

# Saint Joseph School

## Parent-Student Policies/Procedures and Handbook

Saint Joseph  
— SCHOOL —



2018-2019 Edition

**St. Joseph School/Parent Partnership Agreement**

**SCHOOL/PARENT PARTNERSHIP AGREEMENT**

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

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

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

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

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

\_\_\_\_\_  
Family Name: Date

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

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

**3RD-8TH GRADE STUDENTS ONLY**

I certify that I have discussed the Saint Joseph Parent/Student Handbook & Policies/Procedures Manual with my parent(s).

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\*Please read and discuss the handbook with your child/children, sign this form, and return this form to your child's teacher no later than the **Last Thursday in August (8-30-18)**. This form **must** be returned!

Thank you for your cooperation in this matter!  
SJS Faculty

## Table of Contents

MISSION STATEMENT	5
BELIEFS	6
General Goals	7
Accreditation	8
General Information	8
AIDS Policy	9
Alcohol and Drug Use Policy	10
Arrivals and Departures	11
Athletics	11
Attendance Policies	11
Attendance	13
Books	13
Calendar	14
Computer Network and Internet Use Policy	[see Appendix B for more information] 14
Conferences	16
Counseling	16
Courtesy	16
Curriculum	16
Custodial Parents	17
Daily Schedule	17
Deliveries	18
Discipline Policy	18
Drop off and Pick Traffic Flow	20
Extra-Curricular Activity Policy	20
Extra-Curricular Activity Eligibility Standards	21
Field Trips	22
Fundraising Policies	22
Graduation	23
Harassment	23
Health Policy	25
Head Lice	25
Health Records	26
Homework	26
Honor Roll	28
Illness	28
Insurance	28

Library	28
Logo	29
Lost & Found	29
Lunch	29
Medication	29
Organizations	29
Non-Discrimination Policy	29
<b>SJS Playground Rules</b>	<b>30</b>
Pregnancy Policy (2004)	31
Pre-Kindergarten Program	31
Record Access	31
Record Release	31
Reports of Academic Progress	32
Grading Scale	33
Resolution of Disputes Policy	33
Retention and Promotion Policy	34
Standardized Tests	35
Student Clubs and Organizations Policies	35
Student Release Policy	35
Telephone	36
Tuition and Financial Policies	36
Financial Agreement 2017 – 2018	36
<b>With Parish Subsidy (For active members of a Catholic Parish) Total (Tuition &amp; Fees)</b>	<b>36</b>
<b>Non-Catholic Students Total (Tuition &amp; Fees)</b>	<b>36</b>
A. Registration, Tuition & Fees Payment Schedule	37
B. Late Fees and Subsidy (See subsidy information below.)	37
C. Admission/Collection Policies	37
Parish/School Subsidy Information	38
Uniform Policy	38
Uniform	38
Vending Machine Policy	44
Visitor Policy	44
Visitors	44
Weather Emergency	45
Weekly Folders	45
Conclusion	
APPENDIX A: St. Joseph Parent Teacher Communication Policy	46

APPENDIX B: St. Joseph Aftercare Handbook	49
APPENDIX C: RESOURCES ON TECHNOLOGY AND CYBERSAFETY FOR PARENTS	53
TIPS, RULES AND INFORMATION ABOUT ONLINE USE AND SAFETY:	54

## MISSION STATEMENT

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

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

## VISION STATEMENT

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

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

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

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

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

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

## **BELIEFS**

The St. Joseph School Community believes that:

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

## **PHILOSOPHY**

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

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

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

### **General Goals**

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

### **Accreditation**

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

### **General Information**

(listed alphabetically for ease of reference)

#### Admissions Policy

(Revised 2015)

Applications can be found on the school website, under the “Admissions” tab, and labeled Application.

1. The admissions policy for Saint Joseph School adheres to the laws of the State of Tennessee and the Department of Catholic Education that determines age, health and academic records required for admittance. This school will not discriminate on the basis of race, sex, color, or national origins in its educational program, activities, or employment.
2. The State of Tennessee Department of Education requires the following policies by which we abide. A student entering pre-kindergarten must be three years old by August 15th of the current academic year to enter PreK. A student entering kindergarten must be five years old on or before August 15<sup>th</sup> of the school year of application. A student entering first grade must be six years old according to the same standard.
3. After the application is completed and returned to the school, you will be contacted by St. Joseph School to schedule a day to visit and have the necessary testing conducted for your student(s). Applicants for grades 1-8 are asked to come for a full-day visit during which they will join the regular classes and have an opportunity to experience St. Joseph School. During the day, the visiting student will participate in class work for their grade level and take tests according to this level.

4. Kindergarten screenings will be conducted in the spring prior to the school year of application.
  5. Parents will submit the following records in accordance with the regulations of the Tennessee Department of Education:
    - a. Most recent report card and standardized test scores (if applicable)
    - b. Birth certificate
    - c. Permanent Tennessee Certificate of Immunization
    - d. Letter of recommendation from previous school (if applicable)
    - e. Reports of special education testing (if applicable)
  6. Parents will be notified via email whether or not a student has been accepted to St. Joseph School. **All new and transfer students are accepted on a one year probation period.** St. Joseph School reserves the right to interpret this policy and all decisions on the admission or non-admission of a student at the sole discretion of St. Joseph School and Parish.
  7. In order to apply for the Catholic tuition rate, parents of Catholic students must supply a copy of their child's Baptismal certificate, along with certification from their pastor that they are contributing members of their Parish. (Parents should request the subsidy policy of their parish.) Parents must submit the subsidy request form to their home parish by the end of the 3rd academic quarter.
  8. All admissions are subject to the approval of the principal and will be based upon and given priority in the following manner: currently registered students who continue to meet school standards, are current and have no outstanding tuition, cafeteria, library, or other fees, and complete the pre-registration process on or before the established deadline, and the siblings of such students; registered, contributing parishioners of Saint Joseph Parish and then members of other parishes (must provide signed subsidy card from the pastor prior to acceptance); and non-Catholic students.
  9. Limitations of space and class size may require the establishment of a waiting list at some grade levels. Students from this list will be admitted on the above criteria and the following: level of active parish membership as determined by pastor, children of Saint Joseph School alumni, non-Catholics without prior connection to our school.
  10. Transferring students must be in good standing with acceptable school records (academic, behavioral, standardized testing, attendance, etc. and recommendation of prior school teacher or principal).
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### **AIDS Policy**

Students infected with HIV shall not be denied enrollment/continuation of educational services in school on the sole basis of the HIV status. No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without

the written consent of the parents/guardians.

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### **Alcohol and Drug Use Policy**

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

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

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

1. Suspension;
2. Inclusion on a work list to aid in physical chores around the school;
3. Loss of privileges during probation/suspension, can include, but is not limited to: lunchroom isolation, loss of class outings and loss of participation in extracurricular activities
4. Depending on the severity and/or repetitiveness of the situation, loss of privileges may include one or more of the following consequences:
  - a. An extended period of probation/suspension
  - b. Suspension from school and/or in-school suspension
  - c. A faculty board to consider appropriate consequences for inappropriate behavior and/or recommend withdrawal or expulsion. This board will consist of the principal, the disciplinary committee and the pastor of Saint Joseph Parish.
  - d. Expulsion by the principal in agreement with the pastor of Saint Joseph Parish

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

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

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

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

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### **Arrivals and Departures**

- **In the morning** ALL students are to be dropped off in the rear school parking lot.
  - **ONLY PreK & Kindergarten** students may enter through the PreK & Kindergarten doors.
  - Students arriving before 7:45 a.m. are to go to the cafeteria.
  - Students do not enter the classrooms or hallways prior to 7:45 a.m.
  - **In the afternoon** ALL students are to be picked-up in the rear school parking lot.
  - Students may not be picked up in the front of the school or any other location.
  - For the safety of all the children family pets are to remain inside the cars while on school grounds.
  - **Early checkouts** should be avoided. If necessary for a doctor appointment, parents need to send in a written permission to the teacher.
  - Early checkouts are only permitted before 2:50 p.m.
  - Families who do not follow the pick-up procedures will have their students sent to the SJS After Care Program to ensure the safety of all faculty, students, and parents. Parents/Guardians will be required to pick their students up from the After Care Program once parking lot dismissal has concluded.
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### **Athletics**

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

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

As in all extra-curricular activities, students participating in sports must maintain acceptable academic averages during the season of play or they risk the chance of being placed on suspension. Please refer to the Saint Joseph School *Extra-Curricular Activity Policy* and the *Extra-Curricular Activity Eligibility Standards* for further clarification.

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### **Attendance Policies**

Regular daily school attendance is essential for a successful academic experience. It is the expectation of Saint Joseph School that its students be at school for a full day each day that

school is in session. Student attendance records for each marking period shall be reported to the parents on the student's report card.

### General

1. School is scheduled from 7:55 a.m. to 3:00 p.m. Leaving the school grounds is not permitted during school hours without the proper permission of the parents and the principal.
2. Parents/guardians are encouraged not to schedule appointments for students during school hours.
3. Permission for extended absences from school must be obtained from the principal. This request must be made in writing at least one week prior to the event. Students may be allowed to make up work missed when they return if the principal has excused the absence in advance.
4. Parents/guardians must state in writing the reason for the student's absence. This must be turned in to the homeroom teacher on the day the student returns to class.
5. For record keeping purposes, students attending school less than 3.5 hours will be considered absent for that day.

### Excused Absences

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

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

### Excessive Absences

1. Saint Joseph School considers five excused absences in a quarter or three unexcused absences in a year to be excessive. Absences due to illnesses, provided that they are consecutive days, will be counted as one absence under the excessive absence record. Excessive absences will be dealt with according to the following policies:
2. After three unexcused absences, the parents/guardians of the student will receive a letter stating that this is excessive. The principal in consultation with the teacher(s) will indicate academic consequences in writing.
3. Students with five unexcused absences in a school year are in violation of the compulsory attendance laws of the State of Tennessee. By law, the student's name in question must be submitted to the Board of Education.

### Tardiness

Students will be considered tardy if they enter their classrooms or Mass after **7:55** a.m.

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

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

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### Attendance

When reviewing records for perfect attendance, three tardies will be equal to one absence. The policy of the Diocese of Nashville states strongly that in cases of extreme absence or tardiness, “the Principal must demand that the parents amend the situation immediately. Should they refuse, the Principal has the right to ask the parents to remove the child from the school.” Further, “It is assumed that the student's experience in a Catholic school is more than intellectual. The Catholic school impacts the child's social, emotional, spiritual and physical dimensions. A student who is an excessive absentee has not experienced the total breadth of the school program and serious consideration should be given whether the child should be retained or promoted to the next grade level.” Please refer to the *Attendance Policy* in this handbook for further clarification.

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### Books

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

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### Bus

#### Bus Safety Conduct

1. Students must remain seated with feet on the floor in front of them; their feet must not be in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion as if they were wearing seat belts.
2. Students will not extend hands, arms, heads or objects from the bus windows at any time.
3. Students may adjust windows only when permitted to do so by the driver.
4. Students may not throw any object including trash or paper either within or out of the bus while waiting for, riding, or after leaving the bus.
5. Eating and drinking food and beverages on the bus is not permitted.

6. Animals, knives, matches, firearms, including cap and water pistols, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
7. Necessary schoolbooks and backpacks are permitted.

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

### **Calendar**

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

### **Computer Network and Internet Use Policy** [see Appendix B for more information]

#### *General Information*

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

#### **Terms and Conditions**

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

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

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

**The following uses are prohibited:**

1. Plagiarizing copyrighted material
2. Viewing threatening or obscene materials or materials protected by trade secret or classified government information
3. Use of Saint Joseph's network technology for commercial activities by students or for-profit institutions
4. Use of product advertisement or political lobbying
5. Vandalism/destruction of another's work
6. Stalking, harassment, discriminatory remarks, and any anti-social behavior
7. Theft
8. Violations of privacy
9. Transmission and/or viewing of any material in violation of any U.S., state or local regulation
10. Participating in on-line chat
11. Downloading computer, computer systems, or computer networks
12. Using another user's password or attempting to find out another user's password
13. Sharing your own password
14. Trespassing in another user's files, folders, home directory, or work
15. Intentionally wasting limited resources such as disk space and printing resources
16. Social Media, including but not limited to, Facebook, Twitter, Instagram, SnapChat, etc., are prohibited at St. Joseph School (see pg. 41-47).
17. Attempting to bypass any security or protection software and services.

All Saint Joseph policies and regulations apply to the use of the technology and are intended to support the educational mission of this Catholic institution. If Saint Joseph School incurs a cost due to student negligence or misuse, the student will be held responsible for the cost.

By using the network, students and their parents agree to all policies, procedures, and conditions that are now or may hereafter become applicable to such use, and waive any and all claims against the school arising out of such use, including, but not limited to, claims for breach of any right to privacy.

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

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

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### **Conferences**

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

Phone calls or e-mail to teachers at their homes is not permitted.

Problems should be solved at the lowest level. It is advisable that persons having a problem with another individual go directly to that person before going to that person's supervisor.

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### **Counseling**

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

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### **Courtesy**

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

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

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### **Curriculum**

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

As the Eucharist is the source and summit of the Christian life, we participate in the Holy

Sacrifice of the Mass as a school community each week. Daily liturgies are prepared and attended by individual classes. Parents are strongly encouraged to attend the Liturgy with us. A Catholic human sexuality course is included in the Religion program.

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

### **Custodial / Non-Custodial Parent Policy**

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

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

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

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

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

### **Daily Schedule**

The traditional August to May schedule is followed. The school day begins at 7:55 a.m. A student arriving after that time is considered tardy and must report to the office, give the reason for being late and obtain an admittance slip to present to the teacher. Excessive tardiness can result in serious consequences (see section on Attendance). School dismisses at 3:00 p.m. on Monday through Friday. The school expects students to be off the property by 3:30 p.m.

**The cafeteria is opened each day at 7:00 a.m.** The school is not responsible for children arriving before the cafeteria opens. Students who cannot show acceptable and appropriate behavior in the cafeteria will be subject to the disciplinary policies of the school.

A licensed After-School Program is available at Saint Joseph School. All students will be registered for the program. However, students remaining at school after 3:35 p.m. will be sent to after care. The Saint Joseph School After Care Program is an extension of the SJS school program. The SJS After Care program runs from 3:00-6:00pm. Students being picked up after 6:00pm will be charged \$3.00 per minute per child since the After Care Program Director and

staff will wait with them for their parents.

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### **Deliveries**

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

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### **Discipline Policy**

(Revised 2015)

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

The following policies will be observed at Saint Joseph School:

1. Students are to conduct themselves at all times in a manner appropriate for a Christian environment.
2. Students will treat each other, school employees, and visitors with respect, be responsible, and give their best effort. *See Harassment Policy pg. 21*
3. Students will be made aware of and will be expected to follow classroom rules.

NOTE: If a student chooses to disregard the above policies, he/she will be subject to disciplinary action. Demerits [grade 4-8] or conduct referrals [grades K-3] may be issued for nonconformity to school and classroom rules. For students in grades 4-8, **four demerits will equal one hour of detention**. Detention will be scheduled at the discretion of the principal and/or the dean of students and must be served at that time. If the detention is missed, an in-school suspension will be served by the student the following school day. If a second detention in one semester is received, the student will serve an in-school suspension [instead of the detention] with zeros given for any missed work. Two or more suspensions in a semester could result in the student being removed from Saint Joseph School. The school reserves the right to search backpacks and desks, and all other property and items on Saint Joseph grounds.

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### **Discipline**

Discipline is fundamental in education. Complete education implies that a child act in conformity with regulations imposed by parents, teachers, and others in authority. The ultimate goal of all discipline is self-discipline and growth toward Christian maturity. Self-discipline and Christian modes of behavior are expected of all Saint Joseph School students.

It is extremely important that a student be thoroughly convinced that his/her parents stand behind the school and its policies and that they expect their children to act accordingly. With such an understanding, students will perceive that home and school serve them by working

together to resolve conflicts or misunderstandings that may arise and by supporting one another in all things.

Expectations include the following but are not limited to:

1. The prescribed uniform is to be worn by all students, and in accordance with the Uniform Code.
2. The telephone may be used only with permission of the secretary or the Principal.
3. Students may not have electronic devices in use during school hours. All electronic devices must be powered off and stored in the student's backpack. If an electronic device is used during school hours, it will be confiscated and must be picked up in the office by a parent at the end of the school day. A second offense will result in confiscation, and a \$10 fine. Third and subsequent offenses will result in a \$25 fine. All fines collected will added to the SJS Technology Department.
4. All faculty and staff may discipline students in all grades.

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

#### Demerits

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

The following violations will result in an automatic demerit being issued:

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

#### Serious Consequences for Inappropriate Behavior

Just cause for an automatic detention, suspension, or expulsion shall include, but is not limited to, the following serious violations: chronic misbehavior in class, chronic failure to observe school rules, disrespect and/or disobedience to teachers or staff, fighting, academic dishonesty including cheating, plagiarism, the copying of another's homework, and forgery, making threats of a serious nature, use of profanity, obscene conduct or possession of obscene literature or materials, theft, deliberate damage to school property, books, or equipment or to the property of another, possession of knives, weapons, fireworks, etc. or anything that may threaten to harm another person, smoking, use of smokeless tobacco, vaping, drinking alcoholic beverages, inappropriate drug use, leaving school grounds without permission, or other

inappropriate behavior considered serious by the administration.

A student accused of a serious wrong can be placed on a home-study program pending the outcome of adjudication or investigation.

### **Drop off and Pick Traffic Flow**

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

*Take me to the diagram*

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

### **Extra-Curricular Activity Policy**

(Formally the Athletic Policy; Revised 2015)

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

Participating in school-sponsored events is considered to be a privilege and is not a valid excuse for a student not completing homework. Students serving a suspension are ineligible to participate in extra-curricular activities for the duration of the suspension. Students serving a detention are ineligible to participate on that day. Please refer to the *Extra-Curricular Eligibility Standards* for specific guidelines concerning extra-curricular activities.

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

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

1. Poor sportsmanship at any time, whether in practice or in game play, will result in serious consequences including suspension from play.
2. Each student must have a complete physical examination prior to his/her participation, including practice, in interscholastic athletics. The cost of this exam will be borne by the parent or guardian of the student. These records will be held on file in the Principal's office.
3. Athletic schedules will be filed in the Athletic Director's office.
4. All coaches must submit to a criminal background check before working with children as required by Diocesan Policy. The pastor and principal must approve all coaches working with children.
5. A disclaimer and "release from liability forms" signed by the parent or guardian must be on file in the school office prior to athletic participation.
6. Coaches will have a first aid kit in the immediate vicinity during all practices and games.
7. Parents and/or guests creating disturbances during games, using inappropriate language,

found to be verbally harassing coaches or officials of either team must appear before the pastor, principal and Athletic Director to explain their behavior and may be banned from one, or more, or all future competitions. Parents and/or guests who are asked to leave a competition may be banned from all subsequent games. Parents and/or guests who become physical with any other person at an athletic competition, regardless of severity, will be banned from all future competitions and subject to possible criminal and/or civil consequences.

### **Extra-Curricular Activity Eligibility Standards**

[Revised 2015]

Students choosing to participate in extra-curricular activities at Saint Joseph School are expected to maintain passing averages (70% or higher) in **all subjects**: the core-curriculum subjects [Religion, Math, Science, History, English, Literature, Spelling, & Vocabulary], as well as the co-curricular subjects [Art, Band, Computer, Music, Physical Education, and Spanish], as indicated on the mid-term and nine week report cards. However, a student who does not maintain passing averages in more than 1 subject will be placed on probationary standing. The student will be suspended from events/games for minimum of a one week period until that failing grade(s) has been brought up to 70% or higher for grades 3-8 and N or above for K-2.

Likewise, the behavior of all students choosing to participate in extra-curricular activities at Saint Joseph School must reflect proper Christian conduct. This will be indicated by an "E" Excellent, "G" (good), "S" (satisfactory), or "N" (needs improvement) on the mid-term or nine week report cards.

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

1. Mid-term: if a student earns more than one failing grade in any subject, he/she will not participate/play in the games/events following the report; he/she will not play for two weeks following the report. One week of passing grades or midterm or 9-week report re-instates the student in the activity. Notices of ineligibility are sent home with the mid-term report.
2. 9-week report card: if a student earns a failing grade in more than 1 subject, he/she will not participate/play in the games/events following the report. One week of passing grades or midterm or 9-week report will re-instate the student in the activity. Notices of ineligibility are sent home with the 9-week report card.
3. If a student earns a detention he/she will inform his/her parent(s) by telephone the day of the detention. The student will serve the detention at the next eligible time and will be ineligible to participate in all extracurricular activities for a period of one week from the date the detention was issued.
4. For students in grades K – 4, the consequences for conduct grades are as follows at mid-term and the 9-week report:

For a conduct grade of "U", the student will be suspended from the next game or

event following the report.

5. For students in grades 5 – 8, the consequences for conduct are as follows:

Students who have earned a detention or suspension will not participate/play in the event or game scheduled following the completion of the scheduled detention/suspension.

### **Field Trips**

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

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

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

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

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

### **Fundraising Policies**

1. Fundraising drives shall be limited to activities that support the educational goals of the school. All fundraising drives shall have specific goals and objectives that can be shared with teachers, staff, and the community.
2. Organizations will not conduct fundraising campaigns that involve students without written permission of the principal.
3. The collection and dispersal of all fundraising monies shall be handled through school bookkeeping procedures.
4. All solicitation involving businesses or individuals outside the immediate school community requires the approval of the Parish Finance Board's Development Committee. Solicitation at parish Masses must be scheduled through the church office and requires the permission of the pastor.

5. The principal shall keep the teachers and the community informed on fund-raiser collections and dispersals and will publicize the final results of the fundraising campaign.
  6. Individual classrooms or teachers may not conduct sales or fundraising activities without the approval of the principal.
  7. No school employee shall conduct any school fundraising activity for personal, or non SJS financial gain.
  8. The Principal must approve all fundraising activities.
  9. Door-to-door fundraising activities are prohibited.
  10. No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process (lottery).
  11. Guiding Principles:
    - a. Students will not be excused from a regular class activity to solicit funds.
    - b. No quotas will be imposed on students involved and their efforts will be voluntary.
    - c. Students who do not participate in fundraising drives shall not be discriminated against or punished in any way.
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### **Graduation**

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

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

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### **Harassment/Bullying Policy**

\*Bullying is not a form of conflict and can't be dealt with by mediation. Bullying occurs when one or more students expose another student to repeated negative actions that do not respect the dignity of the human person. Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Sexual harassment is unwelcomed sexual behavior that makes a student or employee feel uncomfortable or unsafe. Harassment damages the family atmosphere of the school community and undermines its mission. Federal and state laws make harassment a serious offense liable to punishment. Verbal harassment, such as taunting, excessive teasing and bullying will not be tolerated by the St. Joseph School Community.

As a Catholic school, each child is to be treated with respect and without humiliation or

harassment by other students. Students are asked to inform a caring adult when an inappropriate or hurtful situation occurs. Parents are asked to inform the school immediately if such situations develop or continue after the school addresses them. Any threat of physical harm to another student, teacher, or any member of our school community will be taken seriously and addressed appropriately. Students, parents and employees are asked to notify the school administration immediately if such incidents of harassment occur. Such behavior will not be tolerated. Reports will need to be detailed with complete cooperation of all parties involved. Appropriate action will be taken including immediate suspension and permanent removal from school.

#### The St. Joseph Bullying Policy:

- Relates to all St. Joseph School students regardless of where an action takes place
- Applies to all students as long as they are registered at St. Joseph School
- Includes, but is not limited to ,the following actions:
  - Physical bullying (pushing, tripping, hitting, kicking, punching, stealing property, bumping into another student or brushing up against them on purpose, standing in someone’s way, or standing too close or deliberately impeding or blocking movements, patting, hugging, kissing without permission, grabbing, unwanted physical touching, pinching)
  - Verbal bullying (name-calling, mocking, making fun of others, threats of physical harm, inappropriate voice mail, notes or letters, threatening or belligerent words, insults, derogatory comments, comments about a person’s body, sexual jokes, suggestions, slurs or remarks; sexual stories or rumors)
  - Visual (derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures)
  - Relational bullying (social isolation and exclusion, rumor-spreading, threats to spread rumors, staring at another’s body, mimicking in an insulting way, inappropriate gestures or looks)
  - Cyber-bullying (inappropriate messages, e-mails, instant messages, tweets, snapchats, Facebook, and other social media, posts on web sites, or digital videos or pictures over the phone or internet)

#### ***Consequences for Bullying:***

***The first indication that bullying has occurred: Warning.*** If indicated that bullying has occurred, the student will receive a first warning. Parents of the student will be notified of the warning.

***The first verified instance of bullying:*** The student will meet with the Dean of Students and will call his/her parents during the meeting. Appropriate consequences will be given, including but not limited to, meeting with the school counselor, receiving demerits or conduct referrals, or other appropriate consequences.

***The second verified instance of bullying:*** The student will meet with the Dean of Students, school counselor, teacher and parents to discuss further actions. The student will receive appropriate consequences including but not limited to detentions.

***The third verified instance of bullying:*** The student and parent are notified by the Principal or

Dean of Students of the consequences of in-school suspension. Counseling in school will be required and counseling out of the school setting will be recommended.

***The fourth verified instance of bullying:*** The student meets with the Principal, Dean of Students and parents to receive the possible consequence of expulsion.

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

### **Health Policy**

(Updated 2016)

1. A licensed physician must prescribe all prescription drugs given in school.
2. All prescriptions for long-term medication shall be renewed/reviewed annually. Changes in prescription medication shall have written authorization from the licensed prescriber.
3. The parent/guardian shall be responsible at the end of the treatment for removing any unused medication from the school.
4. No medication, prescription or non-prescription, may be carried by a student at any time without special permission from the principal. ALL medication must be brought in and picked up in the school office by a parent or authorized adult.
5. Students are responsible for going to the office and asking for their medication, which must be taken under the supervision of a staff member.
6. All immunizations must be completed before entrance to Saint Joseph School will be considered.
7. Updates of immunization must be filed in the office before a student may begin classes.
8. If a student goes home sick (fever [over 100 degrees], stomach virus, or other), they may not participate in any extra-curricular activities that day.
9. If a student's fever is 100 degrees or higher, the student MAY NOT return to school or any school activity until they are fever free, virus free (including diarrhea and vomiting) w/o fever reducing medicine for 24 hours.
10. Students may not come to school if they have any of the following: Rash covering entire body, Strep Throat (until on antibiotic for 24 hrs), or any communicable disease including (but not limited to) chicken pox, mumps, measles, pink eye.

### **Head Lice Policy**

(Updated 2016)

Incubation Requirements for Returning Period to School

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

Lice Policy:

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

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

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

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### **Homework**

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

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

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

Students who consistently choose to not complete homework and assignments will be subject to a Parent-Teacher-Principal conference. Academic contracts, and other consequences,

including a request for the student to leave SJS are possible for consistent non-compliance.

### **Homework Policy**

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

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

### **Homework should provide:**

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

### **Parents will:**

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

### **Students will:**

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

- Discuss homework policy with parents.
- Accept responsibility for homework following absence.

### **Honor Roll**

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

#### Principal's List:

All A's with conduct and effort being excellent (E) good (G) [*B+ in Algebra for 8th grade*]

#### Scholastic Honors:

All A's and B's with conduct and effort being excellent (E) good (G)

#### Saint Paul Society: [*Applicable for grades 1-8*]

A conduct and effort grade of excellent (E) good (G)

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### **Illness**

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

Communicable diseases: When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis (pink eye), streptococcal infection, head lice, or other communicable disease is suspected, the parents of the student will be called immediately and asked to remove the child. Students returning to school after recovering from a contagious disease will be readmitted upon receipt of a doctor's written verification of their recovery if warranted.

If a student has been ill with a fever, cold, sore throat, skin rash, he/she should NOT be in school. A child should be free of symptoms and/or fever for at least 24 hours before returning to school. This is state law.

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### **Insurance**

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

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### **Library**

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

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**Logo**

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

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**Lost & Found**

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

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**Lunch**

Lunch service will be provided at cost to the student's family, if students choose to use the cafeteria. We encourage parents to speak with their children about lunch and cafeteria services, and what they are allowed to purchase. The cafeteria is not able to limit the options available to individual students. Milk may be purchased separately. All charges not paid will be sent home. The voluntary assistance of parents in serving lunch is welcomed and coordinated by the cafeteria manager.

Carbonated beverages, energy drinks, caffeinated drinks, and the like, are not to be included in student lunches.

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**Medication**

Please refer to our [Health Policy](#) in this handbook.

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**Organizations**

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

The School Board Committee, consisting of 11 voting members, has as its specific function to recommend goals for the school in the area of finance, buildings and grounds, policy and planning, home and school, marketing and development, and sports.

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**Non-Discrimination Policy**

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

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## **SJS Playground Rules**

### **Students will not do the following:**

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

### **Equipment to be used:**

- Nerf footballs
- Kickballs
- Soccer balls
- Jump ropes
- Basketballs
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### **Children should never use physical contact.**

### **Parties**

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

Saint Joseph School does not sponsor “coed parties” and/or dances. Pairing off and being exclusive limits their growth potential for friendships and sometimes presents situations that they are not ready to handle. We ask parents to be supportive in this directive and encourage students

to take part in wholesome and good activities and broaden friendship opportunities.

### **Photography (UPDATED 2017)**

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

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### **Pregnancy Policy (2004)**

1. Pregnancy, per se, shall not be a reason for expulsion. The principal, in consultation with the pastor and Superintendent, shall make the final judgment as to the most appropriate educational program of the student. In light of compassion, each case will be judged individually. An unwed mother shall not be excluded arbitrarily from the formal education process.
  2. If the father of the child is a student at Saint Joseph School, appropriate counseling is required.
  3. Counseling shall be made available for ALL involved parties and may be required for continued enrollment.
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### **Pre-Kindergarten Program**

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

### **Record Access**

Access to records may include not only an oral description by the authorized school official, but also permission to read or take away a copy of the original record. Only the principal, as custodian of the record, authorizes the release of personal information about students.

If a parent wishes to view the official records of his/her child, the parent must send a note to the principal stating this request. Within 24 business hours, the principal, or her designee, will contact the parent to set up a mutually convenient time for the parent to view the child's record in the school office.

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### **Record Release**

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

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## **ST. JOSEPH SCHOOL ACADEMIC HONOR CODE**

St. Joseph School students will contribute to the Christ-like spirit that is at the heart of the school community. Therefore, St. Joseph students will exhibit honorable conduct at all times promoting the dignity of all human persons. The following honor code applies to **all** St. Joseph students. Cheating, plagiarism, lying, stealing, forgery of signatures on test/documents, failure to respect school property or persons, including bullying and harassment of any kind are serious breaches of the honor code. Cheating is giving or receiving help on a test or assignment.

This includes the following:

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

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

- First offense: The student will receive a zero on the test or work, the student will serve a detention, the parents will be notified, and the student will meet with the principal or designee. The parent must sign the forged test or document.\*
- Second offense: The student will receive a zero on the test or work, the student will serve an in-school suspension, and there will be a conference with the student, principal or designee and a parent. Curtailment of extra-curricular activity if a document is involved.
- Third offense: Student subject to expulsion.

\*Examples of a "document" are permission slips needed by the sponsor of an extracurricular activity, test/quiz papers or detention notices sent home for a signature, etc.

## **Reports of Academic Progress**

Saint Joseph School recognizes that parents are the first and primary educators of their children. Therefore, we strive to involve the parents and family in every aspect of our educational endeavors and to communicate with parents in a routine and timely manner regarding their child's progress through reports of academic progress, standardized testing and weekly folders.

Communication with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessment, parent-teacher conference and performance reports. Scholastic report cards are issued four times each school year for students in kindergarten through the eighth grade. Midway through each nine-week period interim reports will be sent to the parents of students in grades 1 through 8. These reports indicate satisfactory or unsatisfactory progress. Parents should sign and return all report cards within one week of their issuance.

The grading scale appropriate for each level is noted on the report card and below.

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

### Grading Scale

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

<b><u>GRADES 1 – 2:</u></b>	
E	92.5 - 100
G+	89.5 – 92.4
G	87.5 – 89.4
G-	85.5 – 87.4
S+	82.5 – 85.4
S	79.5 – 82.4
S -	76.5 – 79.4
N	70.0 – 76.4
U	69 -0
<b><u>CONDUCT/EFFORT:</u></b>	
E= EXCELLENT	
G = GOOD	
S = SATISFACTORY	
N = NEEDS IMPROVEMENT	
U = UNSATISFACTORY	

<b><u>GRADES 3 – 4:</u></b>	
A	93 – 100
B	86 – 92
C	85 – 77
D	76 – 70
F	BELOW 70
<b><u>CONDUCT/EFFORT:</u></b>	
E= EXCELLENT	
G = GOOD	
S = SATISFACTORY	
N = NEEDS IMPROVEMENT	
U = UNSATISFACTORY	

<b><u>GRADES 5 – 8:</u></b>	
A+	100 – 99
A	98 – 95
-	94 – 93
B+	92 – 91
B	90 – 88
B-	87 – 86
C+	85 – 84
C	83 – 79
C-	78 – 77
D+	76 – 75
D	74 – 72
-	71 – 70
F	69 & BELOW
<b><u>CONDUCT:</u></b>	
E = EXCELLENT	100% no demerits
G = GOOD	95-93% 1 demerit
S = SATISFACTORY	92-87% 2 demerits
N = NEEDS IMPROVEMENT	84-87% 3 demerits
U = UNSATISFACTORY	76% 4 demerits

### **Resolution of Disputes Policy**

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

The following steps should be followed:

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

Person with whom conflict exists→ principal→ pastor→Parish/School Arbitration Board→Superintendent of Schools→Diocesan Tribunal

### **Resource Teacher and Tutor**

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

Title I teacher services are also available two or more days a week for students who are eligible through the Title I Federal Program Guidelines.

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### **Retention and Promotion Policy**

(Revised 2015)

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

**Primary Grades 1-3:** Retention in the primary grades will be due primarily to the lack of achievement in the language arts. Failure to read well will be a deterrent to achievement all the way through school. Usually the inability to read on grade level will affect all grades. Some students will always read below level, but compensation skills and study techniques can be acquired to allow students to successfully complete a grade level.

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

- Religion
- Language arts (Reading/Literature, English, Composition and Spelling)
- Mathematics
- Science
- Social Studies
- Specialty Subjects (Computer, Art, Music, Physical Education, Discover/Health and Spanish or any subject provided under the title of specialty are combined to equal a single grade that is averaged with core subjects)

A student who has received a general average of 70% (D-) in these subjects for the year is to be promoted, provided he/she achieved passing grades (at least 70%) in the core subjects of English, Reading/Literature and Math.

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

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**Standardized Tests**

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

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**Student Clubs and Organizations Policies**

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

A teacher must receive written notice concerning an early dismissal prior to the time of dismissal: the day before or morning of the early dismissal. A child will be released from school only to his/her parents/guardians or to persons authorized by parents and made known to the school authority.

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

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

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**Telephone**

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

**Tuition and Financial Policies****Financial Agreement 2018 – 2019**

This Financial Agreement must be signed by the parent/s or guardian/s and be on file in the school office before the student/s may start classes. Failure to meet any of the agreements may result in student/s losing their place/s at Saint Joseph Catholic School.

***Kindergarten – 8<sup>th</sup> Grade***

<b>With Parish Subsidy (For active members of a Catholic Parish)</b>	<b>Total (Tuition &amp; Fees)</b>
Families with 1 child	\$6,635
Families with 2 children	\$11,818
Families with 3 children	\$15,798
Families with 4 children	\$18,516

<b>Non-Catholic Students</b>	<b>Total (Tuition &amp; Fees)</b>
Families with 1 child	\$9,178
Families with 2 or more children	\$17,805
<b>Pre-Kindergarten</b>	
<b>5 Day</b>	\$6,635
<b>3 Day</b>	\$4,577
<b>2 Day</b>	\$3,052
Kindergarten Fee	\$150 per student
Application Fee	\$50 per student
FACTS Tuition Fee	\$20-50 annual processing fee
Mailed Statement (optional)	\$10 annual fee
Credit Card Fee	3.75% convenience fee
<b>Re-Enrollment Deposit (per family)</b>	<b>\$250</b>

***A. Registration, Tuition & Fees Payment Schedule***

1. Re-enrollment Fee: two hundred fifty dollar (\$250) non-refundable registration fee per family.
2. The first tuition and fee payment will be due in July according to the 10 month payment plan.
3. Tuition and fee payments are made either:
  - A. annually (July 1, 2018) via FACTS or
  - B. over 10 months (from July to April) via FACTS.

***B. Late Fees and Subsidy*** (See subsidy information below.)

1. A late fee of \$15.00 per month and/or dishonored payment fee of \$30.00 per occurrence will be assessed to all outstanding balances.
2. St. Joseph School reserves the right to terminate enrollment of any student whose tuition and fee payment is more than sixty days in arrears.
3. Subsidy: **Parish Subsidy Card due to home parish by the end of the 3rd quarter.** For families to be eligible for parish subsidy, all subsidy cards must be returned to the school office by April 1. If the subsidy card is not returned by this date, families will be required to pay the additional parish subsidy per student.
4. Submitting a subsidy form is the responsibility of the family.

***C. Admission/Collection Policies***

1. I/We acknowledge the obligation to pay the semester tuition and fee charges if a student transfers from, withdraws from, or is asked to leave Saint Joseph Catholic School. A **full semester's tuition** will be assessed for any portion of a semester attended.
2. In the event of default, I/we will be responsible for all costs or expenses, including attorney's fees, incurred in collecting past due tuition.
3. Admission will be refused for a student/s whose family has an outstanding balance from the previous school year.
4. All transcripts, report cards, student records, and diplomas are the property of Saint Joseph Catholic School and will not be issued to transferring or graduating students until all tuition and fees are paid.
5. In the sad event of a divorce, both parents are reminded that they jointly enter into this agreement and thus both will remain financially responsible for the completion of this agreement.

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

***D. Tuition Assistance and Exceptions***

- Parent/s believing themselves to be in exceptional circumstances may request exceptions to the above agreement terms by meeting with the School Finance Committee of the Parish Finance Board.
- Parents of Saint Joseph School students (returning and new) may apply for tuition

assistance through the Tuition Assistance Program. Forms for tuition aid analysis may be obtained from the Principal.

### Tuition and Registration

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

**No final report card for the year will be issued until all financial accounts are paid in full.** Transfer of records or test scores will not be forwarded until the account is paid in full. Students will not be considered fully registered for the new year until the previous year's tuition account is paid in full. This would mean that the student may not be admitted for the fall term. All delinquent accounts are pursued for the monies due. For further clarification of this subject, please refer to the *Tuition and Financial Policy* in this handbook.

### Parish/School Subsidy Information

A spirit of gratitude is the foundation of the subsidy program:

We are grateful to the Church, to those who have gone before us, and to those who will come after us.

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

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

Parishioners of St. Joseph are asked to practice generous stewardship of their time, talent and treasure. The tradition of our Church, rooted in Scripture, is to tithe, that is, to contribute 10% of our gross income to the church and other charitable organizations. Our Diocese suggests that we

contribute 5% to the parish, 2% to the Diocese and 3% to other causes. Explanations should be sent to the Parish office, addressed to the Subsidy Review Committee. These correspondences are held in strict confidence.

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### **Uniform Policy**

The school uniform, as determined by the administration, is to be worn at all times throughout the school year unless otherwise permitted. Students choosing to come to school out of uniform will receive an infraction notice. Please refer to the Uniform section in the handbook for further clarification.

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### **Uniform**

The purpose of uniforms is to minimize distractions so that an atmosphere conducive to learning is fostered. The school uniform, as determined by the administration, is to be worn at all times throughout the school year, unless otherwise permitted. If a student is considered "out of uniform" an infraction notice will be issued. (Refer to the Discipline section for consequences.)

The uniform is purchased through Mills Uniform Company. Details of the uniform requirements are as follows:

**2018- 2019 Saint Joseph School Uniform Policy:** The school uniform, as determined by Saint Joseph School administration, is to be worn at all times throughout the school year, unless otherwise permitted. There are two (2) possible circumstances when a student may dress in clothing other than the prescribed uniform policy: Cool School Gear days, and Out of Uniform Days. Please see “Out of Uniform days”, below, for more information.

The official Saint Joseph School uniform provider is Mills Uniform, located at 204 Ward Circle, Suite 400, Brentwood, Tennessee, 37027, or online at MillsWear.com.

**One-Year Grandfather Policy:** All classes for the 2018-2019 school will be permitted to wear remaining uniform pieces from Parker Uniform, provided that the uniform pieces comply with the new uniform policy contained herein; are still in good condition without rips, tears, stains, or alterations that change the appearance of the uniform item; and that the uniform reasonably fits the student wearing the uniform item. If these requirements cannot be met, then the student must wear a Mills Uniform.

**Purpose of the Saint Joseph School Uniform:** The purpose of the Saint Joseph School uniform is to minimize distractions so that an atmosphere conducive to learning is fostered. The school uniform, as determine by Saint Joseph School administration, is to be worn at all times throughout the school year, unless otherwise permitted. If a student is considered “out of uniform” a uniform notice will be issued, pursuant to the Discipline section of the Parent-Student Handbook.

Grades Pre-Kindergarten – 3 Uniform Requirements:Girls:

1. *Plaid*: Girls are required to wear Saint Joseph School Plaid all year. Girls will have the following options:

- Traditional Zipper Back Jumpers purchased from Mills Uniform; or
- Plaid Skort purchased from Mills Uniform.

2. *Shirts*: The following shirts are required with the plaid bottoms:

- A White Peter Pan Round Collared Shirt must be purchased from Mills Uniform and must be worn with the Traditional Zipper Back Jumper.
- An Embroidered Navy Blue Polo (long sleeve or short sleeve) must be purchased from Mills Uniform and must be worn with the Plaid Skort.

3. *Shoes*: Girls are required to wear Brown Leather Dress Shoes all year. However, during Fall and Spring (August, September, October, April, May, June):

- Brown Leather Shoes may be worn; or
- Families may opt to purchase white tennis shoes for wear during Fall and Spring.
- Velcro style shoes are recommended for students who have not yet learned to tie shoelaces.

4. *Socks*: Girls are required to wear navy knee- high socks. However, during Fall and Spring (August, September, October, April, May, June):

- Navy knee-high socks may be worn; or
- Families may opt to purchase white, non-logo socks for wear during Fall and Spring.

5. *Optional Items*: The following items are optional and may be worn during any Uniform period:

- Navy tights or leggings;
- Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store (all fleece must be worn as a jacket and not tied around waist);
- Cardigan, V-Neck Sweater, Sweater Vest, TBD;
- Bows, Ribbons, Headbands purchased from Mills Uniform or through the Cool School Gear store (no large or distracting bows). All bows must be in uniform colors – navy, white, yellow/gold.

Boys:

1. *Khaki*: Boys are required to wear khaki pants purchased from Mills Uniform all year. However, during Fall and Spring (August, September, October, April, May, June):

- Khaki pants may be worn; or
- Families may opt to purchase khaki shorts. Any khaki shorts must be purchased from Mills Uniform.

2. *Shirts*: The following shirt is required with any khaki bottoms:

- An Embroidered Navy Blue Polo (long sleeve or short sleeve) must be purchased from Mills Uniform and must be worn with any khaki bottom.

3. *Shoes*: Boys are required to wear Brown Leather Dress Shoes all year. However,

during Fall and Spring (August, September, October, April, May, June):

- Brown Leather Shoes may be worn; or
- Families may opt to purchase white tennis shoes for wear during Fall and Spring.
- Velcro style shoes are recommended for students who have not yet learned to tie shoelaces.

4. *Socks*: Boys may wear khaki, navy or white non-logo socks during any uniform period.

5. *Belt*: Boys in 1<sup>st</sup> grade and higher must wear a brown belt.

6. *Optional Items*: The following items are optional and may be worn during any Uniform period:

- Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store (all fleece must be worn as a jacket and not tied around waist);
- Cardigan, V-Neck Sweater, Sweater Vest, TBD.

#### Grades 4-8 Uniform Requirements:

##### Girls:

1. *Plaid*: Girls are required to wear Saint Joseph School Plaid all year. Girls will have the following options:

- Plaid Skort purchased from Mills Uniform; or
- Plaid 'No Roll' Skirt purchased from Mills Uniform.

2. *Shirts*: Girls are required to wear a plain (un-embroidered) white button down collar Oxford (long sleeve or short sleeve) all year. However, during Fall and Spring (August, September, October, April, May, June):

- A plain (un-embroidered) button down oxford; or
- Families may opt to purchase an Embroidered Navy Blue Polo (long sleeve or short sleeve) purchased from Mills Uniform for wear during Fall and Spring.

3. *Shoes*: Girls are required to wear Brown Leather Dress Shoes all year. However, during Fall and Spring (August, September, October, April, May, June):

- Brown Leather Shoes may be worn; or
- Families may opt to purchase white tennis shoes for wear during Fall and Spring.

4. *Socks*: Girls are required to wear navy knee- high socks. However, during Fall and Spring (August, September, October, April, May, June):

- Navy knee-high socks may be worn; or
- Families may opt to purchase white non-logo socks for wear during Fall and Spring.

5. *Optional Items*: The following items are optional and may be worn during any Uniform period:

- Navy tights or leggings;
- Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store (all fleece must be worn as a jacket and not tied around waist);
- Cardigan, V-Neck Sweater, Sweater Vest, TBD;

- Bows, Ribbons, Headbands purchased from Mills Uniform or through the Cool School Gear store (no large or distracting bows).

6.

Boys:

1. *Khaki:* Boys are required to wear khaki pants purchased from Mills Uniform all year. However, during Fall and Spring (August, September, October, April, May, June):

- Khaki pants may be worn; or
- Families may opt to purchase khaki shorts. Any khaki shorts must be purchased from Mills Uniform.

2. *Shirts:* Boys are required to wear a plain (un-embroidered) white button down collar Oxford (long sleeve or short sleeve) all year. However, during Fall and Spring (August, September, October, April, May, June):

- A plain (un-embroidered) button down oxford; or
- Families may opt to purchase an Embroidered Navy Blue Polo (long sleeve or short sleeve) purchased from Mills Uniform for wear during Fall and Spring.

3. *Ties:* Boys are required to wear the Saint Joseph School tie purchased from Mills Uniform on all days when they are wearing the white oxford shirt.

- Boys in 8<sup>th</sup> grade have the option to wear the Saint Joseph School Bow Tie, if available for purchase from Mills Uniform.

4. *Shoes:* Boys are required to wear Brown Leather Dress Shoes all year. However, during Fall and Spring (August, September, October, April, May, June):

- Brown Leather Shoes may be worn; or
- Families may opt to purchase white tennis shoes for wear during Fall and Spring.

5. *Belt:* Boys must wear a brown belt.

6. *Socks:* Boys may wear khaki, navy or white non-logo socks during any uniform period.

7. *Optional Items:* The following items are optional and may be worn during any Uniform period:

- Embroidered full-zip fleece purchased from the Saint Joseph School Cool School Gear Store (all fleece must be worn as a jacket and not tied around waist);
- Cardigan, V-Neck Sweater, Sweater Vest, TBD.

In addition, the following dress code is expected to be followed at all times:

1. No thermal underwear, shorts, dance/privacy shorts are to hang below the uniform skirt/skort.

2. Permitted jewelry includes a watch, a religious medal on an appropriate chain, and one ring per hand. No bracelets are allowed. Girls may wear one pair of small earrings on the lower lobe of the ear, provided they do not extend below the ear lobe. No dangling earring or hoops are permitted. Boys may not wear earrings at any time.

3. No makeup, nail polish, gel or dipped manicures, or artificial nails may be worn at any time during the school day.

4. Hair is to be worn neat, clean and well-groomed at all times. Fad haircuts are not permitted. This includes, but is not limited to, highlighting, bleaching, and/or coloring of the hair. Hair should be worn away from the face to avoid distraction. Boys hair may not touch the collar of the shirt, must be worn above the eyebrows and above the ears.
5. Shirts and blouses must be completely tucked in at all times while on school property, including entering and leaving the building. To be considered “in uniform” the waistband or belt must be visible. Low riding pants are not permitted. Skirts, skorts, pants and shorts must be worn at the natural waistline.
6. Hats are not to be worn inside the building. Jackets and sweatshirts with hoods may not be worn up while in the building.
7. Clothes must fit properly, being neither too big, nor too tight, nor too small.
8. For warmth, plain white t-shirts may be worn under school blouses or shirts. The t-shirt should not be visible. No writing should be visible through the school uniform or blouse.
9. Any white athletic shoe is acceptable during the proper uniform period provided that the white comprises the majority of the shoe color.
10. Any brown, non-skid sole shoe is acceptable with all uniforms. Brown or tan leather, or brown or tan suede shoes in the styles of Sperry/Boat shoes, wallaby style shoes, Mary Jane styles are permitted.
11. Shoes are to be laced and tied at all times. No bright or neon shoelaces are permitted.
12. Contact lenses with colors other than a natural eye color are not permitted (for example, purple). Non-prescription eyeglasses are not permitted.
13. Students will not have any writing, pictures or drawings on their clothing or skin.
14. Any other distracting or inappropriate dress or fad styles will be checked by Saint Joseph School administration.

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

**Out of Uniform Dress Code:** On days designated as Out of Uniform Days, the following uniform policy will apply: Students shall be allowed to wear any item of clothing that is neat, clean, and free of inappropriate wording or images. Clothing should not be ripped, too big or too small. For the sake of the Saint Joseph School Uniform Policy, yoga pants, leggings, tights, etc., are not considered pants, however they can be worn under a skirt or shorts. Sweatpants, basketball shorts, running shorts, and sleep pants are not permitted unless specifically announced. On Out of Uniform Days, makeup, nails and hair policies remain in effect.

**Out of Uniform Dress Guidelines**

1. Skirts are not to be worn shorter than uniform length.
2. Clothing with inappropriate messages is not permitted.
3. Tank tops, shirts with spaghetti straps, and low cut shirts are not permitted.
4. Pants must be worn at waistline.

5. Shirts/tops must come either below the waistline or be fully tucked in.
6. Shorts are to measure no more than three inches from the top of the knee.
7. Shorts are not permitted in the winter.
8. No torn or ripped clothing.
9. No flip flops, crocs, clogs, or slides.

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

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### **Vending Machine Policy**

Vending machines in the school will be controlled so that they will not offer competition to the school lunch program or encourage poor eating habits. Students may not have access to vending machines containing competitive foods during meal service periods.

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### **Visitor Policy**

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

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

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### **Visitors**

Saint Joseph School welcomes and encourages visits from parents, family members, and friends of the students. Parents, etc., are invited to join us for the celebration of the Eucharist, for lunch, and for other special events such as those during Catholic Schools Week.

All visitors, including volunteers (School Board, Home & School Association members, etc.) are required to report to the school office, sign-in, and receive a visitor's badge, which must be visible at all times.

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

Family members and guests joining us for lunch must report to the school office, sign-in,

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

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

### **Weather Emergency**

In case of snow or hazardous weather conditions, TV stations 2, 4, and 5 and Radio 650 will announce Saint Joseph School by name for delayed opening or closing. We do not follow Metro School System in closing and delays. SJS administration must take into account all families of Saint Joseph School, as we serve a wide geographical area. Please do not call the School or Church office or the home of the administration, secretary, or teachers for this information. Such information is now available through **RenWeb (or another similar service)**, an automated phone service. Information will also be available on the television and radio as soon as a decision is reached. The school will also post information on the school website, SJS Facebook, and Twitter accounts. An all school email will also be sent. If at any time roads are impassable in your neighborhood, and school is open, keep your child at home for safety reasons. A day at school is not worth risking a life.

### **Weekly Folders**

Folders containing a conduct grade, comments, student papers, and tests are sent home by the teachers each Wednesday. Parents/guardians are asked to examine the contents of the folder and sign the conduct sheet. Parental cooperation in signing the folder will demonstrate awareness and concern for the child's progress and, at the same time, provide a reliable vehicle of communication between home and school. The Wednesday Wire is a weekly all school email or posting with special announcements and news. This will be issued through our students information system, RenWeb.

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

\*\*\*\*\*

Saint Joseph School strives to provide an environment in which a student is encouraged to grow as a young Christian person. Students must recognize the importance of good order as a necessary condition for learning and as a part of the proper environment for Christian formation. The goal of Christian discipline is self-discipline. Since a student freely chooses one behavior over another, she/he must learn to accept the consequences of that chosen behavior. A student who chooses specific actions that violate the rights of the school community must be dealt with

in Christian justice.

By enrolling at Saint Joseph School, a student and his/her parent/guardian agree to observe the rules, policies, and procedures set forth by the school. Saint Joseph School reserves the right to review individual performances to determine if the student and the school can continue to benefit from the students' continued presence.

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### **Conclusion**

From the first moment that a student and his/her family enter Saint Joseph School, he/she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics. The environment should be permeated with the Gospel spirit of love and freedom.

At Saint Joseph everyone should be aware of the living presence of Jesus, the Master who, today as always, is with us on our journey through life as the one genuine Teacher, the perfect Man in whom we find all human values in their fullest perfection. The inspiration of Jesus must be taken from the realm of the ideal and become a part of the living reality of daily life.

The Gospel spirit should be evident in every student and faculty member as it permeates all facets of the educational environment. Through the wholesome daily witness of family, faculty, and staff, students will come to appreciate the uniqueness of the environment to which their youth has been entrusted.

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

APPENDIX A: ST. JOSEPH SCHOOL PARENT-TEACHER COMMUNICATION POLICY  
[Spring 2008]

Dear Parents,

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

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

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

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

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

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

**Make a list.** Every meeting runs more smoothly with an agenda. Since, in most cases, you have requested the meeting, you should set the agenda. It might also be helpful to

send this list or agenda to the teacher prior to the meeting day.

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

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

Remember there is no place for **BLAME**. The ultimate responsibility for solving whatever situation for which the parent-teacher conference was called rests with your child. Blaming the teacher, or the teacher blaming the parent, for whatever difficulties your child is experiencing will not solve the situation.

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

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

Finally, schedule a **FOLLOW-UP MEETING**. This will keep the lines of communication open.

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

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

Thank You.

THE ST. JOSEPH SCHOOL BOARD POLICY AND PLANNING COMMITTEE

## **Appendix B**

# **Saint Joseph School Aftercare Program**

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

### **Philosophy**

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

### **Program Facts**

The program is open to all students enrolled in the school.  
We are licensed by the Tennessee Department of Human Services.  
The teacher-child ratio is 1:20 for 1st-8th Grades and 1:13 for PreK and K.  
Staff is trained in CPR and first aid.  
Staff receives annual training in facilitating developmentally appropriate care.  
The program is open from school dismissal until 6:00 p.m.  
When school is closed, the hours of operation are from 7:00 a.m. until 6:00 p.m.  
If school is closed due to inclement weather, the Aftercare Program will also be closed.  
The program is open on select days when school is closed. Please see attached calendar.

### **Program Policies**

1. An afternoon snack for the student is included in the fee.
2. Children are required to be signed out of the program each day by approved party on the sheet provided. Please check for notes or other information by the parent board.
3. If there is a custody agreement or special circumstances involving the pick up of any child, the parent must provide legal documentation and this will be put in the child's file.
4. On early dismissal or full days, parents must send a sack lunch and drink unless otherwise instructed.
5. If a student becomes ill, parents will be notified. Sick students cannot be cared for in the program. They will be isolated from the rest of the children, but within sight and hearing of a staff person. If a child has a fever of 100 degrees or more, they must be picked up upon notification to the parent. If the parent is unable to be reached, the program will call the emergency contact person listed on the registration form.
6. Students cannot return to the program until they have been free of fever, diarrhea or vomiting for 24 hours.
7. Parents will be notified of exposure to communicable diseases. Likewise, we ask parents to inform us if their child contracts a communicable disease.

8. Medications that need to be administered during the time that children are in the program must be delivered directly to a staff person. The medication must be in its original container and labeled with the child's name. Parents must fill out a medication consent form before the medication can be given by the program. This form is available at the site.
9. In the event of a student injury, the program will contact the parents. If we are unable to reach the parents, we will contact the emergency person designated on the enrollment form.
10. If emergency treatment is needed, the program will call an ambulance.
11. Students' personal medical insurance will be the primary insurance coverage.
12. Students will only be released to adults designated on the students' pick up list.
13. Persons picking up students with whom the staff is unfamiliar will be asked to show identification.
14. **A late fee of \$3.00 per minute will be strictly enforced. Upon the 4<sup>th</sup> infraction, late fees will double to \$6 per minute. Upon the 5<sup>th</sup> infraction, the student(s) may no longer be able to attend the Aftercare Program. This is at the discretion of the Principal. If you know that you will be late, please call the program so that adequate staffing can be arranged. Parents will also be required to sign a late pick up form that specifies the time the child was picked up, as well as the late fee charge assessed.**
15. Parents are responsible for notifying the program in writing of special activities that may affect a student's arrival or departure (ex. Brownies, basketball, and chorus).
16. Parents **MAY NOT** send clothing for outside play or various art activities. Students are to be in uniform while at aftercare. Full day programs are different.
17. Please label all of your child's belongings.
18. The program is not responsible for stolen, lost, or damaged items brought to the program. Children are not allowed to have electronic devices such as cell phones, game boys, ipods, etc., except for on days that aftercare is in operation for the full day. These items are not allowed in school and aftercare does abide by the same school rules.  
**Middle School students, 7<sup>th</sup> and 8<sup>th</sup> grade only, are allowed to use their electronic devices during designated free time in Aftercare.**
19. All videos watched will be rated "G" or "PG". Other activities will be available for the children who do not wish to watch the movie.
20. All policies of the school are followed in the Aftercare Program.
21. Parking is available in the school's back parking lot in front of the program.
22. Parents must escort their children into the building and sign their child in on full days.
23. If a full-time child is going to be absent, please call the program and let the teachers know. You may leave a message during the day for the teachers to receive upon their arrival to the site.

### **Cost and Payment**

There is a \$25 non-refundable registration fee per family. All students must be properly registered before attending the program. The program offers two types of care for families: Full-time and Drop-in. These are the 2018-19 anticipated Aftercare fees. Prices are subject to change based upon student attendance, and programs offered. Parents will be notified of any change in pricing at least one month prior to change.

**Full-time Students-** Students that attend the program each day and pay weekly fees in advance. Payment for full-time students is billed through FACTS and is due on the 1st of the month.

Fees for full-time students are as follows:

- One Child: \$60 per week
- Two Children: \$108 per week

**Drop-in Students-** Students who attend occasionally and are charged daily fees. Charges are billed monthly through FACTS.

Fees for drop-in students are as follows:

- Regular Dismissal: \$15.00
- Early Dismissal: \$20.00
- Full Day Care: One Child \$50.00, Two Children \$80.00

### **Notices and Cancellations**

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

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

### **Admission/Enrollment**

- Any child attending Saint Joseph School is eligible to attend the program.
- Once a child is properly registered, a space is held for the child until the program is notified otherwise.
- Each child must have a completed registration form signed by the parent before he/she can attend the program.
- Immunizations must be up to date and on file in the office of the school.
- Please update all information on the registration form as changes occur. This allows us to have accurate information in the event of an emergency.
- If your child has special needs, please make arrangements to meet with the program manager and teachers prior to the child's attendance. This will help us make adequate plans in order to address individual needs.
- DHS requires parents to visit the program before enrolling their child in the program.
- Although students may bring items from home to share or play with in the

program, we are not responsible for broken, stolen, or lost items.

- In keeping with the Department of Human Services regulations, the program is required to have a written policy that governs intoxicated adults picking up children for dismissal. We will suggest to any adult picking up children from the program that clearly appear to be intoxicated that we call another person from the emergency pick up list. If the adult takes the child in their vehicle anyway, we are required to call the police or Child Protective Services to report the incident.

**APPENDIX C: RESOURCES ON TECHNOLOGY AND CYBERSAFETY FOR PARENTS**

[April 2008]

Dear Parents,

In the world in which we live, technology is part of our lives, helping us with our work and our lives. At the same time, technology can be a dangerous and even addicting force that draws us away from our family, friends, and responsibilities. Acknowledging the benefits of such a tool, St. Joseph School continually tries to educate our students on the proper use of technology so that as future leaders, they make a positive contribution to the world in which we live.

On a broader note, the Church also takes a positive approach toward the Internet. This fact is established in *The Church and Internet, Ethics in Internet*, and various papal messages (links to the full texts follow). Essentially, the Church recognizes the Internet as a remarkable tool to accomplish great good or dire evil. Care for the common good and the dignity of the human person must be upheld. Thus, the members of the Church have the responsibility to use the Internet creatively and prudently. As John Paul II stated in his message for the 36<sup>th</sup> World Communications Day, Christians must “put out into the deep” and bring the presence of Christ to people in the world of cyberspace.

According to *The Church and Internet*, educators and parents have a serious responsibility to form and educate children and young people to make “discerning judgments” about what they find on the Internet, and use the Internet for their personal development and the good of others. Parents should not allow their children to have “unsupervised exposure to the Internet,” but should try to protect them from pornography, sexual predators and other threats by utilizing filtering systems and by fostering open communication with their children about what they see and experience online. Because the Internet is not temporary, young people must be taught how to use it appropriately and effectively, so that it will benefit them throughout their lives.

Responding to this call to effectively educate our students on the proper use of technology and cyber safety, we conducted a survey of the 4<sup>th</sup>-8<sup>th</sup> graders at St. Joseph School regarding their use of technology in and out of school. The results were overall very positive. Half of the students said that they have limits on how long they use the Internet and half also said the sites they used were checked by parents (although in reality this percentage may be higher unbeknownst to them). The majority said that their parents had talked to them about online safety. At the same time, about half said that they had seen inappropriate things online. The overwhelming majority acknowledged that students are more likely to post things online that they would not say in person with 20% of students saying they had actually done so. A handful of students said that they have been bullied online. The results of the survey are posted on the website.

Following are some resources for parents regarding online safety and your children. In order to educate the future leaders of our world to use technology in a responsible and appropriate manner, we all need to be aware of the potential dangers, as well as the benefits, of this powerful tool. Please take the time to educate yourself

and your children in this important matter – the future of our society depends on it. I close with words of Pope John Paul II regarding technology, “Catholics should not be afraid to throw open the doors of social communications to Christ, so that His Good News may be heard from the housetops of the world!”

God bless you.

### **ECCLESIAL DOCUMENTS AND PAPAL MESSAGES REGARDING THE INTERNET:**

- **Message of Pope Benedict for the 41st World Communications Day**
- **Message of Pope Benedict for the 40th World Communications Day**
- **The Church and the Internet** (Pontifical Council for Social Communications, February 22, 2002)
- **Ethics in Communications** (Pontifical Council for Social Communications, June 4, 2000)
- **Inter Mirifica** (Decree of Pope Paul VI, December 4, 1963)

### **TIPS, RULES AND INFORMATION ABOUT ONLINE USE AND SAFETY:**

<http://www.cyber-safety.com/>

<http://www.staysafeonline.info/>

<http://safekids.com/>

<http://www.besafeonline.org/>

<http://www.cyberbully.org/>

Common Sense Media (<http://www.common sense media.org/>)

GetNetWise <http://www.getnetwise.org/>

Net Family News (<http://netfamilynews.org/links.htm>)

NetSmartz <http://www.netsmartz.org/index.htm>

[Wiredkids.org](http://Wiredkids.org)

CyberAngels <http://www.cyberangels.org/>

### **BOOKS:**

*Breaking Free of the Web: Catholics and Internet Addiction*

by Kimberly Young and Patrice Klausing

*Noise: How Our Media-saturated Culture Dominates Lives and Dismantles Families*

by Teresa Tomeo

### **TIPS FOR KEEPING CHILDREN SAFE ON THE INTERNET**

The Internet is a fun and exciting tool for kids, but it can also be dangerous and harmful. It is just as important to help keep our kids safe from these dangers in the virtual world as it is to keep them safe from them in the physical world.

1. Keep computer out in the open in the family room or other family space
2. Install a filtering or firewall system on your computer
3. Talk to your children about Internet safety, manners, and relevant Christian values
4. Be involved in and aware of your child's Internet use: ask them to show you how to find something on the Net, visit their favorite sites, view what they post, get to know their cyber-acquaintances, encourage them to tell you right away if they find something inappropriate or if they receive a hurtful message from a friend
5. Limit computer time so that your child develops good *offline* friendships and hobbies
6. Children should not share personally identifiable information (last name, address, city, e-mail address, school, family members' names, etc.) with people on the Internet
7. Avoid posting personal photos on the web
8. Children should ask parents before they subscribe to any website or publication
9. Be creative with screen names so that the names do not reveal identity or affiliations
10. "Do not talk to strangers" can also apply to the Internet; a child should NEVER meet someone in real life who he only "knows" on the Internet unless a parent is present
11. Avoid Internet Bulletin Boards (these often contain pornographic links)
12. If your child uses chat rooms, ensure that they are monitored

**LIST OF LINKS REGARDING CYBER BULLYING:**

<http://www.cyberbullying.us/links.php>

**ONLINE INTERACTIVE QUIZZES FOR CHILDREN RE: INTERNET SAFETY:**

<http://safekids.com/quiz/index.html> (Appropriate for grades 4-6)

<http://pbskids.org/license/index.html> (Appropriate for grades 1-4: Please note: if you choose to use this site, be aware that it suggests that it is okay to give out first name and city to people on the Internet. You may prefer your child to keep these pieces of information private.)

**CHILD-FRIENDLY SEARCH ENGINE:**

(FROM [HTTP://KIDS.GETNETWISE.ORG/TOOLS/](http://KIDS.GETNETWISE.ORG/TOOLS/))

<http://www.kidsclick.org/> (Created for children by librarians)

AOL Parental Controls Yahoo!igans! <http://www.yahooligans.com/> SurfOnTheSafeSide.com (SOS) <http://www.surfonthesafeside.com> Hazoo <http://www.hazoo.com> Integriety Online/Everyware <http://www.integriety.com/> KidGrid <http://www.kidgrid.com> SnoopStick [www.snoopstick.com](http://www.snoopstick.com) SurfSafely.com <http://www.kidsclick.org/> (Created for children by librarians)

## **INFORMATION ON ONLINE-SAFETY SOFTWARE AND SERVICES**

Tools for Families (<http://kids.getnetwise.org/tools/>)

There are many tools available that parents can employ to guide their children to safe and rewarding online experiences. There are also many different types of tools that may fit your family's needs and values. There are a lot to choose from. Here are some tips for choosing the tool or tools that are right for your family.

### **a. Try these popular tool searches.**

There are several types of tools that are most searched for by GetNetWise users. Below, are some predefined searches for tools that users ask for most often. Search for tools that ...

- **Filter sexually explicit graphic descriptions or images:** These tools block your child from viewing most sexually explicit material on the Web. But be aware, no filter is perfect.
- **Monitor your child's online activities:** These tools allow parents and caregivers the ability to monitor your child's online activities through a variety of methods.
- **Limits the amount of time your child spends online:** These tools can limit the amount time you child spends online. Some tools allow parents to block out times of the day when the child can or cannot go online.
- **Block the child's personal information from being posted or emailed:** These tools prevent a child from giving strangers their personal information (e.g. name, home address, etc.) while they are online.
- **Browsers for kids:** These are Web browsers that serve as a gateway between your computer and the Internet. Browsers for kids generally filter sexual or otherwise inappropriate words or images. They are often designed to be easier for kids to use.

### **b. Query the full tools database.**

You can enter your own search terms in the GetNetWise Tools for Families database. The database allows you to tailor your search with many variables such as specific operating systems (e.g. mac, windows, linux), types of content (e.g. sexually explicit, hate, violent), and type of technology (e.g. Web, instant messaging, peer-to-peer). You'll be surprised at how many choices there are. See below.

- **Software4Parents.com** - the top picks in filtering and monitoring software products of a programmer (someone who creates products like these). Software engineer Joshua Finer tested the products and sells the software right in his site (we suggest, though, that parents monitor with

care and talk with their kids about the possibility up front, because - if they find something untoward - they'll need to talk with their kids anyway, and it's much harder after the fact).

### **RECOMMENDED WEBSITES FOR KIDS:**

American Library Association Top 700 websites for kids

<http://www.ala.org/gwstemplate.cfm?section=greatwebsites&template=/cfapps/gws/default.cfm>

### **SAFETY BY AGE**

([HTTP://KIDS.GETNETWISE.ORG/SAFETYGUIDE/](http://kids.getnetwise.org/safetyguide/))

#### **2 to about 4:**

This is the age of "lapware," when children start interacting with the computer in the presence of a parent or sibling. There are numerous activities and sites that are likely to be appropriate for this age group but, in most cases, it makes sense for the parent and child to be exploring together. This is not just a safety issue, but also a way to assure that the child has a pleasant experience, and to help build bonds between the child and the older person who is surfing the Internet with them.

Starting at about age 3, some children can benefit by having a bit more independence so that they can explore, experience discoveries, and make mistakes on their own. That doesn't mean that they should be given free access. It's probably best for parents to choose the Web sites they visit and not let them leave those sites on their own. You don't necessarily need to stand over them or sit with them the entire time that they're in a known safe site.

#### **4 to about 7:**

Children begin to explore on their own, but it's still important for parents to be in very close touch with their children as they explore the Net. When your child's at this age you should consider restricting her access only to sites that you have visited and feel are appropriate. For help with this matter, you can consider using one of the [pre-screened Web sites](#) in GetNetWise, as well as [child-safe search engines](#).

At this age it's important that kids experience positive results from sites that can enhance their discovery. The issue here isn't so much avoiding dangerous sites, but making sure they are visiting sites that don't frustrate them or lead them down blind alleys.

#### **7 to about 10:**

During this period, children begin looking outside the family for social validation and information. This is when peer pressure begins to become an issue for many kids. It's also a time when kids are looking for more independence from parents, according to psychologist Richard Toft. During these years, children should be encouraged to do a bit more exploring on their own, but that doesn't mean that the parents shouldn't be close at hand. Just as you wouldn't send children at this age to a movie by themselves, it's important to be with them -- or at least nearby

-- when they explore the Net. For this age group, consider putting the computer in a kitchen area, family room, den, or other areas where the child has access to Mom or Dad while using the computer. That way, they can be "independent" but not alone.

Also, consider using a filtering program or restricting them to sites that you locate via a child-safe search engine. Another option for this age group is a child-friendly browser. When your child is at this stage, you need to be concerned not so much about what he's doing online and with the PC as how long he's spending on the PC. Be sure that his time on the computer and the Internet doesn't take away from all his other activities. Kids need variety, and it's not a good idea for them to be spending all of their time on any single activity, even reading books. One way to deal with this might be through the use of a software time-limiting tool. It's even important to be sure that they are varying what they do online. Encourage them to explore a variety of Web sites, not just one or two of their favorites.

### **10 to about 12:**

During this pre-teen period, many kids want to experience even more independence. If children aren't already doing so, this is a time when they should start using the Internet to help with schoolwork and, perhaps, discover resources for their hobbies, sports activities, and other interests. This is also an age when you have to be concerned not just about what kids see and do on the Internet, but how long they are online. Your job is to help them manage their independence. Set limits on how often and how long kids can be online, and be sure that they are engaged in other activities such as sports, music, and book reading.

At about age 12 children begin to hone their abstract reasoning skills. With these enhanced skills, they begin to form more of their own values and begin to take on the values of their peers. Before that they're more likely to reflect the values of their parents. It's important at this age to begin to emphasize the concept of credibility. Kids need to understand that not everything they see on the Internet is true or valuable, just as not all advice they get from their peers is valuable. A good way to illustrate this is for them to do a search for sites on subjects they know a lot about -- favorite athletes or musicians, subjects they love in school, etc.

### **12 to about 14:**

This is the time when many kids become very social and when they are most likely to be interested in online chat. Go over the basic privacy rules with your kids to be sure they understand never to give out information about themselves or to get together with anyone they meet online without first checking with their parents. Also, emphasize the importance of never exchanging photographs with people they don't know. At this age they need to understand clearly the fact that people on the Internet may not be who they appear to be.

This is also an age where many children start expressing interest in sexual matters. It is natural for them to be curious about the opposite (or even same) sex and not unheard of for them to want to look at photos and explore sexual subjects. During this early exploratory period, it is especially important for kids to know that their parents are around and aware of what they are doing. You may not need to be in the same room as your kids the entire time they're on the Net, but they do need to know that you and other family members can walk in and out of the room at any time, and will ask them about what they are doing online.

Don't be alarmed if they are interested in exploring sexual material. This is probably the strongest argument for Internet filters but it's also an argument for close parental involvement, reinforcing your family's values, and creating a climate of trust and openness between parents and children.

Children at this age are likely to be interested in games that they can download from the Internet to play either online or offline. Some of these games may have content that parents feel is inappropriate, so it's important to be aware of what your kids are doing on the computer, even when they're not connected to the Internet. Monitoring software may help you in this effort. This is also a period when many parents choose to speak with their children about sexual matters. It may be a good idea to think about how you might react if you discover that your child has visited places on the Internet that you feel are inappropriate.

You can use filtering and monitoring software at this age, but you may start to run into some resistance. What's important is that you are honest with your kids and that they know what you are doing and why you are doing it. If you use filtering software, for example, you need to explain to them that you are doing it to protect them from material that you consider to be harmful. Just as you might not let them go to certain places in your community, you are exercising your parental right to keep them from surfing to certain types of places in cyberspace.

#### **14 to about 17:**

This can be one of the most exciting and challenging periods of a child's (and parent's) life. Your teen is beginning to mature physically, emotionally, and intellectually and is anxious to experience increasing independence from parents. To some extent that means loosening up on the reins, but by no means does it mean abandoning your parenting role. Teens are complicated in that they demand both independence and guidance at the same time.

Teens are also more likely to engage in risky behavior both online and offline. While the likelihood of a teen being abducted by someone he meets in a chat room is extremely low, there is always the possibility that he will meet someone online who makes him feel good and makes him want to strike up an in-person relationship. It is extremely important that teens understand that people they meet online are not necessarily who they seem to be.

Although it's sometimes difficult to indoctrinate teens with safety information, they can often understand the need to be on guard against those who might exploit them. Teens need to understand that to be in control of themselves means being vigilant, on the alert for people who might hurt them.

The greatest danger is that a teen will get together offline with someone she meets online. If she does meet someone she wants to get together with, it's important that she not go alone and that she meet that person in a public place.

It's important for parents to remember what it was like when they were teenagers. Set reasonable expectations and don't overreact if and when you find out that your teen has done something online that you don't approve of. That doesn't mean that you shouldn't take it seriously and exercise appropriate control and discipline, but pick your battles and try to look at the bigger

picture.

If your teen confides in you about something scary or inappropriate that he encountered online, your first response shouldn't be to take away his Internet privileges. Try to be supportive and work with your teen to help prevent this from happening in the future. And remember that your teen will soon be an adult and needs to know not just how to behave but how to exercise judgment, reaching her own conclusions on how to explore the Net and life in general in a safe and productive manner.

**REPORTS AND SURVEY RESULTS REGARDING INTERNET:**

<http://www.pewinternet.org/> (Pew Internet and American Life Project)

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