

# **ST. JOSEPH PARISH SCHOOL**



**STUDENT \ PARENT**

**HANDBOOK**

**2022-2023**



**ST. JOSEPH PARISH SCHOOL**  
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## Section 1: School Overview

### ST. JOSEPH PARISH SCHOOL'S PHILOSOPHY

The primary purpose of the existence of St. Joseph Parish School is to help facilitate the parents in providing a Christian faith-community for their children. The school strives to maintain academic excellence in all areas while it upholds an atmosphere centered in the person of Christ and His teachings.

The administrator and faculty of St. Joseph Parish School believe that each child is a unique individual who learns most effectively through the integration of the intellectual, emotional, spiritual, social, and physical aspects of development.

Through the combined efforts of the Church, the school, and the home, each child will have the opportunity to be prepared for future challenges. This preparation will lead to personal success and fulfillment as a mature Christian, aware of basic principles and prepared to accept adult responsibility.

It is our conviction that true education focuses on the formation of the human person in pursuit of his ultimate purpose.

### ST. JOSEPH PARISH SCHOOL'S MISSION STATEMENT

St. Joseph Parish School Community is dedicated to  
**F**aith, **A**cademics, **S**ervice, and **C**atholic **T**raditions.  
(WE ARE **F.A.S.T.**)

### STUDENT CREED

As a St. Joseph Student I will:

- Have a positive Christian attitude
- Always work to my full potential
- Participate in my church
- Have a positive self-image
- Be a peacemaker and help others



## HISTORY OF THE SCHOOL

In 1944, Fr. John Eppenbrock was appointed pastor of St. Joseph Trenton. Fr. Eppenbrock worked hard to achieve the long-hoped for the goal of a parish school.

Every method was used to raise funds including spaghetti dinners and the selling of bricks. Fr. Eppenbrock encouraged everyone to “buy a brick” for only 10 cents! Eventually, \$100,000 was raised for the school. Fr. Eppenbrock acquired the property on Third St. (between Elm and St. Joseph St.) to be the site of the school and playground. The houses that occupied the site were either moved or demolished. On March 19, 1947 (the Feast of St. Joseph!), ground was finally broken for the \$200,000 St. Joseph School.

In September 1948, the parish school opened its doors to 260 pupils in grades first through sixth. Seventh and eighth grades were added later. The school was staffed by the Sisters of the Immaculate Heart of Mary of Monroe, Michigan. It was not possible to obtain a full staff of Sisters, so two lay teachers completed the faculty.

In 1998, St. Joseph Parish School began construction of an addition to the school which included a gym, kindergarten room, computer lab, and dining room. In the fall of 1999, our parish school opened its doors to its first Kindergarten class. In the fall of 2014, our school was blessed to add a Preschool for 3 and 4 year old students.

St. Joseph Parish School has continued to flourish throughout the years. The education given not only prepares students for the world but also gives them a faith to live and a love of God to experience!

## ADMISSION POLICY

St. Joseph Parish School does not discriminate against students in admission or participation in any school program or activity on the basis of race, sex, nationality, or ethnic origin.

St. Joseph School is committed to quality education within a Catholic, Christ-Centered environment, consistent with this commitment; the administration along with St. Joseph School Advisory Committee has established an admission policy which fosters family involvement in the parish.

The school administration reserves the right to deny admission to any returning student. This could happen when the school does not have the resources and ability to meet the needs of the student, and/or when parents are motivated by concerns not consistent with the goals of the school or policies of the Archdiocese of Detroit.

Be it known that all new students coming into St. Joseph Catholic School are automatically on probation the first year. The criterion for admission to St. Joseph Parish School is that parents accept the Catholic concept of education.

**Please note:** Parents and/or students who do not support or show partnership with

administration/school may not be granted admission and may be asked to withdraw from the school on a date determined by the administration.

Priority for admission to St. Joseph Parish School:

1. A student who is pre-registered and a member of St. Joseph Parish and attending St. Joseph Parish School at the time of pre-registration.
2. A student who is pre-registered, not a member of St. Joseph Parish but is attending St. Joseph Parish School at the time of pre-registration.
3. A student who is pre-registered but not a member of St. Joseph Parish and not attending St. Joseph Parish School at the time of pre-registration.
4. A student who is not pre-registered. A student not pre-registered is accepted in the above order for other descriptions.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs.

Pre-registration takes place after the start of the current school year.

All students will comply with State of Michigan required Immunization and Health Laws prior to admission.

When a student applies for transfer from another school, the parent(s) must sign a release form allowing St. Joseph Parish School to request the student's records from the previous school. A student's acceptance into St. Joseph will be contingent upon the receipt of the records from the previous school and the satisfactory reports contained therein. Particular attention is made to interested middle school students and their admission to St. Joseph Catholic School. Transfers of an eighth grade student from another Catholic school may be admitted providing there are no academic and/or discipline problems. Students who were not recommended for promotion in their previous school will not be accepted to the next grade at St. Joseph Parish School.

#### Birthdate Policy

To ensure that our students have the best educational start and have optimum opportunities for growth and development, St. Joseph Catholic School has a policy regarding students entering school based on birthdates.

\*Students entering our Preschool 3s Program must be 3 years old by September 1<sup>st</sup> of the year they are entering the Pre3 Program.

\*Students entering our Preschool 4s Program must be 4 years old by September 1<sup>st</sup> of the year they are entering the Pre4 Program.

\*Students entering our Kindergarten Program must be 5 years old by September 1<sup>st</sup> of the year they are entering the Kindergarten Program.

The greatest gift we can give our young students is the “Gift of Time”. St. Joseph Catholic School recognizes that crucial growth and development occurs in students’ early years. We strictly adhere to our birthdate guidelines, and we thank you for your understanding as we work together to do the absolute best for your student(s).

## **TUITION AND FEES**

Tuition rates are set by the Pastor in consultation with the Principal and Finance Council. We are grateful for the sacrifice parents make to provide a Catholic education for their children. It is our commitment to you and this parish to continue quality education while remaining fiscally responsible.

Parents can select from three payment plans at the time of registration. They are: One payment in full due on our SIS system, FACTS, in August; four equal payments; or ten equal payments due August through and including May. The payment must be received on the FACTS agreement chosen, or a late fee of \$50.00 is assessed. No tuition refunds will be issued in the first quarter or after the third quarter. If tuition is not paid in full, academic records will not be sent to any school requesting student records. A student will not receive a final report card or be allowed to participate in graduation if tuition or library fees are not up-to-date.

Registration fee of \$200 per family occurs at pre-registration for Preschool-8th grade and is non-refundable.

Sacramental preparation years, occurring in grades 2 and 8, will have an additional Sacramental Fee that is due at the beginning of the preparatory year.

A student will not be allowed to return to school in the fall if prior tuition is still owed, unless payment arrangements have been made in advance through the business office.

Assistance is available to help with the cost of tuition based on financial need. Please contact the principal for further details.

## **ATHLETICS**

St. Joseph Parish School and Parish are members of the Catholic Youth Organization (CYO) and abide by its rules and regulations (involves grades five through eight, both boys and girls). All financial means necessary for the support of this program are provided by the St. Joseph Athletic Club.

# **Section 2: Academics**

**2022-2023**

## **ST. JOSEPH CURRICULUM**

- A. First and foremost, St. Joseph School incorporates Catholic Teachings and Catholic Value system at all levels and in all subject areas.

- B. Please refer to our curriculum tab on our web site for grade/subject texts.
- C. The curriculum reflects the fundamental principles of student growth and development and makes provisions for the physical, emotional, aesthetic, intellectual, and social differences among individual students.
- D. St. Joseph Catholic School teaches using the comprehensive Archdiocese of Detroit (AOD) Curriculum which combines aspects of Common Core Standards, Grade Level Content Expectations, and State Standards.

### **TEXTBOOKS/PROGRAMS USED**

RELIGION:	Preschool 3: <i>I Am Special</i> , Our Sunday Visitor, 2018 Preschool 4: <i>I am Special</i> , Our Sunday Visitor, 2019 Grade K: <i>Stories of God's Love</i> , RCL Benziger, 2011 Grades 1 - 8: <i>Blest Are We</i> , RCL Benziger, 2018 Grades 6-8: <i>Catholic Connections</i> , St. Mary's Press, 2009 Grade 8: <i>Confirmation, Filled with the Holy Spirit</i> , Benziger 2009
READING:	Preschool: <i>Land of the Letter People</i> Grade K: <i>First Steps Early Literacy Program</i> , Journeys, 2017 Grades 1-5: <i>Journeys</i> , Houghton Mifflin; 2017
Literature:	Grades 6 - 8: <i>Elements of Literature</i> , Holt 2007
PHONICS:	Grade K: <i>First Steps Phonics Program</i> , 2017 Grades 1 - 3: <i>Modern Curriculum Press</i> , 2003/ <i>Journeys</i> , 2017
MATHEMATICS:	Grades K - 6: <i>Progress in Mathematics</i> , Sadlier, 2012 Grade 7: <i>Fundamentals of Algebra</i> , Sadlier, 2014 Grade 8: <i>Algebra I</i> , Sadlier, 2014
ENGLISH:	Grade 1: Scott Foresman, 2004 Grades 2 - 5: Harcourt Brace, 2002/ <i>Journeys</i> , 2017 Grades 6 - 8: <i>Writer's Choice</i> , Glencoe, 2009
SPELLING:	Grades 1 - 5: <i>Journeys</i> , Houghton Mifflin, 2017, <i>Spelling City</i> Grade 6: <i>Spelling City</i> Grade 7 & 8: <i>Vocabulary Workshop</i> , Sadlier, 2013
HANDWRITING:	Grades 1 - 3: <i>D'Nealian Handwriting</i> , Scott Foresman, 2008
SCIENCE:	Grades K – 8: <i>STEMscopes</i> , 2022
SOCIAL STUDIES:	Grades K - 4: Harcourt 2007 Grade 3: <i>Meet Michigan</i> , Hillsdale Education, 2009 Grade 5: <i>My World: Geography</i> , Pearson, 2011 Grade 6: <i>World Cultures and Geography</i> , McDougal Littell, 2010 Grades 7-8: <i>American History</i> , McDougal Littell, 2010

## MARKING SYSTEM

**GRADES K-2:** THE PERCENTAGES BELOW AND ACCOMPANYING CODING IS A GUIDE FOR PARENTS

- PROFICIENT (83-100%)
- DEVELOPING (72-82%)
- NEEDS SUPPORT (71% AND BELOW)

### STANDARDS SCALE

- 4 **CONSISTENT AND ADVANCED UNDERSTANDING**
- 3 **CONSISTENT UNDERSTANDING**
- 2 **PARTIAL UNDERSTANDING**
- 1 **MINIMAL UNDERSTANDING**

**GRADES 3-8 GRADING SCALE:** (%) ST. JOSEPH FOLLOWS THE 2016-2017 NEWLY UPDATED ARCHDIOCESE OF DETROIT (AOD) GRADING SCALE.

- A 100-95
- A- 94-93
- B+ 92-91
- B 90-86
- B- 85-83
- C+ 82-81
- C 80-76
- C- 75-72
- D+ 71-69
- D 68-64
- D- 63-60
- F 59 and below

Grades for Special Classes: Art, Computers, Music, Physical Education and K-4 Spanish will be given as follows.

- 4 (90-100%)
- 3(80-89%)
- 2(70-79%)
- 1(69 and below)

### MIDTERMS AND FINALS

Grades 6-7 take Midterms and Final Exams in Math, Science, and English. 8<sup>th</sup> grade students take Midterms and Final Exams in all subjects.

### HONOR ROLL: GRADES 5-8

Students are eligible for the Honor Roll (First Honors, and Principal's List) who behave well in ALL SUBJECTS at ALL TIMES throughout the day; this INCLUDES Specials (Enrichment) Classes.

Each subject, including specials, is an imperative part of the development of the school-aged child, and grades applying to those classes will be used to determine the merit of students earning Honor Roll status.

### **Students are given recognition for achievement through:**

#### SCHOLASTIC HONOR ROLL (GRADES 5 - 8)

(THIS HONOR IS BASED ON BOTH ACADEMICS AND BEHAVIOR)

Principal's List: Average of 100-93% in all major subjects including Spanish; all subject grades must be at least 93%

First Honors: 92-83% in all major subjects including Spanish; all subject grades must be at least 83%

A student is ineligible for Principal's List/First Honors for the quarter if the child receives an after-school detention in that quarter.

The major subject areas include: Religion, Reading/Literature, Math, Science, English, Social Studies/History, and Spanish. Academic honors for students are calculated through the FACTS system.

### **CHEATING**

Cheating is a serious matter that St. Joseph School does not take lightly. If a student is found cheating on an assignment, test, or project, the offense will result in a 0% on the assignment, test or project; the second offense will result in a suspension. Students who have been found to be cheating will be eliminated from any Honor Roll status for that quarter. This applies to all core classes, including specials/enrichment classes.

### **FAILING GRADES \ RETENTION**

Retention can be successful if a student was unable to master skills taught the first time at grade level. We know that each child develops physically, mentally, emotionally, and socially at an individual rate. All parties concerned need to see this in a positive manner.

Teachers will notify parents through reports, conferences, and report cards that an academic problem(s) exists. Parents and teachers need to work together in planning possible remedies to the problem.

Ordinarily, a student in grades K-4 who does very poorly in reading and/or math can be recommended for retention. For a student in grades 3-8, failing three (3) or more major subjects, would be cause for concern.

Those students who struggled to pass the current school year and would benefit from a repeat year in the same grade level but whose parents would like them to continue to the next grade level against recommendation will be "placed" into the next class (as evident on the Report Card) instead of "promoted".

## **PARENT \ TEACHER CONFERENCES**

Conferences are on the calendar in November. Walk-in conferences are available for grades Preschool 3-8th grade and are a first-come, first-served format. All conferences for all grade levels will be limited to 10 minutes. Specials teachers will also be available on conference day. If additional, individual conferences are needed later in the school year, these will be scheduled by the classroom teacher(s) in early spring. After all other report card markings, a conference can be requested by the parents or the teacher(s). If parents would like an individual conference at any other time during the school year, they should send an email to the teacher. A convenient time for both parties will be set by the teacher(s).

## **LITURGY**

Students and faculty come together weekly to celebrate the Liturgy. This celebration takes place at 8:30 a.m. on **Tuesdays**. Parents, parishioners, and friends are always welcome to share in our liturgical celebrations.

# **Section 3: Student Expectations**

## **BEHAVIOR / DISCIPLINE**

One of the intentions of St. Joseph Catholic School is to develop responsible students. We stress good behavior and good attitudes toward everyone. All new students coming into St. Joseph Catholic School are automatically on probation the first year.

When student behavior is considered inappropriate, the matter must be addressed. It could involve a conference with the student by the teacher and/or principal or a telephone call to the parents by the teacher or principal. If a matter is serious in nature, the parents will be asked to come in for a conference with the principal.

St. Joseph Catholic School has a specific policy concerning student violence and inappropriate behavior of any kind. An immediate meeting with the teacher, principal, and/or pastor will take place as needed. Consequences will take place and be enforced. Verbal and physical threats can have an affect on the the maintenance of a safe and comfortable learning environment for all our faculty, staff and students. St. Joseph School's policy is as follows.

Immediate off-site suspension. May return to school once cleared from a licensed medical professional.

Any future verbal and or physical threats will automatically result in a one week off-site suspension from school and all school related activities. Further discussion on licensed medical professional's stipulations.

In the event of a third verbal and or physical threat a two week off site suspension will automatically be imposed, during which time further consequences, including expulsion will be considered. Further discussion on increased stipulations with a licensed medical professional.

The consequences above would be cumulative for the remainder of his/her years at St. Joseph School, without a "resetting" of the clock each fall.

During a period of suspension, students are expected to complete any assigned work and submit the work to their teacher(s). The student is responsible for scheduling make-up tests with his/her teacher. If the student does not complete his/her assignments/tests, it will result in a zero.

These consequences are intended to keep everyone at St. Joseph safe.

## **SCHOOL SAFETY/HARASSMENT POLICY FOR STUDENTS**

St. Joseph School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face disciplinary action which could result in suspension, and/or expulsion.

## **CODE OF COURTESY FOR ALL STUDENTS**

St. Joseph Catholic School students are expected to be polite and respectful towards others both in and out of school. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. Saint Joseph Catholic School is focused on a school environment that is safe, nurturing, and builds good Christian character. Students learn appropriate behaviors through classroom management protocols, and teacher/parent communication with families.

### SCHOOLWIDE MANAGEMENT SYSTEM

Each teacher Preschool through Eighth grade has a classroom management plan that has classroom rules with rewards and consequences.

### LUNCH AND/OR RECESS DETENTION

This is served in the office with the principal. A think sheet form is filled out and discussed.

### DEMERIT

This is received as a result of earning too many consequences in the classroom during a week OR a more serious consequence than what is listed on classroom rules (fighting, cursing, etc...)

### AFTER SCHOOL DETENTION

This is earned after receiving three (3) demerits in a quarter OR if a more serious consequence has occurred. After school detention is served on Wednesdays until 3:45 pm.

### SUSPENSION

The temporary dismissal of a student from the school. Duration of suspension depends on the severity of the infraction.

### EXPULSION

The permanent dismissal of a student from the school.

**DISCIPLINE CODE WITH CONSEQUENCES:** More severe behavior including physical fighting, sexual harassment, stealing, vandalism, threats of violence (physical and/or verbal), etc....will result in an immediate reprimand up to or including suspension or expulsion. **Administration will conduct discipline matter investigations, on an as-needed basis, and required appropriate consequences take immediate effect. Administration also reserves the right to take the necessary disciplinary actions to ensure all students and staff safety.**

### **CONFLICT RESOLUTION**

Conflicts can often occur from misunderstandings. If a parent or student has difficulty with a major disciplinary decision made by a teacher or with the suspension\expulsion of a student by the principal, the procedure for discussion\resolution is as follows:

- Level 1: Conference with teacher(s)
- Level 2: Conference with principal
- Level 3: Conference with principal,teacher and parent(s)

### **BULLYING/HARASSMENT**

Students are expected to be courteous and respectful in all of their interactions including administrators, teachers, parish and school employees, volunteers, parents, and students. Students who engage in name calling, threats, bullying, intimidation, or other conduct or communication that has the purpose of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks such as Facebook, Twitter, Tik Tok, Snapchat, Instagram, etc. will be disciplined, up to and including expulsion. Both active and passive support for acts of harassment or bullying will not be tolerated.

Retaliation in any form, such as harassment, name calling, ostracizing, intimidation, threats, against any individual including all parish and school students, employees, volunteers, and parents, for reporting or cooperating in good faith, in a parish or school sponsored or sanctioned investigation will not be tolerated. St. Joseph Parish School will take legal action if necessary for any student who retaliates in any form.

Consequences and appropriate remedial actions for such students shall be determined by administration based upon age, development, and maturity levels of the students involved.

Remedial measures shall be designed to correct the problem behavior and prevent another occurrence of the behavior.

### **GENERAL RULES**

Students are responsible for safe, orderly, and courteous conduct at all times in school, in church, on the playground, in the cafeteria, and on field trips.

Food, of any type, is to be eaten only in the cafeteria or the classroom during designated times. Gum chewing is prohibited.

The use of water bottles in the classroom is at the discretion of the teacher(s). If water bottles are permitted in the classroom, they must be see-through and filled with WATER only.

Students may not bring any personal electronic devices or cameras to school. As is specified in the uniform policy, Fit Bit trackers are permitted as long as they are not a distraction to the student/other students; other wearable technology like Apple watches is NOT permitted.

Cell phones MUST be turned off and inside book bags during school. No cell phone usage or texting is allowed. They can never be on the student, in purses, or in a desk. If a student is caught with a cell phone out of his/her book bag, in his/her desk, or if it rings or vibrates, the phone will immediately be taken to the office, and a parent must pick it up. It will be returned to the parent after a conference with the parent, principal, and student. If a student is caught twice, the student will be fined \$25, and the parent must pick up the phone. If a student is caught a third time, they will be suspended for one day. A fourth incident will result in a two-day suspension or further consequences. Student cell phones cannot be used from the time of drop off until pick up.

Students may never leave the school property without proper permission from the office.

Students may be suspended for fighting, using vulgar language, gestures, or vandalism.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

**The principal or pastor reserves the right at his/her discretion in the best interest of the school, its students, teachers, and staff, to waive and/or deviate from any and all disciplinary rules, practices or procedures at any time.**

## Section 4: Policies and Procedures

### DAILY SCHEDULE

7:35 a.m.	Students may be dropped off in front of the school *Students will be permitted to enter the school building at 7:40 a.m.*
7:45 a.m.	Students go to their classrooms for morning assistance and to get ready
8:00 a.m.	School day begins/morning prayer
2:55 p.m.	Afternoon prayer
3:00 p.m.	Dismissal for grades K-8

### ATTENDANCE POLICY

Regular class attendance and punctuality develop positive attitudes toward school. Regular attendance enables a child to gain more from their educational experiences than one who is absent frequently.

From time to time, a student may need to arrive late or leave early due to an appointment or another reason.

**Absences for arrival past 9:30 am or leaving before 1:30 pm will be marked a half-day absent. NOTE:** Please refrain from early dismissals between 2:30-3:00 PM unless arriving back from a field trip. It is too disruptive for the end of the day learning.

If a child is absent from school for any reason, a parent must notify the school by telephone prior to 9:00 a.m.

***If a student is absent for more than eleven (11) days in the quarter, the school is justified in not assigning a grade for that period. If a student is absent for more than thirty-three (33) days in a school year, the school may determine that promotion to the next grade may need review. These conditions may also cause the school to serve notice to a parent for truancy.***

Upon returning to school, the student is responsible for acquiring and completing all make-up work. The student will have the number of days to complete all daily class assignments as to the number of days absent. If a student is ill, homework will be available at 3:00 for pickup. Students are also expected to check the daily agenda on Google classroom for missed assignments.

Students may not be dismissed early from school without a written and signed request from parents or parent email to the teacher and office. A parent or designated adult must come to the school office to pick up the student and sign them out using the Raptor system.

A signed note, email, or a phone call to the office, is needed if a student is going to be picked-up at dismissal time by another school family.

### **TARDINESS**

Parents are expected to cooperate regarding the arrival of their children at school on time. Tardy is from 8:00 am to 9:30 am. After 9:30 am, a student will be marked a half-day absent.. If students enter the building after 8:00 am, they must report to the office.

### **ABSENCE DUE TO VACATION**

**(No homework will be given prior to vacation)**

Family vacations during the school year are discouraged; however, the school does understand that special circumstances may arise. Any child missing school due to conditions not relating to illness will be given their school work, homework, assignments, and tests **after** their return to school. (Please keep in mind that classroom presentations\lectures cannot be made up). If homework is not completed in the time allowed, including projects, no credit will be given.

### **SCHOOL ACTIVITIES/GYM FLOOR POLICY**

St. Joseph's Parish is committed to its Parish Elementary School by providing its resources and facilities to the school's mission. In June 2019 a new gym floor was installed for use in our Activity Center. In light of our wanting to maintain a clean and long lasting gym floor, parents must send their students to school in non-skid and non-marking shoes.

### **EMERGENCY FORMS**

An emergency form for each student is kept in the school office; additionally, teachers keep a copy of this form

in the classroom. This form will include the name, address, and telephone number of the parents, another specified person to call in an emergency, and the family doctor. Emergency forms need to be updated as changes occur. All names of adults who may pick your child up from school must be on the emergency form. The school cannot release a student to an adult that is not on the emergency form or has notified the office of the change. Please be mindful of this when filling them out.

### **ACCIDENT POLICY**

Parents are called immediately when an accident occurs. If the parents cannot be reached, the Trenton Fire Rescue is called. It is extremely important that any changes in telephone numbers, home or work, be reported to the school office as soon as possible. It is also important that the person named on the emergency card as the parental alternative has a current telephone number and is available to transport a sick child.

### **EMERGENCY SCHOOL CLOSING**

In the event that school must be canceled due to inclement weather, building issue, etc., parents will receive a text, call, and/or email from an automated system. Please be sure the office has your correct/updated contact information for a no-school call.

### **PARTY INVITATION POLICY**

In the event that your student is hosting a party (birthday or other), please know that the policy on invitations is that invitations cannot be passed out at school unless **each** student in the class receives an invitation. A boy student can invite all the boys, a girl student can invite all the girls, or the entire class can be invited. If only a few students from class are invited, invitations cannot be passed out on school grounds or at school events. If invitations are passed out at school that do not include everyone, the invitations passed out at school will be returned to that student and must be taken home. Thank you for supporting the feelings of all of our students!

### **BIRTHDAY TREATS**

St. Joseph School **DOES NOT ALLOW** edible birthday treats (cupcakes, donuts, etc.) to be brought into school and/or distributed to students during snack time or lunch time. Non-edible treats (stickers, pencils, etc.) are allowed and can be distributed.

### **MEDICATION POLICY**

It is the responsibility of a parent and/or guardian to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school.

School personnel will not dispense or administer any medicine to students. If prescription or non-prescription medicine must be taken during school hours, the principal or her designee will supervise the taking of the medicine by the student.

All medicine must be clearly labeled and in its original bottle with the expiration date, student's name and proper dosage on the container. Medicine will be kept in a locked container in the office.

Parents must have a St. Joseph written consent form completed and on file in the office **before** any medication is dispensed. The forms must be signed by both **parent** and **doctor** even for over the counter medication

which includes cough drops. If the form is not properly filled out, a parent must dispense the medication. Forms are available in the school office.

A student may carry and use an inhaler or Epi-pen, as deemed necessary by their physician. The school must be provided with a written emergency plan for its use prepared by a licensed physician in collaboration with the parent, updated as necessary for changing circumstances.

### **ALLERGY POLICY**

(If your child has an allergy, please go to our school website for the FAAP (Food Allergy Action Plan). These forms should be filled out by you and your physician and returned to the school office.)

We recognize that there are a growing number of students coming to our school who have food allergies, and we acknowledge our responsibility to work directly with the parents of these students. A partnership between school and family helps to increase the independence of your child's own awareness and management of his/her food allergy.

As an educational environment, we strive to educate our staff, students, and families to better understand life-threatening food allergies. Collaboration with the school staff, your family, and your family medical provider will create a safe and healthy learning environment which will help parents and their children with food allergies make the transition between the safety of their home environment into the expanding world of a school. When done well, this is one of the greatest lessons a child with food allergies can learn; they can be safe in a world outside their own home.

A thoughtful, well implemented Food Allergy Action plan will help students learn to:

- Ask for help
- Develop healthy and strong friendships
- Be more confident
- Become more independent
- Self-monitor that his/her medication is readily available
- Challenge situations that may feel unsafe or unnecessarily risky
- Acquire developmentally appropriate social skills

Similarly, classmates who do not have life-threatening allergies develop a greater capacity for generosity, flexibility, and compassion. Teachers and other parents come to address modifications necessary to keep students with food allergies safe and socially included.

### **LUNCH**

Students must bring their own lunch or order lunch monthly from our outside vendor, Roundhouse. Milk is available for the students to buy daily or on a semester basis. Students will eat their lunch in the dining room. No food or drink is allowed at recess. Students who have allergies or food sensitivities have the option of sitting at the Allergy/Food Sensitivity Table. Those students who opt to not sit at the allergy table will need a parent note saying they may sit at any table in the lunchroom even with their food allergies and sensitivities.

## LUNCHTIME RULES

(these rules are reviewed and posted in every classroom)

1. Students will listen and respect lunch parents, volunteers and staff.
2. Students will be in their chairs in the lunchroom and classroom during lunchtime.
3. Students will get a 5-minute warning prior to the end of their lunchtime to finish their lunch.
4. It is expected that the tables and immediate floor area are cleaned up from garbage before leaving the lunchroom or classroom.
5. No food or drink is allowed to be brought to recess.

## RECESS RULES

1. Use recess equipment as intended.
2. No screaming.
3. Human chains and piggy back rides are not allowed.
4. Students may not exit the pen at any time for any reason.
5. Students will not pull or hang on the fences.

\*Please remember that the recess parents, volunteers and staff want recess to be FUN! The goal of supervision is to keep students safe.

## DROP-OFF AND PICK-UP SAFETY POLICY

Children's safety is of the utmost importance!!!

1. At no time should anyone cross in the middle of the street. You must go to the corner to cross. Do not stop in the crosswalk!
2. There are three types of **drop off** situations: simple, assisted, and parked.
  - a. **Simple:** The driver comes to a rolling stop and lets the student(s) out at the front door. If the driver must get out of his/her seat, then it is not simple, and should not happen at the front door of the school.
  - b. **Assisted:** The driver gets out of his/her seat to assist a student, but does not walk away from the car. An assisted drop off should happen in front of the gym or church, preferably at a cement walkway but not at the front door of the school.
  - c. **Parked:** The driver must leave the car to assist a student or take care of some other business. Cars should not park in front of the school or gym for any reason during morning drop off. It is posted on the street signs in front of the school "No Parking"! If you must park, please pull ahead to the double doors of the activity center.

\*To foster student responsibility and independence, we ask parents to say their goodbyes before reaching the front door of the school; students should then walk themselves into the building and into their classroom. There is always staff supervision at the doors of the school for student safety.

3. There are two types of **pick up** situations: curbside and breezeway.
  - a. **Curbside:** The driver follows the line of traffic from 5th Street to St. Joseph Street to 3rd Street in front of the school. Families will need to have a sign to hold up in the passenger window of the car with their last name. Students will get into the car without assistance. All teachers will be supervising and guiding

students.

- b. **Breezeway:** Driver MUST park in parish or public parking lot so as not to interrupt the U dismissal. Driver should walk over to the breezeway (between the Church and school) and wait to meet students at dismissal. Drivers utilizing this pick-up procedure need to proceed to their parked vehicles via the sidewalk in front of the church. This will help continue to keep all students safe.

### **PRESCHOOL CURBSIDE PICK-UP**

St. Joseph Preschool dismissal is a curbside pick-up service through the preschool alley door. The only families who qualify for this service are those who are picking up preschool students ONLY. No students, kindergarten through 8th grade will be dismissed for this pick-up. Preschool students MUST be picked up in the preschool line in the alley.

### **LOCKERS AND DESKS**

Lockers are provided for Grades 6-8. Outside of lockers must be clean. No names, stickers, magnets, or tape may be displayed on the outside of the locker. The interior of lockers must be kept neat and clean. Accessories allowed on the inside of the locker are a magnetic mirror, magnets with or without pictures or magnetic white board. If students are required to share a locker, it is expected that students are respectful of their locker partner's space. School lockers are the property of St. Joseph School. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school teachers or administration for any reason, at any time, without notice, and without student consent.

School desks are the property of the school. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, and without student consent.

### **EMERGENCY DRILLS-EXPLANATION**

The following drills take place throughout the school year. Please review this information carefully so you are able to discuss these precautionary measures with your student(s) to help reinforce at home how and why we practice these drills at school.

#### **Fire Drills:**

Fire drill practice takes place to show students how to evacuate the building in the event of a fire emergency. Signs are posted in the rooms to show where the evacuation route from each room in the building is located. Students and staff will follow that route to the designated safe location outside of the school, away from potential fire danger. Students and staff will be alerted to the drill by a fire alarm siren or by a verbal message over the school PA system by a member of the school administration or staff. At the conclusion of the drill, the students and staff will be signaled by the principal to go back into the building and resume their classes. Parents will be unable to pick up their children during drills and must wait till the conclusion of the drill to take their children out of school..

In the event of a real fire emergency, parents who come to school to pick up their children must sign their child(ren) out with the classroom teacher. Teachers will be located in a designated safe zone outside and away from the school. Parents may be required to show photo ID before taking their children off the St. Joseph Catholic School grounds.

**Tornado Drills:**

Tornado Drill practice is done to prepare students and staff for what to do during a severe weather emergency. Signs are posted in the rooms to show where the evacuation route from each room in each building is located. Students and staff will be alerted to the drill via a message on the PA system or a drill bell. Students will be expected to sit on the floor of their designated safety zone with their heads covered for the duration of the drill or until the severe weather has passed. Parents will be unable to pick up their children during drills and must wait till the conclusion of the drill to take their children out of school.

In the event of a real severe weather emergency, parents who come to school to pick up their children must sign their child(ren) out with the classroom teacher. Teachers will be located in a designated safe zone inside the school. Parents may be required to show photo ID before taking their children off the St. Joseph Catholic School grounds.

**\*\*Note:** In the event of severe weather, it is at the parents' own risk to be moving and evacuating their child(ren) from their designated secure location inside school.

**Lockdown Drills:**

Lockdown Drill practice is done to prepare students and staff for what to do during a safety emergency or threat of danger at the school. An announcement is made over the PA system alerting students and staff that a lockdown is taking place. Teachers will close their interior window shades, lock their doors, and move the students away from the windows and the doors. Teachers will keep the students calm and silent while waiting for the drill/emergency to end. There will not be any exchange of classes or movement in the hallways, classrooms, or around the school grounds during a lockdown.

**\*\*Under no circumstance may a person enter or exit the school campus during a drill or an actual lockdown. Students, staff, and parents must remain in their locations until an all-clear message is given over the PA system by the school principal or a member of the police force (in the event of a real lockdown).**

**Shelter in Place Drills:**

Shelter in Place Drills are conducted to prepare students and staff for what to do in the event of a potential threat to the campus. An announcement is made over the PA system alerting students and staff that a Shelter in Place is occurring. Teachers will lock their classroom doors but continue teaching within their classrooms as normal. Limited hallway activity may occur. There will not be any usage of external doors, and students and staff must stay in the building until an all-clear is given.

**\*\*Under no circumstance may a person enter or exit the school campus during a drill or an actual Shelter in Place. Students and staff must remain on campus until an all-clear message is given over the PA system by the principal. Parents must wait for dismissal until an all-clear message is given.**

## Section 5: Dress Code

**Boys' UNIFORMS**

**Slacks:** Black dress slacks or black dress corduroys; no double stitch on any seams; no drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable. Pants should be free of holes, rips, and

tears.

**Shorts:** Black uniform shorts (no athletic shorts) may be worn from the start of school until the last day of October and again beginning the first day of April until the end of the school year. Shorts must be no shorter than 2 inches above the knee. Shorts should be free of holes, rips, and tears.

**Shirts:** Colors – White, Red, Black  
Type – Dress, knit or dri-fit shirts with a collar or turtlenecks  
No logos or writing on the shirts, except the cardinal logo. Shirts must be worn tucked inside the slacks, unless it has a banded bottom. No colored T-shirts under the shirt.

Sweatshirts must be worn over a collared uniform shirt. On PE day, sweatshirts may be worn over a PE uniform shirt.

**Sweaters:** Optional for Grades K – 8  
Colors – Black or red. Cardinal logo is acceptable.  
Type – Vest, V-neck, cardigan or crew neck.  
Sweaters must be worn over a collared shirt, or turtleneck.  
Red or black fleece jacket may be worn. Must be purchased at Schoolbelles.

**Sweatshirts:** Colors - Red, black  
Type - Hoodie, crewneck, quarter-zip  
Sweatshirts must be worn over a uniform shirt  
Can only be purchased from Schoolbelles and has to have SJS logo

**Shoes:** Standard dress\conservative or Sperry brand school shoes in black, brown, or blue may be worn. Shoelaces must be laced and tied. No sandals, clogs, crocs, flip flops, or boots (shoes worn above the ankle bone) may be worn. A shoe is considered a sandal if it has an open front, back or sides. Athletic shoes may be worn. NO Heelys or light-up shoes may be worn. ALL shoes must be non-skid and non-marking.

**Socks:** Socks must be worn at all times.

**Hair:** Boys' hair should be neat, trimmed, and worn in its natural color (no highlights, hair dyes, bleach or anything that changes or enhances hair color).

**Jewelry:** One necklace with a cross or religious medal is permitted. Earrings are not permitted. A "Fitbit" tracker may be worn, as long as a distraction is not caused. Apple watches are not permitted.

**Belts:** Boys in grades K-2: belts are optional (plain black or brown belts only)  
Boys in grades 3-8 must wear a plain black or brown belt

**Cologne:** Cologne, body spray, and essential oils are not permitted.

## **GIRLS' UNIFORM**

**Jumper/Skirt/Skort:** Grades K – 8: Schoolbelles uniform jumpers (through 4th grade ONLY), skirts, or skorts (uniform plaid or black). Length may not be shorter than two inches above the knee.  
Solid black or gray leggings may be worn.

**Shorts:** Uniform shorts (no athletic shorts) may be worn from the start of school until the last day of October and again beginning the first day of April until the end of the school year. Shorts must be no shorter than 2"

above the knee.  
Black

- Slacks: Black  
No drawstring waist or elastic cuffs are permitted. Jean-type slacks are unacceptable. Slacks must be free of rips, holes and tears.
- Blouse/Shirts: Colors – White, Red, Black  
Type – Peter Pan or tailored collars, turtlenecks, knit, cotton, dri-fit (with or without the cardinal logo).  
Sheer material is not permitted. Blouses and turtlenecks are to be tucked in unless it is a banded bottom. Only white or nude t-shirts are permitted under the blouses/shirts.
- Sweaters: Optional for Grades K – 8  
Colors – White, black, or red. Cardinal logo is acceptable.  
Type – Vest, V-neck, cardigan or crew neck.  
Red or black fleece jacket may be worn. Must be purchased at Schoolbelles.
- Sweatshirts: Colors - Red, black  
Type - Hoodie, crewneck, quarter-zip  
Sweatshirts must be worn over a collared uniform shirt. On PE day, sweatshirts may be worn over a PE uniform shirt.  
Can only be purchased from Schoolbelles and has to have SJS logo
- Shoes: Standard black, navy, or brown school shoes must be worn. Sperry boat shoes in navy, black, or brown may be worn (no glitter and no designs). All shoes must have sides, a tie, t-strap, or Mary Jane-type fasteners. No ballet flats, slip-ons, clogs, sandals, slipper shoes, jelly shoes, Crocs, flip flops, or boots (shoes worn above the ankle bone) may be worn. Heels of school shoes may not exceed two inches. Athletic shoes can be worn. NO Heelys or light-up shoes. ALL shoes must be non-skid and non-marking.
- Socks/Tights: Socks must be worn at all times.  
Black or white tights that are plain may be worn.
- Nail Polish: Nail polish is permitted in grade 6-8 and should be kept neat. No acrylics or artificial nails permitted.  
No nail polish is permitted in grades K-5.
- Hair: Girls' hair should be neat, trimmed, and worn in its natural color (no highlights, hair dyes, bleach or anything that changes or enhances hair color).
- Jewelry: A necklace with a cross or religious medal is permitted. One post earring per ear is permitted. A "Fitbit" tracker may be worn, as long as it does not cause a distraction. Apple watches may not be worn.
- Make-up: "A light application" of blush and mascara may be worn only by girls in grades six, seven, and eight. Eyeliner, lipstick, lip gloss, body glitter, perfume, body spray, essential oils, and tattoos are not permitted.

### **GYM UNIFORMS**

On designated gym days, only students in grades K-4 should come to school dressed for gym and stay in these clothes all day. Grades 5-8 must bring their gym clothes to school and will change into them before gym class.

The required uniform must be purchased through School Belles. All items must have the school logo on them.

- Shorts: Color / black
- Pants: Color / black
- Top: Color / red or black

### DRESS DOWN DAYS / FIELD TRIPS

Dress code rules for hair, make-up, jewelry, socks, and nail polish are to be followed on dress down days. Athletic shoes, sweats, jeans, casual slacks, and T-shirts are the usual apparel. Jeans must be free of rips, holes and tears. For girls, yoga pants or leggings are allowed, provided they are NOT see-through. Sleeveless tops are not allowed. Shoulders must be covered. Check the monthly calendar and newsletter for particular themes throughout the year. Sandals, clogs, Crocs, flip flops, sweats that snap down the sides, or pajama bottoms are not permitted. Slacks that rest below the waist or tops that reveal the abdomen are not permitted. Capri pants are considered shorts. Hooded sweatshirts are acceptable on **Dress Down Days ONLY unless it is from School Belles with the SJS logo**. On Field Trips, students will wear the full gym uniforms or the full school uniform, at the teacher’s discretion. Dress Down clothes may **not** be worn.

### DRESS CODE VIOLATIONS

If a student comes to school in inappropriate dress(not following dress codes), the parents will be called and asked to bring the appropriate clothes. If a student comes to school with an inappropriate haircut, or hair color, the parents will be called, and the parents will have five days to correct the student’s hair. If an emergency arises where it is impossible for a student to wear the proper uniform, a parent should write a note or send an email to the teacher explaining the problem. The teacher will then notify the office of the situation.

## Section 6: Volunteering/Parent Committees

### FIELD TRIPS AND VOLUNTEERING

Each family, K-8, is required to complete 20 hours (5 at the auction, golf outing or fish fry) of verified service to St. Joseph Catholic School or related activities between June 1, 2022 and May 31, 2023. A family will be billed **\$50** per hour for each uncompleted hour of service on the subsequent year’s tuition statement. Families whose oldest child is in PreK4 are required to complete 12 hours (3 at the auction, golf outing or fish fry) of verified service to St. Joseph Catholic School or related activities. A family will be billed **\$30** per hour for each uncompleted hour of service on the subsequent year’s tuition statement. Families whose oldest child is in PreK3 are required to complete 8 hours (2 at the auction, golf outing or fish fry) of verified service to St. Joseph Catholic School or related activities A family will be billed **\$20** per hour for each uncompleted hour of service on the subsequent year’s tuition statement.

Volunteer hours may be completed by parents, guardians, or grandparents. Volunteer hours are to be submitted upon completion to the school website (under the “Parent Information” dropdown menu).

All parents, guardians, and grandparents must attend a “Protecting God’s Children” class and pass a criminal background check in order to chaperone any field trip, volunteering in the school or attending class parties. Attending the class as soon as possible upon registering at school will ensure you do not miss out on any chaperone opportunities throughout the year. You must register online at: [www.virtus.org](http://www.virtus.org) and click on “First-Time Registrant” on the left side of the screen. Then look for the Archdiocese of Detroit and select a local parish/date convenient to you, attend the class, and finally, bring in the certificate when you receive it.

Most field trips have a limited number of chaperones that can attend. Teachers will try to give each interested parent an opportunity to chaperone, if possible. Because all field trips begin and end at school, parents may not just “show up” at a field trip site. Additionally, **no siblings** are allowed on field trips. Parents are not allowed to consume alcoholic beverages while chaperoning field trips.

When a bus is not being used for field trip transportation, a parent driver must fill out a “Volunteer Driver Information Sheet”. The form must be accompanied by a copy of your driver’s license and a copy of your insurance policy which states a minimal liability coverage of \$250,000/\$500,000. Without proper coverage, you will not be able to drive. All drivers, and any chaperone, must be at least 21 years of age and meet all volunteer requirements. These forms need to be filled out yearly.

Students are not permitted to have or use cell phones, iPads, or any other type of electronic device on field trips. Prior to departure, all students must have permission slips signed by a parent/guardian; otherwise, the student may not attend the field trip.

\*Please note: Parents chaperoning 7/8 grade class trips-these trips do not count toward your volunteer service hour requirement for the year.

\*\*Please check with your child’s classroom teacher for the amount of service hours that count for each field trip.

\*\*\*Drivers are only LEGALLY permitted to attend the field trip destination LISTED on the permission slip. No extra stops are allowed.

### **CODE OF CONDUCT FOR VOLUNTEERS-AOD GUIDELINES**

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this Code of Conduct for Volunteers as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth, or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the Local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

*A volunteer must not:*

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.

- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this Code of Pastoral Conduct or failure to take action mandated by this Code of Pastoral Conduct may result in removal as a volunteer with children and/or youth.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

SAC is a consultative body involved in promoting St. Joseph Parish School as an integral part of the educational mission of the parish. Its functions are to foster the school's philosophy and to assist in developing action steps to implement the school's objectives for education. Members are chosen by personal invitation from the Pastor and Principal. SAC issues for discussion include topics such as the school's long and short range planning, handbook policies, tuition and budget, public relations / marketing, and Parish / community involvement. SAC meetings are closed meetings attended by only pastor-appointed members, the Pastor and the school Principal.

### **PTO**

The St. Joseph Parent/Teacher Organization is a group focused on ensuring parent voices are heard, activities take place around school and within our community and there is continual/open communication between families and the school staff. Our PTO is run by a President and Vice President team along with a Secretary and Treasurer who report back to the Principal following bi-monthly meetings. Teachers attend meetings to serve as school representation. PTO parent involvement is critical to ensure that events around the school such as Used Uniform Sales, End-of-Year Picnic and Giving Thanks Lunch, continue to run smoothly year after year.

### **CARNIVAL COMMITTEE**

The school carnival promotes fun, while helping new students and parents get to know each other. It is a morale booster for everyone involved. It is not a fundraiser; however, any monies made will be used for school enhancements. The carnival is normally held in the spring. Set up meetings are usually held once per month, throughout the school year.

Committee duties include: coordinate game rental, obtain game prizes, set up and take down. Ensure that volunteers are scheduled to work the carnival (game operators, ticket sales, and food concessions). Organize booth signs, ticket cans, and donations for raffles (including grade level baskets), silent auction, decorations, concessions, and thank you notes to those who have donated. Parental involvement is a great way to give your time and talent to make your school as good as it can be!

### **FISH FRY COMMITTEE (Parish-Wide)**

The fish fry is a St. Joseph Parish wide event. It is held on Fridays during Lent. This is a great chance for your

family to meet other school families, and parishioners. You can have fun and help the school by volunteering. Students in 7-8<sup>th</sup> grade are encouraged to practice their giving to our parish by helping each Friday during Lent, according to the needs of the Fish Fry Coordinators.

The fish fry depends upon your participation as a supportive volunteer and customer. The profit reduces the operational budget which helps to keep our tuition low.

Committee duties entail scheduling volunteers for Thursday preparation, Friday work shifts, and clean-up groups, menu decisions, advertising, and purchasing food and supplies.

### **SPECIAL EVENTS COMMITTEE**

The Special Events Committee is in charge of planning, organizing and completing events throughout the year that bring additional needed funds to St. Joseph School to close the gap on what tuition costs alone do not cover to educate each student. Events such as adults-only Golf Outing, Euchre Nights, School Auction Fundraisers, etc., are fun ways for families and our community to get involved while bringing needed funds to our school.

## **Section 7: Archdiocese of Detroit Mandates**

### **ARCHDIOCESE OF DETROIT CONCUSSION RULES**

Schools and Parishes must provide educational training materials to students and parents and collect a signed statement of receipt of the material. All new families must sign the "Understanding Concussions" form. The educational Material Acknowledgement form will be collected with the Emergency Forms for each student.

### **ARCHDIOCESE OF DETROIT ILLEGAL SUBSTANCES RULES**

(Excerpt)

Bringing, possessing, manufacturing, purchasing, consuming, selling or distributing drugs, alcoholic beverages, controlled substance, paraphernalia or tobacco by students in school, at school-sponsored events, on school premises, or in the immediate vicinity of school is expressly forbidden.

Parent's and/or the Trenton Police Department will be notified of any policy infractions.

A student will be held accountable for any violation(s) of this rule. Suspension will occur for any of these infractions; expulsion, in some cases, may be considered.

### **ARCHDIOCESE OF DETROIT ACQUIRED IMMUNODEFICIENCY SYNDROME (HIV \ AIDS)**

(Excerpt)

Members of the school faith community suffering with any and/or all communicable disease or blood borne pathogens including HIV/AIDS will be treated with dignity and compassion. Continued functioning within the school community will be dependent upon best available information from treating physicians or local health

departments.

## **ARCHDIOCESE OF DETROIT SEXUAL HARASSMENT**

(Excerpt)

Every student is entitled to attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to conduct which ensures that the school is free from sexual and other forms of illegal harassment.

The school will tolerate neither sexual harassment nor will it tolerate reprisals against any student who makes a sexual harassment complaint.

Students are expected to treat all people, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexual inappropriate behavior that is not welcome, which is personally offensive to some and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive education environment.

Any student, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in the most prompt and confidential manner possible and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including exclusion from school.

## **ARCHDIOCESE OF DETROIT WEAPONS POLICY**

Students are prohibited from bringing weapons to school, school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or on route to or from school, or in the immediate vicinity of the school.

**RULES (Excerpt)**

**Definitions:** A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; dagger, dirks, stilettos, knives with a blade more than three inches long; pocket knives; iron bar; brass knuckles; ammunition; sling shots or sharpened instruments.

School premises include the school building and the adjacent grounds including, but not limited to, parking lots, playgrounds and buses.

Immediate vicinity of the school means a block radius of the school.

- A. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.
- B. A search can be conducted to verify the suspicion or clarify the discovery. It may include an inspection without prior warning and search of a student's person, pocket (the student empties his\her own pockets), book bags, purses, lunch pails, lockers, automobiles, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a teacher, the pastor or a person acting in the place of any of these.
- C. When a body search is conducted, it will be in the principal's or pastor's office or other appropriate place. Another person of the same sex should conduct the search of the student.
- D. If a student refuses to cooperate or interferes with a search of a person or possessions or premises, he\she should be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.
- E. Depending on the nature of the weapon, the local police department will be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
- F. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).
- G. The principal may exercise the options to both keep non-school persons out of the school and/or retain students in school until police have completed their investigation.

**ARCHDIOCESE OF DETROIT  
FALSE FIRE ALARM, BOMB THREAT OR TAMPERING WITH FIRE ALARM SYSTEM**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student makes a bomb threat or similar threat directed at a school building, school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school administrator.

**WELLNESS POLICY**

Preamble to the Michigan State Board of Education Model Local Wellness Policy.

On June 30, 2004, Congress passed section 204 of Public Law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.), to establish a local school wellness policy.

St. Joseph Parish School does not participate in any federally subsidized lunch program.

St. Joseph Parish School is striving to create a healthy school environment.

Students receive consistent information promoting physical and mental health, good nutrition, and positive health choices through:

- Science/Health classes within the curriculum
- Trenton Public School nurse conducting classes promoting good health and positive self-esteem
- Physical Education classes within the curriculum
- Daily recess time
- After school sports opportunities for grades four through eight
- Information provided for city-sponsored activities (dance, sports, etc.)

St. Joseph Parish School encourages good health and nutrition by providing:

- Clean, safe dining area
- Lead-free drinking fountains on both floors
- Permission for clear or translucent water bottles. No glass water bottles permitted.
- Water bottle fillers
- Milk (fat free and 1%) daily
- Suggestions for nutritional/allergy friendly items for snack time, classroom parties, and school picnic

# Section 8: Forms To Return

## SAINT JOSEPH SCHOOL ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES POLICY

Saint Joseph (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources and provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy...

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such a Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

### **School Responsibility**

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School. It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

### **Saint Joseph Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges and Responsibilities of Users**

#### **Privileges**

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

#### **User Responsibilities**

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without a parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for viruses, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.

- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

**Users are prohibited from:**

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

**Declaration**

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

**Users Signature:**

**Date:**

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

**Parent/Guardian Signature**

**Date:**

This user agreement is sent home at the beginning of the year. Please return with other forms. The above information is the extra "copy" for your reference.

**No attempt is made in this handbook to cover every possible situation, policy, regulation or disciplinary action. It is understood that the Principal, in frequent contact with the Pastor, is empowered to handle situations not specifically mentioned in this publication.**



## St. Joseph Parish School Student/Parent Handbook Acknowledgement 2022-2023

Dear Parents,  
Please read this handbook with your child(ren) so that everyone is aware of our School's policies and rules for the entire year. Please complete this form and return by the date specified.

**I have read the handbook with my child(ren), and we agree to abide by ALL the policies and rules listed in the Student/Parent Handbook:**

Parent's Name: \_\_\_\_\_  
(Please Print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Names and Grades of Children:

_____	_____
_____	_____
_____	_____

Please copy at the beginning of each year to sign and return to the school. Parents understand that enrolling your child in the school requires all tuition and fees to be paid in full each year through FACTS tuition management.