

Family Handbook

2026 - 2027



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Table of Contents

Welcome to St. Joseph Catholic School	3
Mission Statement	4
Philosophy	4
Parents as Partners in Education	4
OCSAA Accreditation Goals (2026-2032)	4
Faith	5
Mass	5
Worship Wednesday (Adoration and Confession)	5
Alter server	5
Theology Class	5
Sacraments	5
Retreats	6
Prayer	6
Small groups	6
Mission Projects	6
Family Groups	6
Catechesis of the Good Shepherd - Atrium	6
Becoming Catholic	6
Knowledge	7
Grades	7
Honor roll	7
Homework - homework tables	7
Academic probation	8
Promotion and retention	8
*Intervention	8
Plagiarism and cheating	8
Class lists	8
Areas of Enrichment	9
Extra-curricular activities	9
Class trips and field trips	9
Videos	9
Required Testing	10
School Instructional Items	10
Computer Use	10
Community	11
Day-to-Day Activities	11
Arrival and dismissal	11
Before and aftercare	11
Cafeteria	12
Recess	12
Bicycles	12
Bus transportation	12
Delaying or closing school	13
Attendance	13
Illness at school	14
Shadowing	14

Admissions	14
Withdraws and transfers	15
Code of Conduct for the School	15
Procedure for misconduct	15
Due process for detention	16
Due process for suspension	16
Due process for expulsion	17
Incident reports	17
Articles prohibited at school	17
Cellphones	18
Locker, personal property, and backpacks	18
Off-campus conduct	18
Dress Code Policy	18
Mission dress down - spirit days	19
Communication and Other Aspects of Community	20
Political views	20
School spirit and sportsmanship	20
Emergency drills	20
Visitors	21
Background checks for volunteers	21
Birthdays	21
FERPA	21
Gender Policy	22
Publication and Publicity Agreement	24
Financial	25
School Choice Scholarships	25
Activity Fee	25
Tuition	25
Financial Aid	27
Free and Reduced Lunch	27
Support Services	28
Special Education and Intervention	28
Nurse	29
Emergency medical authorization	29
Administering medication	29
Illness	30
Illness/Injury At School	30
Students Threatening Themselves or Others	30
School Counselor	31
Family Handbook Acknowledgment of Receipt	32

Welcome to St. Joseph Catholic School

St. Joseph's parish was established in Maumee, Ohio in 1841. The school was established in 1855, and since then, our community has continually educated children in faith and knowledge.

This handbook is provided to assist families and students in understanding the policies and procedures at St. Joseph Catholic School. Cooperation between the home and school is vitally important if students are to have a successful school experience.

Therefore, we encourage parents/guardians to study this handbook carefully with your children before signing the handbook agreement form. We recommend keeping a copy on your home computer or a printed copy for easy reference.

This handbook will be brief in its explanation of the specific and unique policies of St. Joseph Catholic School. If you wish to gain a deeper understanding of Catholic education in the United States, then we recommend reading *The Holy See's Teaching on Catholic Schools* by Archbishop Miller.

It is a privilege to assist you in the education of your children. Let us work together at this all-important task and thank you for choosing St. Joseph Catholic School in Maumee, Ohio.

In Christ,

Fr. Eric Schild, Pastor

Mr. Dave Nichols, Principal

Dr. Eric O'Brien, Asst. Principal

Mission Statement

Building Faith, Knowledge, and Community

Philosophy

- We believe our school forms children to be witnesses of the faith, so they may go forth and evangelize all they encounter.
- We believe our school teaches academics through the lens of our faith and supports the parents as the primary educator
- We believe our school builds an intentional Catholic community that will extend beyond their time at St. Joseph Catholic School
- We believe all humans are created with dignity and that all children should have access to Catholic education, which requires individualized formation and learning approaches.

Parents as Partners in Education

Parents/guardians are the first and most important teachers and models for their children. How parents/guardians interact with their children will forever influence their eagerness to learn. A working relationship between home and school is the best environment for a student and his/her progress. Therefore, parents/guardians and teachers must complement one another for each student to succeed.

At St. Joseph Catholic School, inappropriate conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to policies specifically detailed in this handbook or beyond based on the principal's discretion.

OCSAA Accreditation Goals (2026-2032)

St. Joseph Catholic School is accredited by the Ohio Catholic School Accreditation Association. Every six years, we renew our school's accreditation by collecting data, creating an improvement plan, implementing action items, and reevaluating and revising every year. Please see our current goals below:

- Faith: Continued growth of evangelization
- Knowledge: Higher teacher, student, intervention, and family expectations
- Knowledge: Expanding best practices, electives, and enrichment
- Community: Centralize and strengthen communication

Faith

All Catholic education serves the same greater mission as the whole Church, to evangelize the Gospel to all people. We do this through our witness of the faith and through academic instruction. Therefore, all education in our school is taught through the Catholic worldview. Our Catholic faith is the foundation that supports all aspects of our school.

Mass

The sacrifice of the Mass is central to the education at St. Joseph's. All students are expected to participate during our weekly all-school Mass whether they are Catholic or not. We believe that God hears our prayers and we can all share in reverence for our Lord.

We will celebrate an all-school Mass every Wednesday morning at 9:00 a.m., unless altered for a holy day or special circumstances. Teachers, the music director/liturgist, and students plan weekly and all-school masses.

Worship Wednesday (Adoration and Confession)

Students will also have time following Mass to pray before the Blessed Sacrament during adoration. Worship Wednesdays give students a chance for extended prayer before our Lord and multiple opportunities throughout the school year to receive the sacrament of reconciliation.

Parents are encouraged to sign up for adoration time-slots, since the Lord cannot be left alone once placed in the monstrance. This can be done through sign-ups sent out weekly.

Alter server

Students in Grades 5-8, who are registered members of St. Joseph parish, may become altar servers upon successful completion of the training process.

Theology Class

Theology is considered a major subject. During class, students will learn more about the Catholic faith, which will help them live their faith and reverently participate in the Mass and other religious services.

Sacraments

The sacraments of Reconciliation and First Communion are taught in the 2nd grade. Confirmation will occur when students are in the 8th grade after a two-year sacramental preparation program.

Parents/guardians are expected to fully participate in their students' preparation for these sacraments.

Retreats

Students will attend retreats throughout their time at St. Joseph's. These help classmates bond and help them grow closer with God. Students in 2nd grade that are preparing to receive the sacraments of First Communion and Reconciliation attend a one-day weekend retreat. Students in Prep (6th, 7th, and 8th grade) attend a retreat as part of Confirmation preparation. Additionally, Prep students may attend shorter one-day retreats/pilgrimages throughout the year.

Prayer

We converse with God through prayer. Like any relationship, the more we talk and listen, the closer we become. St. Joseph Catholic School students will begin and end their school day with prayer. Teachers will lead prayer before going to the cafeteria for lunch. Additionally, students will be supported to make time for group or personal prayer throughout their school day.

Small groups

Students will be given opportunities for more prayer throughout the day, but especially through small group discussions. Teachers, priests and/or religious, and parish staff will conduct small groups throughout the school year to allow for time for extended prayer and discussion about the faith.

Mission Projects

As a Catholic community, it is our responsibility and privilege to serve and support those in need. Our school will participate in collection projects throughout the year (e.g. peanut butter and jelly, Mission dress down and Mission Fair, rice bowl, penny war, etc.) The money collected will be given to charity chosen by the student council.

Family Groups

Once per month, students in grades K-8 will break into small groups of students, which will be led by 7th and 8th grade students. They will work on projects together that will help students bond and engage with their faith.

Catechesis of the Good Shepherd - Atrium

Preschool through 1st grade students will participate in our Catechesis of the Good Shepherd program. This program is based in a Montessori method and allows students to explore various aspects of the church and the Catholic faith.

Becoming Catholic

Our Mission is to evangelize the Gospels! Any students or parents interested in learning more about the Catholic faith or in becoming Catholic, should contact the school or parish office. We welcome those conversations!

Knowledge

We accomplish the mission of the Church through academic instruction, which builds upon our faith formation. The following section describes the policies and procedures pertaining to the academic or knowledge building aspects of our school.

Grades

St. Joseph Catholic School operates on a nine-week grading period for four quarters. Throughout the school year, student progress is reported through Gradelink, midterm reports, report cards, and parent-teacher conferences.

In grades K-3, students will earn one of the following: P = Proficient; D = Developing, or E = Emerging. In grades 4-8, students will earn a letter grade based on a 10-pt scale

4-8 Grading Scale

A+	100 - 99	C+	79-78
A	98 - 93	C	77-73
A-	92 - 90	C-	72-70
B+	89-88	D+	69-68
B	87 - 83	D	67 - 63
B-	82-80	D-	62-60
		F	59 and Below

- A The student is more than meeting the demands of the teacher.
- B The work is above normal, and shows positive growth.
- C The student does the work required satisfactorily.
- D Work is below normal, but shows some evidence of growth.
- E The student does unsatisfactory work with little to no growth taking place.

Honor roll

An honor roll for grades 4th-8th will be selected on the following criteria:

- 1) "Highest Honors" will be awarded to students who have an A in each subject.
- 2) "High Honors" will be awarded to students who have received more A's than B's.
- 3) "Honors" will be awarded to students who have received more B's than A's
- 4) If a student earns anything less than a B in any subjects they will not be eligible for the honor roll.
- 5) The honor roll includes all classes. Participation in specials/electives will be considered as a whole.
- 6) Awards will be given for outstanding conduct and effort.

Homework - homework tables

Students in grades K-3 should expect roughly 30 to 90 minutes of homework per week. Students in grades 4-8 should expect roughly 1.5 to 3 hrs of homework per week. Most teachers give students time to complete homework at school. We strive to build effective study habits, so work does not accumulate and overwhelm the student.

Larger projects may require more time outside of school. Our goal is to create a space for learning at home within a family, prepare students for high school homework expectations, and give time for rest and recreation.

Missing or unfinished assignments will be marked as a 0 or incomplete. Assignments can be made up for partial credit up until the grading period ends. For grades K-3, if students habitually fail to complete assignments, then they may be removed from activities to complete missing work (special classes and/or recess). For grades 4-8, students may be assigned to attend a homework table during the school day. A grade level teacher will supervise and assist students in completing and submitting assignments.

Academic probation

Students in grades 4-8 with two failing grades in core classes (theology, math, science, ELA, social studies) at the end of a quarter will be considered on academic probation. Parents and students will be notified by administration. Additionally, parents and students should meet with the homeroom/Lead teacher to discuss an academic intervention plan.

If the student fails 8 core classes during that school year or the family cannot adhere to the intervention plan, then the student will not be readmitted to St. Joseph Catholic School. This will be ultimately decided and communicated by the school principal.

Promotion and retention

Students are promoted, assigned, or retained based on their performance over the school year. Parents/guardians will be notified and consulted in reasonable time prior to the decision to retain a child, however, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents'/guardians' permission is not required. The principal-minister will have the final decision on student assignments.

***Intervention**

Please see the Support Services section for a more detailed overview of the intervention program. Students struggling academically in grades K-3 will receive some tier of intervention rather than academic probation.

Plagiarism and cheating

Students are expected to produce original work and to not plagiarize words or ideas. From 4th-8th, students will receive a punishment for plagiarism. Students will earn a 0 for the work and they will be given the opportunity to redo the assignment within 48 hours for credit. Further infractions will result in a demerit or detention. Students caught cheating on an assignment will be given a 0, no opportunity to make up the assignment, and will receive a demerit.

Class lists

We trust teachers have the best knowledge of a student's academic and social abilities. Grade level teachers create class lists and administration works collaboratively with the faculty to provide each student with the optimal learning environment.

Lists are final once they are posted in August. We request that any parental input in class placement be made by March 1st of the current school year. Any requests after the deadline must be communicated to the current and future grade level teachers.

Areas of Enrichment

A student's education is enriched by experiencing a wide variety of classes, which include our special and elective classes. Students K-5 have a special class at least once per day and 6-8 has their electives Tuesday and Thursday mornings. The following classes are offered at various grade levels

Physical Education

Music

Spanish

Catechesis of the Good Shepherd

Art

Choir or Orchestra

Mass Prep

Photography

Newspaper

Pop Culture

Extra-curricular activities

Extra-curricular activities are important in the total development of the individual. Students will have the opportunity to participate in academic clubs or other student organizations throughout the school year, including student council, quiz bowl, science olympiad, CYO sports, scouting, etc.

If a student wishes to participate in any extra-curricular activities connected with St. Joseph Catholic School, he/she will be required to maintain a satisfactory standing in all areas of academic study and behavior.

Class trips and field trips

Some grades take class trips where students will spend several days away from the school (e.g. Washington D.C., retreats, Camp Storer, etc.). Any student misbehaving will be sent home at the parents' expense. Field trips are to be an extension of learning that has taken place in the classroom. Students will attend at least one field trip per grade level. Expectations of students' behavior is the same on the trip as in school.

Written permission from a parent/guardian, using the diocesan field trip permission slip is necessary before a student may participate. Permission given by phone is not acceptable. The administration, teacher, or parent/guardian may place restrictions upon a student's participation in such programs.

Videos

Videos may be shown in the classrooms. General audience rated media or the equivalent can be shown without parent's permission. Parents/guardians will be advised if a video other than a general audience rating is being planned. Videos shown are in compliance through Christian Volume Licensing. A copy of the license is in the principal's office.

Required Testing

Students participate in periodic standardized testing and academic monitoring beyond classroom grades. We track math, reading, science, and language scores through MAP, which is administered in the fall and spring for students in grades 2nd through 8th. We track religious knowledge through ARK. In addition, we use IXL to help reinforce academic skills, track intervention, and offer enrichment.

School Instructional Items

Computers, textbooks, and other instructional tools are loaned to students for their use during the school year. They are to be kept clean and handled carefully. There is a charge in cases of abuse, misuse, or loss of items. This could be up to the whole cost to replace an item based upon the damage.

Computer Use

Our school offers students the ability to use technology for the enrichment and enhancement of the curriculum. All students will have access to a computer and students will receive a school domain email in 3rd grade.

Students in grades K-3rd will only have access to a computer while in their homeroom. Students in grades 4th-5th will be assigned a computer in their homeroom that they can take between classes. Their computers should not go home, unless for a specific large assignment. Students in 6th-8th grade may take their computer freely between school and home and graduating 8th grade students will keep their computer.

All student screen time will be limited. Computers should only be used for educational purposes and may not be used outside of the classroom at school (e.g. hallway, playground, cafeteria, etc.).

All student domains and computers will be monitored and restricted using GoGuardian, which will be operated by the school office. Any offenses will be discussed between the student, teachers, administration, and parents. Violations may result in the denial of privileges, disciplinary actions, or the involvement of outside agencies and/or law enforcement.

Community

Numerous items go into the family-like community at St. Joseph Catholic School. While this section cannot cover all community aspects of our school, it will detail day-to-day activities, attendance and admissions, student code of conduct, dress code, and other areas important to our community.

Day-to-Day Activities

7:30 to 8:30	Before care
8:30	Arrival - classrooms are open to students
8:45	Prayer, Pledge of Allegiance, Announcements
11:30 to 1:00	Lunch and recess
3:20	Announcements and prayer
3:30	Dismissal
3:30 to 5:30	Aftercare

Arrival and dismissal

Arrival, 8:30 a.m. - 8:45 a.m.

- Students enter through Door #6 (Community Center in the back parking lot) and proceed to classrooms. *Parents may only walk students to their classroom on the first day of school.*
- The morning car line has to be free flowing. Parents who have to assist students exiting the car are asked to park. *Anyone arriving after 8:45 a.m. must drop off their child at the school office at Door #1.*
- Bus riders will enter through Door #1. If they arrive before 8:30 a.m., then they will go to before care without charge,

Dismissal, 3:30 p.m. - 3:45 p.m.

- All walkers/riders will dismiss through the back parking lot. Prep students will be dismissed first and they will pick up any younger siblings. Kindergarten through 5th grade teachers will then escort students outside and dismiss from the alley.
- All parents need to park in the back lot for all car riders. Students in K-5 will be dismissed once a teacher sees a relative or designated person coming to pick up the child at the bottom of the steps. **There is no car line in the afternoon.**
- Walkers will be dismissed down the alley by the steps and they will proceed to the sidewalk on Allen Street.
- Bus riders will wait in the classroom until called over the P.A. system. Students will exit school through Door #1 and walk to buses. **Due to liability, students may not ride buses from districts other than their own.**

Before and aftercare

Before and aftercare are available for all families. They need to fill out paperwork and pay the \$30 fee.

Before care, 7:30 a.m. - 8:30 a.m.

- Students dropped off at Door #6 (Community Center doors in the back parking lot).
- Students arriving before 8:30 and not using before care must wait outside of the building.

Aftercare, 3:30 p.m. - 5:30 p.m.

- During dismissal, aftercare students will be called to the gym.
- They will receive a snack if they are there after 4:00 p.m.
- Any student not picked up from school by 3:45 p.m. will be walked down to aftercare by the classroom teacher and the family will be notified. Fees will be assessed.

This program costs \$4 per hour and is billed every 15-minutes. Families that pick up their children late from aftercare will receive one warning. Upon that warning, families will be charged \$1 per minute late-fee beginning at 5:30 p.m. Any family late on payment or late three additional times will be dismissed from the aftercare program for that quarter. Families will be billed and can pay through EZ School Apps.

Students are expected to adhere to all school rules during before and aftercare.

Cafeteria

Student lunches are \$4 per meal. Lunch orders can be preordered on EZ School Apps. You are able to pay for your lunches online or send cash. All lunches, regardless of being purchased in the cafeteria or brought from home, will be eaten in the cafeteria. For K-5 students, leftover food may be taken back to the classroom to only be eaten during a designated snack time.

The School Lunch Program provides portions and meal planning in accordance with the Ohio State guidelines. Students are encouraged to eat a portion of everything that is served. Parents/guardians will be contacted if students are not eating lunches. Bringing in fast foods and pop is highly discouraged. This is also in compliance with the Ohio School Lunch Program guidelines.

Parents/guardians and grandparents may not eat in the cafeteria with their children. Any food being dropped off for a student must be left in the office.

Recess

All recess will be outdoors as weather permits. Inclement weather and temperatures below 25 degrees (with consideration of the wind chill factor) will be the determining factors. Local weather reports should be consulted for choosing appropriate clothing for the school day. Students should wear coats outside if the temperature is below 60 degrees.

Students are to play in their designated areas. Students are to use the restrooms before going to lunch. No students are to enter the school building without permission. Exceptions for sickness or injury. All playground incidents are to be reported to a playground supervisor.

Bicycles

Students may ride their bicycles to school. The bike rack is located behind the school in the alley. Students are responsible for any loss or damages.

Bus transportation

The bus transportation policy of each individual school system will be enforced. All busing is coordinated by families with their public school district of residence.

Delaying or closing school

All local radio stations, local TV channels, and internet sites will normally carry school weather announcements. St. Joseph follows its own schedule and will be under the name St. Joseph Maumee on the scroll on the major news channels. Additionally, the school will notify families of delays or closures via email and the school app.

****Please note that if school is canceled due to weather conditions, then sports/meetings held on school grounds will also be canceled.****

Attendance

Our academic programs are based on learning skills taught each day. When a student is absent from class, part of a day or a day of school, he/she misses a part of the whole skill development that is necessary for complete understanding of a lesson. Therefore, daily attendance is absolutely essential if quality learning is to ensue. Total commitment by the students, parents/guardians, and school personnel will assure that daily attendance is maintained.

Excused absence: illness, injury, emergency, bereavement, or unavoidable circumstances. If a student will be absent, then parents/guardians must notify the student's teacher and the school office by 9:00 a.m. by email or phone. If we have no notification, then the office will make an effort to contact the parent/guardian to confirm the absence. If we do not receive confirmation, then the absence will be marked as unexcused.

Anticipated late arrival or early departure: medical, dental, specialist appointments, other unavoidable conflict. If an absence or tardy is anticipated, the parent/guardian is to notify the school in advance by email, phone, or note. Students arriving late or returning after an appointment must provide an excused note from their visit. **All students must be picked up and dropped off in the school office.** *All attempts to schedule around the school day for personal business, family business, and doctor/dental appointments, etc. are gratefully appreciated.*

Unexcused absence: missing from school without notice. Any student missing an entire school day or arriving at school after 10:45 a.m. without reason will be marked as unexcused. Again, the school will attempt to confirm any absence without notification. After three days of no contact with parents/guardians about unexcused absence, the school will notify police to perform a well check.

Extended absence: family vacation or catastrophic event. Any anticipated absence longer than three days must be approved by the principal. See office for the form. Any extended absence due to extreme circumstances longer than three days must be approved by a doctor. Administration will handle each extended absence individually.

Tardy: Any student arriving at school without reason after 8:45 a.m. will be marked tardy. They must enter through Door #1 (school office). Also, any student not in their classroom by 8:45 a.m. will be marked tardy. **Five tardies will result in one unexcused absence.**

Truant: Ohio designates chronic absenteeism as a student missing 10% or more of a school year, which is roughly 18 days. If a student accumulates five unexcused absences or 18 total absences of any sort, then the family will be put on probation. If the habit continues, the student may be dismissed from St. Joseph Catholic School. Any student who accumulates 10 unexcused absences or 36 total absences of any sort will not be allowed to reenroll and they will be in danger of losing any state scholarships.

Missed work during any absence or tardy must be made up by the student. Students are given the same amount of days they were absent to make up their work. The grade will be changed to a 0 if students fail to submit missing assignments. Absences and tardiness can result in a risk for failure in a nine-week grading period, a semester, and/or a year.

All students who have bus services delayed because of traffic or canceled because of weather in their district will not be counted tardy or absent if St. Joseph Catholic School remains open.

Illness at school

Under no circumstances is a student to leave school unless the student has the approval of the office. If a student becomes ill and needs to go home, it is necessary to **first** see the school nurse, or, if the nurse is not in, to report to the office and receive permission.

Shadowing

Students in 8th grade wishing to visit prospective high schools should, if possible, should arrange visits on a free day or during vacations. A form should be requested from the office for any in-session day taken for a visit. A St. Joseph in-session visit day will then be counted as an excused absence.

Admissions

St. Joseph Catholic School admits students of any race, color, ethnic origin, national origin, gender, religion, age, or ancestry to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, ethnic origin, national origin, gender, religion, age, or ancestry in administration of its educational policies, scholarships, loans, fee waivers, educational programs, extracurricular activities including athletics. In addition, the school is not intended to be an alternative to court or administrative-agency-ordered or public-school-district-initiated desegregation.

It is at the discretion of the principal for a student to be admitted to St. Joseph Catholic School. Grades will be capped at 24 students per class. All new K-8 students and their parents/guardians applying for admission will follow these steps:

- Talk with administration to express interest and answer screening questionnaire
- Tour the school
- Shadow school for a day (½ day for incoming kindergarten students)
- Request to view previous records (for students entering 1st-8th grade only)
- Admit or deny student(s) to St. Joseph Catholic School
 - Decision made between teacher liaisons, administration, and pastor, which will be based upon screening questionnaire, shadow day, previous records, etc.
- If accepted, families will have two-weeks to enroll or else they will lose their spot

No student who has had academic, attendance, or behavior problems at another school will be admitted to St. Joseph Catholic School. Students entering kindergarten will be rescreened in May for any advancements academically as well as hearing, vision, and speech.

All new students will be admitted for a one-quarter (nine-week) probation period. During this time, the student's academics, behavior, attendance, attitude, and relationship with teachers will be monitored. If there are repeated violations of the Code of Conduct or the student is placed on any type of probation, the student will have missed his/her opportunity to be admitted and his/her enrollment's permanency will be denied. These policies are in effect to maintain our Catholic atmosphere.

Withdraws and transfers

When transferring to another school, parents are asked to notify the school office as soon as the decision is made. To assist the administration with financial decision-making and in the best interest of the student, it is recommended that parents make these important choices early in the second semester. A change in enrollment over the summer after contracts and school supplies are finalized severely affects the school fiscal budget.

Administration welcomes conversations with families to discuss their reasons for changing schools, as this helps us better understand our school.

Code of Conduct for the School

Students are expected to conduct themselves properly both inside and outside of school. Student actions are a representation of St. Joseph Catholic School. Any action that could cause scandal to the school can be investigated and dealt with based on the discretion of the principal.

Violation of any one or more of the Student Code of Conduct and the other policies and procedures outlined in this handbook may result in disciplinary action including: parent/guardian consultation, denial of privileges, sitting out lunch and/or recess in the office, demerit, detention, suspension, probation, and/or permanent exclusion. This is not meant to be all-inclusive, since administration may also use other options if they are deemed more appropriate to the infraction of the rules.

Rather than compile a list of violations, we instead encourage students to act according to the teachings of the Catholic Church. These examples are given through virtues, Catholic Social Teachings, Gospel values, the Beatitudes, the 10 Commandments, etc. At the start of school, each classroom teacher or grade band will communicate home a more detailed addendum for conduct covering teacher, student, and family expectations.

Procedure for misconduct

Most minor violations will be addressed by classroom teachers. These would include choices by a student that are unkind/unsafe to others, interrupt others' opportunity to learn and/or pray, or choosing to not engage in classroom activities (e.g. refusal to work, sleeping, etc.)

K-3

Step 1 Interventions: Classroom

- Redirection or classroom consequences
- Communication to home for repeated concerns

Step 2 Interventions: Parent-School Conference

- If behavior continues and cannot be redirected by Step 1
 - Mandatory parent-school conference (in-person or phone)
 - Agreement on improvement plan with clear goals and consequences

Step 3 Interventions: Continued Concerns

- If habit still continues, student will then be called to the office
 - Agreed consequence for each call down and admin will communicate home
- Three call downs will result in suspension and probation
 - Two additional call downs on probation will result in expulsion

4-8

Step 1 Interventions: Classroom

- Redirection or classroom consequences
- Communication home for repeated concerns
 - If continued, student given demerit on Gradelink and contact home

Step 2 Interventions: Parent-School Conference

- If behavior continues and student has been given three demerits (detention)
 - Mandatory parent-school conference (in-person or phone)

Step 3 Interventions: Continued Concerns

- Two demerits after detention will result in a suspension and probation
- Additional demerits on probation will result in expulsion

Major violations will be immediately referred to the principal. Disciplinary actions will be communicated to the teacher and home by the administrator. Some instances call for immediate suspension or expulsion. These include, but aren't limited to, acts of vandalism, theft, weapons, aggressive physical contact of a student or staff member and possession, use or sale of illegal substances.

Due process for detention

Major violations or a combination of three demerits will result in a detention. The principal will call and email to notify parents/guardians. Detention will be served for 45 minutes at school during lunch/recess or after school (3:30 p.m. to 4:15 p.m.). Failure to report to detention will result in a second detention. If the detentions are not served or are not effective in changing behavior, then the principal may impose a one day suspension.

Due process for suspension

The principal shall have the power to suspend any pupil for just cause for a maximum of 10 days. The principal shall adhere to the following guidelines before a pupil is suspended:

1. The principal shall make a thorough investigation of the offense and hear from all parties.
2. The principal shall discuss the incident, previous disciplinary matters, explain the seriousness of suspension, and the reasons for the suspension to the student. Additionally, the principal will permit the student to state why he/she feels suspension may be unjustified.
3. The pastor shall be informed at the earliest possible time of any suspension.

4. The principal shall notify the parents/guardians prior to the effective date of the suspension. A formal suspension notice shall be emailed to the parents/guardians within 24 hours of such action, which will be added to the students records.
5. The student and parents/guardians may appeal the suspension within 48 hours of notification.
6. When appealed, the Discipline Team (3 teachers) will call a meeting at the earliest possible time. Parents/guardians will be notified of the date and time. In the event parents/guardians do not attend the meeting, it will not be rescheduled and the suspension will stand. An informal hearing will be held at which time the student has the opportunity to state his/her case before the Discipline Team. The student's teacher and/or documentation will be on hand. (Since this is an informal hearing, students are not allowed counsel other than parents/guardians or licensed staff members).
7. Students will not receive academic credit while on suspension.

Due process for expulsion

The principal shall have the power to expel (permanent dismissal from St. Joseph Catholic School) any student for the time remaining in the current school year and beyond, for just cause. He/she shall adhere to the following guidelines before expelling a student:

1. The principal shall make a thorough investigation of the offense and hear from all parties.
2. The principal shall discuss the incident, previous disciplinary matters, explain the seriousness of expulsion, and the reasons for the expulsion to the student. Additionally, the principal will permit the student to state why he/she feels expulsion may be unjustified.
3. The pastor shall be informed at the earliest possible time of any expulsion.
4. The principal shall notify the parents/guardians prior to the effective date of the expulsion. A formal expulsion notice shall be emailed to the parents/guardians within 24 hours of such action, which will be added to the students records.
5. The student and parents/guardians may appeal the expulsion within 48 hours of notification.
6. The hearing process for an expulsion will be the same as the suspension appeal, but will include the principal. The conclusion of the hearing will be forwarded to the pastor. Decisions in cases of expulsion will ultimately be the responsibility of the principal with the ultimate appeal to the pastor.
7. Students expelled from St. Joseph Catholic School cannot reapply for admissions.

Incident reports

Administration will document all conversations and incidents. In compliance with FERPA and diocese recommendations, the school will not share incident reports with families. These are internal documents. Any disciplinary actions will be disseminated with privacy and discretion.

Articles prohibited at school

Dangerous and/or disruptive articles are not permitted in the school. Such articles are hazardous to the safety of others and interfere with school procedure. These items include, but are not limited to weapons of any kind, toy guns, water pistols, radios, substances which can not legally be purchased by a student and/or any device or hazard which the school determines to be a disruption.

Cellphones

Students are to come to the office and ask to use the telephone. Calls are to be kept to a minimum and used for emergency situations. Students may have cell phones, which must be turned off during the school day. Further, students should not be on their phones while in school (e.g. waiting in the school office). Lastly, all grade level teachers may collect cellphones in a safe place between 8:45 and 3:30.

Locker, personal property, and backpacks

Students are responsible for their belongings and they may request a lock from the school office. Lockers must be kept clean. Anything hanging on the lockers must be magnetic.

Money beyond \$20.00 or valuables should not be brought to school. If a student is carrying a large sum, it should be brought to the office or given to a teacher for safekeeping. Money should not be kept in desks or unlocked lockers.

Students are not allowed to use a backpack or any other large bag during the school day to carry books or other class materials, unless approved by a physician and school office.

Off-campus conduct

Students are expected to hold themselves to a higher standard outside of school since they are always a representation of St. Joseph Catholic School and the image of Christ. Currently enrolled students can be disciplined for off-campus behavior when it involves certain aspects of the school.

Dress Code Policy

It is the policy of St. Joseph Catholic School that K-8 students wear uniforms. The school uniform fosters pride in being a St. Joseph Catholic School student and expresses awareness of God's presence, mutual respect among students, respectful attitudes toward teachers, and values of self-esteem.

Students out of uniform will have a note sent home with the infraction. A second offense and students will be required to change using uniforms in the swap shop. Any further infractions may result in a demerit.

Boys: Grades K-5

Khaki shorts/pants, Hunter Green short/long sleeve polo (non-logoed).

Girls: Grades K-5

Khaki skirt/jumper or shorts/pants, SJM Plaid skirt/jumper purchased through Schoolbelles, Hunter Green short/long sleeve polo (non-logoed). Tights/leggings are to be solid color without writing.

Boys: Prep 6th – 8th

Khaki shorts/pants, St. Joseph Crested Polo (black) purchased through the school office.

Girls: Prep 6th – 8th

Khaki shorts/pants, SJM Plaid skirt purchased through Schoolbelles, St. Joseph Crested Polo (black) purchased through the school office. Tights/leggings are to be solid color without writing.

Outerwear: Black or Gray quarter-zip pullover with St. Joseph crested logo purchased through the school or plain solid-colored non-logoed sweater (crew neck, v-neck, or cardigan). Hoodies are **not** permitted outerwear, except for 8th Grade students, who have the privilege to purchase and wear a school approved hoodie. SJM Athletic outerwear is only permitted on dress down days. Coats and jackets may not be worn during the school day except when students go outside.

Shorts/Pants

Students have the option to wear shorts at the beginning and end of the school year. Students must wear pants from Thanksgiving through March 19th, the feast of our patron St. Joseph.

Skirts

Uniform skirts must be worn at an appropriate length: no more than 3-inches above the knee.

Shoes/Socks

Shoes must be in good condition and tied at every school day. Closed toed tennis shoes are allowed and encouraged. Dress shoes are recommended for Mass days. Heeled shoes, crocs, flip-flops, sandals, etc. are not permitted. Socks/hosiery must be worn at all times.

Hats/Hair

Hats may not be worn in the school building except on special occasions. Boys must be clean-shaven and their hair should be above the eyes and collar. Boys may not have their hair up (e.g. bun, ponytail, etc). No fad haircuts (e.g. mohawks) or hair coloring are permitted.

Make-up/Headbands/Nail Polish/Earrings

Minimal make-up is permitted in middle school. Girls may wear flat headbands. No animal ears. Bows must be smaller in size. Nail polish must be clear, solid color or pale. For girls, pierced ears are permitted with posts or closed hoops only. Earrings for boys are not permitted.

Athletic Fridays

On Fridays, students who participate in athletics may wear school jerseys or athletic outerwear during their season.

Scouting

On the day of Scouts and American Heritage Girl meetings, scouts may wear their uniforms.

Mission dress down - spirit days

Students may wear the following on Mission Dress Down - spirit days

(unless it is a Holy Day of Obligation, where school uniforms are required)

- Professionally Printed St. Joseph shirts
- School uniform pants/shorts/skirts
- Students may wear the following for paying \$.50 only for Mission dress down days
 - Professionally Printed St. Joseph t-shirts
 - Jeans/jean shorts (Appropriate, no holes, ripped or torn, etc)

The Principal will determine necessary dress for out of school functions or special occasions. The Principal shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

Communication and Other Aspects of Community

Good communication between the school and parents/guardians is a must. For this reason, parents/guardians will be receiving frequent communications from the school. Please take the time to read the information, as it is vital to the successful operation of the school and for your children's education.

Communication will be accomplished through frequent emails, quarterly report cards, parent/guardian conferences, and telephone calls when necessary. Faculty and staff should be expected to respond to emails in a timely manner outside of school breaks and we would request the same from our families.

Disagreements between parents and teachers which require a meeting, must be held with the teacher before asking to meet with the principal. Most disagreements can be resolved with a parent teacher conference. However, if a parent or teacher believes a resolution has not been reached, a separate meeting with the principal and teacher can be requested.

St. Joseph School Advisory Council and the Parent Association are also active vehicles for communication. Parish information will also be sent through Constant Contact or Flock Note. Please contact the parish office to sign up for Constant Contact.

Political views

Outside of approved times and locations, we ask students to refrain from voicing political opinions or displaying political items. As Catholics, respect for others is a primary concern. Education in faith and academics is our mission and unmannered political displays can be a distraction from this purpose. Instead, these discussions can be had in a classroom environment that fosters learning, debate, and respect.

School spirit and sportsmanship

School spirit may be divided into three categories:

- 1) **Courtesy** toward teachers, fellow students, and officials at athletic events.
- 2) **Pride** in everything our school endeavors to accomplish and has accomplished.
- 3) **Sportsmanship** is the ability to win and to lose gracefully.

St. Joseph Catholic School is proud of its CYO athletics. The Athletic Director handles the programs for students in grades K-8. Since a Christian school educates the whole person, St. Joseph includes athletics and CYO inter-school competition in its program.

Emergency drills

Fire Drills

Law requires frequent and routine fire drills. When the alarm is first heard, everyone clears the building as quickly as possible by the prescribed posted route. The classroom teacher will give the students instructions.

Lockdown Drills

Law requires Lockdown drills. Teachers will follow lockdown procedures in their emergency handbooks

Rapid Dismissal Drills

Law requires rapid dismissal drills. At the signal for all classrooms to evacuate, teachers will direct students to the prescribed outside area as quickly as possible.

Tornado Drills

Tornado drills are required by law and will be held in April and in May. The classroom teacher will give the students instructions for reporting to the posted location.

Visitors

For increased security, all parents and visitors must enter the school building through the school office at Door #1 next to the flagpole off Broadway.

Visitors are welcome at our school. For safety concerns, parents/guardians, relatives, friends, and former students are asked to not visit during school hours unless they have a purpose and prior approval. Approved visitors are asked to follow directives regarding the security system and to report to the school office before entering the building.

Background checks for volunteers

Any parent volunteer (classroom, playground, cafeteria, field trip, etc.) must complete Virtus training and the background check following the training (selection.com) prior to coming into contact with children. The parents will pay the costs associated with the certification and this must be renewed every five years.

Birthdays

Students are encouraged to celebrate their birthday by dressing down in school appropriate clothing on the day they celebrate their birthdays at school. If their birthday happens over the weekend, students can dress down on the Friday before their birthday. Students are not allowed to bring food or other treats to school for their birthdays.

FERPA

The Family Educational Rights and Privacy Act (FERPA), was established to ensure student/parent access to education records and limit disclosures for unauthorized purposes. The records of students with disabilities will also be subject to the Individuals with Disabilities Education Act (IDEA). IDEA policies and procedures are given to parents/guardians upon engagement in the special education process. Education Records: records that are directly related to a student contain personally identifiable information, and are maintained by the school district or institution.

Disclosure: To permit access or the release, transfer of educational records to any party, by any means, including written oral or electronic means. The parent/guardian shall provide a signed and dated written consent before the school discloses personally identifiable information from the student's educational records EXCEPT in the following situations;

- 1) The disclosure is to officials of another school or institution in which the student seeks enrollment provided that the school has a notice in its policies that it forwards education records on request to a school in which the student seeks to enroll

- 2) To comply with a judicial order or lawfully issued subpoena if the school or institution makes a reasonable effort to notify the parent/guardian of the order or subpoena in advance of compliance
- 3) To organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate, or administer predictive tests; administering student aid programs; or improve instruction provided that the personally identifiable information is destroyed when no longer needed for which the study was conducted

FERPA was enacted to ensure the confidentiality of personally identifiable information in education records and to guarantee parents/guardians access to their children's education records. The statute defines "education records" that are subject to its requirements, specifies who can see them and under what conditions and contains procedures for complaints. Any school district or institution receiving funds under any federal programs is subject to FERPA

Who may see records without prior notice/parental/guardian consent?

- School officials in the same district with a "legitimate educational interest"
 - School officials in another school system in which the student intends to enroll
 - Various state and national educational agencies when enforcing federal laws
- Anyone to whom the school must report information as required by state statute
- Accreditation and research organizations helping the schools
- Those with court orders or subpoenas
- Any person that is not a legal guardian cannot have access to student records, including but not limited to medical, academic, etc., unless approval has been granted by all biological parents or through a custodial agreement

Content of Special Education Files

Since many students are in special education programs for a few school years or more, the special education file can become large. A 2-tier process will be used. A primary file is kept in cumulative recorder space containing; access log, referral form, initial consent, current Individualized Education Plan, current written notices and meeting notes/progress reports. A secondary file will be used for; outdated IEPs, outdated written notices, discipline notices, student work samples and parent correspondence.

Record Destruction

The standard of seven years after the student exists the educational program institution will be upheld. At that time, records can be destroyed. Parents can request that personally identifiable information be destroyed when that information is no longer needed to provide educational purposes. This can be accomplished by removing any personal identifiers from retained records. A school district may retain a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year of completion even over parental/guardian objections. Parents/Guardians can request that their child's record be amended if they feel the contents are misleading or inaccurate.

Gender Policy

The Catholic Church has always believed that her first mission given to her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to

be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever. With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times. The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis

2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex. The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends. As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other. Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life. Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³. The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

Publication and Publicity Agreement

I hereby give St. Joseph Catholic School unlimited permission to use my child's work, photo, voice image or likeness or name in any St. Joseph Catholic School/St. Joseph Maumee Preparatory publicity and/or publication(s). Publications include but are not limited to school yearbook and newspaper, sports publications, school website, television and radio segments, and press releases, and any school-approved re-publication thereof. The child's address or phone number will NOT be included.

Financial

The following section details our financial and school choice policies.

School Choice Scholarships

All students living in Ohio qualify for EdChoice Expansion. Families are highly encouraged to apply through the state portal, since everyone is entitled to a dollar amount based on your annual adjusted income. Families can still qualify for EdChoice Traditional, which is based on residing in a failing public school district. Please contact the school office with any questions. Additionally, St. Joseph's is a John Peterson Scholarship provider.

Activity Fee

All families must pay the annual family activity fee no later than the last Friday in September.

Tuition

Option 1: Pay in full to the school by the first business day in July deadline. Payment may be made by cash, personal check, bank check, or money order. Credit Card payment is acceptable with a 3% fee added for credit card fees.

Option 2: Automatic withdrawal payment plan from July to May from a checking account, or savings account through the FACTS Tuition Management Company. This option offers the convenience of automatic payments.

- *A one-time per year FACTS enrollment fee will be added to the first tuition payment*
- The first monthly payment must occur on either July 5th or July 20th.

Payment Policies

- Checks and money orders should be made payable to St. Joseph Catholic School.
- Returned check fee of \$30 will be assessed for all returned checks. If a check is returned, future personal checks may not be accepted.
- Cash payments may be made in person in the main office and a receipt will be issued.
- Deadline for setup with FACTS is ten business days before the payment date for automatic payments.
- Payments are made over 11 months starting in July. The final payment must be made with the May payment.
- The State of Ohio Scholarship or other grants awarded to students in grades K through 8 does not alleviate the tuition payments for PreK.
- All families are responsible for the family fund raising fee regardless of financial assistance, grants or scholarships.

Delinquent Accounts

- *Contact the Finance Department immediately if you are experiencing financial difficulties and need to make changes to your payment plan.* Fees will be charged by FACTS for late or missed payments.
- Payments must be current at the end of each quarter in order for students to receive their grade cards. Gradelink access will be blocked for all students who have a balance due or are behind on their agreed upon payments by two or more payments.

- Transcripts and diplomas will not be released for any students who have a balance due.
- If there is a balance remaining at the end of the school year, students cannot register for the following year until the balance due is paid in full.
- Payment must be received in full by May 20th for 8th graders to participate in graduation, receive a diploma, and receive final transcripts.

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the Director of Finance. It is the responsibility of the family to contact the Director of Finance to work out an agreement to correct the situation or make an acceptable alternate plan for payment.
- If the family does not contact the Director of Finance to correct the situation, then the following will take place:
 - Student(s) will not be allowed to participate in **extended school, club, or organized trips.**
 - Student(s) will not be allowed to participate in any **Parish or School athletic event, competitions or practices including CYO.**
 - Student(s) will not be allowed to participate in any **Parish or School extracurricular activities.**

60 days past due:

- When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice from the ParishManager by certified mail explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - Report cards, Gradelink access and transcripts will be withheld until the balance is paid in full, or an alternative plan has been approved.
 - Student(s) will not be allowed to participate in **extended school, club, or organized trips.**
 - Student(s) will not be allowed to participate in any **Parish or School athletic event, competitions or practices including CYO.**
 - Student(s) will not be allowed to participate in any **Parish or School extracurricular activities.**
 - Student(s) **will not be permitted to pre-register or to return** for the following year until the balance is paid in full.
 - Report cards, Gradelink access and transcripts will be withheld until full payment is made.

90 days past due:

- When an account becomes 90 days past due under the established agreement, the responsible party will receive written notice by certified mail from the Pastor explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - Student(s) will be **withdrawn** from Saint Joseph Catholic Parish School
 - In conjunction with this delinquency, a collection agency may be used to collect the past due amount.

Saint Joseph Catholic Parish School encourages all responsible parties to maintain open communication with the Principals, Director of Finance and Parish Manager to ensure a complete understanding of each family's financial circumstances. The goal of St. Joseph Catholic School is to provide a Catholic education for every student.

Withdrawals, Late Admissions, and Refunds

- Activity fees and finance charges are non-refundable, even if a student withdraws or does not attend the school.
- Transcripts, grade cards, and diplomas will not be released until all balances due are paid in full.
- Students will be charged the full tuition and activity fee amount for a quarter even if only attending a portion of the quarter.
- Outgoing students will be charged the full tuition and activity fee amount for a quarter if exiting after the first full week of the quarter. The charge for the tuition and activity fee is based on the total base tuition and activity fee, divided by the four quarters of the school year.
- When a student leaves during the school year, all financial aid (grants, scholarships, etc.) is negated and this portion of the tuition charge becomes due to the family.

Financial Aid

To make St. Joseph affordable for everyone, several different scholarship opportunities are available. Please contact the school office for a complete list.

Free and Reduced Lunch

A cafeteria is provided for students. St. Joseph Catholic School offers a free/reduced lunch program for qualifying students. Forms and an explanation of the program are available at the beginning of the school year. New forms are sent annually to each family and must be completed by September 30 to be considered for the current school year.

Support Services

Our school aims to be inclusive for all learners, since all parents should have the option to choose Catholic education. We offer numerous support services and interventions to assist students to be successful at school, which include a nurse, counselor, speech, Title I tutor, and intervention specialists.

Special Education and Intervention

Students in this program either have a student minor adjustment plan (SMAP) or an individualized education plan (IEP). Students who qualify for an IEP will receive the Jon Peterson Scholarship, if they live in Ohio. This scholarship supports St. Joseph as a special education provider.

Students typically qualify for intervention after teachers or parents/guardians recognize academic difficulties in the primary grades (K-3). Students may also qualify based on medical diagnoses. Please consult the school office with questions. The following roughly details the identification process.

- Student displays academic struggles
 - School notifies the parents/guardians
 - Begins classroom intervention and monitors progress
- If no significant progress is observed, school will conduct an Evaluation Team Response (ETR)
 - Maumee Public Schools conducts testing
 - They will recommend SMAP or IEP
 - SMAP - written by St. Joseph Catholic School. It will provide students with accommodations in the classroom to assist their learning.
 - IEP - written by the public district of residence. Identified learning disability with specific goals that will be overseen by an intervention specialist.

Oftentimes, a student can receive basic interventions and be successful in the classroom. The goal of the identification process is to recognize what level of intervention a child needs to learn to the best of their ability.

Intervention Specialist - students on an IEP will receive instruction from an IS based on the goals written in their IEP. They will also modify any curriculum and make recommendations to the classroom teachers. Additionally, the IS will also assist teachers with the accommodations listed in any SMAP.

Paraprofessional - Some students in the intervention program will qualify for an aide in the classroom, which will be supervised by the intervention specialist.

Title I Tutor - A federally-funded program has made it possible for students to receive special assistance in reading and math skills, in which they are having difficulty. A teacher provides this assistance to students in Grades K-8 on a small-group basis. Students in grades K-2 are qualified on teacher recommendation. Students in grades 3-8 are qualified by their MAP Test scores.

Speech Therapy – A speech therapist, financed by the State of Ohio, tests and provides therapy for those students in Grades K-8 who experience difficulties in communication. The therapist serves as a consultant to the teacher and parents/guardians providing individualized programs for those who qualify.

Occupational Therapy - An occupational therapist, financed by the State of Ohio, tests and provides therapy for those students in grades K-8 who experience difficulties with fine motor skills. The therapist serves as a consult to the teacher and parents/guardians providing individualized programs for those who qualify.

Reporting- All intervention services (Intervention, speech, and occupational) will report quarterly progress through the Jon Peterson portal. Parents can log into the portal through their OH ID account. Please contact the school office to request a printed copy of the quarterly progress.

Nurse

The school nurse manages illness and injury during the school day. She maintains health and immunization records for all students. No student shall be permitted to remain in school without documented evidence of immunizations, in process, or exemption on file at a date determined annually by the Principal. Yearly hearing and vision screens are conducted in accordance with Ohio Law.

Emergency medical authorization

Annually, each school is required by law to provide an Emergency Medical Authorization form to the parent of every child. Part I or II must be completed by the parent and returned to school by the 14th day of school. The school is required to keep this form on file. It will accompany the teacher or chaperone when they leave the school premises for any school approved/related experience or trip.

Administering medication

- A signed PHYSICIAN ORDER with name of medication, route to be administered, dates to be given time to be given and any special instructions. This may be a school form or on a form from the MD office. A new form must accompany any dosage changes.
- A parent/guardian must also sign this form. A form is valid for one school year ONLY. A new form must be provided at the beginning of each school year. Forms are available through the health and school offices
- All medication must come to school labeled and in the original container. Medication should be brought into the School Office by a parent and picked up from the office by a parent. No medication will be sent home with a student.
- A parent may come to school to administer medication to their child during school hours if needed. If no paperwork is provided at a time where medication is needed this is the action the parent must take. NO medication will be administered by school staff without proper paperwork.
- All unused medication needs to be picked up by a parent after the last day of school. Arrangements can be made by calling the school office. Any medication left at school will be thrown away.
- Please attempt to administer medication outside of school hours whenever possible. If a student needs to carry an inhaler or epi pen on their person, additional paperwork signed by a physician is required.

Illness

For the sake of your child's health and that of other students, we ask that you keep your child home if he/she exhibits signs of illness including but not limited to fever greater than 100 degrees, vomiting, persistent diarrhea. We also ask that children not return to school after an illness unless they have been (1) fever-free for at least 24 hours (without the use of fever reducing medication), (2) vomit and/or diarrhea free for at least 24 hours. If your child has been diagnosed with a contagious illness (i.e. strep throat, pink eye), he/she should not return to school until he/she has been on antibiotic therapy for at least 24 hours or returns with a physician's note.

Illness/Injury At School

Parents will be asked to pick up their child from school if their child exhibits any of the following:

- 1) Temperature over 100 degrees
- 2) Questionable red throat that the school nurse feels may be contagious, with or without a fever
- 3) Abdominal pain--not a "belly ache"
- 4) Vomiting or diarrhea with or without a fever
- 5) Rash of undetermined origin
- 6) Injury that may require medical attention
- 7) Head injury with symptoms of a concussion
- 8) Symptoms of a communicable disease

Students Threatening Themselves or Others

The administration is constantly working proactively to promote a safe Christ-filled learning environment. The following procedures will be followed for students experiencing a mental health crisis or for students issuing threats to others.

If a student threatens to be a harm to themselves or others, then that student is removed from the classroom or building once administration is notified. During this time, the administration will begin to investigate the situation and corroborate information to determine if the crisis/threat was transient or substantiated. If transient, then the student may return to class immediately and parents will be notified of the incident. Based on the investigation, discipline procedures may be involved.

If the situation is determined substantiated, the student is removed from the building, teachers will be given preliminary notification, and the school will conduct a crisis/threat evaluation. The evaluation routinely involves students, the school clinical therapist, the Pastor or local superintendent, and sometimes the Director of Catholic Education. The student is able to return to school upon the results of the crisis/threat evaluation, if they are deemed not a threat to themselves or others by an outside medical professional, parent-administration meeting, and if we have an agreeable intervention plan moving forward for that student. This includes notifying appropriate teachers and parents, routine check-ins with faculty/staff, and increased technology monitoring.

Administration and faculty will continually follow the agreed intervention plan upon their return to the building and redress the situation when deemed necessary.

School Counselor

St. Joseph Catholic School offers assistance to students through a school counselor. The counselor is meant to be a resource for students going through difficult situations at home or school. Additionally, the counselor helps teach students tools and resources to use when dealing with a difficult situation. While the counselor may routinely check-in with students, their services do not amount to what an outside counseling/therapy session might cover.

Family Handbook Acknowledgment of Receipt

We have designed this family handbook to answer questions regarding school rules, procedures, policies, and other matters of interest to you. Please read this handbook thoroughly so that you understand the contents. You are encouraged to bring questions regarding any policies to the administration, so that misunderstandings will be eliminated.

Your signature below acknowledges you have received a copy of the family handbook and:

1. You have read and understood and will abide by the parish-school policies.
2. You accept the fact that the provisions of this handbook are guidelines, which may be changed by the parish-school at any time without your consent.
3. This acknowledgment must be signed and returned to the principal.
4. You acknowledge that this family handbook is proprietary to the parish-school, is private and confidential and shall be for your use and not disseminated to any other person.

Parent/Guardian signature

Date

Parent/Guardian printed name