



Parent/Student Handbook

2025-2026

Saint Joseph Catholic School

512 N. Mulberry Street Corydon, IN 47112

Phone: 812-738-4549 Email:

schooloffice@catholic-community.org

<https://catholic-community.org/school>

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*

St. John Chrysostom

Welcome to Saint Joseph Catholic School! In choosing Saint Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Joseph Catholic School for the 2025-2026 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Joseph School during the 2025-2026 school year.

The faculty and staff of Saint Joseph School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Kevin Rice

Principal

Mission Statement of Saint Joseph School

St. Joseph Catholic School, inspired by Catholic Values, prepares children for their future by promoting their academic growth, nurturing their faith in Jesus Christ through prayer and Catholic teaching, and cultivating life-long service within the larger community.

Philosophy

Saint Joseph School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Indianapolis.

- To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
- To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Absence

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

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

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. **Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.**

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are

less than 3 ½ hours are considered a one-half day absence. **Students who are tardy more than 40 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.** Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

Academic Information

Curriculum

The school's curriculum guidelines, consistent with the State of Indiana, are followed for the teaching of all secular subject areas. The entire curriculum for both Math and ELA can be found on the school website.

Saint Joseph School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Students attend the Mass each week and attend morning prayer, rosary, and receive the Sacraments as they are able.

Students in Grades 3, 5, and 7 take the ARK Religious Assessment in May.

Fine Arts

Art

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra. Core Knowledge Curriculum

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences.

Social Studies

History, Geography, Economics, State History, and Current Events.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who can learn, but who choose not to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated, and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.

Accreditation

Saint Joseph School is accredited through Cognia®.

Saint Joseph School is accredited by the Lumen Corporation Non-Public Education Commission.

Admission Information

Nondiscriminatory Policy

Saint Joseph School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint Joseph School:

1. Members of Saint Joseph Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Requirements

Children entering Pre-K must be four (4) years of age by August 1st.

Children entering Kindergarten must be five (5) years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Saint Joseph School are evaluated based on current standardized test scores and report cards.

Requirements include:

- Immunization Records
 - All students entering Saint Joseph School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan (These must be presented at the time the application is submitted.)

An interview with the student is part of the admission process. This interview will not include the student's parent or guardian.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Joseph School. The recommendation and decision of the school is final. Saint Joseph School is limited in its

human capital resources and will make **reasonable** accommodations for learning differences when possible. Saint Joseph School cannot accommodate students who have **extraordinary** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from Saint Joseph School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Saint Joseph School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of Saint Joseph School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

Consideration for admission to Grade 8 will be done on a student-by-student basis.

Financial Obligations

TUITION SCHEDULE

SCHOOL YEAR – 2025-2026

KINDERGARTEN - GRADE EIGHT

Actual Tuition Rate per
child.....**\$6,800.00**

PRE-KINDERGARTEN

Actual Tuition Rate per child.....
\$6,174.00

FINANCIAL ASSISTANCE FORMS are available ON-LINE at
<https://earlyedconnect.fssa.in.gov/onlineApp/home> for preschool
child care vouchers and On My Way pre-k.

**For School Choice Scholarships (grades K-8th only), please submit
your tax form 1040 on your enrollment packet through FACTS, to the
school office, or to Mrs. Phipps at
amanda.phipps@catholic-community.org**

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by June 10, 2026 (you may pay one lump sum, or divide into 10 monthly payments starting August 10th) or
- Pay ½ annual tuition by December 10, 2025 and the remainder by June 10, 2026

**If a parent/guardian cannot make the regular tuition payment, the principal or Office Manager should be notified as soon as possible to create a payment plan.

Enrollment/Re-Enrollment

- The \$200.00 Registration Fee for students must be paid by the designated date entered in your Facts tuition plan set up.
- All Registration Fees are **NON-REFUNDABLE**.
- There will be a \$35 returned check fee for all checks made payable to Saint Joseph School that do not clear the bank.

Facts Tuition Management Service Overview

- Pay tuition over 10 months via personal check, money order, or automatic deduction.
- Your enrollment form to Facts must be completed to confirm your registration.
- All families not selecting the Facts tuition plan will be expected to make one direct payment to Saint Joseph School for the entire amount of tuition no later than August 1, 2025. You may drop off your payment at the school office.

Delinquent Accounts:

The following policy is used for delinquent accounts:

- A reminder letter is sent to all parents/guardians when accounts become overdue.
- A letter is sent when accounts are 30+ days overdue.
 - At this point, a meeting will be arranged to discuss options for a potential financial plan.
- If the overdue account is not resolved or a financial plan cannot be created, the student(s) will not be eligible to continue at St. Joseph Catholic School. **Report cards and records will be withheld until final payment is made.**

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. There will be three types of closures:

1. School closed: no school is offered and the day will be made up at a later date.
2. Asynchronous eLearning: the teacher will post assignments for the student to complete by the next in person school day.
3. Synchronous eLearning: the teacher will host class virtually and the student will be expected to attend.

Report cards will be available digitally at the end of each grading period.

Allergy Policy

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

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

1. Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

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

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Saint Joseph School makes no claim to be an allergen or peanut-free school.

4. Food Allergy Policy

Saint Joseph School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Joseph School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms

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

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan will be activated. The emergency medical services will be called immediately.

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

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies.

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

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Saint Joseph School will provide reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Ambulance

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

Apple® Watches

Students are not permitted to wear Apple® Watches to school, nor any other similar device that connects to smartphones or other such devices.

Artificial Intelligence

If a quiz/test/assignment is an open book and note, no other sources may be used (websites (this includes, but is not limited to Artificial Intelligence), dictionaries, other people, etc.) Any information used from outside course materials will result in a zero on the quiz/test/assignment and could also result in additional disciplinary action.

Audio and Video Recording

Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of 3 years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

Awards

Saint Joseph believes in recognizing the academic and moral achievements of our students. Thus, we will have an awards ceremony at the end of each school year. Some of the awards given are listed below, please keep in mind that this isn't an exhaustive list.

Spirit of Saint Joseph Award

Grades K through Grade 2: One boy and one girl in each homeroom.

Grades 3 through 8: One award per grade.

The student exemplifies the spirit of the mission of Saint Joseph School.

- Criteria:
 - Spirit of reverence
 - Academic effort
 - Appropriate conduct
 - Academic achievement (A's and B's)
 - Respect for other
 - Integrity
 - Evidence of service (willingness to help)
 - Exhibits leadership
 - Goes above and beyond the norm

St. Pope John Paul II Award for Excellence in Religion

Grades K – 8 (one per grade).

- Criteria:
 - Academic effort
 - Appropriate conduct
 - Academic achievement (A's and B's)
 - Exhibits interest in the Catholic faith
 - Goes above and beyond the norm

St. Cecelia Award for Excellence in Music

Grades K – 8 (one per grade).

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - True love for Music performance and learning
 - Active participation in Musical Programs
 - Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - Exhibits interest in applied Science
 - Active participation in class
 - Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)

- Exhibits interest in Social Studies
- Active participation in class
- Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 1 & 2 (1 boy and 1 girl from each class)

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - Exhibits interest in Math
 - Active participation in class
 - Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 1 & 2 (1 boy and 1 girl from each class)

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - Exhibits interest in Language Arts
 - Active participation in class
 - Goes above and beyond what is expected in the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades 1 & 2 (1 boy and 1 girl from each class)

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - Exhibits interest in applied Physical Education
 - Active participation in class
 - Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 1 & 2 (1 boy and 1 girl from each class)

Grades 2 – 8 (one per grade)

- Criteria:
 - Displays effort and cooperation in class
 - Academic Achievement (A's and B's)
 - Exhibits interest in Art
 - Active participation in class
 - Goes above and beyond what is expected in the curriculum

Saint Joseph Outstanding Educator Award - nominated by peers

- Criteria:
 - Spiritual Leadership
 - Educational Excellence
 - Current Pedagogy
 - Educating the whole child intellectually, socially, and spiritually
 - Collegial relationship with peers
 - Implements technology
 - School and community involvement
 - Continued professional development

SAINT JOSEPH: THE WORKER AWARD

In honor of our patron and namesake, Saint Joseph: The Worker, this award recognizes staff members who quietly and consistently go above and beyond in service to our students, colleagues, and school community. Saint Joseph served with humility, dedication, and unwavering faith—qualities we strive to emulate in our daily work.

The Saint Joseph: The Worker Award is given periodically to faculty or staff who are nominated by their peers and embody these values through their actions. Recipients are those who demonstrate:

- A selfless attitude, placing the needs of others and the mission above personal recognition
- A strong work ethic, marked by reliability, responsibility, and quiet excellence

- A spirit of service, supporting colleagues, students, and families with generosity and care
- A commitment to our Catholic identity, modeling the virtues of Christ and Saint Joseph in word and deed

Birthday Observances

Birthday treats may be brought to school for students and their classmates. It is the parent's responsibility to ensure there are enough for all classmates. All treats should be pre-packaged with ingredients listed on the package. No homemade treats.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official social media accounts are the ones created and monitored by the Saint Joseph IT Specialist. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

Saint Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

Saint Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Car Pool/Dismissal

Saint Joseph begins dismissal at 2:45pm everyday (except for 1:45pm on Friday). Students will sit with their classes in the gym awaiting their names to be called on the walkie-talkie. Parents will park in the “back lot”, it is the parking lot located on the Northwest side of the school building where Doors #3 & #4 are located. Parents will park in rows and await a representative from the school to call for their child. Parents are expected to remain either in their car or near their car and await their child to walk to them. Once the first two rows are fully loaded, a school representative will begin releasing parents to leave the parking lot. Rows 3 & 4 will then pull up and become rows 1 & 2 awaiting their children to be called. No child will be released from the school until all vehicles are stationary.

Parents are expected to follow all directions from the school representative(s) directing traffic.

Cell Phones

The practice of students bringing cellphones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time during the day be ON. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office. **Items taken away from students will be returned to the parent(s)/guardian(s) in an increasingly strict discipline model.** The administration reserves the right to search the contents of a confiscated cell phone.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction. Students who do not possess a cell phone during such lessons will not be academically penalized.

Cheating

Cheating of any type will not be tolerated. Cheating also includes the unauthorized submission of AI Generated assignments or exams. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Child Abuse Laws

Saint Joseph School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported **immediately** to Child Protective Services.

Conduct

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

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

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Crisis Plan

Saint Joseph School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Missed Recess Time

Missed recess time may be assigned by a teacher or administrator as a consequence for minor or repeated infractions of classroom or school expectations. Students will spend recess in a supervised setting, using the time to reflect on their behavior, complete classwork, or engage in restorative tasks as deemed appropriate. Parents may be notified at the discretion of the teacher or administration, depending on the nature and frequency of the offense. Missed recess is intended to correct behavior through reflection rather than punishment.

Lunch Detention

Lunch detention may be issued for behavioral infractions that are more serious than those warranting missed recess but do not yet rise to the level of after-school detention. Students will eat lunch in a designated, supervised location and may be required to complete a written reflection or other task related to the behavior that led to the detention. Parents will be notified in writing of the lunch detention. Students are expected to bring their lunch or pick up their meal from the cafeteria prior to reporting to the detention location. Lunch detention takes precedence over social plans or privileges during the lunch period.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and **work with a substitute teacher paid for (\$80.00) by the suspended student's parents**. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students present on school property during an out-of-school suspension will be considered trespassers. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint Joseph School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Saint Joseph School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds
- Walk to the assigned place briskly, in single file at all times, and in silence
- Stand in a column of their class, facing away from the building
- Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds
- Walk briskly to the assigned place in single file
- Sit, face wall, and put hands over head
- Return to the classroom when a signal is given.

Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

Emotional Support Animals

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® and other Social Media Postings of Student Photographs

Saint Joseph School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint Joseph School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Saint Joseph are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® or any social media page. Such postings are a violation of the Saint Joseph School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Saint Joseph School.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due to the classroom teacher by the designated deadline stated on the permission slip.

9. A standard (blank) field trip permission form is available on our school website and must be used for all off-campus activities during school hours. This is the only approved format for granting student permission to leave school grounds.

If your child does not bring home a printed copy, you may download and print the form directly from the website.

Please note: **An original parent or guardian signature is required.** Faxed or scanned copies will not be accepted.

10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

13. All monies collected for the field trip are **non-refundable**.

14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Saint Joseph School risk management insurance company insures the “official”

chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

17. All chaperones must be 18 years of age or older.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students privately unless an invitation is being given to every student in the entire grade.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 76 – 84

D = 70 – 75

F = 69 or below

Gum

Students should not chew gum at school or at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Hazing

Hazing of any type will not be tolerated. Actions of hazing may result in suspension and/or expulsion.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Saint Joseph School uses a Friday electronic system. Mass correspondence will be sent out via the FlockNote system. The School Office automatically enrolls each family into that system at the beginning of the school year. Official school-wide emergency communications are sent using the FlockNote system and text messages will be sent to your phone through that system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Only communicate with teachers using the Saint Joseph email. Email communication with teachers should be during the hours of 8:00 AM to 3:30 PM. Teachers will respond to email in a timely manner, usually within 48 hours of emails sent during the school week. There is no expectation that teachers will respond to emails over the weekend or during their off time in the afternoon/evening.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.

Homework due to Vacations/Planned Absences

The school calendar provides for extended breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to

eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

See Absent section above.

Immunizations

All students enrolled in Saint Joseph School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Students are not required to receive a flu shot or a Covid vaccine.

Instagram®

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

Saint Joseph School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. Saint Joseph School reserves the right to search any items brought to school.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.

2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Lost and Left

Any items left in the school building or on the school grounds should be given to the school office to be placed in the Lost and Left basket. Parents are welcome to look through the Lost & Left basket for items. **Each 9 weeks, items placed in the Lost and Left will be displayed on a table in the gym and remain there for 1 week to be claimed. After 1 week, items not claimed are donated to charity.**

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

Lunch Program

Saint Joseph School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Any student forgetting a sack lunch, will be provided a lunch and charged to the student's EZ School lunch account. Any lunch accounts in arrears will not be issued a quarterly report card.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose
- Date (No expired medication will be dispensed by the school office.)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

- Child's name
- Frequency
- Dose
- Date (No expired medication will be dispensed by the school office.)

Off-Campus Conduct

The administration of Saint Joseph School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the School Office of any transportation changes.

Online Instruction Behavior Guidelines

In the event that instruction should be online students should:

- Be respectful of the teacher and other students
- Use their correct names
- Be seated in a chair or at a desk – not in bed
- Not use cell phones during instruction
- Be dressed appropriately – no pajamas

- Understand that the session will be recorded
- Never share the log-in information
- Not be eating during instruction
- Pets should not be in the learning session
- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

Out of Uniform Guidelines

Please see our Uniform Policy Document.

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Parents As Partners

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

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

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has nutritional sack lunch every day they do not eat school lunch.
- Takes prescribed medications.
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health

- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To attend Mass and teach the Catholic faith by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems
- To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Parent's Role in Education

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

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

Once you have chosen to enter a partnership with us at Saint Joseph School, we trust you will be loyal to this commitment. During these formative years (Preschool to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and

teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

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

It is essential that a child take responsibility for grades he/she has earned **(student grades are earned not given by teachers)** and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Parent Teacher Organization

Saint Joseph Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Parties

Students are permitted class parties as allowed by the teacher. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and include ingredient labeling.

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade in Saint Joseph School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with

teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Saint Joseph School.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given (digitally) four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given (digitally) mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Joseph School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Junior High. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Preschool through 8: 8:00 AM – 3:00 PM (2:00PM on Fridays)

Students not in their homeroom at 8:00 AM are considered tardy.

At Saint Joseph School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time will enter Door #4 and proceed to their Home Room until they are led to the church by their teacher for morning prayer/Mass.

Prayer and afternoon announcements begin at 2:45 PM each day (1:45 PM on Friday). Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Saint Joseph School offers an After School Care Program. Please refer to the 2025-2026 Extended Care Handbook for a complete list of policies.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:00 AM or who are not picked up by 5:30 PM will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time.
2. a registered letter reminding you that dropping your child off at school prior to 7:00 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. students who remain after 5:30 PM will be sent home via the Harrison County Police Department or Town of Corydon.
4. repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Students not picked up by the end of dismissal (approximately 3:00 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$20.00 for using this program if not previously enrolled.

School Office Hours

To support our school community's commitment to prayer and our shared Catholic identity, the school office joins our students in daily morning prayer and weekly Mass. As such, the school office opens at 8:45 a.m. each day, with a later opening at 9:45 a.m. on Wednesdays following our all-school Mass.

The office will close at 3:30 p.m. Monday through Thursday and at 2:30 p.m. on Fridays due to early dismissal.

If you need to schedule a meeting outside of these posted hours, we are happy to try to accommodate you. Please contact the office to arrange a time that works best for your schedule.

We warmly invite all families to join us for morning prayer. Meetings may also be scheduled to follow this special time of daily reflection.

School Property

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Saint Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Smoking and Vaping

Smoking and vaping of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

Student Records

Saint Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint Joseph School Office for distribution. Completed forms will be sent via email to the proper location or in some cases, the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Surveillance Cameras

Saint Joseph School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Technology Concerns

Apple® Watches – Students are not permitted to wear Apple® Watches (or similar devices) to school.

Blogs: Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, TikTok®, Twitter® etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat®, TikTok®, Twitter® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: The practice of students bringing cell phones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time during the day be ON. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office. **Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day.** The administration reserves the right to search the contents of a confiscated cell phone.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction. Students who do not possess a cell phone during such lessons will not be academically penalized.

Facebook®, Instagram®, Twitter®, TikTok®, and other Social Media Postings of Student Photographs

Saint Joseph School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint Joseph School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Saint Joseph are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the Saint Joseph School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Saint Joseph School.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. This also includes the sharing of inappropriate pictures or messages.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.seconddlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the office staff. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the teacher's work room is for the teachers only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Indiana iRead Reading Assessment will be given to 2nd and 3rd grade students. The Indiana iLearn is given in Grades 3 through 8. The ARK Test is given to students in Grades 3, 5 and 7.

Title IX

Saint Joseph School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Uniforms and Dress Code

Please review our separate Uniform Policy Document found on our website here: [DRESS CODE: Updated \(7/14\)](#)

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made through our FlockNote communications system and will be posted on our social media account.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Right to Amend

Saint Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Joseph School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously

Parent/Student Signature Page

I have read the 2025-2026 Family Handbook and agree to follow the school policies and procedures as stated.

Parent

Date

Student

Date

SIGNED FORM DUE TO the office by August 6th, 2025.

*This form will be placed in the Student's File in the office.