
ST JOSEPH CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

2010-2011



SERVING THE CHILDREN OF TAMPA SINCE 1896
2200 N. Gomez Avenue
Tampa, Florida 33607
Phone: 813-879-7720
Fax: 813-873-0804

INTRODUCTION

The handbook is used to serve as a guide for the rules and regulations set down by St. Joseph Catholic School. At times, additions and changes to these guidelines will be necessary. You will be notified of these changes through a written memo.

HISTORY AND PHILOSOPHY

St. Joseph School has served the Tampa Community since 1896. Our Parish School seeks to provide academic excellence in a quality Catholic setting to children of varied backgrounds from Early Childhood (three years old) through Eighth Grade.

St. Joseph School provides holistic education based on the Gospel and Tradition of the Roman Catholic Church. Our method of education has its foundation in St. John Bosco's Preventive System of "reason, religion, and loving kindness". In partnership with our parents, we are committed to meeting the spiritual and intellectual needs of each student. Modeling and teaching the message of Christ, we foster the establishment of life-long values and growth in the spirit of worship. We attempt to meet the individual needs of our students through developmentally appropriate learning activities where children are encouraged to become eager independent learners.

St. Joseph serves an ethnically diverse community creating a safe, loving and disciplined environment that allows its students to feel accepted and valued. In this family spirit, we welcome and encourage all to live in true Christian unity.

ST. JOHN BOSCO'S PHILOSOPHY OF EDUCATION

St. John Bosco used a preventive system in the education of the young. This system consists of making the rules and regulations of an institute known and constantly supervising the students. While supervising, it is the goal of the educator to build a caring relationship where the educator converses with the students and in a kind way, giving advice and correction.

The three aspects of his **Preventive System** are reason, religion, and loving kindness.

REASON:

St. John Bosco believed that if the students understood the reasonableness or common sense of what he/she was doing or what was being done, external or repressive measures would not be inflicted for the maintenance of discipline. St. John Bosco's teaching was concerned with providing many, varied, and interesting outlets such as music, games, physical exercise, drama, and excursions as a means for self-expression. The students thereby become absorbed in activities, which do not allow time to fall into wasteful habits, which are time consuming and lead to social inefficiency.

RELIGION:

We work to create a sense of the presence of God where students are aware: **God sees me and loves me.** This is created through training and Salesian example, in an awareness, understanding and practice of Christian ideals of love, humility and prayer together with encouragement in the use of the available means to grace: confession, communion, penance and mortification. (The basis of John Bosco's catechetical instruction was the moral education of children).

LOVING KINDNESS:

Kindness is used as an educational principle. When connected with this end, the salvation of souls, and educational methods, it is centered in confidence, love and friendship. Charity, which is reasonable and kind, produces an educational environment between teacher and pupil based on familial, brotherly and sisterly relationships. Disciplinary problems are solved in love, where educational reasons for doing things are brought to light in terms of Christian kindness.

MISSION STATEMENT

St. Joseph Catholic School provides a quality Catholic education for all of its students, developing their potential as active Christians and contributing citizens who use their gifts for the service of others. Our comprehensive academic program is characterized by a family spirit, implementing the principles of reason, religion and loving kindness under the guidance of the Salesian Sisters of Don Bosco.

Intellectual Goals:

To provide an environment, using an interdisciplinary approach, in which the students are actively involved in the process of learning. The students will be provided with the highest degree of academic excellence possible by:

- Encouraging independent learning.
- Offering a variety of intellectual, spiritual, and cultural activities.
- Integrating technology into the curriculum.
- Instructing students in a manner that considers different learning styles and multiple intelligences.
- Incorporating critical thinking skills throughout the curriculum.
- Optimizing the use of government funding to bolster our learning environment.

Spiritual/Moral Goals

To provide an environment rooted in our Roman Catholic faith where an Incarnational theology fosters in each child an internalized love of God, neighbor, and self through:

- Weekly liturgies and celebrations of Church feasts.
- Frequent prayer as a school community, as a class or individually.
- Highlighting Tradition and Scripture as the basis of our faith.
- Enabling students to make practical applications of faith.
- Instilling moral and spiritual responsibility.
- Providing opportunities for service to others.
- An age-appropriate thematic program promoting the learning and living of virtues.
- Assisting parents in preparing their children to receive the sacraments.
- Encouraging stewardship for all of God's creation.

Personal/Social Goals:

To maintain an atmosphere of Salesian loving-kindness, this references each individual's God-given dignity through:

- An environment where each child feels capable of sharing his/her accomplishments publicly.
- Modeling and rewarding appropriate reactions, emotions and ideas.
- Teaching respect for others.
- Instilling in all students the basic virtues of honesty, sincerity, and responsibility.

- Fostering an appreciation for multiculturalism and working towards peace and justice in our world.
- Providing extra-curricular activities to promote social and physical development.

ABSENCES

Make-up Work

A student who is absent is required to make-up all work missed (tests, homework, notes, projects, etc.). It is the **student's responsibility** to obtain assignments for all make-up work and to complete it as directed. Students are to make every effort to determine what assignments and notes are being given in class from friends and their teachers. All assignments and tests have a potential of receiving a 100% if the student obtains that grade. **ASSIGNMENTS/PROJECTS THAT ARE ASSIGNED PRIOR TO THE ABSENCE, AND DUE ON THE DAY OF THE ABSENCE MUST BE TURNED IN ON THE DAY THE STUDENT RETURNS TO SCHOOL.**

A student who is absent as a result of an **in school suspension** is required to make-up all their work. The student is responsible for meeting all class deadlines independent of the suspension. Any work not made up during this time will receive a grade of zero (0).

Make-up Tests / Quizzes will be available through the teacher before school, during lunch, or after school. Students who fail to take the tests within the allowed time frame will receive a zero (0) on the test/quiz.

Excessive absences should be reported to the administration. Students with excessive absences should have an academic grade that reflects the fact that the student is not consistently present and is missing important class information.

Academic Difficulties

Upon experiencing academic difficulty, students will be:

1. Assisted during class time.
2. given help before and/or after school.

Teachers will also:

1. Notify parents of difficulty by phone or in writing through progress report forms, or through the Engrade computer system. If a student's average in a class drops a grade, the parent should be notified immediately, independent of the progress report.
2. If no improvement is demonstrated, arrange a conference with the parent(s).
3. Consult with guidance counselor, if needed.
4. Keep an academic/disciplinary log for documenting the fulfillment of these responsibilities.
5. If necessary, refer students with suspected learning or emotional difficulties to the guidance counselor.

Academic Probation

Academic probation is a close monitoring of an individual student's progress over a period of time set by the parents, teachers, administration, and guidance. Specific guidelines and consequences will be determined on a case-by-case basis.

Students will be placed on Academic Probation for the following reasons.

- Retention in the previous school year
- New students entering on a probationary basis
- Students earning two or more F's during any nine-week marking period.

The following recommendations will be made at the time of academic probation review.

- Academic probation will be lifted for those students who earn no F's (64% or lower)
- Academic probation will be extended for those students who earn 1 or 2 F's (64% or lower)
- Attendance at St. Joseph Catholic School may be terminated for students who have earned 3 or more F's (64% or lower) or who have been on Academic Probation for two or more successive grading periods.

Exams

Exams are given to students in Grades 4-8 in December and May. These exams are cumulative tests.

When a student is absent from school, even if just for a day, parents should notify the school office at 879-7720 before 8:30 A.M. Students who are absent are required to make up work missed in each class. It is the responsibility of the student and parent to obtain the work that was missed and to see that the work is completed within the time designated by the teacher. If tests are missed, they should be made up in a timely manner.

Upon the student's return to school a written excuse must be presented to the homeroom teacher. The note should be dated and signed by the parent and include the: 1.) child's full name 2.) date of absence, 3.) nature of illness or reason for absence. ***Parents are to write the excuse in the child's agenda in grades 3rd – 8th and in EC/3 – 2nd grades, parents are to write the excuse in the child's calendar.

One/Two Days Absence

Students should not return to school unless well enough to participate in school activities. An indicator of this would be that the student be fever-free and other symptom free for at least 24 hours before returning to school. Students who are absent are required to make up work missed in each class. If a student is absent only one or two days, upon returning to school it is the student's responsibility to find out the work missed. The student will be given a minimum of one day to complete and turn in these assignments. ***In order to participate in after-school activities, students must be present the entire school day.

Prolonged Absences

In the case of prolonged absence, three or more days, parents should call the office before 8:30 A.M. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

It is the responsibility of the student and parent to see that the work is completed. It is the responsibility of the teacher to notify parents that assignments are missing. The school discourages family vacations/trips during the school year. If the parent chooses to remove a student for this reason, assignments may be given ahead of time at the discretion of the teacher. No semester exams will be re-scheduled unless there is a documented medical reason or an emergency has occurred. A grade of incomplete will be given in such cases until arrangements have been made with the principal to reschedule an exam.

ADMISSION POLICY

Academic and Conduct Requirements

For placement purposes, students are required to be screened for academic competency by a member of our Guidance Staff. Academic and conduct records from previous years are requested for further evaluation by the Principal and Director of Guidance. Students requesting admission to grades 1-8 will be placed on academic and conduct probation for the first semester of the new school year. Students who have shown unsatisfactory conduct throughout the year will not be permitted to re-register with St. Joseph's School for the following academic year.

Conditions for Admission and Re-Admission

Admission/re-admission to St. Joseph School is subject to the following conditions:

- Support of the rules and policies of St. Joseph School. All students must have up-to-date state-required immunizations
- All financial obligations must be fulfilled and up to date.
- Contribution of at least 15 hours of service to the School during the school year.

Each family is expected to contribute 15 hours of service a year.

Ten (10) of those hours MUST be worked at the Carnival.

Should any of these service hours not be completed, parents will be assessed \$20.00 per hour. You have the option of paying the amount of \$200.00 before the Carnival instead of working the service hours during the Carnival. Please note: Attendance on class trips does not count as service hours.

- Support of all mandatory fund-raising efforts sponsored by St. Joseph School and its Parent Teacher Club.

Each family is expected to raise a minimum of \$150.00 for mandatory fund-raising activities during the School year. The mandatory fundraisers include:

- Carnival
- Christmas Sweepstakes
- Spring Sweepstakes

The purpose of these fundraisers is to assist our school in keeping our tuition costs down, so, in effect, although you are participating in fundraising activities, you are helping to provide your child's education by keeping tuition costs at the lowest possible rate.

COMMUNICATIONS

Communication between the school and the home takes place through a variety of ways:

Agendas:

Agendas are the main source of communication between parents and teachers. Agendas are used in 2nd through 8th grade, and must be signed each night. The purpose of the agenda is to insure that your child has communicated to you what his/her assignments are. Your signature indicates the completion of these assignments on a daily basis. If your child is unable to complete his/her work, please indicate the reason next to your signature. If agendas are lost or damaged, a fee of \$5.00 will be assessed for replacement. EC-3/4, Kindergarten and Grade 1 use a calendar for parent communication which must be signed each night. Address punishment at discipline section

Communication Folder:

A Communication folder is an important means of insuring that information, messages, payments etc., is sent back and forth between home and school. Each teacher will decide how the folder is to be used and communicate with the parents regarding this. Please make it a habit to check with your child each Monday. There will be times when official office communications will be sent home to be signed and returned to school, please do so in a timely manner. Fee for a lost communication folder will be \$2.00.

Electronic Communication:

Electronic communication is another avenue for communication. Please feel free to email the Office or teachers with questions, comments, or concerns.

Engrade

Classes also use the Engrade Program to communicate with parents. . Teachers post assignments online for parents to access from any computer with internet access. Parents can access work by clicking on the "calendar" function on Engrade. More information will follow regarding this program.

Parent-Principal Conferences:

Any parent wishing to obtain a conference with the principal should call the office for an appointment. The principal will be available for parent conferences before, during, and after school, as well as, in the evening and on weekends, BUT,

generally speaking, any student or class related issue should be addressed with the particular teacher before conferencing with the principal.

Parent-Student Handbook:

The Handbook contains the rules and regulations of St. Joseph School. It is the responsibility of both the parents/guardians and students to read and adhere to the contents of this handbook.

Parent-Teacher Club Meetings:

The general **P**arent-**T**eacher **C**lub meetings are held periodically. The dates for the meetings will be printed on the calendar. These meetings are held in the school cafeteria or library and begin punctually at 6:45 P.M. Parents are encouraged to attend and participate. Parental involvement is one indication of your interest in your child's life at school. Attendance will be taken at each meeting.

Parent-Teacher Conferences:

Conferences between parents and teachers are welcomed. After each distribution of report cards, teachers will be available for conferences. Conferences can be arranged at any time during the school year by sending a written note in the agenda, requesting such a conference. If you wish to contact any other teacher, please send a note in the communication folder or student agenda addressed to them. In the event that a problem should arise concerning your child, every effort should be made to communicate with the teacher prior to contacting the office. *Parents are requested not to call teachers at their homes or try to meet with teachers before, during or after school without an appointment. All teachers have assigned supervisory duties at those times.*

If you have requested a conference with a teacher and have not received any return communication from them, there has obviously been a break-down somewhere in communication. Please contact the Principal and she will assist you in setting up the conference.

Progress Reports:

Progress Reports will be distributed to only those students who are showing academic weakness or have shown a marked decline in either their academic or behavioral growth. Progress Reports are distributed to the students in Grades 2 to 8 mid-way through each marking period. Parents are to sign and return them to the homeroom teacher the next day. (In order to assist your child in their progress, you are strongly encouraged to set up an appointment with all teachers concerned if your child is making unsatisfactory progress).

Telephone Calls:

Telephone calls should be limited to emergencies. Students may not be called to the phone. They should know before school what they are expected to do for the day. Only in case of an emergency will messages be relayed to the student. In case of illness or injury, parents of the students will be called. If for some unforeseen circumstances an after-school activity is cancelled, students will be allowed to use the phone with the Principal's authorization. Parents are requested to read all school information carefully so that the phone calls to the school office can be kept to a minimum. **STUDENTS ARE NOT PERMITTED TO HAVE OR**

USE CELL PHONES, PAGERS OR BEEPERS ON SCHOOL PROPERTY. THEY WILL BE CONFISCATED AND RETURNED TO THE PARENT/GUARDIAN ONLY.

Students will not be permitted to call home for lost or forgotten items. This includes uniform... food... homework... agenda... sports uniforms or any other items for school.

Yearly / Monthly Calendar:

The tentative calendar will be sent home at the beginning of the school year with the oldest or only child. *Please be advised that this calendar is subject to change.* If adjustments to the yearly calendar need to be made, you will be notified through the monthly calendar or a written memo. The monthly calendar will contain dates and times of all monthly events and activities. It is your responsibility to keep the calendar in a safe place and consult it often.

DISCIPLINE

Conduct

One of the most important outcomes of personal formation is a healthy self – discipline that will enable the child to respond positively and in a self-controlled manner to a variety of settings. Mindful of inconsistency and vivacity of young people, both teachers and parents must cultivate self-control using reason, a necessity for the common good, and an expression of God’s will in his/her life.

The students of St. Joseph School are expected to behave in a manner that will reflect favorably on the school during school hours and at any school sponsored outing. Students are expected to take responsibility for their actions by accepting any disciplinary action as described in this Handbook.

The fact that a student has been registered at St. Joseph School indicates that its rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning the discipline of the students will be respected and supported by the parents and guardians. If conflicts arise, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student, or other parents or guardians.

Students will receive a conduct grade on their report card that reflects how successfully they have complied with the rules, policies and procedures of the school.

Consequences for misbehavior may include:

- Notes home with possible mandatory parent conference
- Loss of privileges
- Before-school, after-school, or Saturday detention
- Referral to guidance and/or administration
- Probationary period imposed by Principal after suspension.
- Expulsion for severe offense... to be determined by the Principal.

General Rules

In order to help the students develop the mature self-control appropriate to their age, St. Joseph School seeks to establish a safe, calm, respectful, orderly atmosphere for all students, staff and adult volunteers. St. Joseph School has four general rules:

1. Keep hands, feet, and other objects to yourself.
2. Talk respectfully to everyone.
3. Adhere to all school rules and do the right thing at the right time for the love of God.
4. Bring required books, supplies and homework to class.
5. Adhere to the "No rescue" policy.

Minor Offenses include, but are not limited to:

1. Repeated uniform infractions, specific violations are listed in the uniform section.
2. Excessive noise, misbehavior or talking in the halls, classrooms or at assemblies
3. Gum, candy or food at inappropriate times
4. Note passing
5. Disrespect for materials or school-home communications (e.g. signing the daily agenda, the communications folder, and graded work)
6. Improper cafeteria behavior
7. Being out of designated area
8. Bringing inappropriate items to school
9. Other infractions as determined by the Administration

Possible consequences for these offenses will be determined by the classroom teacher or adult supervisor.

Major Offenses include, but are not limited to:

1. Repeated minor offenses
2. Disrespect towards school personnel, students, and adult volunteers
3. Teasing, harassment, bullying or mean behavior
4. Unacceptable language
5. Inappropriate behavior in church or during religious events
6. Rough play or fighting
7. Defacing school uniforms, books, desks or any other school property
8. Possession or distribution of obscene pictures, magazines, books, music or other materials which contradict Catholic moral teachings
9. Other inappropriate behavior

Possible consequences for these offenses include the following

1. Parent notification/conference
2. School or Community Work program
3. Thursday and/or Saturday Detention
4. Loss of privileges such as but not limited to recess and extracurricular activities such as suspension from sports or other extracurricular activities

Severe Offenses include, but are not limited to:

1. Repeated major offenses
2. Serious disobedience by word, action or gesture to directives of administrators, teachers and other school personnel
3. Threats, assault, battery or physical injury to students, school personnel or volunteers
4. Stealing, damage, or intentional misuse of school/church and private property
5. Profanity or abusive language
6. Leaving school premises without Principal's authorization
7. False fire alarms and bomb threats
8. Possession or use of tobacco products
9. Possession, use, or distribution or selling of alcoholic beverages, drugs or narcotics within 500 yards of the school campus
10. Improper use of Internet Sites
11. School disruptions, unlawful protests, marches and picketing
12. Possession or use of weapons and dangerous objects including laser pointers

Possible consequences for these offenses include the following:

1. Thursday or Saturday Detention
2. Parent notification/conference
3. Significant loss of privileges such as prohibition from participation in sports and other extracurricular activities
4. School or community work program
5. In-school or out-of-school Suspension *such as but not limited to recess and extracurricular activities*
6. Behavioral Probation: the terms of which will be determined on a case-by-case basis in concert with parents, teachers, and the principal
7. Expulsion

Detention

Detentions are held before school either on the day on the day assigned by the teacher or administration (including Saturdays). Teachers may assign detentions for major or severe disciplinary offenses. All detentions will be served from 7:15-7:45 A.M. in the 7th grade classroom unless other directives have been given. Late arrivals will not be permitted. Detentions may not be missed. Failure to appear for a detention will result in a parent-principal conference to determine appropriate consequences.

Detention Forms

In cases where the teacher feels student behavior warrants, a detention form may be issued. The teacher will fill out the multi-part form and send the white copy home to the parents, the pink copy to the office, and the yellow copy to the detention administrator. Parents will sign and return the form to the teacher the following day. If this form is not returned signed, the teachers will notify the parent by the end of the school day.

Suspension

Suspension is the temporary removal of the student from his/her regular program for a period not to exceed ten (10) school days. The times of suspension may be served either in or out of school. Suspension from school is a severe disciplinary consequence and is imposed only for severe misconduct at the discretion of the administration.

In-School Suspensions

In-School Suspensions are assigned at the discretion of the administration for severe or repeated major offenses. Students will be removed from the classroom and placed in a setting where they are constantly supervised. There they will complete academic or research based assignments and/or other service activities. Any class work missed will be the responsibility of the student to complete. Tests will be administered to the student during in-school suspension. The student is responsible for meeting all class deadlines independent of suspension. In-school suspensions may result in a failing (F) conduct grade.

Out-of-School Suspensions

Out-of-School Suspensions are imposed at the discretion of the administration for severe or repeated major offenses. Out of school suspensions may result in a failing (F) conduct grade.

Expulsion

Expulsion is the permanent removal of the student from the school. Expulsion of a student from a Catholic school is serious and is invoked only as a last resort. If the serious nature of the situation warrants, (e.g., drugs, alcohol, assault, vandalism, lack of parent support, etc.) expulsion may be imposed against a student for a first time offense. The Principal/Pastor has the discretion and final authority regarding expulsion of students. The Diocesan Office will be consulted in all situations where an expulsion is warranted.

Harassment/Sexual Harassment

St. Joseph Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at SJCS, condemn any form of harassment. Concerns should be reported directly to the school administrator. All credible allegations will be addressed according to Diocesan policy.

Sexual harassment is any unwelcome advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

Forms of harassment:

1. Demeaning comments
2. Repeated annoyance
3. Creating an intimidating , hostile, offensive or unsafe environment
4. Suggesting or demanding involvement, accompanied by implied or explicit threats
5. Jokes of a demeaning or sexual nature

6. Touching
7. Showing of sexually explicit pictures, cartoons, etc.
8. Requesting sexual favors
9. Laughing about sexual references
10. Passing on stories about others (true or untrue)
11. Impeding or blocking movement
12. Demeaning or obscene notes, letters or invitations
13. Visual leering
14. Inappropriate gestures
15. Any act of retaliation against an individual who complains of harassment

ALLERGIES

The significant increase in allergies poses a difficulty within the school environment. It is very important that parents keep the teachers and office aware (in writing) of any allergy that a child may have. In particular, food and environmental allergies should be known.

APPOINTMENTS

Medical and dental appointments should be made outside of school hours when possible. If an appointment must be made during school hours, *the teacher must be notified in writing by the parent/guardian in advance. Upon returning, the student is to bring a note signed by the doctor's office to the school office.* The parent/guardian must report to the school office if they are picking up or dropping off a student for an appointment. *Students are responsible for any work missed due to appointments.*

ARRIVAL

All children arriving in cars must – without exception – be dropped off in front of the school on Gomez Ave. For reasons of safety and supervision, there is no other drop-off-point. All children are to remain in their designated areas of the school parking lot prior to morning announcements. At 7:50 A.M., students will go directly to the cafeteria for morning announcements. It is essential that each child be present at announcements from the beginning. All students arriving after 8:00 A.M. will be marked late and will be subject to appropriate consequences (see Tardiness).

BOOKS

Students are responsible for the care of all books. Textbooks are leased to the students over a period of years and must be protected. Books are to be covered at all times. The covers are to be kept clean and in good repair. Covers should not be taped to the inside of the books. At no time should a hardbound book be covered with clear contact paper. Softbound books must be covered in contact paper. Student's name and grade should be written neatly on covers in ink. A fine or replacement fee for damaged or lost textbooks or workbooks.

Library books will be charged to the student. Should any library book be damaged, lost, or need replacement, the following fees are in effect: paperback books - \$7.00; hardcover books-\$15.00; magazines/periodicals-\$3.00.

CUSTODIAL ARRANGEMENTS

Please make the school principal and class teacher aware of any particular custody arrangements that are in effect. For the safety of the children and in order to maintain our compliance with any legal documentation, the school needs to have, on file, a copy of specific custodial arrangements. St. Joseph Catholic School is only responsible for implementing what is part of the written custodial agreement. We request that any transfer of a child from one parent's custody to another parent's custody be done off school grounds.

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parents access to academic records and other school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parents to provide the school with an official copy of the court order. Please make the school principal and class teacher aware of any particular custody arrangements that are in effect. For the safety of the children and in order to maintain our compliance with any legal documentation, the school needs to have, on file, a copy of specific custodial arrangements. St. Joseph Catholic School is only responsible for implementing what is part of the written custodial agreement.

DISMISSAL

All students must be picked up promptly at 3:00 P.M. at the designated dismissal area on Gomez Avenue. Parents should place the provided Pick-Up Sign on the passenger side visor and lower the visor to make the sign visible for the person calling the children for dismissal. *Please be PATIENT* during the first days of dismissal; after that, once we know your cars and your children, dismissal will be complete in fifteen minutes or less.

For the safety of your child, it is extremely important that you are here on time for dismissal. If you are going to be late for pick-up, you must notify the office and your child will be sent to extended care program. A \$10.00 drop-in fee will be charged. Any child not picked up by 3:15 pm will also be brought to the extended day care program.

Parents must notify the school in writing should a change in transportation be necessary. Teachers will only release students to those adults authorized in writing. Unless engaged in an organized school sponsored activity or enrolled in the Extended Day Program, no student should remain on school grounds after 3:15 P.M. Club or team members may stay for meetings or practices. *Brothers, sisters and friends must go home at the regular time or sign up for the extended care program.* The coaches and activity leaders are responsible for the supervision of their students and will bring them to the extended care program (if they are

registered for that) or will remain with them until they are picked up after an activity. Since these individuals are donating their time for the children, please be prompt in picking them up at the conclusion of an afterschool-activity.

EARLY DISMISSAL

If it is necessary to pick up a student before 3:00 P.M., a written note from the parent/guardian notifying the teacher is required prior to 9:00AM. Unless the note has been received by the teacher, **NO SPECIAL ACCOMMODATIONS WILL BE MADE BY THE TEACHER TO PROVIDE HOMEWORK ASSIGNMENTS.** Upon the arrival of the parent/guardian to the school office, *an early dismissal form must be signed.* The student will then be called to come to the office. *At no time is the parent/guardian permitted to go beyond the office to pick up a child. No early dismissals will be granted after 2:30PM or 11:30AM on half-days.*

EMERGENCY CLOSINGS

In the event of an emergency closing please check Bay News 9, local newscasts, or radio and e-mail announcements. St. Joseph Catholic School will refrain from having emergency closings, but, should it happen and you arrive at school not able to find your child, he or she will be safe at the Convent.

EMERGENCY FORMS

Parents must complete a notarized School Emergency Form at the time of registration. It is essential that any change in home/work phone numbers or address be communicated to the school secretary as soon as possible. It is for the safety of your child that we have up to date information where you can be reached in case of an emergency.

EMERGENCY OPERATIONS PLAN

A complete Emergency Operations Plan is available for parent/guardian review in the School Office. Emergency communication, chain of command, release policy, etc. are all implemented in this Plan. Each class is equipped with emergency communication equipment including intercoms, walkie-talkies and cell phones, as well as emergency supplies such as food, water, blankets and medicines.

In the event that a crisis or emergency should occur on campus, the Diocesan Crisis Team will be available on site to speak with students, faculty, parents, and staff as needed.

EXAMS

Exams are given to students in Grades 3-8 in December and May. These exams are cumulative tests.

EXTENDED DAY PROGRAM

The Extended Day Program (for grades EC-6) will be from **6:30 A.M. – 7:30 A.M.** and **3:00 P.M. to 6:00 P.M.** each day. Students in grades 7 and 8 will only be permitted to participate in this program with permission of the principal. *The children will not be provided with a snack* so parents need to send a snack when their child/ren are attending this program. The students will be given an opportunity to play and work on homework assignments. All parents/guardians who wish to enroll their children in this program *must* complete the appropriate registration forms. The students and parents must abide by all rules and regulations set by the school. The program will usually also be available on days when there is *Early Dismissal*. As always, *there will be no Extended Day Program during the first week of school, the last day of school, and before the Christmas break.* Any other changes to this program will be communicated to the parents and students registered for this program.

Students who are not picked up from extracurricular activities on time will be sent to the Extended Day Program and charged the appropriate drop-in rate of \$10.

FIELD TRIPS

Designed to enrich the child's curriculum, Field Trips are an invaluable tool in teaching. Since Field Trips are a part of the curriculum, every child is expected to participate. However, participation is a privilege and may be denied to a child whose behavior has been questionable. Any child who does not participate in a class trip, will be required to attend school or be marked with an unexcused absence. Family members (other than chaperones) and friends of the student **may not** attend. Before the trip, the classroom teacher will send home the pertinent information describing the trip and any cost that may occur. The official permission slip will be signed by the parent/guardian and must be returned to school by the due date. No student will be allowed to go on the trip unless the form is properly filled out, signed and returned. Service hours *are not* credited for field trips.

Since we do not wish to place parents or staff members in positions of liability in regard to the transportation of other parents' children, all field trip transportation will either be by bus or by having the children dropped-off and picked-up at a local field trip location. Any other transportation arrangements specifically organized by the parent must be communicated to the class teacher in writing.

FIRE/EMERGENCY DRILLS

In accordance with the Florida State Laws and the guidelines established by the Diocesan School Office, fire drills will be held monthly. Keeping in mind the serious nature of these drills, the students are expected to conduct themselves in a very disciplined manner. Students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom and the classroom teacher will review routes and evacuation procedures for each class. During a fire drill, any visitors on school premises must follow the same procedures as the students.

* PLEASE NOTE: Due to the serious nature of these drills and for the safety of everyone, any student who does not follow the proper safety procedures will be sent to the Principal's office where the parents/guardians will be called and the student sent home for the remainder of the day. No work will be made up. It will be considered an out of school suspension.

GRADING SYSTEM

Academic Grading

A - Excellent	90-100
B - Above Average.....	80-89
C - Average.....	70-79
D - Below Average.....	65-69
F - Failing.....	64 and below

Conduct and Effort Grading

1 – Commendable	<i>Always follows school and class rules, needs never to be reminded.</i>
2 - Good	<i>Almost always follows school class rules, rarely needs to be reminded.</i>
3 - Satisfactory	<i>Usually follows school and class rules, occasionally needs to be reminded.</i>
4 - Improvement needed	<i>Frequently does not follow the school and class rules, frequently needs to be reminded.</i>
5 - Unacceptable	<i>Rarely follows the school and class rules; disruptive, and keeps teacher from teaching and students from learning. Daily or almost daily reminders to follow the rules.</i>

Criteria for Grading Scale

- Class work (oral and written)
- Homework (complete and done in a neat and timely manner.)
- Quizzes, tests, exams and projects
- Conduct and effort are marked separately

Honor Roll (Grades 2-8)

SINCE WE DESIRE OUR STUDENTS TO ACHIEVE A HIGHER QUALITY OF EDUCATION, WE EXPECT THAT THEY GO BEYOND THE NORM. THEREFORE, THE FOLLOWING STANDARDS FOR HONORS ARE AS FOLLOWS:

First Honors: 93-100 in all major subjects, and a conduct/effort mark of 1 or 2 in all subjects.

Second Honors: 85-92 in all major subjects and conduct /effort mark of 1 or 2 in all subjects.

Major Subjects are Reading, English, Math, Social Studies, Religion, and Science.

Distribution of Report Cards

- Grades Two through Eight-----four times a year
- EC3/4, K and First Grade-----three times a year

The report cards for the first three marking quarters will be distributed at the general Parent-Teacher Club meetings. Parents are responsible to attend these meetings and to receive their child's report card. If you can not do so, you must notify your child's homeroom teacher to make arrangements to pickup the report card. Report Cards **will not** be sent home with the student unless approved by the Principal. After report cards have been distributed to parents, it is vital that the document is signed and returned to the classroom teacher within *three school days* with the exception of the final reporting period. A fee of **\$5.00** will be charged for lost report cards.

Graduation Requirements

In order to receive a diploma from St. Joseph Catholic School, a student must have a yearly average of below 70% in all core subjects. Averages below 70% will require summer school. All financial obligations to the school must be fulfilled in order for your child to receive the diploma.

HEALTH AND COMMUNICABLE DISEASES

In order to provide care for your child in case of injury or illness, many of our staff members have been trained in First Aid and CPR.

The following communicable diseases have been specified as diseases for which a child may not be admitted to or remain at school:

- Chicken Pox (all lesions crusted over)
- Lice (treated and nit free)
- German Measles
- Impetigo (treatment & dry lesions)
- Giardia Lamblia (after 3 negative stool cultures)
- Hemophilus Flu (symptom free)
- Mumps
- Temperature over 98.6 degrees (fever free for 24 hours)
- Strep Throat (24 hours after initial antibiotic treatment)
- Conjunctivitis (treatment and clear eyes)
- Scabies (treatment; 24 hours after initial treatment)
- H1N1 Virus
- Whooping Cough
- Tuberculosis
- Vomiting
- Measles
- Shingella
- Diarrhea

Children, who had been ill with a communicable disease, will not be readmitted to class until reception of a note from the child's physician stating that the child no longer presents any danger to others.

In addition to these communicable diseases, children will be excluded from school if they exhibit green or colored discharge from the nose, fever, vomiting, or diarrhea. Our teachers will also notify parents if their child has expressed lethargy, pain or discomfort during the school day.

Children should not be sent to school if they have fever or have been sick during the night. Children who have been ill with a fever must be fever-free for 24 hours before returning to school. If a child becomes sick during school or is injured, parents will be notified by phone to pick up the child. Please ensure that child is picked up within one hour of notification. For this reason it is essential that any change in home or work phone number be communicated to the teacher and the school secretary.

All children must have a Florida State Physical Form (DH3040 – yellow) signed by a physician including notation of a physical examination and a Florida Certificate of Immunizations (DH680-blue). As per the policy of the Diocese of St. Petersburg, no child will be admitted to school without the required immunizations. Only medical exemptions, signed by a licensed physician, will be accepted.

HOMEWORK

Homework is given to reinforce the learning experiences that take place in the classroom. Parents or guardians are encouraged to show an interest in their children’s academic progress by supervising home assignments and seeing that they are done neatly and completely. Homework may be assigned on weekends upon the discretion of the teacher. Agendas are used to keep track of homework assignments and must be checked and signed daily by a parent or guardian. The amount of homework for students is based on the following approximate time allotments:

Grades 6-8.....	60-120 minutes
Grades 4-5.....	60-90 minutes
Grades 1-3	30-45 minutes
Kindergarten	15 minutes

INCLEMENT WEATHER

St. Joseph School will notify parents prior to dismissal in regard to hazardous weather conditions, such as hurricanes, flooding, etc. Please listen to your local news for announcements on school closing. If Hillsborough County Public Schools are closed, St. Joseph Catholic School will also close. *Please do not call the convent.*

ILLNESS OR INJURY

Parents are requested to keep their children home if they are sick. If a child becomes sick or is injured during school, parents will be notified by phone to pick up the child. *Students who have been excluded from Physical Education class by their doctor must present a physician’s note to this effect. It should also include when they will be able to resume their physical education activities.* This note should be sent directly to the classroom teacher, and copy will be placed in the student’s folder.

In the event of any accident/injury, parents/guardians will be notified through phone or note from the child's teacher. If it is anything serious, we will use all the phone numbers provided to us on your child's emergency form; if it is just to let you know what occurred, we will leave a message at your primary contact number.

ITEMS INAPPROPRIATE FOR SCHOOL

The use or possession of any items listed below is prohibited in school except for special events approved by the Administration: radios, tape recorders, CD players, hand-held games, trading cards, magazines, water pistols, water balloons, beepers, cameras, cellular phones, I-pods, silly bands, friendship bracelets, any fad items, and any other distracting or inappropriate items.

Any such items found in the possession of a student will be confiscated and turned in to the Principal and student will be subject to minor or major consequences. St. Joseph School will not be responsible if these items are damaged, stolen or lost.

Parent will retrieve the item from office after 1st offense; if there is a 2nd offense, the item will remain in the school office until the end of the school year. **Parents will be required to pay a \$25 holding fee for any confiscated cellular phones or other electronic devices.**

LIBRARY

Students are brought to the School Library on a regular basis. At that time, each student is permitted to check out two books per week. The books are to be returned the following week, but may be renewed up to three times. Should any library books be damaged, lost, or need replacement, the following fees are in effect: paperback books - \$7.00; hardcover books - \$15.00; magazines/periodicals - \$3.00.

By signing the receipt of Parent-Student Handbook, you are agreeing that your child has permission to check out books from the Library, and that you will be responsible for any replacement fees incurred.

Library Cards

In order to guide the students through free research sites and other helpful resources, every student from grade 3-8 is required to have a Hillsborough County Public Library Card. The card number will allow your child to electronically access the Public Library system for research. You will be asked to submit this card number to the librarian at the beginning of each school year.

LOST AND FOUND

Parents are required to label all their children's belongings with permanent marker or sewn labels. Lost and found articles will be placed in the cafeteria on the stage. Articles/items that are not claimed within a week will be sold or discarded. The school is not responsible for unclaimed items.

LUNCH

St. Joseph School will offer a daily hot lunch program. A monthly menu will be provided and the lunch fee must be paid within 5 days of its distribution. Parents must send the money in an envelope with their child's name and grade attached to the menu. *Lunch money should not be included with tuition or other activity money. If your child is absent, credit will not be applied.* *Students may bring their own lunch, as long as it does not require the use of the microwave. Please be sure your child has a nutritious and filling lunch and to include any plastic ware and napkins as needed. Soda, either in a can, a bottle or thermos is not permitted. Students will need to bring their own lunch on "early dismissal days" if they are attending the Extended Care program.

*****IN ORDER TO MAINTAIN A SAFE AND SECURE LEARNING ENVIRONMENT FOR ALL, AND TO MINIMIZE INTERRUPTIONS...PARENTS CAN NOT BRING OUTSIDE FOOD (McDONALDS, PIZZA ETC.) TO THE SCHOOL AT LUNCH TIME. ALL LUNCHEES NEED TO BE SENT IN WITH THE CHILD IN THE MORNING. STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL PREMISES DURING THE LUNCH/RECESS PERIOD. PARENTS WILL BE CHARGED \$3.50 FOR A REPLACEMENT LUNCH FOR ANY STUDENTS WHO DO NOT COME TO SCHOOL WITH LUNCH*****

MEDICATION

Parents must bring to the school office "in person" any medication to be administered at school. A form must be signed when sending medicine of any kind. The medication must be delivered in the original bottle or container. Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school. When a physician orders prescription or non-prescription (over the counter) drugs, a signed physician's order must accompany the medication. Any medication not accompanied with physician's note will not be accepted in the School Office. All medication must be labeled with the student's name, dosage, frequency of administration and physician's name.

Parents of children taking a daily medication during school hours should see to it that a constant supply of medication is available in the school office. Students are not permitted to keep their medication with them. All medicine (including over-the-counter drugs) must be turned into the school office. Parents should notify the homeroom teacher in writing when their child requires medication. Throat lozenges and cough drops are considered over the counter medication and must be sent to the office following the above directives.

NON-INTERFERENCE POLICY

If, for any reason, a situation occurs between two students or a group of students, the parents/guardians should notify the principal and/or students' teachers. The school personnel will seek to resolve the issue at hand in an appropriate, professional manner. Parents/guardians should refrain from public expressions of disciplining their own child or other person's children.

It is the responsibility of the teachers to maintain discipline in the school. Parents are not permitted to discipline or confront other children on school grounds.

NOTIFICATION STATEMENT

St. Joseph Catholic School maintains an Asbestos Management Plan. It is available for review in the School Office.

PARENT-TEACHERS CLUB

All parents of St. Joseph School students are members of the Parent-Teacher Club, which meet periodically to facilitate communication and cooperation between home and school. Parents and teachers alike are required to attend these four meetings. In order to ease the financial burdens faced by the school, the Parent-Teachers Club pledges to raise a determined amount of money each year. This can be done only through parental support of PTC fund-raising events and their cooperation in the Service Hour program.

PARTIES

Holiday parties may be held only with the prior approval of the Principal. They may be arranged with the help of the homeroom parents. The teachers must be aware of everything being planned and have the approval of the Principal. Invitations to home parties may not be distributed at school unless given to every child in the class. The home addresses and phone numbers of the students will not be provided by the school.

Parents/guardians are requested to send in *only cupcakes and juice*, which will be given to the children at lunch-time. No visitors should be in the lunchroom with the children since other classes will be present, unless approved by the Principal in writing. Birthday items are to be sent in with the child in the morning. The school will not release the addresses and phone numbers to parents/guardians for any purpose. Invitations for out-of-school parties will not be given out unless every child in the class receives one.

PICTURES

Individual or class pictures are taken during the school year for purchase by parents. Parents will be notified in advance of the photographer's schedule. Yearbooks will be available at the end of the year with the opportunity to order them in advance only.

PHYSICAL EDUCATION

Students must participate to their fullest capability in PE class. They are responsible to have their complete PE uniform on the designated days. If a student does not have the complete PE uniform, they will be subject to consequences for MINOR offenses and it will be reflected on their report card. If a student cannot participate in PE for medical reasons; he/she must present a note to the classroom teacher. The student will be considered absent for that gym period.

PLAGIARISM/ACADEMIC DISHONESTY

In order to fulfill the St. Joseph Catholic School's academic and moral missions, it is imperative that students produce work that comes from their own time and effort. Work that is achieved dishonestly robs them of the ability to learn for themselves, produces inaccurate results for the teachers to assess knowledge, and teaches students an unfortunate lesson in deceit. As a Catholic school, centered in the Holy Spirit, it is important to instill virtues of honesty and perseverance in academic settings as well as social and religious settings. Once in high school and college plagiarism is grounds for expulsion and therefore students need to avoid habits in academic dishonesty. Different forms of "academic dishonesty" are as follows:

Cheating: Willfully giving or receiving an advantage on an assignment in unfair or dishonest ways. This can mean stealing, copying, talking, gestures, or using unauthorized information such as notes, books, or other forbidden data

Lying: Purposefully and knowingly telling an untruth relating to academic work. This refers to lying to teachers, administration, or staff, falsifying letters or signatures from parents, and anything else intended to purposefully mislead a member of the faculty, staff, or administration.

Stealing: Taking or using property or information that does not belong to the individual including school property and work of other students.

Plagiarism: is the taking another person's work and passing it off as one's own. Specifically, it means to use the exact words or opinions of another person without giving proper credit through proper citation. This includes not only direct quotations but also paraphrases and summaries of the other people's work. There is some information that does not need citation. It includes information such as names, dates, and other information that can be deemed "common knowledge." However, it is best to assume that all information gleaned from another source should be cited in a manner described by the teacher. This applies to information and images coming from both written and internet sources. **IF A STUDENT DOES NOT KNOW WHETHER TO CITE INFORMATION OR NOT, CONSULT THE TEACHER BEFORE IT IS DUE.** Ignorance is not an excuse for plagiarism

Consequences

Sharing homework is a serious offense where neither student benefits. If students choose to do this, they will receive a zero and are eligible for appropriate consequences discussed under MAJOR offenses, meted out on a case-by-case basis.

PROMOTION/RETENTION/SUMMER SCHOOL

St. Joseph School strives to insure that each child forms the skills necessary to live in society as a responsible citizen. Therefore, in order for a student to be promoted to the next grade he/she:

- Primary Grades must pass Language Arts, Reading and Math.
- Students who have failed any of the major subjects (See Grading System) must attend summer school. A summer school report will be given to the Principal who will determine if the student may enter the next grade.
- Students failing Religion must complete a project.

- Students who have accumulated over 25 absences/tardies may require summer school or retention.
- A yearly average of below 70% in a major subject will require mandatory attendance of summer school.
- Any student who fails two or more subjects will not be considered for promotion.

RELIGIOUS EDUCATION

At St. Joseph Catholic School, Religious Education is a very important part of the student's day. Keeping in mind that not all of the families enrolled at the school are Roman Catholic, it is important for each student to understand the Religion practiced by their family. Religion is not only a way of life to be lived, but also a subject to be learned. Therefore, each student participates in the academic program established by the Diocese of St. Petersburg and St. Joseph Catholic School. No student is ever forced to believe in the faith that is presented, but is required to learn it as a subject.

The spiritual participation of each student involves daily prayers, classroom projects as a part of the religious instruction, Mass and participation in the Sacraments. Sacramental Preparation for First Penance, First Communion and Confirmation is also made available for the students who wish to receive these sacraments in the Parish.

Since we strongly believe that the spiritual aspect of the child is very important for the formation of proper moral values, we strongly encourage the family's participation in the full life of the Church which includes their obligation for Sunday Mass. If a child has not been baptized in the Church, we will do what we can to assist the parents in their desire to have this done.

REPORTING OF ALCOHOL OR SUBSTANCE ABUSE

Any adult or student who is suspected of being under the influence of alcohol or illegal drugs will be dismissed from the school immediately. In the case of the student, parents/guardians will be notified. The school also reserves the right to involve legal authorities if deemed necessary. In order to insure the safety of our students, we ask that any suspected drug or alcohol activity that is observed on or around the school property be reported to the Police immediately.

Should any authorized adult come to the school grounds and be suspected of being under the influence of alcohol or drugs, students will not be released to that person, and the authorities will be informed immediately by the school principal.

REPORTING OF CHILD ABUSE & NEGLECT

Occasionally it comes to the attention of a teacher or the Principal that a student is physically bruised or injured to such an extent that the school personnel suspect that it could be the result of physical or sexual abuse.

THE STATE OF FLORIDA MANDATES US TO REPORT ALL SUSPICIONS IMMEDIATELY TO THE BUREAU OF CHILD PROTECTIVE SERVICES.

Under the directives of the State and the Diocese of St. Petersburg, we fully comply in the reporting of suspected child abuse.

SCHOOL HOURS

Daily: 8:00 A.M. – 3:00 P.M.
Half Days: 8:00 A.M. – 12:00 P.M.

SEARCH AND SEIZURE

St. Joseph Catholic School reserves the right to search students, their desks and personal belongings if there is a suspicion of weapons, drugs or other inappropriate items. No adult or student may enter the campus with any object that can be used with the intent of causing bodily harm or destruction to another person or school property. Parents will be notified and the object will be confiscated. The school reserves the right to involve legal authorities if necessary.

SPECIAL NEEDS

Students with identified special needs will be provided with accommodations via a Student Support Plan (SSP) after receiving proper documentation. Teachers, parents, and the guidance counselor will meet as needed to discuss the SSP and any accommodations needed.

SPORTS' PROGRAM

The students of St. Joseph School have the opportunity to participate in a variety of sport programs during the school year. These sports may include basketball, volleyball, softball, track, and soccer. A one-time sports fee of \$45.00 is required to participate in a sport. *This fee is non-refundable.*

TARDINESS

A student is unequivocally late if he/she arrives after the 8:00 A.M. bell, he/she is considered late and must report to the office to receive a late slip. Students arriving after 8:10 A.M. must be accompanied by their parent/guardian to the school office to receive the late pass. *Normal traffic congestion is not an excuse for tardiness.* Please leave home earlier.

Consequences for excessive tardiness will be as follows:

1. Students will sit out of recess for unexcused tardiness.
2. If a student arrives tardy 5 times in a marking period, a meeting between the teacher and parent will take place.

TRANSFERS

If it is necessary to transfer a student during the school year, parents must notify the school secretary in advance of the date of transfer. A transfer information form must be filled out before transfer is completed and all academic and health records are sent.

**Please be advised that transfers and records will not be released if financial obligations are outstanding. All classroom textbooks and library books must be returned to the school or an additional payment will be required.*

TUITION

Parents have an obligation to make tuition payments on time and with accuracy, avoiding over-draws on bank accounts.

Delinquent Tuition

- After one month of outstanding tuition, parent/guardian will receive a written notice and a request that they contact the school immediately.
- After two months of nonpayment, parents will contact the pastor to discuss payment options, with the possibility that educational services may be discontinued for lack of response.

The parent/guardian has until the date of termination of services to pay the delinquent tuition. There will be one week grace period after termination of services given to pay the tuition and have the student(s) reinstated.

The present economic reality in our country is such that many people are falling upon difficult times. It is part of our mission as Catholic educators to assist you in having your child(ren) continue attending our school. Should you be experiencing financial difficulties, **PLEASE** speak with our Pastor.

UNIFORMS

We, at St. Joseph School, believe that the school is the student's place of work. We also believe that the mood and conduct fitting our school are encouraged by the appearance of our students. Students are required to report to school wearing the complete school uniform except on gym days when the gym uniform is to be worn.

Cleanliness

Uniforms should always be clean. Each student should give attention to personal grooming.

Make-up and Jewelry

Girls are not to wear make-up and only clear nail polish over natural nails is permitted. Girls may wear one pair of small stud earrings in the ear lobe only. Earrings are not to hang below the earlobes. (No hoop earrings). No other body piercing is permitted. Boys may not wear a stud. Jewelry should be limited to 1 watch and simply a thin chain with a religious symbol or medal is to be worn around the neck. Only one ring may be worn. No bracelets may be worn. This will prevent the loss of valuable objects. Tattoos, including rub-ons are not permitted.

Lost and Stolen Items

For the safety of each child, jewelry may not be worn on the child's gym day. The school is not responsible for lost or stolen jewelry. Inappropriate jewelry will be confiscated and held in the school office for the parents to reclaim.

Hair

Hair should be well groomed and neatly combed at all times. Extreme hair styles, fads, color rinse, sprays or razor designs are not permitted. Boys' hair length must be above the collar of the school shirt. The older boys must be clean-shaven. Girls' or boys' hair should not fall into their face or eye.

Marking Uniform Items

The cost of uniforms can become very expensive especially sweaters, jackets and gym clothes that may become lost. Therefore, all students must have their name clearly marked on all of their clothing and personal belongings. The school will not be held responsible for lost items. A laundry pen or a fine-tip permanent marker works well.

Consequences

Repeated infractions to the uniform regulations will result in consequences for MINOR infractions.

EC

Students in our EC3 and EC4 Program will be required to wear ONLY the PE Uniform. Parents may purchase the entire school uniform, as listed below, if they wish to, but our requirement is simply for the PE uniform. This allows the children the freedom of educational play without damaging their regular school uniforms.

BOYS K through Grade 8

- Pleated khaki trousers with logo and khaki magnetic belt or plain leather belt (solid brown or black)
- Khaki walking shorts with logo and khaki magnetic belt or plain leather belt (solid brown or black)
- All elastic shorts may be substituted for EC-3 up to 2nd grade
- Light blue, short-sleeve oxford shirt with school logo (Polo shirts maybe substituted for grades EC-3/4 through 2nd grade). *****Shirts must be worn tucked in.**
- Solid white crew socks above the ankles (no ankle socks or emblems)

GIRLS: K through Grade 8

- Khaki skort with SJS logo (all elastic shorts may be substituted for EC-3 up to 2nd grade)
- Khaki pleated slacks with khaki magnetic belt or plain leather belt (solid brown or black)
- Light blue short-sleeved oxford blouse with logo (Polo shirts may be substituted for grades EC-3 and up to 2nd grade). Shirts must be tucked in.
- Solid white socks folded once must still cover ankles (*no anklets or emblems*).

BOYS AND GIRLS

Uniform Shoes: Black, brown or navy blue leather dress shoes not over one inch heel. *******(No tennis shoes, sandals, high tops, or boots...these are not permitted / no wheels or rollers on shoes!).

The following articles of clothing may be worn inside the class during cold weather. No other type of sweater or jacket will be allowed:

Undershirts: Only white short-sleeve T-shirts may be worn under the uniform shirt or PE shirt.

Sweatshirts: St. Joseph sweatshirt only.

Jackets: Gray and navy jackets and navy fleece jackets.

Sweaters: Navy blue cardigan (not pullovers).

*******IN EXTREME COLD WEATHER OTHER JACKETS MAY BE WORN OUTSIDE THE CLASSROOM ONLY.**

P.E. UNIFORMS

- Navy mesh shorts with SJS logo
- SJS gray T-shirt with logo (shirts tucked in)
- Black or White athletic shoes (*****laces must be tied**)
- Plain white crew socks (no anklets)
- Navy sweatpants with logo
- Navy sweatshirt with logo

STUDENTS MUST BE IN FULL COMPLIANCE OF P.E. UNIFORM ON GYM DAYS OR IT WILL REFLECT ON THEIR REPORT CARD. REPEATED INFRACTIONS WILL ALSO RESULT IN CONSEQUENCES FOR MINOR INFRACTIONS.

St. Joseph sweatshirts (not the sweat pants) may be worn over the uniform on cold days. School uniforms must be purchased at:

Educational Outfitters

located in the Horizon Park Shopping Center
3904 Hillsborough Avenue
Tampa, Florida
(813)350-0222

www.educationaloutfitters.com

Dress-Down Days

On dress-down days, MALES AND FEMALES can wear jeans/slacks without rips or holes, t-shirts except those that advertise alcohol, tobacco, drugs, have inappropriate or obscene references or slogans or are contrary to Catholic teaching and values.

Any student in violation of the preceding Uniform / Dress Code is subject to losing his/her option of participating in Dress-Down Days.

The proper length of dresses, skirts and skorts shall be no more than a hand's width above the top of the kneecap and at the discretion of the administration. Closed-toed shoes or sneakers (no flip-flops or sandals).

Any student in violation of dress-down protocol will be sent to the office for alternative clothing options.

VISITORS

For the safety of our children, all visitors must report to the main office, sign the visitor's registration form and wear a visitor's badge. Classroom visits will only be allowed with the consent of the Principal. Parents are asked to wear proper attire when they come on the school premises.

The Diocese of St. Petersburg mandates that all volunteers must have a Diocesan background screening which includes fingerprinting as well as a Safe Environment Training before they can work at the school during the hours of 8AM-3PM. The fingerprints will be maintained in the school office. The process takes approximately 4-6 weeks. Information can be obtained at the school office.

ST. JOSEPH CATHOLIC SCHOOL – ABSENT NOTE

Child's Name _____ Grade _____

Date(s) of Absence _____

Reason for Absence _____

Signature of Parent/Guardian _____

ST. JOSEPH CATHOLIC SCHOOL – ABSENT NOTE

Child's Name _____ Grade _____

Date(s) of Absence _____

Reason for Absence _____

Signature of Parent/Guardian _____

ST. JOSEPH CATHOLIC SCHOOL – ABSENT NOTE

Child's Name _____ Grade _____

Date(s) of Absence _____

Reason for Absence _____

Signature of Parent/Guardian _____

ST. JOSEPH CATHOLIC SCHOOL – ABSENT NOTE

Child's Name _____ Grade _____

Date(s) of Absence _____

Reason for Absence _____

Signature of Parent/Guardian _____

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