic GPA.

Students in grade K4 –2 receive numeric grades.

- 4: Understanding go beyond X Grade standards
- 3: Meets Grade standards
- 2: Progress is being made toward Grade standards
- 1: Area of Concern; Not making appropriate progress

Marking System: Art, Computer, Library, Music, Physical Education, Spanish, Social Skills and Work/Study Habits

O: Outstanding Effort

S: Satisfactory Effort

N: Needs Improvement

Report Cards

The school will send report cards via email. Report card grades represent the student’s performance in class, on written and oral material, and on regular tests and homework. School report cards will also be available for viewing on the Facts Family Portal.

In most cases, when teachers categorize grades into classwork, homework, quizzes and test categories, there are AT LEAST four such assignments in each category. Parents are encouraged to monitor grades regularly and send questions directly to their child’s teachers.

Homework

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension.

Practice assignments reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own.

Preparation assignments help students get ready for activities that will occur in the classroom. Students may, for example, be required to do background research on a topic to be discussed later in class.

Extension assignments are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments, which include science fair projects and term papers.

The following amounts of homework are to be expected:

- Grades K5-3: 30-45 minutes (plus an additional 15 minutes of nightly reading);
- Grades 4-6: 60-90 minutes (plus an additional 15-20 minutes of nightly reading).

Homework may be assigned Monday-Friday.

A homework assignment book is given to each student (grades 2-6) at the beginning of the year. Additional copies of the assignment book may be purchased in the school office. Homework is posted in each classroom and on the FACTS Family Portal.

Students should complete homework nightly and can expect that, if homework is not completed, they will have to stay in at recess to complete missing work.

If your child is absent and you would like to request his/her homework assignments, **e-mail the teacher by 9:00 a.m.** Assignments will be available for pick-up in the main hallway after 3:00 p.m.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

5th/6th Test Policies and Grade Weights

In the 5th and 6th grade the following schedule will be used for testing:

Math and Social Studies tests will be given on Tuesdays and Thursdays

Science and ELA tests will be given on Mondays and Wednesdays. Quizzes may be given at any time at teacher discretion.

All 5th and 6th grade teachers will use the following grade weights:

50% - Tests

25% - Quizzes

12.5% - Homework

12.5% - Class work

Student-Parent-Teacher Conferences

At the end of the first quarter, there is a day devoted to Student-Parent-Teacher Conferences. Additional conferences may be scheduled throughout the year at the parent/guardian or teacher's request.

Honor Rolls

Each quarter, students in grades 4-6 may qualify for one of the following Honor Rolls:

1. All A Honor Roll – students earn grades of A- and above in a quarter marking period;
2. A/B Honor Roll – students earn grades of B- and above in a quarter marking period.

The Honor Rolls will be posted to the school website and Facebook pages. They will also be included in the digital/email edition of the parish bulletin.

Math Placement

A rising 6th grader must have completed 5th grade Math with an “A” average, scored at the 90% or higher on MAP and/or receive teacher recommendation. Summer pre-Algebra work is required.

Library

The Media Center is available to all students. Classes make regularly scheduled visits for story time, to choose library books, to work on research projects and to learn basic library skills. Students in K4 begin to visit the library in the second semester.

Promotion/Retention

Retention of a student in any grade is inadvisable. However, if the developmental stages and academic progress of the student are inconsistent with his/her chronological age, and non-promotion seems probable, the principal and teacher(s) will meet with parents/guardians as soon as possible and no later than the third (3rd) quarter of the school year to discuss retention. After the kindergarten year only, if the parent/guardian disagrees with the school's proposal to retain, the parent/guardian must state, in writing, their intent to supersede the school's recommendation and instead exercise their individual decision to enroll their son/daughter in the next grade level. The letter shall be held in the student's records. In some instances, the school may require summer work for the benefit of the student.

Rarely are students retained beyond grade three (3), or is a student retained more than two (2) years in a single grade.

Acceleration

Although acceleration of a student may be granted at the discretion of the teacher and principal with the approval of the parents/guardians, a precocious student will probably profit more by an enrichment program than by a double promotion. The student's social and emotional maturity should be seriously evaluated whenever double promotion is considered.

Student Support

The school has a Director of Student Support who works with students and teachers to ensure students are finding success in all academic aspects. The Director of Student Support will work closely with eligible students, their teachers, and parents to design the right accommodations for each student.

Our programs are designed to meet the diverse learning needs of all of our students. Eligible students receive accommodations and interventions. These may include: individual and small group interventions, small group testing, peer assistance, extended time, preferential seating, oral administration of tests, computer-based instruction, and behavior modification plans.

Standardized Testing

Students in grades K-6 participate in standardized testing. Grades K-6 take the Northwestern Education Association (NWEA) Measures of Academic Performance (MAP). These tests are normally administered in September, January and May. Results are made available to parents/guardians after school-wide testing is complete.

Field Trips

A school field trip is a privilege extended to each child. However, if the principal and/or teacher determine a child should not attend the field trip due to improper behavior, missing assignments or another reason, the child will remain in school under supervision with teacher-assigned work.

At no time will a student be permitted to attend a field trip without all of the assigned permission slips or information. Students will be issued permission slips to take home to be signed and returned to school no later than the date specified on the permission slip. **NO EXCEPTIONS WILL BE MADE TO THIS POLICY.**

Each year the 6th grade class will take an overnight trip. Students and parents will sign a discipline contract outlining that students can have no suspensions, and no more than 2-3 detentions in their 6th grade year and still attend the 6th grade trip. The principal has the final decision about which students can attend the trip. It is a privilege not a right of 6th grade to attend the class trip.

Community Service Projects

Each quarter the school selects a worthy cause to assist. This provides students with the opportunity to live their faith. Information about these projects is communicated via the Monday Folder and RenWeb messaging.

Service Hours

All students in 5th and 6th grades will be required to complete service hours each quarter. 5th grade will complete 2 hours per quarter and 6th grade will complete 3 hours per quarter. Students in both grades will be able to use one hour of altar serving per quarter.

Presidential Award for Academic Excellence

We will award qualifying sixth grade students the Presidential Award for Academic Excellence. Details about the criteria for this award can be found at <http://www2.ed.gov/programs/preseda-ward/eligibility.html>. Students must meet the following criteria:

President's Academic Gold Level Award: In order to qualify for this award, students must have RIT score in the 95th percentile or higher and have earned all A's during both their 5th and 6th grade years.

President's Academic Silver Level Award: In order to qualify for this award, students must have RIT score in the 85th percentile or higher and have earned all A's and B's during both their 5th and 6th grade years.

V. Student Expectations

Attendance Policy

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. Students must attend school for at least half of the school day (3 ½ hours) to be counted “present” for the day. Students in grades K4-6 leaving school before 11:30 AM or students arriving to school after 11:30 AM will be counted as “absent” for the day.

In South Carolina, children aged five through seventeen must go to school. South Carolina State law requires 170 of 180 days of attendance. A frequent cause of unsatisfactory school progress is irregular school attendance. Therefore, attendance at school is very important and governed by state attendance laws. **If a child misses over 10 days of school without a medical excuse, the school has the right to retain the child for the next school year.** This decision is at the principal’s discretion. When absences do occur, excused or unexcused, it is important that parents and students assume the responsibility for make-up work.

Parents will be notified by FACTS Family Portal once a student has 5 absences. Once a student has 10 absences for the school year an intervention plan will be created. After 15 absences of any type the school has the right to retain the child for the next school year.

Appointments/ Early Dismissal

Medical and dental appointments should be made outside of school time (after 3:00 PM). We understand that sometimes this is not possible. If a child has to miss school, a written note must be sent to the teacher prior to the appointment. Please specify in the note the adult who will pick up the student for the appointment and the time the student will be picked up. The student will be called to the office when the designated adult arrives to sign out the student, not before.

A parent or guardian must sign out any student leaving early during the school day. Dismissal during the last 30 minutes of the day should be avoided if at all possible. It becomes a disruption to the class as teachers are closing instructional activities for the day, important school announcements are being made, and all classes are ending with prayer.

The school will grant three appointment tardy and/or early dismissals and holds the right to count every five tardies and/or early dismissals after the first three as an absence from school.

Tardiness

In an effort to maximize instructional time, we encourage students to arrive at school on time, to each class period on time, and be prepared to learn. Students are considered tardy if they are not seated with their class at 8:00 AM. In the event they are not in their seat at this time, students must report to school office to obtain a tardy slip before being admitted to class.

The school will grant three appointment tardy and/or early dismissals and holds the right to count every five tardies and/or early dismissals after the first three as an absence from

school. An intervention plan will be created by the Administrative team once a student has reached 13 tardies.

Trips

If you know ahead of time your child will be missing school for an extended period of time (more than two days), please be sure to contact the teacher. If you will be taking a trip, it is required that you meet with the principal a minimum of one week in advance.

Excused Absences

- Absence for student health concern that is excused by a licensed certified health practitioner.
- Absence for a serious family health concern or death in the family.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Absence for professional evaluations provided they bring a doctor's certificate upon return.
- Absences for any other reason must be approved ahead of time by the school administration.

Unexcused Absences

- Absence from school without acceptable cause.
- Any absence (other than illness or family illness/ death) that is not preapproved by school administration.

Reporting Student Absences

If a student is absent, please notify the school office by 9:00 a.m. to report the absence and request homework. Call 803-254-6736 or email your child's teacher.

A written note must be submitted within 3 days of the absence and include:

- Date
- Student's full name
- The date(s) of the absence(s)
- The reason for the absence(s)
- Telephone number of the parent/ guardian AND
- Signature of the parent and/or the licensed certified health practitioner

**This note does not excuse the absence; it simply informs the school that the parent/guardian acknowledges the absence and helps the teacher determine the amount of time to give for make up work.

Make up Work

Please **email your child's teacher by 9:00 a.m.** to request make-up work. Requests made after 9:00 a.m. may not be ready until the following school day. If you are requesting assignments, the materials will be labeled with your child's name and placed on the bench in the entryway of

the school for pick-up **after 3:30 p.m.** If assignments are requested, please make every effort to pick the work up on the day of the request.

If your student will be absent from school for three or more days, please plan to request assignments from your child's teacher(s). These assignments will be available on a daily basis at the end of each school day.

Students are responsible for completing and submitting his/her missed assignments, quizzes, and/or tests. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. Generally, students should have the same number of days to make up work as the number of days they were absent.

DISCIPLINE POLICIES

"Without confidence and love, there can be no true education." ~ St. John Bosco

In accordance with the stated philosophy of the school, which emphasizes deep respect for human dignity and the uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of certain items in the school. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, alcohol, drugs, trading cards, cell phones, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Toys from home are only allowed for Show and Tell. The administration reserves the right to take items away from students and return them to parents, a second offense will result in items being taken away and returned to parents on the last day of school.

Students at Saint Joseph Catholic School strive to follow the SJCS School Honor Code and to walk in the footsteps of Joseph, our patron saint, by following the character traits of: Just, Obedient, Service-Oriented, Example to Others, Prayerful and Humble.

The student character committee developed an honor code for our students to follow.

1. As a student of Saint Joseph Catholic School, I strive to be like our patron, Saint Joseph.
2. I pledge to be JUST – to do my own work in a timely manner and make sure it is my own work. I will do the right thing, even when it is hard. Loyalty and integrity help me to have a better reputation with teachers and classmates and grow in character.

3. I pledge to be **OBEDIENT** – to follow the classroom rules and do what the teachers ask, when they ask. When using the internet, I will cite all works, and we encourage safety through following LARK (Legal, Appropriate, Responsible and Kind) whenever on-line.
4. I pledge to be **SERVICE-ORIENTED** – to always be courteous and kind to my classmates, team-mates, and teachers, and by doing more than what is expected.
5. I pledge to be an **EXAMPLE TO OTHERS** – to follow the rules, be prepared for all subjects by doing my homework, studying for tests, using time wisely on projects and citing all works that belong to others. I will treat all people with respect, regardless of differences. I will have self-respect and honesty when it comes to academics and will maintain sportsmanship while participating in athletics.
6. I pledge to be **PRAYERFUL** – to be reverent in Mass and throughout the day. I will trust in God to help me make good choices in academics, athletics, and relationships.
7. I pledge to be **HUMBLE** – to understand that God has given people different strengths, and I will respect these differences. I will not brag about my abilities, grades, or achievements, but I will take pride in my work. I understand that doing my personal best is more important than being the best.

Discipline also serves to maintain an educational environment in which all students feel safe, respected and have the opportunity to learn. To accomplish this, we base our discipline on the developmental level of the student and provide students with opportunities to learn and grow from experiences.

Certain behaviors impede learning and the learning process and do not contribute to a safe, caring, and respectful learning environment. There will be opportunities to learn skills and grow from these situations but also consequences. Below is a list of essential rules. The teacher and administrator will decide the consequences commensurate with the infraction. A discipline record will be maintained for each student in the FACTS Family Portal system. Each time an incident is logged, the parent will receive an email notifying them of the update.

Essential Rules

The following is a listing of specific expectations for behavior of all students at Saint Joseph Catholic School.

1. Students are expected at all times to show respect for one another and for their teachers and administrators: fighting, bullying, aggressive acts, threats of violence, physical disrespect, insolence and impudence will not be tolerated and will result in commensurate with the infraction.
2. Students are expected to keep non-school related electronic devices, such as games and toys at home. Cell phones, handheld games, etc., are NOT permitted on campus. Students may not wear smart electronic devices that connect to the internet via cellular or Wi-Fi during the school day and/or at Extended Care. This policy includes, but is not limited to, devices such as watches that receive and transmit text or email, Fitbits, and digital eye-wear. Students may wear Fitbits if the sole function is to monitor the wearer's health and fitness. Health/fitness monitoring devices may not transmit warnings, alerts, or acknowledgements. Violations will be handled as a cell phone violation.

3. Students are expected to dress appropriately for school each and every day by adhering to the Saint Joseph Catholic School Uniform Dress Code. (See UNIFORM DRESS CODE)
4. Students are expected to use acceptable language (verbal and nonverbal) befitting a Catholic school at all venues. "Talking back" to adults, the use of profane or inappropriate language and/or inappropriate hand gestures are not permissible.
5. Students are expected to show good sportsmanship in word and action.
6. Students are expected to respect the classroom rules. Classroom rules include, but are not limited to, staying seated during instruction, raising hands to be recognized for class discussion and questions, speaking in turn, and allowing others to speak without disruption.
7. Students are expected to report concerns to their teacher immediately, especially if the child feels as though he/she is being harassed by another student.
8. Students should report lost or found items immediately.
9. Students are expected to behave with respect in the hallways and common areas of the school. When classes are in session, students should be silent in the hallways/breezeways, and should walk in straight lines to and from classrooms and special areas.
10. Students are expected to use good hygiene and healthy habits. The use of tobacco, alcohol and illegal drugs is forbidden. Students should use practical habits regarding cleanliness and health. Special Note for students in K4: Our preschool class has been designed to help prepare the young child to enter the school system at a level of age and maturity where the child can most benefit in an academic/social setting. Children entering 4-year-old Kindergarten must be toilet-trained.
11. Students are expected to always remain on campus in appropriate areas at all times. At no time is a student to leave the school campus without permission from the administration (and in the company of a parent or appropriate moderator). Students who remain after dismissal hour are not allowed to leave the school grounds.
12. Students are expected to take care of both their personal belongings and school equipment. Replacement or restoration of school facility items defaced by a student is the responsibility of the student/family. Textbooks that are lost or damaged must be replaced by the student/family at current cost. (See LOST AND FOUND)
13. Students are expected to use the library appropriately. If students forget/neglect to return checked out books on time, a late fee will be accrued; failure to pay late fees will result in the suspension of library privileges.
14. Students are expected to be on time and prepared for school each day. When entering a class, each student is required to have his/her supplies with him/her and be ready to learn.
15. Students should not chew gum at school at any time that they are at school. Disciplinary action will occur for students who chew gum during the course of the school day or during carpool.

Consequences

A child who is disruptive not only affects his/her own school experience, but that of his/her classmates. If a child's behavior continues to be disruptive or poses a safety risk to his/herself or others, the following discipline process will be followed:

- 1) The teacher contacts the parent(s) and describes the situation. Note: The parent(s) may be asked to pick up the child early from school.

- 2) A conference with the parents will be scheduled to discuss the situation.
- 3) If the disruptive behavior continues, an action plan will be developed and shared with the parent(s). The plan could involve SJCS's discipline committee (made up of teachers and administration), Response to Intervention (RTI) team (made up of the Principal, Director of Student Support, school counselor, and the child's teacher) or others, if additional support is needed.
- 4) The teacher will follow up with the parent(s) and evaluate the situation, based on the time frame outlined in the plan.
- 5) General consequences for minor infractions may include but are not limited to time out, sitting out of recess for a short portion of time, making restitution through apologizing in word, deed or written form.

Action plans will be developed with counselor, teacher, principal, RTI team and/or parents, depending on circumstances.

Loss of privilege/activity may include, but is not limited to: removal from current activity, removal from lunch table for a period of time, or loss of field trip.

Administrative consequences may include detention (at lunch or after school), in-school suspension (ISS, all, or part of day) and out of school suspension (OSS) or expulsion.

When behavior off campus, especially when wearing the Saint Joseph Catholic School uniform, reflects negatively on the school, the school reserves the right to address this behavior with disciplinary consequences.

Suspension

Except in very rare circumstances, out of school suspension is not recommended. Alternative methods to correct disruptive behavior such as conferences with parents/guardians, "in-school suspension," extra work, etc., are preferable to temporary removal from school and should be considered. (Diocesan Policy Manual Students pg. 7 of 15)

A child may be suspended from school for a serious breach of discipline. Serious breaches of discipline may include but are not limited to any of the following:

- a. Conduct endangering fellow students, teachers, or school personnel;
- b. Fighting;
- c. Damaging or destroying school property;
- d. Insubordination;
- e. Smoking or possession of cigarettes;
- f. Lying to the Principal, teachers or staff;
- g. Cheating;
- h. Other serious infraction as determined by the Administration.

Whenever an incident occurs that may lead to suspension, the administration shall investigate the alleged offense. This investigation shall include a discussion with the involved student. The student will be given an opportunity to be heard with regard to the alleged offense. The school may discipline for conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

Expulsion

According to Diocesan policy, there are two situations, which may call for expulsion:

- When the moral or physical well-being of the student body or faculty is endangered;
- When there is any positive promotion against religion or faith.

Firearms/Weapons

To ensure the physical safety of the students, as well as faculty and staff, students are not to bring toys, materials, or weapons to school that appear to be, or are, dangerous to themselves or others. Should an incident occur that involves the above-mentioned items, the following directives will be followed:

1. the administration is notified;
2. the administrator or teacher removes the toy, material, or weapon from the child's possession.
3. parents/guardians are notified;
4. the incident is recorded in the child's discipline file;
5. the child will be suspended from school until a conference is held between the child, parents/guardians, teacher, and administrator, and;
6. If the weapon is a gun, the police will be called, and the student placed on immediate suspension pending expulsion.

Bullying

At the core of our mission at Saint Joseph Catholic School is the strong belief that successful spiritual development and academic excellence is contingent upon a safe Christian environment. This environment is not only comprised of the facilities of the school, but also of the people who play any role in the school. It is shaped by their behaviors toward one another.

It is for this reason that the Advisory Council and the administration of Saint Joseph Catholic School require absolute compliance with this policy aimed at the prevention and discipline of any behavior deemed to be bullying by the administration. Saint Joseph Catholic School will take stringent action against any bullying, teasing, racial or sexual harassment or any form of hurtful or negative behavior. Teachers and staff are committed to instructional programs that will assist students and teachers in dealing with these issues. The school will endeavor to create an open atmosphere in which students are able to speak out without fear and to seek justice for themselves and for others. Any student who feels threatened should not regard it as a private or personal problem but should seek the help of a teacher or guidance counselor. It is the duty of everyone who sees an instance of bullying – or potential bullying – to act to stop it.

Definition of Bullying

The school defines bullying as unwanted, aggressive behavior, among school-aged children, that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

AN IMBALANCE OF POWER: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

REPETITION: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. It also includes, but is not limited to:

- Verbal/written abuse, such as taunting, teasing, or name-calling
- Unfair alienation of an individual or group
- Attacking a person’s character
- Attacking a person’s race, ethnicity, or sexual orientation
- Exploiting a disability or mental condition
- Using the internet, texting, or other electronic means to propagate negativity toward or about another person (cyber bullying)
- Using one’s position to gain an unfair advantage over another

Each of these actions inhibits the victim’s ability, as well as the bully’s ability, to reach their full academic and spiritual potential and will not be tolerated.

iPad Technology Use Agreement

Student Responsible Use Policy

Purpose: Saint Joseph Catholic School (SJCS) will provide and assign students an electronic device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about school expectations for students and families who are being issued iPads. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use school technology and that they understand the appropriate and acceptable use of both the technology and school network resources. We also expect that students will make a good faith effort to keep their school-issued iPads safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions. Under the device management system SJCS is using to securely manage iPads, it is unlikely that some of the scenarios outlined below will occur; however, language that includes these possibilities, although unlikely, has been included to protect all stakeholders if a device is used inappropriately.

RESPONSIBILITIES

The student will:

1. Adhere to these guidelines each time the device is used at home and school.

2. Secure the iPad with a passcode or fingerprint Touch ID if available.
3. If taken home, charge their iPad at home nightly and bring it to school each day with a full charge. Students will be expected to bring their chargers to school each day but will not always be able to charge their iPad during class. For classes that do not take their iPads home nightly, students will be expected to plug in and store their iPad in the designated storage cabinet.
4. Use appropriate language in all communications (including social media posts) refraining from the use of profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including mean or disrespectful talk or actions, personal attacks or threats toward anyone made while using either the school-owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
5. Respect the internet filtering and security measures included on the device. All iPads are configured so that the internet content is filtered both when the student is at school and when on any other public or private network.
6. Back up important data files regularly and keep software updated. Do not disable the automatic software update setting and, when prompted, accept software updates and installations. If prompted to install updates while at school ask the teacher before accepting the installation.
7. Only use iPads for school-related purposes.
8. Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use for school-related work.
9. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any internet location using school technology. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private insofar as they may be viewed, monitored, or archived by SJCS at any time.
10. Transport device in sleep mode, with the screen closed, and in their protective case.
11. Provide their own headphones and/or earbuds as needed for school-related work. Wired headphones are recommended to avoid problems that may occur with connecting blue-tooth headphones/earbuds.
12. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
13. Return (including the charger) the device and carrying case upon transferring out of school or at the end of the year.
14. Families are responsible for paying a fee of \$39, billed via FACTS, to offset basic maintenance this year.

RESTRICTIONS

Inappropriate use of the device may result in disciplinary action that may include the loss of the device use and school suspension/expulsion. The student will not engage in the following behaviors:

1. Visit inappropriate or unapproved sites.
2. Possess inappropriate pictures or media files.
3. Cheat.
4. Reveal or post identifying personal information, files, or communications to unknown

persons through email or other means through the internet.

5. Attempt to override, bypass or otherwise change the internet filtering software, device settings, or network configurations
6. Install unapproved applications (apps).
7. Delete installed applications (apps).
8. Remove the iPad from its case.
9. Change the background.
10. Mark, deface, or place stickers on the device. School-issued carrying cases may also not be personalized (no stickers).
11. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
12. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
13. Take any photos or videos that are not authorized by the teacher.
14. Download and/or install any programs, files, or games from the internet or other sources onto any school-owned technology. This includes the intentional introduction of viruses and other malicious software.
15. Tamper with hardware or software, attempt to unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
16. Delete or change another student's work.
17. Sign in to another student's account.
18. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
19. Take/hide or damage another student's device.
20. Modify or remove the SJCS asset tab or the manufacturer serial number and model number tag.
21. Violate any part of this agreement.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of school-provided iPads. To keep devices secure and damage-free, please follow these additional guidelines.

1. You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
2. While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, or crushing the device.
3. Do not eat or drink while using the iPad or have food or drinks in close proximity. Any liquid spilled on the device may cause damage (often irreparable) to the device.
4. Keep your iPad away from precarious locations like table edges, floors, seats, or around pets.
5. Do not stack objects on top of your iPad, leave them outside, or use near water

such as a pool.

6. Devices should not be left in vehicles.
7. Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).

DEVICE DAMAGES

If a device is damaged or lost, the school must be notified immediately. If a device is damaged the school is the only entity that is authorized to arrange repairs. There will be no charge for the first two damage incidents in an academic year. The third incident or the loss of the device or if any incident is determined to be due to negligence, the student/student's family is responsible for paying repair costs as determined by SJCS up to the full cost of a replacement device.

1. A student who does not have an iPad due to a device being damaged may be allowed to use a loaner iPad from SJCS depending on availability and reason for the loss. Students whose iPads have been damaged due to negligence will not be allowed to take the loaner iPad home.
2. If the iPad charger/cord or carrying case is damaged or lost, the student is responsible for replacing it.
3. Access to a SJCS provided iPad and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the iPad, or inappropriate use of the iPad that fails to comply with this Student Responsible Use Policy.

Social Media and Online Postings

Saint Joseph School highly discourages the use of social media by any students under the age of 13. Many of these platforms have a minimum age requirement of 13 years of age to create an account.

If a parent chooses to allow the child to have an account, everything that the child posts and/or likes must be in adherence to the following school guidelines. This applies when posting to social media or anywhere on the internet, even from a personal device. If a student fails to comply with these guidelines, disciplinary action will be taken, and their enrollment contract could be terminated, depending on the severity of the infraction. Students, parents, faculty, and staff are all asked to report any incidents of on-line behavior that is concerning to the Principal immediately.

1. Student posts must reflect the values set forth by the administration for all students: honesty, integrity, inclusivity, kindness, and consideration.
2. Students may not make any posts that include photos, videos, or text references to anything dealing with guns, violence, alcohol, drugs, illegal activities, etc., or immoral (nudity, pornography, foul language, etc.) or contain material which is in violation of any local, state and/or federal law or regulation.
3. Students may not post anything harassing, derogatory, malicious, or disrespectful about fellow students, faculty, staff, or the school. Students should refrain from making these posts about anyone, regardless of their connection to Saint Joseph.

4. Students are not allowed to take pictures or video in school without permission from the teacher. No pictures/videos of the classroom, teachers, or other students which are taken or filmed while at school or on a school related trip may be posted by students.
5. Students should ask themselves the following questions before posting anything online:
 - a. Is it kind?
 - b. Is it true?
 - c. Is it necessary?
 - d. Is it helpful?

If not, it is probably best not to share.

Students should remember that privacy filters do not protect you from screenshots and anyone who has access to your page can share what you have posted.

Uniform Dress Code

Lands' End is our exclusive vendor. All uniforms must be purchased from Lands' End. You can log on to their website [HERE](#) or by going to our school website and clicking on Uniforms. Our Preferred School number: 900167818.

The following uniform policy is mandatory for all Saint Joseph Catholic School students. Students who do not follow the uniform dress code below will receive Dress Code Violation sheets. These sheets serve as reminders to correct the non-uniform dress. If the violations persist, a student may be required to serve a detention for the infraction.

Dress Uniform must be worn on Fridays Mass, Holy Days of Obligation, and on other days as specified by administration.

Boys Dress Uniform

- Shirts: White button-down Oxford shirt, long or short sleeve, with Saint Joseph School embroidery *Only white t-shirts may be worn under shirts.*
- Tie/Bow Tie - School plaid necktie or school plaid bow tie (may be removed after Mass)
- Pants - Lands' End navy blue long pants. Boys in grades K4-2 may wear navy blue shorts year-round at parent's discretion.

Girls Dress Uniform

Grades K4 to 3rd

- Jumper - Saint Joseph School plaid full box pleat jumper, no shorter than one inch above the knee
- Shirt - White Peter Pan collar blouse. Long or short sleeves (No lace or trim)

Grades 4th to 6th

- Skirt - Saint Joseph School plaid full box pleat skirt, no shorter than one inch above the knee
- Shirt - White button-down Oxford shirt, long or short sleeve, with Saint Joseph School embroidery

- Cross Tie - School navy cross tie. (May be removed after Mass)

Boys Daily Uniform

Shirts: Lands' End polo shirts with Saint Joseph Catholic School embroidery

- red or white (6th grade includes gray polo option)
- long or short-sleeve; interlock or mesh weave
- *Only white t-shirts may be worn under polos.*

Pants: Lands' End navy blue (pleat or flat front); length must reach the top of the shoes

Shorts: Lands' End navy blue, pleat or flat front, or active chino shorts - knee length

Girls Daily Uniform

Jumpers, skirts, etc:

- Saint Joseph Catholic School plaid full box pleat jumper (K4 – 3 only)
- Saint Joseph Catholic School plaid skirt or skort
- Lands' End navy skirt, skort, shorts, or chino shorts
- Lands' End navy blue pants; length must reach the top of the shoes
- Skirts and jumpers must be no shorter than one inch above the knee.
- Skirts/jumpers without built-in shorts must be worn with navy bike shorts underneath.

Shirts: Lands' End polo shirts with Saint Joseph Catholic School embroidery.

- red or white (6th grade includes gray polo option)
- long or short-sleeve; interlock or mesh weave
- *Only white t-shirts may be worn under polos.*

Additional options for PE day for all students:

- Lands' End red PE day t-shirt with embroidery
- School auction t-shirt (current year)
- Run with the Saints t-shirt (from previous year until January when new t-shirts are available)

Boys and Girls, Every Day

Belts: Belts must be worn when clothes have belt loops. Belts must be solid in color and only black, brown, or navy.

Socks: Solid navy blue, black, or white only

- Socks must cover the ankle.
- No contrasting trim colors or emblems permitted.

Optional for all girls:

- Leggings – navy blue, full length
- Tights – white, black, or navy blue

Shoes:

- Athletic or dress shoes may be worn.
- Shoes must be predominately **white, black, gray, navy blue, or brown.**
- They may have any color trim, including the laces and sole.
- Laces must match the shoe color or trim color.
- **NOT PERMITTED:** Boots, open-toed, open-heeled shoes, high-tops, plastic shoes, patterns, graphics, holes, animation, lights, glitter, or decorations of any kind

Classroom Outerwear: Non-uniform sweaters, sweatshirts, etc. are not permitted to be worn in the classrooms or church. Outerwear of any kind may be worn to school and during recess.

Hair

- No unusual or fad cuts that draw attention. (examples: mullets, “fades”, shaved designs)
- No chemically changed hair color.
- Boys: Hair must be off the collar, above the ears, and above the eyebrows.
- Girls: Hair bows must be red, navy, white, green, or school plaid.

Jewelry

- No bracelets and no rings. No necklaces EXCEPT a simple cross or religious medal.
- Girls with pierced ears may wear one post earring in each ear. No dangle earrings.
- No colored fingernail polish, no fake nails, and no makeup.
- Fitbits and watches are acceptable. *They must be silenced and may not connect to wireless or cellular networks between 7:30 a.m. and when the child’s day ends on campus.*

Special Notes

- All attire must be neat, clean, not faded, and appropriately sized.
- All shirts must be tucked in at all times.
- No shirts or pants with any holes.
- No pants or shorts with belt loops cut off

Dress Down Days

Several days a year, students have the opportunity to “dress down” - often as a part of a fundraiser for a club or activity. The parameters below should be followed for ALL dress down days. This includes when school is closed, but Extended Care is open for the full day.

Acceptable Clothing Is as Follows:

- Shirts, T-Shirts, sports jerseys
- Dresses
- Jeans, shorts**shorts must be at least fingertip length**, skorts, skirts, sweatpants
- Athletic shoes, boots, Uggs, or high-tops

Unacceptable Items Include:

- Hats
- Open toe shoes, sandals, backless shoes, or flip flops
- Low rise pants

- Clothing with inappropriate words or pictures
- Very short shorts, cutoffs, biker shorts, Soffees or short skirts
- Clothing with holes
- Clothing that does not completely cover a student's stomach and back
- Clothing that exposes undergarments
- Spaghetti strap or tank tops

If in doubt, do not wear it.

All decisions about appropriateness of clothes are at the Principal's discretion.

VI. Health Information and Student Care

Illness

During the school day, students who are too sick to remain in class will report to the school nurse or school office. The school reserves the right to require that a parent/guardian come to sign a sick student out of school.

Students should be symptom-free for 24 hours before returning to school. Students who are sent home during the school day due to fever, diarrhea, or vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Medical appointments

In order for an absence, tardy, or early dismissal to be medically excused, the student must also present a doctor's note stating the date and time the student left the doctor's office.

Asthma Policy

Saint Joseph Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and staff are also made aware of the policy.

Immediate access to inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. **See the Office Manager in the Main Office for the Diocesan forms allowing your child to carry his/her inhaler.**

Record Keeping

At the beginning of each school year, or when a child joins Saint Joseph Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma and allergy register, which is available for all school staff. If medication changes at any time, parents are asked to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Incense is used during our First Friday Observations. If your child's doctor indicates that he/she should NOT be exposed to the incense in the church, we must receive that information in WRITING from the doctor, and we will make sure to remove the children for this devotion.

Food Allergy Policy

Saint Joseph Catholic School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Saint Joseph Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an emergency action plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. **Please see the school Office Manager in the office for Diocesan forms permitting the use of Epi-Pens, and other allergy medications that are required as well as a specific plan for your child's needs.**

Teachers must be familiar with the emergency action plan of students in their classes and respond to emergencies as per the emergency protocol documented in the emergency action plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the child will be escorted to the office by a teacher or teaching assistant and the school's emergency response plan activated. Emergency medical services will be called immediately.

The classrooms have immediate communication with the front office.

Information will be kept about students' food allergies on FACTS Family Portal, in the classroom, and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box provided by the parent or guardian.

Tables will be washed with soap and water following any food-related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the cafeteria, a separate “peanut-free” table has been designated for children with food allergies. Students may sit here to eat with their friends (as long as their friends do not have any allergen-containing food items.)

Environmental Allergies

Saint Joseph Catholic School acknowledges that some students have severe and life-threatening allergies to various molds, grasses/plants, or insects (fire ants/bee stings). **Please see Office Manager in the front office to notify him/her of these severe allergies and to create a plan for how to handle any possible exposure. There are Diocesan Forms for Epi-Pens and other allergy medications that need to be completed.**

Sick Children

Any child who has a contagious illness or health problems may not return to school until **he/she is symptom free for 24 hours**. Please note that this includes lice. Children will be sent home immediately if lice or nits are detected. Children should not return to school until they are nit free in order to prevent an outbreak. This policy also includes any contagious skin or eye conditions (ie: Fifth Disease or Conjunctivitis).

If a child is sent home from school due to fever (of 100.0 or higher), diarrhea, or vomiting, the child must stay home from school for the next full school day. You will be called to pick up your child if they return to school within this time period.

The South Carolina Department of Health and Environmental Control produces an annual School Exclusion List that gives detailed information regarding what signs, symptoms and diseases require a child to be kept out of school. There are two such listings—one for school-aged children (K5-12) and one for preK (K4). It is imperative that parents comply for these regulations.

Immunizations

In accordance with State Regulation 61-8, the “Required Standards of Immunization for School Attendance” and the “Required Standards of Immunization for Day Care Attendance are below. These requirements are effective for the 2022-2023 School Year:

Day Care Requirements apply to children enrolled in 4K programs:

- Four (4) doses of any combination of DTP, DT, or DTaP;
- Three (3) doses of oral and/or inactivated Polio vaccine;
- One (1) dose of Hemophilus influenza Type B (Hib) vaccine at or after 15 months of age is required. Hib vaccine is not required for children age five and older;

- One (1) dose of the MMR vaccine received on or after the first birthday;
- (2) doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least (6) months for any child born on or after January 1, 2019. Vaccine series must be started by 18 months of age.
- Three (3) doses of the Hepatitis B vaccine with the third dose; received after 24 weeks of age and at least 16 weeks after the first dose;
- One (1) dose of Varicella vaccine received on or after the first birthday or a positive history of the disease (reported by a healthcare provider, not parent history of disease).
- One (1) dose of the PCV13 vaccine on or after the second birthday is required. Pneumococcal vaccine is not required for children five years of age and older.

Pursuant to section 44-29-180 of the South Carolina Code of Laws and South Carolina Regulation 61-8, SCDHEC has declared the following schedule of required vaccinations, screenings and immunizations necessary for a child to be admitted to any public, private or parochial school, grades five-year-old kindergarten through twelve (K5-12):

- Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday;
- Three (3) doses of oral and/or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday;
- Two (2) doses of MMR vaccine with both doses received on or after the first birthday and separated by at least four weeks.
- Two (2) doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least (6) months
- Three (3) doses of Hepatitis B vaccine, with the third dose received > 24 weeks of age and at least 16 weeks after the first dose.
- Two (2) doses of varicella vaccine with both doses received on or after the first birthday and separated by at least 4weeks or positive history of the disease.

Religious Exemptions will not be accepted for any new student enrolled in a school in the Diocese of Charleston. Only students with a Religious Exemption who are enrolled in a school in the Diocese prior to the 2015-16 school year are “grandfathered in” until graduation from a Diocesan Secondary school. If a student with a Religious Exemption enrolled in a school in the Diocese prior to the 2015-16 school year withdraws before graduating from a Diocesan Secondary School, they may not reenroll with the Religious Exemption..

Parents who wish to contest these requirements because of other reasons may do so with DHEC directly and provide documentation to the school.

Medication

The school is permitted to dispense medicine sent by the parent with the directions of the physician and accompanied by completed Diocesan forms. The child must come to the office for the

medication unless noted by his/her physician. **Children are not allowed to have any type of medicine with them or in their backpack during the school day unless ordered by their physician.**

Children are permitted to carry their own Chapstick or lozenges with them.

For the school to dispense prescription medicine during the school day, the parent/guardian must bring the following to the school office:

1. The medication in the current prescription bottle/container;
2. A Diocese of Charleston Medication Permit Form signed by the doctor and the parent;
3. The Medication Permit Form must have detailed instructions on administering the medicine.

The permit form and medication are kept in the nurse's office. A separate form is needed for each prescription. Forms are available in the school office.

All medication shall be secured in a locked place. The school is not responsible for students who self-medicate. At no time are students to give medication to each other.

Emergency Illness or Accident

A student who is ill shall be sent to the school nurse or school office. After contacting the parent, the Principal or office designee will decide whether to dismiss the student. Students dismissed from school due to health reasons should be considered as an early dismissal for attendance purposes.

All school personnel are trained to give immediate and temporary first aid care for minor illness or injury.

In case of serious accident or illness of a child, the school maintains the right to call an ambulance to transfer the child to a hospital. The financial cost of this action will not be charged to the school. Before such a decision takes place, the school will use every reasonable means possible to contact parents/guardians or other adults listed on the child's emergency card.

A parent or guardian will be informed immediately when any of the following occur:

- Head injury;
- Temperature of 100 degrees or higher;
- Severe abdominal pain;
- Nausea, vomiting, and diarrhea;
- Injury where there is swelling, severe pain, or a question of a sprain or broken bone;
- Injury where there is significant bleeding or if bleeding does not stop in a short period of time;
- Chipped or avulsed (uprooted) tooth;
- Eye injury;
- Rash accompanied with fever;
- Animal or human bite; must be reported to proper authorities after emergency care has been given;

- Burns;
- Poisoning.

Student School Insurance

All students in Diocesan schools must be enrolled in the Diocesan-approved insurance program on a yearly basis.

Student Injury Forms will be filled out by the supervising adult and given to the parent/guardian who has the responsibility to file the claim.

Special Health Information

If any child has any special health problems demanding special care (such as Diabetes or a seizure disorder) this should be on record in the school office. **Parents should submit this information in writing to the office on or before the first day of school.**

Communicable Diseases

The school has a responsibility to provide a safe and secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Guidelines are available in the SC Schools Health Program Chart for Control of Communicable Diseases at School.

Those students diagnosed as having a contagious disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a threat to the school community. With such a statement, a student shall not be denied attendance.

Child Abuse

Parents/guardians must understand that all school employees are mandatory reporters of child abuse under South Carolina state law. Therefore, any suspected or confirmed abuse or neglect situations will be reported by the school to the appropriate authorities.

Crisis Prevention Plan

A Crisis Prevention Plan is in place for all areas of Saint Joseph Catholic School. Teachers are well prepared to implement the plan should the need arise. In case of a crisis, parents/guardians must follow the direction of the school and/or police. A copy of the crisis prevention plan is available in the school office.

Notification Regarding Ahera Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), in 2020 Saint Joseph Catholic School performed inspections of each of its school buildings for asbestos-containing materials. The inspection findings

and Asbestos Management Plan are on file in the school's administrative office. As per the requirements, qualified personnel have also conducted additional re-inspections and periodic surveillance.

All of the above-referenced reports are a matter of public record. As such, any interested party may review the documents by simply contacting or visiting the school office during normal business hours. Saint Joseph Catholic School abides by the Buckley Amendment, OSHA requirements and Asbestos Precaution Standards.

VII. General Information

Parent Teacher Organization (PTO)

The primary purpose of the PTO is to support the ongoing mission of Saint Joseph Catholic School. Through the PTO, parents/guardians and teachers strive to build community, strengthen communications, and provide resources necessary to support the school and the programs it offers. The PTO is also a forum for exchanging thoughts, expressing ideas, and sharing experiences. There are many opportunities to volunteer and become an active part of your child's school as well as make lifelong friends in the PTO.

Advisory Council

The Advisory Council assists the pastor and principal in the operation of Saint Joseph Catholic School. The President of the Advisory Council is Mr. Kevin Kaminski ([kaminsk@bell-south.net](mailto:kaminskk@bell-south.net)). This council meets in executive session monthly to advise and support the principal and the pastor. Parents who wish to address the Council must contact President Kaminski in advance and be placed on the agenda. The President reserves the right to grant or deny the request to speak to the council.

Parents' Role in Education

We, at Saint Joseph Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Joseph Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Respect of life and individual differences should be taught by action and word.

Once you have chosen to enter into a partnership with us at Saint Joseph Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6), your child needs constant support from both parents and faculty in order to nurture his/her moral, intellectual, social, cultural, and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you, as parents, must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she earns and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

The education of a student is a partnership between the parent/guardian and the school. Just as a parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parents as Partners

As partners in the educational process at Saint Joseph Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code.
- Completes assignments on time; and
- Has lunch and/or nutritional snacks every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass/services and teach the Catholic/Christian faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Authorized Persons to Pick-Up Students

Prior to the beginning of the school year, each family will complete via FACTS Family Portal a list of persons, and their telephone numbers, who are authorized to pick up their child(ren). Phone numbers will be used only in the event that your child becomes ill or injured and the school is unable to contact a parent or guardian.

If your child is riding home with someone other than his/her usual "pick-up" person, the parent/guardian has two options:

- Submit a written note to the office. The note must be dated and clearly signed by a parent or guardian.
- Parents may make changes using FACTS Family Portal by following the steps below: Login to FACTS Family Portal and make changes to Authorized Pick Up on FACTS Family Portal online. Parents should then call the school office to notify the school they have made a change on their authorized pick up on FACTS Family Portal. Official changes will not be made until both the authorized pick up is changed on FACTS Family Portal and a phone call verifying the changes is made to the school office. Office personnel will verify the change on the system and approve the change. Once the change is approved, the system will update all related persons (teachers, staff, and parents) of the change. All FACTS Family Portals changed to FACTS Family Portal

Parents/guardians may also submit a list of persons who are NEVER permitted to pick up their child(ren).

FACTS Family Portal

FACTS Family Portal is the online administrative portal used by Saint Joseph Catholic School. FACTS Family Portal can be accessed by clicking on the "FACTS Family Portal" tab under "Current Families" on our school web site (www.stjosdevine.com). Parents are encouraged to log in daily to check for messages from teachers and other parents as well as review grades and homework teacher notes. Parents may also find the school directory information in the portal. This is the PRIMARY mode of communication used by the school.

School Directory

Students and parents may not disseminate school directory information for business or recruitment purposes. The sole purpose of the school directory is for intraschool communication. The school may share family contact information with affiliated Diocese of Charleston organizations. Families may opt out of the family directory within the FACTS Family Portal when students are enrolled or reenrolled each academic year.

Monday Folder

A folder is sent home each Monday containing current information pertaining to school activities and the student's previous week's graded work and tests. **It is important that parents/guardians read all of the information each week. Parents/guardians are asked to sign the folder and return it on Tuesday of each week.**

General School Meetings

General school meetings are usually held two times each school year (in the fall and spring). During these meetings important information regarding the school's operation and upcoming PTO events are presented. Parents/guardians should make every effort to attend these meetings.

Confidentiality

Teachers, staff, and administration will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents/guardians will be promptly notified of teacher, staff, or administration concerns.

Parent/Guardian Information

Emergency information is recorded in FACTS Family Portal. **It is the parent's/guardian's responsibility to keep the emergency information accurate.** Parents/guardians are asked to contact the school office if there is a change of address or telephone number.

Divorced parents should submit a copy of the custody section of the Divorce Decree to the school office to avoid an unintended and potentially embarrassing situation. 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.

Parental Concerns

Communication among students, parents, and teachers is an important part of education. Educators value the opportunity to hear parents' concerns and perspective on issues.

Classrooms are busy places with many demands on a teacher's time. It is not possible to address all concerns immediately and adequately on a drop-in basis. Please bear in mind that the non-student time immediately preceding and following the school day is used for lesson preparation, grading, grade-level collaboration, staff meetings, scheduled appointments, training, and professional development.

Communication about problems works best when all parties work together with the same information to try to achieve a positive solution. **If you have a serious concern, please start by contacting your child's teacher**, keeping in mind that it may be necessary to schedule the time for a more focused discussion. If, after discussion with the teacher, you are unable to resolve the issue, you may contact the Principal.

In order to best address parent/staff communications, we request that parents follow these general guidelines:

- **If you have a classroom concern, please address it first with the teacher.**
- Please anticipate a response to your communication within 24-48 hours.
- Phone calls to the main office are best for immediate or urgent concerns. Because teachers cannot interrupt instruction to answer the phone, please call the office at **803-254-6736** for time-sensitive or urgent issues.
- Email communication works well for routine information or clarification.
- **If you need to make an appointment with the Principal, please call the office to schedule one. You will be asked when you schedule this appointment to give the reason for your conference.** If the issue involves one of the teachers, you will be asked to contact the teacher prior to meeting with the Principal. In some cases, the meeting you request will be with the Principal AND the teacher.

School Emergencies

When an emergency or weather conditions warrant the closing of school, late start, or early dismissal, parents/guardians will be notified via the FACTS Family communication system using email, text and/or phone call. Please look for **Saint Joseph Catholic School** when consulting school closing information on local media outlets.

School Lunch

Saint Joseph Catholic School has contracted Schoolhouse Fare to provide lunches and milk for our students each day. Parents may order lunches for their children via the Schoolhouse Fare web site link on our web site (www.stjosdevine.com). The lunches are delivered to the school on Tuesdays, Thursdays, and Fridays for the students. Parents may also elect to pack lunches at home for their students. Thermoses are recommended, as there are no facilities available to warm up foods brought from home. Students are not permitted to bring or have delivered caffeinated beverages. Please do not forget to send your child to school with a lunch. **Effective immediately, the school office will no longer accept lunch orders delivered to the school office.**

Carpool

IMPORTANT SAFETY GUIDELINES

- Do not drop your child off prior to 7:30 a.m. There will not be any staff on duty to supervise your child.
- Do not use cell phones during drop off and pick up.
- Do not get out of your car. Staff will be available to assist your child as needed. (If your younger child is unable to connect the seatbelt or harness in his/her car booster seat, you may step out of the car to do this. School personnel are not permitted to fasten seatbelts or car seats for your children.)
- Parking and walking your child in or out of school during carpool time is strongly discouraged.
- Do not park in parking lots of neighboring businesses. We do not have legal permission to use the facilities of our neighboring businesses. Our use of their parking lots deprives their customers and clients the parking to which they are entitled and creates a public relations problem between us and our neighbors.
- Do not make a left-hand turn into the school driveway from Devine Street.
- Please display the carpool sign provided by the school in your windshield.
- Do not park in the spaces in the driveway after 2:00 p.m. or you may be blocked in until after carpool is over.

MORNING DROP-OFF (7:30 a.m. - 8:00 a.m.) All Students

- Parents/guardians should drive around the back of the school following the route from Kilbourne Rd., right on Blossom St., right on Bonham St.
- From Bonham St. turn right onto Devine St. (at the light) so as to make a right-hand turn into the driveway.
- Do not enter the carpool line from Devine Street.
- Pull all the way up behind the car in front of you. Do not let your children out of the car until you are at the covered sidewalk. Staff will assist your children out of the car as needed.
- Do not drop off children at the back of the school or in neighboring parking lots for any reason! We do not have staff on duty to supervise those areas and due to the heavy traffic on Blossom Street in the mornings; this practice is dangerous.
- **If you arrive after 8:00 a.m. you will need to park and walk your child into the office to get a tardy slip.**

AFTERNOON DISMISSAL (3:00 p.m.):

FRONT CARPOOL – K4 – 1st grade and siblings/carpool

- Enter the driveway from Devine St. (via Bonham St.) as in morning carpool drop-off.
- Do not enter the carpool line from Devine St.
- Pull all the way up, either to the yellow line or behind the car in front of you.
- Children will be instructed by the staff when they may get into their cars.

BACK CARPOOL – 2nd - 6th grade

- Enter the gated driveway behind the school (closest to Kilbourne Rd.) from Blossom Street.
- Follow the white arrows painted on the asphalt. Three (3) lines feed into one (1) so that cars can move off Blossom St.
- Pull all the way up.
- Children will be instructed by the staff when they may get into their cars.

Procedure For Walkers and Bike Riders

Any student who will be walking home or riding his/her bike home will need to go to the back gate between the gym and the school building at dismissal. There will be a teacher on duty to release the student(s) after the dismissal bell rings. **STUDENTS ARE NEVER TO OPEN THE GATE THEMSELVES.** *All walkers and bikers are required to have a completed authorization form on file in the school office.*

Procedure for Impaired Parent Pick Up

Per DSS regulation 114-503F, Saint Joseph Catholic School must have a policy in place regarding the release of a child to an adult who is suspected of being impaired e.g: under the influence of drugs or alcohol: If a faculty or staff member has reason to believe that a child's safety will be compromised by releasing him/her to an impaired adult, the child will not be released. Additionally, a faculty or staff member will contact the Principal and the other custodial parent will be notified. If necessary, we will contact local law enforcement.

Procedure for Non-Custodial Parent Pick Up

Per DSS regulation 114-503F2, Saint Joseph Catholic School must have a policy in place to address the release of a child to a non-custodial parent: Any parent who has sole custody of a child must provide legal documentation to the school outlining the custody agreement. A non-custodial parent will only be allowed to pick up their child/children if the custodial parent notifies the school. If the non-custodial parent is not allowed to pick up their child and attempts to remove the child from Saint Joseph Catholic School the faculty or staff member will contact the Principal. The custodial parent will be contacted immediately. If necessary, SJCS will contact local law enforcement.

Emergency School Closing Procedures

When an emergency or weather conditions warrant a school closing, late start, or early dismissal, parents/guardians will be notified via the FACTS Family Portal communication system. Inclement weather typically occurs in parts of South Carolina during September/October and January/February making it easy to be proactive in preparing for school closures. Teachers are to prepare not only lessons to be taught in the classroom, but also lessons that comply with Distance Learning Plan (DLP) *the approved alternative option for school closures.* This will ensure that teachers and students will be able to continue their academic programs without the loss of instructional days. All assigned work must be completed during the day(s) the school is closed

and will be collected on the first day students return. Students who turn in the work upon return to school will be marked present (P) for the day(s) school was closed. Work will be graded. Students who do not turn in the work upon return to school will be marked AU for the day(s) school was closed. Work must still be completed and will be graded, with points deducted for lateness.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the lost and found basket. **Items placed in the lost and found remain there for 10 days. All personal items, such as clothing, lunchboxes, etc., should have the child's name on it.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parties

Students are permitted three to four class parties a year, as determined by the administration. Homeroom parents may assist the classroom teacher with these parties. We request that treats be divided into individual servings.

Students are not allowed to exchange gifts or to extend personal party invitations (written or verbal) on school grounds except for parties to which all class members are invited (or all girls or all boys).

Special Collections

No money is to be collected, accepted or solicited from students and/or parents/guardians without **the approval of the Principal.**

Media Release

Parents who do not wish to have their child's photograph or words used in school public relations/marketing publications must provide written notice to the school office.

Visitors

Visitors are permitted for academic programs only.

School visitors (volunteers, parents, etc.) must enter through the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer at the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

Saint Joseph Catholic School welcomes all parent and grandparent volunteers to our school family. In order to comply with the policies set forth by the National Council of Catholic Bishops and instituted by the Diocese of Charleston, all volunteers (and employees) are required to take the following steps before volunteering.

1. SAFE ENVIRONMENT TRAINING WITH SAFE HAVEN - Under the Charter for the Protection of Children and Young People, all employees and those volunteers with access to children must complete a course in prevention education. The training program the Diocese of Charleston chooses to use is Safe Haven. Training sessions are made available online. Please go to <http://charleston.CMGconnect.org> to complete your course. Download and print your certificate when you are finished or email it directly to kreedy@stjosdevine.com.

2. BACKGROUND SCREENING FORMS - All employees and volunteers over the age of 18 with regular access to children must complete a background screening packet. There are three [forms](#) within the packet that must be completed in their entirety.

3. REVISED DIOCESAN POLICY *Concerning the Protection of Minors and Vulnerable Adults and Code of Conduct for Church Personnel and Volunteers* (2022) - All employees and volunteers must read the Revised Diocesan Policy and sign the Acknowledgement of Receipt of the Policy. The policy can be found [HERE](#).

All individuals who volunteer in the school must read and complete the [Volunteer Screening packet](#) and will be asked to complete the Diocesan mandated background check. You may print the [required forms](#) for submission or obtain them in the school office.

If you have any questions, please contact Kerry Reedy, our school's Safe Environment Coordinator, at (803) 254-6736 or kreedy@stjosdevine.com.

All individuals who volunteer in the school must complete the Volunteer Sign-in sheet.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers.

VIII. After-school Programs and Activities

Student Council

Student Council is designed to provide opportunities for leadership and service in the fifth and sixth grades. To be eligible for Student Council, students must be in fifth or sixth grade, demonstrate leadership skills, keep up with their schoolwork, and consistently demonstrate our JOSEPH character traits.

Student Council members will be required to do a summer service project which requires pre-approval. All students who complete an application, service project, and service project summary will be selected for the Student Council. From within that group officers will be selected.

Religious – Altar Servers

Students in grades 4-6 who are members of Saint Joseph Parish have the opportunity to become altar servers. Information about altar server training is communicated in the church bulletin and the Monday Folder. Altar server training is announced and conducted by the Pastor and Principal, usually in the second semester.

Religious – Bel Canto Choir

Students in grades 3-6 may be eligible to participate in the Saint Joseph Church Bel Canto Choir. Specific information will be distributed during Open House, in the Monday folders, and via the church bulletin.

Religious – Cantors

Students in grades 4-6 who wish to cantor should contact the music teacher. She will train cantors and prepare them for service during Friday Liturgies. In addition, the corps of cantors will perform ensemble pieces on a few occasions during the school year.

Civic – Scouting

Saint Joseph parish offers Cub Scouts and Boys Scouts. Information will be communicated via the Monday folder and FACTS messaging.

Athletics

All children who attend Saint Joseph Catholic School or are members of Saint Joseph Parish may be eligible to participate in the school and parish-sponsored athletic programs, provided they meet the appropriate age and health requirements. In the older age groups, tryouts may be held at the discretion of the coach.

Fifth and sixth grade students may be eligible to try out for Cardinal Newman B and Junior Varsity teams at the discretion of the appropriate coach. Information regarding specific sporting activities will be communicated via the Monday folder and FACTS.

Miscellaneous Activities

Additional activities may be offered, including: Drama Club, Art Club, and Girls on the Run, etc. These additional activities, as well as others, may be offered at Saint Joseph Catholic School depending on the availability of a qualified leader and sufficient student interest. Information regarding all activities will be communicated via the Monday folder and FACTS. Some of these clubs and activities charge an additional fee that is not part of the student's tuition.

Extended Care Fees and Policies

The Extended Care program is open from 3:00 p.m. to 6:00 p.m. each regular school day. Completed and paid registration is necessary prior to use. Registration is \$15 per child. *This is a one-time annual fee and is due along with the 1st month's billing.*

Monthly Rates:

- Part-time only (3:00 pm to 4:15 pm) – \$100 per child **Part-time is only available during regular dismissal days and 2:00 p.m. early dismissal days.*
- Full-time (until 6:00 pm) – \$175 per child
 - Half days/Teacher In-service days – no additional fee (does not include Summer or Winter Camp) *Extended Care will be open on most in-service days. Please refer to the school calendar days Extended Care is closed.*

Occasional Rates:

- Daily (3:00 - 6:00 pm) - \$15 per child per day
- Half days (Noon - 6:00 pm) - \$30 per child per day
- Teacher In-Service days (8:00 am - 5:30 pm) - \$40 per child per day
(maximum monthly rate of \$175 per child will be charged for occasional users)

On days that school is closed due to inclement weather or other emergency closings, Extended Care will be closed.

Billing

All extended care billing will be done through FACTS Tuition Management. You can access all invoices and make payments conveniently by logging in to your FACTS Family Portal account and choosing Financial from the menu options on the right side of the screen. There are 10 billable months of extended care during the school year (billed September – June). Extended Care will not be drafted with your tuition. You will receive an invoice from FACTS and will have to log in to your FACTS Family Portal and choose Financial to make an online payment.

Late Pick-up Fee

After 4:15 pm for study hall users or after 6:00 pm for regular users. A late fee of \$20 per child per 15 minutes or any part thereof will be charged for any child picked up after 4:15 pm for part-time users or after 6:00 pm for full-time users. At the discretion of the principal, a family may be placed on a 30-day temporary probation for repeatedly picking up children after 6:00 pm. Should a lateness problem recur after being reinstated to the program, the family will be given a one week notice of termination of privileges for the remainder of the school year.

All persons listed in FACTS Family Portal as being an authorized pick-up person will be allowed to pick up your child from extended care. If you wish to add or remove an authorized pick-up person, please do so within FACTS Family Portal and inform the school office when a change is made so that it can be approved.

If you have questions regarding the extended care program, please contact one of the Extended Care Co-Directors: Elizabeth Comer (ecomer@stjosdevine.com) or Chapman Brown (cbrown@stjosdevine.com). For billing questions/concerns, please contact the Bookkeeper, Brenda Jones, at bjones@stjosdevine.com.

Dear Saint Joseph Parents and Students:

Please read the 2022-2023 Saint Joseph Catholic School Handbook with your child and familiarize yourself with its contents. In your child's first Monday folder, you will find a signature page upon which you will indicate with your signature that you have read and received this handbook. Please return this to the school no later than Monday, August 29th indicating that you and your children have read the policies and agree to follow them. **One form is due per student.**

Thank you for your continued support and commitment to excellence!

**WE HAVE READ AND DISCUSSED THE INFORMATION IN THE
SAINT JOSEPH CATHOLIC SCHOOL
HANDBOOK AND AGREE TO BE
GOVERNED BY SAID RULES AND POLICIES.**

Student Signature: _____

Parent/Guardian Signature(s): _____

Date: _____