



**Student Handbook
2023-2024**

**St. Joseph School
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or write in care of:**

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TABLE OF CONTENTS

Partnership with Parents	8
School History	9
St. Joseph Mission Statement	9
Philosophy	10
Support, Partnership & Compliance by Families	10
 GENERAL SCHOOL INFORMATION & POLICIES	
Acceptable Use Policy for the Internet and Technology Tools	11-13
• Generative Artificial Intelligence Policy (<i>Also See Discipline Policy</i>)	
• Web-Based Services	
Accreditation	13
Administration	13
 ADMISSIONS / REGISTRATION	 13-14
• Re-registration of Current Students	13
• Registration of New Students	13-14
• Extenuating Needs of Students	14
 Arrival and Dismissal - <i>See Arrival/Dismissal Patterns Pages 61-62</i>	 16
Asbestos - <i>See Health & Safety</i>	
 Attendance/Absence	 16-17
• Tardiness	
• Truancy	
• Late Arrivals & Early Dismissals	
 Before and After Care	 18
Before and After Care Inclement Weather Policy	18
Birthday Celebrations	18
Calendar	19
Change of Address/Phone Number	19
Change in Name or Family Status	19
Cheating - <i>See Discipline Policy</i>	
Child Abuse and Neglect Reporting Policy and Procedures	19
 CHROMEBOOKS	 19-20
• Handling & Transporting Chromebooks	
• Using the Chromebooks	
• Cleaning and Maintaining Chromebooks	
 Communication to Parents	 20-21
Communicable Diseases/Conditions - <i>See Health & Safety</i>	
Conferences	21

TABLE OF CONTENTS

Conflict Situations	21
Crisis Plan/Information	21-22
Curriculum	22
Detention - <i>See Discipline Policy</i>	
Directory	22
 DISCIPLINE	 22-27
• Statement on Philosophy of Discipline	22
• PBIS	23-24
• Policy on Detention, Suspension and Expulsion	25-26
• Plagiarism and Cheating - Generative AI Guidance for Students	26
• Academic Integrity Consequences	27
 Emergency Contact Information	 27
Emergency Plan	28
Exams	28
Expulsion - <i>See Discipline Policy</i>	
Extracurricular Activities – Criteria	28
Federal Drug-Free Workplace Act’s Applicability to Cannabis Use in Schools	29
Field Trips	29
 FINANCE POLICY	 29-30
• Tuition	
• Financial Obligations	
• Tuition Assistance	
 Forgotten Items	 30
Google Apps for Education (GAFE)/Web-Based Services	30-31
Grading	31-32
Guidance and Counseling	32
Harassment Policy	33
 HEALTH AND SAFETY	 34-40
• Required Health Records	34-35
• CDC Guidelines: When to keep your child at home	35-37
• Allergies	37-38
• Asbestos	38
• Bloodborne Pathogens	38
• Communicable Diseases/Conditions	38
• Health Records	39
• Injuries & Health Concerns	39

TABLE OF CONTENTS

● Maryland School Immunization Requirements	39
● Prescription Medication Policy	39
● Over the Counter Medication Policy	39-40
● Physical Education Excuses	40
● Vision and Hearing Screenings	40
High School Visitation Policy	40
Home/School Association	40-41
Homework	41
Honor Roll	42
IEP Process	42
Immunizations - <i>See Health and Safety</i>	
Injuries - <i>See Health and Safety</i>	
Insurance	42
Library	42
Liturgies and Prayer Experiences	43
Lost and Found	40
Lunch and Recess	43
Money Collection	43
Non-Custodial Parent	44
Non-Discrimination Policy	44
Out of Uniform Guidelines - <i>See School Uniform Policy</i>	
Parent Access	45
Photo/Video Release	45
Physical Education Excuses - <i>See Health and Safety</i>	
Physical Education Uniform - <i>See School Uniform Policy</i>	
Plagiarism - <i>See Discipline Policy</i>	
Playground/School Supervision	45
Pre-Kindergarten Developmental Screening & Assessment Policy	45
Progress Reports and Interim Reports	46
PROMOTION AND RETENTION	46-47
● SJS Promotion and Retention Policies	
● Graduation Requirements	
● Summer School	
Recommendation, Transfer, and Records Request Policy (All Grades)	47-48
Room Parents - <i>See Home-School Association</i>	
School Activities	48
School Staff	48
School Board	48
School Schedule	48

TABLE OF CONTENTS

SCHOOL UNIFORMS	48-51
<ul style="list-style-type: none"> ● School Uniform Requirements ● Physical Education Uniforms ● Spirit Day Guidelines ● Out of Uniform Guidelines ● General Guidelines for Uniform and Out of Uniform Days 	
Search and Seizure	51
Standardized Testing - <i>See Testing Program</i>	
Status of Students	51
STUDENT RECORDS	51-53
<ul style="list-style-type: none"> ● Records Policy ● Records Access for Non-Custodial Parent 	
Summer Work	53
Suspension - <i>See Discipline Policy</i>	
Telephone	53
Telephone Numbers and Addresses	53
Testing Program - Standardized Testing	54
Textbooks	54
Transfers/Withdrawals	54-55
Tuition - <i>See Finance Policy</i>	
Tuition Assistance - <i>See Finance Policy</i>	
Tutoring	55
Used Uniform Sale	55
Virtual Learning Days	55
Vision and Hearing Screening - <i>See Health and Safety</i>	
Visitors/Volunteers	55
Water Bottles	56
Weather/Emergency School Closings	56
Helpful Information About SJS	57-59
Campus Map - Arrival & Dismissal Patterns	60-62

Dear Parents,

As we begin another school year, I am excited that you have enrolled your child in St. Joseph School. I believe that we are partners in educating the students of St. Joseph School. We ask that as we partner together that you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child
2. To understand and support the Catholic mission and identity of the school
3. To read all communications from the school and to request clarification when necessary
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person (s) most directly involved (usually the teacher).
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. To promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. To appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. To behave appropriately at all school related functions, both inside and outside of the school hours and whether on school property or a third-party site and including sporting events.
11. To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up and communication with teachers and staff.

If, at any time, other questions or concerns arise, feel free to call the school office (410-683-0600, Ext. 2200) to obtain the information or to schedule an appointment with a teacher or the principal. I am eager to work with you. I ask God's blessing on our school as we strive to fulfill our mission as a Catholic School - to foster an environment where the Good News is a lived experience. We are looking forward to collaborating to continue to build our school community.

Sincerely,

Mrs. Maggie Bellamy
Principal

St. Joseph School is a co-ed elementary school for grades Pre-Kindergarten through Eighth. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). St. Joseph School is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings and we will always teach and act consistent with the tenets of the Catholic Church.

Requests for reasonable accommodations for a student with a disability may be directed to the Assistant Principal. Religion is required for each year a student attends St. Joseph School. All students enrolled in St. Joseph School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Joseph School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

PARTNERSHIP WITH PARENTS

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child
2. To understand and support the Catholic mission and identity of the school
3. To read all communications from the school and to request clarification when necessary
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person (s) most directly involved
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. To promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. To appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. To behave appropriately at all school related functions, both inside and outside of the school hours and whether on school property or a third-party site and including sporting events.
11. To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up and communication with teachers and staff.

SCHOOL HISTORY

As our nation struggled in a great civil war, the residents of a small Baltimore County community were replacing their burned out one-room schoolhouse on the grounds of St. Joseph Parish. The church was located in an area eventually known as “Texas” because so many of the Irish quarrymen who settled here had served in Texas during the war. Local volunteers completed the foundation (of stone quarried nearby) in one day. The new facility opened in 1868 with two large classrooms for eight grades. To this day, this sturdy building remains a vital part of the school. Renovations over the years have included the installation of electricity and plumbing, a science lab and library, and enlargement that has doubled the usable space.

Although the church owned the building, the school was staffed and supported by Baltimore County. In 1926, when a new public school was constructed in Cockeysville, all desks and educational materials in the facility were donated to St. Joseph School. The Sisters of Mercy had been traveling from Mt. Washington to Texas by train for weekend religious education classes and they began their full-time mission. They continued to influence with true dedication and skill, setting the high standards of their faith for the entire school community. Their numbers have been augmented with the addition of a select group of dedicated lay teachers.

With the growth of “suburbia” throughout the 1950s and 60s, enrollment at the school climbed rapidly. During this time, the balconies of the church hall were partitioned to provide more classroom space and eventually the building was rebuilt to accommodate four classrooms as well as two church halls. In October 1958 (exactly 90 years after the original school building was completed) a new, much larger, school building was occupied. Within two years, as the demand for education within a total Christian atmosphere grew among local Catholic parents, it was necessary to build even more classrooms by adding a third level (with four classrooms) to the new building. Today, enrollment is approximately 375 children, with average class size at 20 for grades pre-kindergarten through eight. As a result of VISION 2002, a capital campaign has provided an expansion of parish facilities to include school classrooms, a new library and a large multi-purpose room for school/parish use.

For more than 150 years, St. Joseph Parish has provided something of great value for the parents of this community – the option to have their children educated in a religious atmosphere. St. Joseph School will continue to fulfill this role in the community by nurturing the intellectual, spiritual and physical growth of the child.

In response to the vision of the Catholic Schools Project for the Archdiocese of Baltimore, St. Joseph School also serves the Catholic Community of St. Francis Xavier in Hunt Valley and Our Lady of Grace Parish.

ST. JOSEPH SCHOOL MISSION STATEMENT

St. Joseph School, an authentically Catholic community of diverse learners, prepares students to think critically, to work purposefully, and to live faithfully.

PHILOSOPHY

St. Joseph School recognizes the intrinsic worth of each student. Through God's word, we guide our children in becoming dynamic members of our Catholic faith community. We believe that a personal relationship with God is developed through the communal celebration of the Eucharist, the sacraments, prayer and the religion that each child encounters during daily life. We believe that the primary community of faith is the parents and that growth in faith continues as the student becomes involved in the school and parish.

St. Joseph School curriculum and atmosphere are centered on Catholic values, which include the concept of service as a vital part of Christian life. The intellectual development of each child stems from his/her God-given abilities and is enhanced by using both traditional and innovative methods of instruction. Our academic curriculum encourages curiosity and creativity while still allowing for advanced achievement and accommodating individual differences.

Each teacher is committed to the ethics of the teaching profession and nurtures a supportive relationship with every student and faculty member. Communication and mutual support among parents, teachers, and administrators are vital to the development and progress of the student.

As a faculty, we are committed to the love of learning, the moral and ethical principles of the Catholic Faith, and the professional responsibilities of organization and preparedness. At the same time, individual teaching methods are embraced. The Archdiocesan Division of Catholic Schools determines the educational policy. The pastor, administration, and faculty are responsible for implementation and clarification of policy as needed. Our curriculum, which is constantly being developed, reviewed, and revised addresses both the strengths as well as needs of our school population.

Evaluations are based on set grade standards and each student's performance at his/her individual instructional level. These evaluations are conducted both formally and informally, including areas of effort and conduct. Teacher evaluations take place through classroom observations and individual conferences between the principal and the teacher.

Our students recognize the importance of respect for life in all its stages, not only for their own physical well-being, but also for that of others. Our students are called to be respectful and caring towards one another. We believe in the uniqueness, the worth, and the potential of every person, which is experienced, encouraged, and developed in an atmosphere of respect.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw the child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

GENERAL SCHOOL INFORMATION & POLICIES

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include, but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)

- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Generative Artificial Intelligence Policy

For the 2023-2024 school year, ***we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence*** (including, but not limited to the use of ChatGPT).

Students will not be permitted to use Generative AI until our Catholic School teachers have had the proper professional development training on how to support students with using Generative AI responsibly and ethically. (***See Discipline Policy - Plagiarism & Cheating***)

During the 2023-2025 school years, The Department of Catholic Schools will provide professional development opportunities for teachers on how AI can be used with students. This will prepare teachers, who are interested, to responsibly use Generative AI with students in the future.

Web-based Services

The School uses **Google Apps for Education** as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

ACCREDITATION

St. Joseph School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Joseph School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

ADMINISTRATION

St. Joseph School is a ministry of St. Joseph Parish in Cockeysville. This parish school is administered by the Principal through the authority of the Pastor. The Principal and Assistant Principal are responsible for the day-to-day operation of the school.

ADMISSIONS/REGISTRATION

Re-Registration of Current Students

Families of students intending to return to St. Joseph School for the next school year must complete the online re-registration process including a payment of \$500 per student for the intent to enroll deposit during the registration period. Placements will not be held for students not re-registered during this time. Families who have completed the re-registration process and applied for tuition assistance through FACTS will be considered for SJS tuition assistance.

Re-registrations are accepted contingent upon fulfillment of the present year’s financial obligations; student’s satisfactory academic records, acceptable conduct and attendance/tardiness records; family’s compliance with school policies; and appropriate behavior (parents/guardians and children) in the school setting and at school sponsored activities.

Payment of the re-registration holds placement until the first tuition payment is due. Thereafter, places will not be held unless tuition payments are received as scheduled. Re-registration/Registration fees are non-refundable.

Students Applying to St. Joseph School for the First Time

New families complete the application form and submit it with the appropriate fee and copies of the required records online through SchoolAdmin. All registration paperwork is due for each student to be enrolled. Screening in math and reading will be conducted for students applying to Kindergarten – Grade 8. Families may be requested to interview with a member of the Administration as part of the admission process, and students may be invited to “shadow” at St. Joseph School for a day.

New students are initially placed using the following: School administered placement tests, teacher recommendation form (from the sending school), progress reports, and standardized test results.

New students when admitted are placed on a probationary period. Each student’s academic and behavioral progress is evaluated to determine if the student should remain at St. Joseph School. The probationary period is a time for review and observation of a student’s behavior and academic qualifications. To properly satisfy the behavioral and academic needs of all students, the needs of new students must be compatible with the currently available resources of the school. The Administrative Team reserves the power to extend this probationary period if necessary.

If space is available, students are accepted according to the following priorities:

1. Children applying to kindergarten must be 5 years old by September 1
2. Siblings of students currently enrolled
3. Children of parents who are enrolled and active parishioners of St. Joseph Parish, the Catholic Community of St. Francis Xavier, Our Lady of Grace Parish, or other Catholic parishes
4. All other children

Extenuating Needs of Students

St. Joseph School makes every effort to meet each student’s individual instructional needs. However, we recognize that some students require resources that are outside the scope of those available at St. Joseph School. If the psychological, emotional or other needs of the student are beyond the professional expertise of the faculty, or adversely affect the learning environment, the administration will require that the student undergo an appropriate evaluation by a qualified professional. The professional will be expected to provide the school with a diagnosis, recommendations, and a projected treatment plan.

The administration, in its sole discretion, reserves the right to require any student to transfer to a more appropriate educational school setting, if the administration deems it to be in the best interests of the student and/or St. Joseph School. The administration also has the right to require the withdrawal of any student who is unable to comply with St. Joseph School standards. Please refer to the Finance section for information regarding refund of tuition.

ARRIVAL AND DISMISSAL

School is in session from 8:10 a.m. to 3:10 p.m. for pre-kindergarten through 8th grade. Students will be allowed in school buildings beginning at 7:50 a.m. Parents, please be aware that there is no adult supervision for your children prior to 7:50 a.m. and therefore no student may be dropped off at school before 7:50 a.m. Any student arriving after 8:10 a.m. is considered late and must report to the office before going to their homeroom in order to receive a late slip.

Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students are never allowed to leave school in an UBER, Lift, or any private transportation company.

All pre-kindergarten, kindergarten and first grade students will arrive and be dismissed on Southside. Staff are available to assist with drop off and pick up. Dismissal for all students is to the designated lot.

Carpools are to pick up at the location of the youngest student in the carpool.

- Primary (PK, K and 1st) – dismiss to Southside
- Intermediate (2nd, 3rd and 4th) – dismiss to Quarry
- Middle School (5th, 6th, 7th and 8th) – dismiss to Flagpole

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Morning Arrival

Since there is no adult supervision, students must not arrive at school before 7:50 a.m. unless they are in the Before Care Program. Children in Before Care should be dropped off at the designated area. School doors open at 7:50 a.m. and classes begin at 8:15 a.m. Children are marked tardy when arriving in the homeroom after 8:10 a.m. The arrival and dismissal guidelines are for the sole protection and safety of all our children. All students are to be dropped off on the South Side or Quarry side. There is **no** morning drop off permitted on Flagpole as this is reserved for the parish.

Afternoon Dismissal

The homeroom teachers will dismiss beginning at 3:08 p.m. daily (12 p.m. on half days), according to carpool lines. If you wish your child to be dismissed at another time or with a different carpool his/her homeroom teacher must have a written note or email. We strive for maximum security and safety for you, the children, safeties and faculty. Dismissal is under the supervision of teachers, safeties, and a crossing guard. All are expected to cooperate with them at all times.

Depending on the number of cars picking up on Southside in the afternoon, a second wave for pick-up may be necessary. Please stay in your cars behind the cones and wait for the direction of the staff for pick-up. Pets must stay in the vehicle for the safety of all.

No cars will be permitted to move/exit any lot until directed to do so by the staff. Any student whose carpool has not arrived must report to the designated waiting area until the parking lot has been cleared. We ask that all drivers always maintain a very minimal speed and exercise extreme caution when driving on the parish property. Please be considerate of the people who are ensuring the safety of your children. Please drop off and pick up your child only at the designated areas.

Families unable to pick up their children before 3:15 p.m. will be required to enroll them in after care. The school is not responsible for supervision of students before 7:50 a.m. or after 3:15 p.m. (12:15 p.m. on half days). The school is not liable for any injuries or accidents that may occur before or after the times stated above. Parents are required, therefore, to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

ASBESTOS - See Health & Safety Policies

ATTENDANCE/ABSENCE

Regular attendance is considered essential for learning at St. Joseph School. Students need to develop work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must report the absence (online) or telephone the school office by 8:30 a.m. to report the reason for the absence. All absences and tardiness become a part of the student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which are based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and do affect students' grades and their academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students. Students will receive the number of days to make up the work equal to the number of days absent.

Students who are absent from school for any portion of the day may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When an absent student returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the Archdiocese of Baltimore policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of students with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Regular Arrival and Dismissal Times

Students may enter their homerooms at 7:50 a.m. The school day begins at 8:10 a.m. Afternoon dismissal will begin at 3:10 p.m. daily (12 p.m. on half days), according to carpool lines.

Tardiness

Any student not in their homeroom by the 8:10 a.m. bell is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the teacher to receive the necessary communication or work that may have been missed due to lateness.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

Late Arrivals & Early Dismissals - Leaving & Returning

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

Students that arrive after 8:10 a.m. but prior to 9 a.m. will be marked tardy for the day. Students who arrive between 9 a.m. and 2 p.m. will be marked a half day absence even if a student leaves and returns. Students who leave between 2 p.m. – 2:40 p.m. will be marked as early dismissal. Students may not be picked up for early dismissal after 2:40 pm on full days and 11:40 am on half-days. Times for any late arrival or early dismissal even if the student returns will be recorded in PowerSchool for official attendance purposes.

Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students are never allowed to leave school in an UBER, Lift, or any private transportation company.

Any student who is absent for more than 17 days will have his or her academic records reviewed by the principal to determine whether the year's work has been completed satisfactorily. Absences in excess of 20 days will necessitate repeating the grade.

If the administration is concerned about the number of times a student is tardy in a trimester or year, this may impact the student's promotion to the next grade and/or re-enrollment at SJS.

Regular, punctual attendance has a strong influence on scholastic achievement. Therefore, every effort must be made to have students at school on time. Attendance for students who leave during the day and return to school the same day will be adjusted.

The school reserves the right to notify the Baltimore County Pupil Personnel Office in cases of excessive or unexcused absence.

Eighth Grade Visitation Days – See High School Visitation Policy

BEFORE AND AFTER CARE

This extended day care service provides quality childcare experiences based upon the child's physical, emotional, social and intellectual needs. Activities are designed to be developmentally appropriate and are based, in part, upon the child's own needs and interests. Although the program is non-academic in nature, time may be allocated for children to complete their homework as appropriate. A nutritious snack is provided after school. This program is held on the school premises from 7:00 a.m. - 8:00 a.m. and 3:10 p.m. - 6:00 p.m. For more information, please contact the school office.

BEFORE & AFTER CARE INCLEMENT WEATHER POLICY

Before Care – If Baltimore County Public Schools (BCPS) open one hour late, SJS Before Care will begin one hour late (8 a.m.) and if BCPS operates on a two-hour delay, SJS Before Care will also open two hours late (9 a.m.).

After Care – If Baltimore County Public Schools announce an early school closure, SJS After Care will also close early. For example, if schools close two hours early, SJS After Care will close two hours early (4 p.m.) or if BCPS closes one hour early, SJS After Care will close at 5 p.m. If BCPS cancels Afterschool and/or Evening Activities, After Care will be open until 4 pm to allow families time to pick up students.

If Baltimore County Public Schools are scheduled to be closed, SJS will make an independent decision about school operations, including Before and After Care. We do reserve the right to adjust any of these based on the forecast/weather. This decision will be made in consultation with the Department of Schools of the Archdiocese of Baltimore.

BIRTHDAY CELEBRATIONS

Students will receive an out-of-uniform pass for their birthday from their homeroom teacher for a designated date. Food and other items to share are not permitted to be brought into school. Along with a dress down day, this year students can celebrate their birthday by making a Birthday Pack for a family in need through the [Baltimore Hunger Project](#). The Birthday Pack should include a 9 x 13 disposable cake pan with lid, a box of cake mix (any flavor), Funfetti icing, 8-pack plasticware, 8-pack party plates, birthday candles, 20 party napkins, 16 oz bottle vegetable oil and a handmade or store bought birthday card. The Birthday Pack should be wrapped in plastic wrap and brought to the office on the student's birthday. [Click HERE](#) to see a flier with more details and instructions.

CALENDAR

The school calendar is posted on the school website. Families should refer to the calendar on the school website. The calendar is a draft and is updated throughout the school year. Please check the Office Notes (the weekly Thursday email) as well for calendar changes.

CHANGE OF ADDRESS/PHONE NUMBER

It is essential that a parent/legal guardian keep their address and phone information up to date in School Admin. It is the parent's responsibility for keeping that information current. When there is a change in address, the school office is to be notified immediately and that information is immediately changed in School Admin by the parents.

CHANGE IN NAME OR FAMILY STATUS

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

CHEATING – See Discipline Policy

CHILD ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURES

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

CHROMEBOOKS

This section is applicable to students who have access to Chromebooks during the school day. The Chromebooks are the property of St. Joseph School. Use of the Chromebook is a privilege, not a right. If a student is misusing the Chromebook or not following any of the policies or directions regarding the Chromebook, the teacher has the option to assign written work in lieu of work on the Chromebook. If misuse of the Chromebooks result in damages to the device, the family of the student will be financially responsible for the cost of fixing or replacing the device, as determined by the school personnel.

Handling and Transporting Chromebooks

Students should make sure their hands are clean before handling a Chromebook. Students should always close the lid when transporting Chromebooks. This helps ensure that internal working parts are not damaged. Do not close the Chromebook with objects inside. Students should use two hands and carry the Chromebook by the base. Never pick up the Chromebook by the screen.

The school will provide a case for each Chromebook that must be used to transport the device. The case should only hold the Chromebook. Students must fully close the case before transporting the Chromebook. Students should not carry or place food, liquid, or hot or cold items near the case or the Chromebook.

Using the Chromebooks

Open the Chromebook gently by holding the base and lifting the lid. Chromebooks turn on when the user opens the lid. Do not turn on with the power button unless the Chromebook does not turn on after ten seconds.

Students must have teacher permission before attempting to download a Chromebook app or accessing any website with the Chromebook. All apps and websites should have an academic purpose.

Use Chromebooks on flat surfaces only, not resting on a lap or on papers, books, or items other than a tabletop. When the Chromebook is open, keep pens, pencils, earbuds, and other items off of the base and keyboard. Keep the Chromebook set to mute and turn on sound only when using earbuds.

Students should obtain a teacher's permission before printing documents. When turning off the Chromebook, click the power button and then wait until the screen goes dark before closing the Chromebook.

Close the Chromebook lid gently and never with a slam. Do not use the Chromebook as a folder to store papers or other items, and always avoid resting objects on top of the Chromebook.

Avoid letting the Chromebook battery charge drop below 20%. Students should plug in the Chromebook to the charging station when they are finished with the Chromebook and anytime the battery charge drops below 20%. Insert the power cable from a straight position, not at an angle. Do not insert anything into the Chromebook port openings other than the correct plug for the port.

Students should place the Chromebook into the charging station with the charging port facing the student, and students should plug in the charging cable only after the Chromebook is in place. When retrieving a Chromebook from the cart, students should first unplug the charging cable and then pull the Chromebook from the cart.

Cleaning and Maintaining the Chromebooks

Students should not write or place stickers on the Chromebook. Students should not remove any stickers school staff have placed on the Chromebook. Students should not use water or liquid to clean the Chromebook. The Chromebook can be wiped clean with a microfiber cloth or other soft cloth provided by the teacher. Teachers will instruct students on how to report physical damage or software problems.

COMMUNICATION TO PARENTS

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email to schedule a mutually convenient time to meet.

The Archdiocese of Baltimore (AOB) will be using **Swift K12**, a reliable student information system fully embedded within PowerSchool. Parents will be able to customize and update their emergency/contact subscriber information once logged into PowerSchool.

Parents can also select preferences as to how they would like to receive important information from St. Joseph School via email, text message or voice mail.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing immediately.

The youngest or only child in your family attending St. Joseph School will act as the carrier for all school notices. The school calendar, principal's notes, as well as news from the teachers and nurses will be sent electronically. Please be certain all telephone numbers and e-mail addresses are up to date through Parent Access. We ask that you also check the school's website regularly. Parents may also be notified of coming events, schedule changes, etc., via phone calls or emails.

COMMUNICABLE DISEASES/CONDITIONS – See Health and Safety Policy

CONFERENCES

Parents are strongly encouraged to attend conferences in the fall. Conferences can also be arranged between parents and teachers by either of these procedures:

1. An email may be sent to the teacher. It will then be the responsibility of the teacher to contact the parent. If the teacher does not make contact within 48 hours, the principal should be notified.
2. Teachers and/or parents/guardians may request a conference via the progress report.

At the beginning of the school year, PK parents complete an “*All About Me*” form which recognizes the child's likes and dislikes as well as strengths and weaknesses. During conferences, updates may be made to these forms in addition to discussing student progress. Ongoing assessment both formally and informally is completed and the information is compiled to assist with planning as well as student observations. PK parents also attend spring conferences to discuss the progress and expectations for their child.

CONFLICT SITUATIONS

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

CRISIS PLAN/INFORMATION

St. Joseph School has a School Safety Plan and a Safety Committee. The purpose of the Safety Plan is to promote the safety and welfare of students and school staff, protect school property, and regulate the operation of the school during a crisis incident or emergency situation.

It is also in place to prepare students and school staff to take appropriate actions in response to a crisis incident or emergency situation. Finally, this plan will provide the policies, guidelines, and procedures that St. Joseph School (SJS) will utilize during any crisis incident or emergency situation.

As part of our emergency preparedness, the school community conducts regular fire and safety drills.

In the event the crisis plan has to be enacted, the school administration will communicate with families through email and text communication. Our onsite evacuation locations are the church (if available) or Joe's Café (Lower Hall) and the off-site evacuation site is the PAL Center at Padonia International Elementary. The school will communicate to families the necessary information and procedures should the school community be moved to one of those locations. In the event of an emergency situation or evacuation, families are to wait for communication from the school regarding reunification.

CURRICULUM

The curriculum is organized according to guidelines set forth by the Archdiocese of Baltimore, Department of Catholic Schools and the regulations of the Maryland State Department of Education for non-public schools. Technology is utilized in various areas of the curriculum. Children prepare for the sacraments according to the guidelines established by the Archdiocese of Baltimore and St. Joseph Parish.

St. Joseph School PreKindergarten welcomes children of all abilities. The curriculum is based upon the development of the whole child. There is a balance of teacher-directed and self-selected activities which revolve around a weekly theme or unit. Center time is scheduled to allow for small group activity and re-teaching. Age appropriate, domain-based activities are planned and implemented on a daily basis. Information obtained about the learning needs of all children is taken into consideration when plans are developed and written. Children of all ethnicities celebrate diversity by incorporating customs and language into daily routines.

DIRECTORY - ONLINE

We invite all families to join the SJS School Directory on the [A to Z Connect](#) online platform. Parents are responsible for verifying and editing their own directory listings. Also, being included in the A to Z directory is the only way room parents and other families will be able to communicate with your family.

The St. Joseph School Handbook and Directory are the proprietary information and property of St. Joseph School. In exchange for receiving this information, you agree to keep the information confidential and not to disseminate the Handbook or Directory information contained within to any other persons, businesses, or other third parties without the express written permission of St. Joseph School. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or legal action against you.

DISCIPLINE

Statement on Philosophy of Discipline

St. Joseph School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community.

The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community. Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Antibullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

PBIS (Positive Behavioral Interventions and Supports) is an approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions that enhance academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to organize evidence-based practices, improve their implementation of those practices, and maximize academic and social behavior outcomes for students. Effective classroom management and preventative school discipline are essential pieces for supporting teaching and learning. PBIS works to create a positive and safe school environment to maximize the success of all our students. Positive and preventative strategies are emphasized for all students.

Consequences based on strategies for misbehavior are reviewed to understand why the problem behavior is occurring. These strategies will enable us to identify and remove triggers that are causing the problem behavior while instituting consequences that will maintain acceptable behaviors. Positive and preventative strategies are emphasized for all students.

Students and staff at SJS are expected to ROAR in all that they do.

We show **R**espect as Jesus did.
We serve **O**thers as Jesus did.
We have a positive **A**ttitude as Jesus did.
We are **R**esponsible as Jesus was.

At the beginning of the school year, expectations concerning acceptable behaviors in the classrooms, hallways, during lunch and recess as well as the uniform code guidelines will be discussed in each classroom. Students can earn individual rewards for modeling appropriate behavior. There will also be times throughout the school year when the students work towards a positive grade level or school-wide reward for behavior. Consequences for inappropriate behaviors will be issued and tracked by the administration to understand what may be causing the occurrence of such behaviors and ways to prevent them.

PBIS focuses on positive reinforcement, however if a student chooses to disregard or fails to comply with the school rules, consequences will be issued. When a student initially does not comply with the school rules teachers will utilize strategies within the classroom to address the misbehavior. If the behavior continues or is deemed significant, an office referral will be made. Documentation will then be sent home by the administration for parent/guardian signatures and is to be returned the next school day. Teachers may also communicate with families regarding behavior.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in behavior, attitude and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous actions or behavior
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

School sponsored activities, regardless of location or timing, are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline. Parents and students will receive oral or written charges against the student.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion.

The school's procedure for detention and in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Joseph School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Generally, the teacher will deal with infractions and any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior. Should circumstances warrant, the parent and/or the Administration involved will be consulted.

After receiving three school-home notes in a trimester, a detention will be given. Three or more detentions in a trimester will result in a suspension.

An immediate detention is warranted for:

- Physical actions that present a physical danger to oneself or others - bullying/harassment
- Cheating, plagiarism, stealing
- Destruction of property belonging to the school or any individual
- Threatening behavior or words or those deemed as possibly threatening by the administration
- Violation of cell phone or technology policy
- Other behavior deemed serious by the administration.

Detentions will be served during recess, the week following the issue of the detention or as scheduled by the Assistant Principal. All detention slips must be signed by the parent. Students will have a writing assignment and spend the time in silence and reflection. **If a student fails to report for detention, an additional detention will be issued.** Students may *not* miss detention for any extra-curricular activity. Students will serve detention on numerous days to serve the full time requirement of 60 minutes.

In all disciplinary actions, circumstances relating to an offense may influence the action taken by the school. Therefore, no action described in a discipline code is absolute. It is the responsibility of the administrator/teacher to make judgments in extenuating circumstances. The goal is to be fair and reasonable as we teach children to be responsible for their actions. **Parents need to support this policy in order for it to be successful and consistent.**

Plagiarism and Cheating - Generative Artificial Intelligence (AI) Guidance for Students

Plagiarism is the act of copying words, music, ideas, or images from a source without giving credit to that source. When a student presents someone else's work as his/her own, it is an act of plagiarism. Examples of plagiarism may include, but are not limited to: copying word-for-word without giving proper acknowledgement of the source, submitting work written by another student, copying images without properly citing their source. Changing answers is also cheating. Students at St. Joseph School are taught a progression of age-appropriate skills that enable them to understand the concept of plagiarism and avoid engaging in acts of plagiarism. Students who either give or receive information will receive no credit for the assignment and need to redo the work. There may also be disciplinary action for these situations as deemed appropriate by the administration.

Our school community strives to uphold the standards of integrity, respect and responsibility. These standards are supported by intellectual and interpersonal honesty. These values remind our students of the importance of hard work. They serve as a foundation for academic success at St. Joseph School and beyond.

For the 2023-2024 school year, we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT). Students will not be permitted to use Generative AI until our Catholic School teachers have had the proper professional development training on how to support students with using Generative AI responsibility and ethically.

During the 2023-2025 school years, The Department of Catholic Schools will provide professional development opportunities for teachers on how AI can be used with students. This will prepare teachers, who are interested, to responsibly use Generative AI with students in the future.

ACADEMIC INTEGRITY CONSEQUENCES

Cheating involves the unauthorized use of information, materials, devices, sources, or practices in completing academic activities.

Plagiarism is a type of cheating in which someone uses the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.

Northern Illinois University. (n.d.). Academic Integrity Tutorials. Retrieved from <https://www.niu.edu/academic-integrity/faculty/types/index.shtml>

In the event of academic dishonesty, the following consequences are in place for **cheating**:

1st Offense:	Zero Credit + Detention + Redo of assignment at teacher discretion
2nd Offense:	Zero Credit + Detention + Conference with administration and family of student + Redo of assignment for the completion of academic content at the teacher discretion

In the event of academic dishonesty, the following consequences are in place for **plagiarism (this includes work submitted using any generative artificial intelligence* to plagiarize)**:

1st Offense:	Zero Credit + Detention + Redo of assignment at teacher discretion
2nd Offense:	Zero Credit + Conference with administration and family of student + Redo of assignment for the completion of academic content at the teacher discretion

****Generative artificial intelligence (AI)*** describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.

EMERGENCY CONTACT INFORMATION

Emergency contact information must be provided for each student during registration for the upcoming school year. Adults authorized to assume responsibility for a child must be noted.

Emergency contact information for each child is to be kept current. **It is imperative that we have complete and current emergency contact information for each child and the school is informed immediately of any change in address, telephone number, or e-mail.** Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian.

EMERGENCY PLAN

SJS has an emergency plan. As part of our emergency preparedness, the school community conducts monthly fire and safety drills as required by the State of Maryland. In the event the emergency plan has to be enacted, the school administration will communicate with families through email and text communication.

EXAMS

Students in middle school take exams twice a year (January and end of the year). These exams are cumulative in nature. In order to assist students in preparation, each teacher prepares and disseminates a study guide which provides information on content and format. Students will also have in-class review days as well as outside of class review work to assist them in their preparation. Exams are given in the following subjects: Foreign Language, Language Arts, Math, Religion, Science, and Social Studies. Exams are included in the grade for the trimester when it is taken (trimester 2 and trimester 3).

EXPULSION – See Discipline Policy

EXTRACURRICULAR ACTIVITIES

In addition to meeting any criteria for participation in any St. Joseph School club/team, the administration reserves the right to determine behavioral and academic criteria for students who wish to participate on school teams and other extracurricular school activities. Extracurricular activities assume many shapes and involve many different elements. Some of these activities involve only a segment of the student body. On the other hand, some involve the entire student population. Regardless of the extent to which the students are involved, the responsibility and obligation to participate are considered very important. Throughout the school year, the entire student population, or specific grades, may be called upon to participate in an event or program. These programs, such as the Christmas Show or the Spring Concert, are publicized well in advance of the performance date. Participation in these events is required for students. Failing to participate will impact a student's grade.

From time to time, various organizations ask to distribute material to our students and/or their families via the school. This is done ONLY if this material has been approved by the Principal.

Any activity which is directly or indirectly related to the school and occurs during the regular school hours or during a school-sponsored activity, must also be approved by the Principal. Students who are involved in after school activities must report to those activities immediately at dismissal. They may not leave the campus for any reason. After school activities are not held on faculty meeting days.

Students who are absent from school for any part of the day may not participate in any after school or evening school sponsored events such as sports, dances, etc. Even if a student leaves school and returns, they are not eligible to participate in any SJS Clubs, activities or events on that day.

FEDERAL DRUG-FREE WORKPLACE ACT'S APPLICABILITY TO CANNABIS USE IN SCHOOLS

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

FIELD TRIPS

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. All students are responsible for the cost of the field trip even if the student does not attend the field trip experience.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, refunds are not issued. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. All students are responsible for the cost of the field trip even if the student does not attend the field trip experience.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to complete Virtus training.

Students are required to return from field trips using the same transportation that was initially provided, as insurance coverage does not include transportation by individual cars.

FINANCE POLICY - TUITION

Tuition is managed by an outside company. All families must be enrolled with the FACTS Tuition Management Company and select from one of a variety of payment options. Tuition payments begin in August and may be made through March of the following year if needed. Tuition must be up to date in August in order for a student to begin the new school year.

Should unforeseen circumstances interfere with the timely payment of tuition, it is necessary to communicate with the Finance Manager immediately (either in writing or by telephone) to prevent an interruption in a student's education.

Tuition is non-refundable. Only in cases of geographical moves greater than 30 miles, **with families submitting documentation of the move**, will exceptions be considered. Acceptable documentation includes a utility, rent or mortgage statement/bill in the name of the parent/guardian.

If a student withdraws after August 1, tuition payment will be due for any trimester/trimesters completed and/or begun. If tuition already paid is in excess of the final amount due, the excess amount may be refunded.

Re-registration for children at St. Joseph School for the upcoming year will be sent to families when available. Information will be sent out electronically and parents are to complete the necessary paperwork online and submit, including the fee which is applied to tuition.

Student Exclusion for Outstanding Financial Obligations

St. Joseph School reserves the right to exclude students from school if financial obligations, including, but not limited to, tuition payments, fundraising, or before and after care obligations are not met.

Withholding Records Due to Outstanding Obligations

St. Joseph School reserves the right to refuse to provide any official school record, including progress reports and diplomas, to a parent/guardian or educational institution until all tuition, fees and other obligations to St. Joseph School are satisfied in full. A returned check fee of \$35 will be charged to any payment to the school. In addition, a late fee may be assessed as well.

Tuition Assistance

Tuition assistance is available for students at St. Joseph School through the Archdiocese of Baltimore Tuition Assistance Program and through St. Joseph School. Information regarding participation and application will become available in the fall for the upcoming school year. The application deadline is usually mid to late February. These specific dates will be communicated to parents through the weekly Thursday email.

FORGOTTEN ITEMS

If your child forgets something at home, please have them bring it to school the next day. The only exception is for a lunch to be dropped off at the school office. The student will be able to pick up the lunch from the office during lunchtime. We request that no hot lunches from area restaurants be dropped off.

GOOGLE APPS FOR EDUCATION (GAPE)/WEB-BASED SERVICES

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored.

Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services.

Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing. The school will remove a student's account within 30 days of the student's graduation or withdrawal from school.

To help ensure student's digital privacy, student accounts will include a student's first name and last initial but not the student's full last name. Following Google's guidelines, the account is for school work and is not intended to serve as a personal Google account. Google has committed to the policies outlined in the Student Privacy Pledge www.studentprivacypledge.org. Parents grant permission for the school to create a student Google Apps for Education account by signing the "Receipt of Handbook" form. While a parent view of the account is not available, we encourage students and parents to log in to the student's account together and explore the features.

GRADING:

PROGRESS CODES: Pre-Kindergarten 4—Grade 2

I –	Independent
P –	Progressing
E –	Emerging
N –	Not Assessed at this Time

MARKING CODES: Grades 3-8

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	69 and below

ACHIEVEMENT CODES: (SPECIALTY CLASSES)

I - Independent / Proficient
V - Very Good Progress
P - Progressing
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory
NA - Not Assessed At This Time

EFFORT/CONDUCT CODES:

- O – Outstanding
- G – Good
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

GUIDANCE AND COUNSELING

A School Counselor is available to work with students. The purpose of this program is to provide services that enhance students' overall learning and social development as they strive to reach their full potential while dealing with the normal ups and downs of childhood and early adolescence. As a main role, the School Counselor will focus on individual, classroom, and family support services and resources that center on children's emotional and social development. In this role, the School Counselor may provide the following services: classroom observations; faculty/administrative consultations; parent meetings; classroom presentations; individual student meetings; facilitate topical group discussions or trainings; and referrals for further services when needed.

HARASSMENT POLICY

Harassment or abuse of any kind is not acceptable behavior in St. Joseph School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

I. Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or

(iii) Otherwise adversely affects an individual's educational opportunities.

- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christcentered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:

- (i) Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - (ii) Is sexual in nature; or
 - (iii) Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported. Reporting forms are located on the [school's website](#). Refer to the bullying policy here [Bullying Policy SS 6.0](#)

Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary action and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Department of Catholic Schools immediately.

HEALTH AND SAFETY

Updates to the SJS health and safety protocols are based on information from the Archdiocese, state, and local agencies.

Required Health Records

Upon entering St. Joseph School, a complete physical checkup, dental checkup and immunization records are required. A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must be up to date; have the month, day, and year of each vaccination; be signed by a physician or health department official; and be approved by the school.

Maryland State law allows a Principal to temporarily admit a student as long as within 20 days of the start of school the student's parent/guardian provides proof of immunity or note indicating the date of an appointment to obtain a needed immunization. If not compliant, the child will be excluded from school.

Each year, all new and returning students are required to have completed health documents uploaded to SchoolAdmin by **August 1st**. Students will be allowed to begin school **only** if required forms have been completed, uploaded to SchoolAdmin, and reviewed by the school Nurse.

Health Inventory

Health Inventory Parts I and II are required annually for all new and returning students.

Parents are required to complete Health Inventory Part I listing any allergies, serious medical conditions, medications and emergency contact information. The school must be notified of changes that occur during the school year.

Any student with a medical condition requiring an Emergency Action plan, must upload a completed, corresponding action plan located on the Health and Wellness section of the SJS website.

Health Inventory Part II needs to be completed by a medical provider and uploaded to SchoolAdmin.

An annual wellness exam affords the pediatrician an opportunity to conduct a complete physical, emotional, developmental, and psychosocial exam. The physical needs to be completed between September 1st and July 31st of each year.

Immunization Record

An up to date Immunization record is required for all NEW students and returning PK, K, 6th, and 7th graders.

All students entering **Kindergarten** must have received **two doses of MMR and Varicella** vaccines.

All students entering the **7th grade** must have one dose of **Tdap and the Meningococcal Vaccine**.

Submit an updated record if a student receives additional/optional vaccines.

CDC Guidelines - When to Keep Your Child at Home

The following guidelines compiled from the Center for Disease Control and Prevention (CDC) may help you decide when to keep your child at home. The school nurse also uses these guidelines to determine when you will be called to pick your child up from school. This information applies to all school-aged children including adolescents. It is *not* intended to be inclusive of all illnesses or conditions that may indicate the need for your child to stay home from school. This information does not take the place of a consultation with your medical provider.

COMMON COLD: The common cold is a contagious upper respiratory infection caused by a variety of cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms, and who is otherwise feeling well may be fine at school.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with cold symptoms such as deep or uncontrollable coughing and or a significant lack of energy should stay at home, even without a fever.

COUGH: A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever, and who is otherwise feeling well may be fine at school.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with deep or uncontrollable coughing should stay at home, even without a fever. A child who is coughing *and* has a fever must stay home from school until they have been fever-free for at least 24 hours without the use of fever-reducing medicine.

COVID-19: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Possible symptoms include, but are not limited to: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headaches; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and/or diarrhea. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. If your child or anyone in your home has been diagnosed with COVID-19, you must notify the School Nurse as soon as possible. The School Nurse in consultation with the School Administration will provide the family with directions about the student's eligibility to be in school and their return to school based on the guidelines provided by the CDC. Regardless of vaccination status, if testing positive for COVID-19, you must stay home for at least 5 days.

When you have COVID-19, isolation is counted in days, as follows:

If you had no symptoms:

Day 0 is the day you were tested (not the day you received your positive test result)

Day 1 is the first full day following the day you were tested

If you develop [symptoms](#) within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset

If you had symptoms:

Day 0 of isolation is the day of symptom onset, regardless of when you tested positive

Day 1 is the first full day after the day your [symptoms](#) started

The nurse will provide exact information for your child based on the specifics of the situation, symptoms, onset, return to school, and masking.

EYE REDNESS: Redness of the eye(s) can be caused by many different things, including allergies, dryness, dust or other particles in the eye, viral illness, and bacterial infection. A child with eye redness but no discomfort, swelling, vision change, discharge, or drainage may be fine at school.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child who has eye redness as well as swelling, thick drainage, crusting on the eyelids, eyelids matted shut, vision changes, and/or eye discomfort should not attend school and should be evaluated by a medical provider. A child diagnosed with conjunctivitis (pink eye) **must remain at home until they have received at least 24 hours of antibiotic treatment, and a doctor's note is required for readmission to school.**

FEVER: A fever is defined as a temperature of 100°F or higher. Fevers are a symptom of a viral or bacterial infection. Children are likely to be contagious to others when they have a fever. If you do not have a thermometer and your child feels hot to your touch, they may have a fever. Please do not give your child fever-reducing medicine and then send them to school. Most likely, the medicine will wear off; the fever will probably return; and you will be contacted by the Nurse to pick up your child.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Any child with a fever of 100°F or higher should not attend school and **should not return until they have been fever-free for 24 hours without the use of fever-reducing medicine.**

FLU (INFLUENZA): The flu is a highly contagious respiratory illness caused by influenza viruses, which can result in mild to severe illness. A person with influenza can be contagious for up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with flu-like illness (fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, tiredness, and or vomiting and diarrhea) **must stay home from school for at least 24 hours after they no longer have a fever, without the use of fever-reducing medicine.** If symptoms occur while at school, the nurse will call the parent/guardian and the student must be picked within one hour to go home. Contact a medical provider with severe symptoms, such as difficulty breathing, dehydration, and extreme lethargy.

HEAD LICE (PEDICULOSIS): Head lice are small grayish-tan, wingless insects that take up residence in the hair and lay eggs called nits. They do not jump or fly and do not transmit any diseases, but are highly transferable from one person to another, mostly through direct head-to-head contact. Infestation with head lice may cause persistent itching of the head or a rash on head or neck, most often from scratching.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child found to have live head lice must remain home until they have received treatment and are free of any live lice. The child must be examined by the school nurse before (s)he can return to class, and will be screened every morning for at least 1 week for increasing nits or the presence of live lice.

SORE THROAT: A child with a mild sore throat, no fever, and who is otherwise feeling well may be fine to attend school. A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, headache, and upset stomach. Untreated strep throat can lead to serious complications.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Keep your child home from school if they have a severe sore throat. Contact your medical provider if they also have a fever, headache, or upset stomach as this could indicate strep throat. **Children diagnosed with strep throat are no longer infectious and can return to school 24 hours after antibiotic treatment has been started.**

VOMITING/DIARRHEA: Vomiting and diarrhea are usually caused by a stomach virus. It is often called the “stomach flu” even though it is not caused by influenza viruses. Vomiting may last for 12-24 hours and diarrhea may take several days to completely resolve.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Children who have vomited more than once in 24 hours, have had 2 or more watery stools, and/or who have been sent home from school for vomiting/diarrhea should be kept at home and should return to school only **after being symptom-free for 24 hours.** Consult with your medical provider if your child has a stomachache that is persistent or severe enough to limit activity.

Upon returning to school after an absence, a student must present a note to the homeroom teacher. Notes from parents/guardians are generally acceptable for up to two (2) consecutive days. Notes should include the student's name, reason for the absence, date or dates of absence, and the signature of the parent. An absence of three (3) days or more requires a physician's note with the same information. Please submit any testing results and physician documentation to the Nurse.

Allergies

Parents must notify the school of their child's allergies including food allergies.

An Allergy Action Plan (available online) will need to be completed for any student who may require an EpiPen or AuviQ at school.

Due to the life-threatening nature of certain food allergies, it may be necessary to establish a classroom as nut/peanut/other food-free.

A letter outlining the specific protocol will be sent to parents of the involved homeroom at the beginning of the school year. Full cooperation is expected to ensure the safety of children with life-threatening food allergies.

St. Joseph Cockeysville has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Asbestos

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Bloodborne Pathogens

Faculty and staff will receive annual training on bloodborne pathogens and the use of standard precautions. An Exposure Control Plan has been established by the school and hard copies are located in the Main Office and Health Office. This document can be reviewed by any member of the St. Joseph School faculty or staff upon request.

Communicable Diseases/Conditions

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Baltimore County Health Department. All reports are confidential.

Reportable diseases include the following:

Measles – regular or German (Rubella)
Meningitis
Hepatitis
Food Poisoning
Mumps
Influenza
Adverse reactions to Pertussis Vaccine
Lyme disease
Covid-19

Tuberculosis
Whooping Cough (Pertussis)
Rocky Mountain Spotted Fever
Human Immune Deficiency
Virus Infection (AIDS and all other symptomatic infections)
Animal bites / Rabies
Chicken Pox (varicella)

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year.

Injuries/Health Concerns

The nurse will notify the parents by phone or email of any student who has sustained an injury which requires monitoring after school hours; initiation of concussion protocol; and/or follow-up with a medical provider. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

If the injury or health issue requires treatment (e.g., concussion, fractures, sprains, severe lacerations) a note is required from the medical provider describing the nature of the injury, treatment, and duration of any restrictions during the school day.

If the injury necessitates exclusion from gym class, a physician's note is required. (See Physical Education Excuses.)

Maryland School Immunization Requirements

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of up-to-date immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 896, must be submitted to the school, approved by the AOB, and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Prescription Medication Policy

If a student is prescribed daily or as-needed medication during the school day, a Medication Administration Authorization Form 1216 (found on the SJS Health and Wellness website) signed by the physician and parent/guardian is required. Please bring all medications in their original containers to the nurse's suite.

Any student requiring prescription, EMERGENCY medications will not be permitted to attend school until the medication has been provided to the SJS Health Suite.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian.

School medication orders must be renewed each year by the student's medical provider(s).

Over The Counter Medication Policy

An **Over-the-Counter (OTC) medication** form is required to be completed each year for EVERY student. This list of optional, discretionary medications are for occasional use only to alleviate your child's minor discomforts and avoid early dismissals when possible.

All OTC medication will be dispensed by the school nurse based on their clinical assessment. **This form must be signed by a physician and you are required to supply the school nurses with the medication.** Families with multiple students in the school may supply one bag of stock medication, but one form will need to be completed for each student.

If you do not want your child to receive OTC medications, indicate that option on the required form.

No OTC or prescribed medication will be administered to a child without proper documentation on file in the Health Office.

Physical Education Excuses

1. Excuse from gym classes requires a physician's note.
2. Notes should state the nature of the disability and anticipated restriction time.
3. Notes are to be emailed to both the PE Teacher (pe@sjpray.org) and the school nurse (nurse@sjpray.org) for review and documentation.

Vision and Hearing Screenings

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for

1. All new students who have not provided documentation for screening in the past year
2. All students the year they enter the school in Grades Pre-K, Kindergarten, first grade and eighth grade.
3. Grade 3 or Grade 4 if funding is available.
4. Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

HIGH SCHOOL VISITATION POLICY

If possible, eighth grade students and their parents should schedule high school visits for days when SJS is closed and the high schools are in session. High school visitation is only permissible for eighth grade students. In the event that high school visits must occur when St. Joseph School is in session, eighth grade students are permitted two excused days provided documentation from the high school is

provided. Absence is initially marked as unexcused and will be changed by the office when documentation confirming the visit is received from the high school. This documentation should be submitted by the eighth grade student to their homeroom teacher.

HOME/SCHOOL ASSOCIATION

The Home/School Association (HSA) exists as a strong support of the school in fundraising efforts to enhance and augment programs and activities that otherwise would not be available to students and teachers. Your membership assures the children and staff of St. Joseph School of your support, and offers you an opportunity to be an active, participating parent/guardian. The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

Our Home/School Association sponsors the fundraising efforts and events for the year. Proceeds from school fundraisers are directed to the school operating budget. Proceeds from HSA events help to fund many programs at St. Joseph that enrich the school program.

The Home/School Association is based on the philosophy that the partnership between parents and school professionals is essential in the development of values consistent with and reflective of Christian principles. It believes that the development and nurturing of the school community is based and accomplished in an atmosphere of trust and cooperation which respects the distinctive qualities, talents, abilities, and needs of each person. By providing a means of service, social, and fund raising activities in support of the school the Association recognizes its role in affirming the school community and its members as living expressions of God's love. Mindful of Gospel values, the Association seeks to model service, promote goodwill, and foster a sincere appreciation for the ideals of a Catholic school education. The Home/School Association is a vital means of support to the School and an important channel of communication between the Parents and the School.

The executive committee of the HSA is:

President – Chris Miller
Vice President – Kristin Freitag
Secretary – Sarah Sebeck
Treasurer – Evelyn Cusson
Coordinator - Lauren Fiastro

Room Parents – Each class will have a room parent. His/her role in assisting the teacher will vary according to grade level. If a parent is interested in offering to be a room parent, please contact the Home/School Association Secretary, Mrs. Sarah Sebeck.

HOMEWORK

Homework is assigned as a reinforcement or extension of our daily program. Homework may be available on the Google classroom/teacher website, but parents should check with what is in your child's planner. Assigned homework must be completed, and it is the parent's responsibility to supervise the homework. As the student becomes older, the major responsibility should shift to the student. Yet, even with older students, some parental supervision is expected. **Emphasis should be placed on study as well as written work.** Each grade level establishes its own expectations and rules regarding homework. Individual teachers define their expectations in September.

Homework includes written work and studying and the time to complete the expected work will vary depending on the work being done in the classroom and the expectations of the class.

If a student is absent, it is his/her responsibility to make up missed work and/or assignments. Parents who take vacation time with their children over and above what is provided in the school calendar must assume responsibility for the work that is missed. **Teachers are not able to compile work ahead of time for the student. Work/tests must be completed in the same amount of time as the days missed regardless of the reason for the absence.**

HONOR ROLL (Grades 6-8)

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- **Principal's Honor Roll** – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time
- **Second Honors** – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

STUDENT SUPPORT SERVICES / IEP PROCESS

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation. If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at SJS by the Student Advocacy Team.

IMMUNIZATIONS – Please see Maryland School Immunization Requirements in Health and Safety Policy

INJURIES – See Health and Safety Policy

INSURANCE

The Office of Risk Management on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles and may even provide accident coverage in the event that no other health coverage is available.

If a family declines this coverage, please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. for more details regarding purchasing student accident insurance, please visit:

<https://www.archbalt.org/office-of-risk-management/student-accident-plan/>

LIBRARY

Students in elementary grades visit the library regularly. Students may sign out library materials under the guidelines set by the staff. They are held responsible for all materials checked out. Fines are imposed for overdue materials and equipment. The borrower is also responsible for all damaged or lost materials.

LITURGIES AND PRAYER EXPERIENCES

Liturgies and prayer services are conducted regularly throughout the year. Students assist in preparation, and actively participate in these services. Dates and times are listed on the monthly calendar on the SJS website and in Office Notes.

LOST AND FOUND

All articles belonging to the students are to be labeled. Any articles found will be turned in to the school office. Any articles left in the “Lost and Found” at the end of each trimester will be forwarded to a local or parish charitable organization.

LUNCH AND RECESS

Every student brings his/her own lunch to school. Names should be written on the lunch bag or box. **No glass containers or cans are allowed in school. Soda is not permitted in school for snack or lunch.** If your child forgets a lunch, it may be dropped off at the school office. We request that no hot lunches from area restaurants be dropped off.

YAY Lunch will be providing hot lunches with unique menus curated specially for our students, Monday through Friday. Hot lunches are available by menu selection at a cost to parents. Lunch must be ordered and paid for on-line in advance. Information regarding lunches will be sent to parents electronically prior to lunch service beginning. Middle School students may also purchase food and drinks on an a la carte basis if they have a valid YAY lunch account.

Lunch and recess on the playground are supervised by teachers and parents. It is expected that students will be dressed appropriately for the weather at recess time. Once the students go outside for recess, they will not be admitted into the buildings (except for an emergency) until recess is over.

Pre-Kindergarten Snack and Lunch

Parents are asked to send in one nutritious food item and water for your child to eat during the morning snack. Fresh fruits, vegetables and whole grains are a great choice for snacks. These items will also help limit fat, sugar, and salt intake. To support your child’s healthy eating habits, snacks are monitored to ensure children are receiving nutritious, balanced meals. Milk is provided for PK4 students for lunch each day. Pre-Kindergarten students will eat lunch in the classroom. Sandwiches or main course are to be finished before snacks or treats are consumed. Please do not send foods that must be heated. An alternative is putting hot food in a thermos that will stay warm until lunch. YAY Lunch will be providing hot lunches with unique menus curated specially for our students, Monday thru Friday.

MEDICATION POLICY – See Health and Safety Policy

MONEY COLLECTION

All money is collected by the homeroom teacher and then sent to the office, which allows for accurate recordkeeping by the teacher. **Please enclose money (cash or check made payable to SJS) in an envelope marked with the student's name, homeroom, amount, and designation (i.e. field trip, pictures, etc.) Exact Change Is Required.** If possible, please send in money for each child individually. If money is sent in for multiple children, please make sure to indicate the specific amount for each student.

NON-CUSTODIAL PARENT

Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian. Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. Joseph School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

NON-DISCRIMINATION STATEMENT

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial,

rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the Principal and Assistant Principal.

Religion is required for each year a student attends St. Joseph School. All students enrolled in St. Joseph School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

OUT OF UNIFORM GUIDELINES – See School Uniform Policy

PARENT ACCESS

The Archdiocese of Baltimore uses PowerSchool as its student information system. Parent Access is a feature of PowerSchool that allows parents/guardians to log on to its server at any time to access information such as phone numbers and emails for regular communication and emergency contacts as well as attendance and library information. Parents of students in grades 3-8 will also be able to access grades for their children. Parent Access provides an additional means of communication about students' academic performance. It is not intended to replace other forms of communication or official student records. Parents/guardians receive a unique username and password for each of their children in the school. PowerSchool servers are protected with the most secure safeguard available. It is the expectation of St. Joseph School that all parents will utilize Parent Access to obtain information from and enhance communication with the school.

Interims and progress reports are sent out electronically. Parents and/or teachers may request conferences by emailing the teacher directly. The teachers will update academic information, as they can, with no longer than a two-week delay. Parent Access may close prior to progress report distribution at the discretion of the Archdiocese. **It is the responsibility of the parent/guardian to check PowerSchool on a regular basis.** For questions regarding PowerSchool and/or Parent Access, please email Ms. Glenn, lglen@sjprayer.org.

PBIS – See Discipline Policy

PHOTO/VIDEO RELEASE

Photographs and videos of students may be used periodically throughout the year in newspapers, parent communications, interviews, advertising, newsletters, brochures, the school website, social media, and other media. Parents who wish **not** to have their children's photos/images used must give **written notice** annually indicating this to the principal by September 5th.

PHYSICAL EDUCATION EXCUSES – See Health and Safety Policy

PHYSICAL EDUCATION UNIFORM – See School Uniform Policy

PLAGIARISM – See Discipline Policy

PLAYGROUND/SCHOOL SUPERVISION

School Staff and volunteers (when available) provide supervision during outside recess times to ensure the safety and security of all students. During the school day, staff provides supervision to students and establishes procedures to provide for the safety of the school community.

PRE-KINDERGARTEN DEVELOPMENTAL SCREENING AND ASSESSMENT POLICY

Maryland State Department of Education states all children attending regulated care and early childhood educational programs must have a developmental screening conducted within ninety days of enrollment. SJS will utilize the Brigance Early Childhood screening. In addition to the Brigance, parents will complete the parent feedback form, All About Me, regarding your child's skills and behaviors.

This form is distributed at the beginning of the year. The teacher will also complete progress reports, which are distributed three times per school year. The skills assessed reflect sound growth and developmental expectations of each age as determined by the Archdiocese of Baltimore. Observations are conducted on students throughout the year. These observations, be they narrative, anecdotal, and/or checklists, are used in conjunction with each child's progress report to help with lesson planning.

PROGRESS REPORTS AND INTERIM REPORTS

Progress Reports are distributed three times a year. St. Joseph School utilizes PowerSchool as part of the Archdiocese of Baltimore student information system. Interim and progress reports are one way to communicate the progress a student is making so the school and the family can continue to work together for the success of the child. Communication between the parents and teachers is essential for the success of the student.

PROMOTION AND RETENTION

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

1. An eighth grade student who is carrying a failing average in one major area: Religion, Language Arts, Math, Science, Social Studies, and/or Spanish will not receive a graduation certificate stating satisfactory completion of eighth grade requirements. This student must satisfactorily complete the required summer school course in order to receive a graduation certificate. Should failure occur in any major subject for the year in Grade 8:
 - a. Student will not receive his/her Graduation diploma.
 - b. Student will not participate in any end of the year activities or graduation exercises.

- c. Student must attend summer school.
 - d. Student will be promoted only if summer school is successfully completed.
 - e. Any high school that accepted the student will be notified.
2. An eighth grade student who is carrying two or more failures in the major areas listed above in item #1 will not be allowed to participate in the graduation ceremonies held at St. Joseph School. This student must repeat eighth grade at another school.
 3. If a student in grades 4 -7 fails two or more major subjects, or four teachers recommend retention due to the lack of readiness for the next level, the school recommendation will be enforced if the child is to remain at St. Joseph School. The school reserves the right to require a summer school or summer tutoring program if the subject teacher finds it necessary due to consistently low grades. **Summer school is required for failure of any major subject for all students in grades 4 -7.**
 4. Students in grades 1-3 who fail one major subject will be retained.

In accordance with Archdiocesan policy, the school will, no later than the end of trimester two, inform parent/guardian in writing of a student's possible retention for the upcoming year. By the mid-point of the third trimester, the school notifies the parent/guardian of the school's decision regarding retention. A student can be retained for the following reasons:

- Not meeting academic requirements
- Excessive absences - absence of more than 20 days will result in the review of the student's records
- Social or behavioral problems that negatively influence the child's work

To retain a student in the same grade for the next academic year, the following procedure is followed:

1. Before the end of March: In writing, the principal notifies the parent/guardian that the student is in danger of being retained. By the end of April: a meeting is held between the principal and parents/guardians, who sign a second statement acknowledging they have received a second notice of retention possibility.
2. In May: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal.
3. A second retention at St. Joseph School will not be permitted.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Summer School

In May, written communication will be forwarded to families of students needing to attend summer school. Students who are required to attend because of failure must have official records of summer school achievement forwarded to St. Joseph School no later than August 15. Any student who fails to succeed in completing summer school requirements for promotion to the next grade or fails to submit the necessary records by August 15 will be retained.

RECOMMENDATION, TRANSCRIPT, AND REFERRAL REQUEST POLICY (All Grades)

All requests for teacher referrals (electronic or hard copy), letters of recommendation, or transcripts must originate with the Enrollment Office. Please notify the Enrollment Office, (enrollment@sjpray.org), if you have received a request. Recommendation letters, referrals, and transcripts are only released after the parent completes a request form and submits the applicable fee (\$30). These documents will be released directly to the school and not released to / shared with the parent. This is all tracked by the Enrollment Office. This does not apply to documentation associated with the guidance office or Student Action Plan.

ROOM PARENT - See Home School Association

AFTER SCHOOL ACTIVITIES & CLUBS

Throughout the year, there are numerous activities available to the students. Information about these activities and clubs will be sent home through the weekly Thursday emails.

SCHOOL STAFF

A complete list of school staff and contact information can be found on the school website.

SCHOOL BOARD

This group was established under the aegis of the Pastor in order that it might assist him and the principal of the school in an advisory and consultative capacity for the betterment of the school, its programs, and its educational processes. The board will be responsible for specific activities in the areas of planning, institutional development, and public, community, and government relations.

SCHOOL SCHEDULE

The school calendar is posted on the school website. Families should refer to the calendar on the school website.

Arrival	7:50 a.m. - 8:10 a.m.
School begins (late bell)	8:10 a.m.
Classes begin	8:15 a.m.
Dismissal	3:08 p.m.

SCHOOL UNIFORMS

All clothing must be clearly marked with the child's name. Complete school uniform is worn from the first day of school to the last day. Ragged or outgrown clothing must be replaced in a timely fashion.

The St. Joseph School Uniform is as follows:

Pre-Kindergarten Students

- Shorts: Navy blue SJS PE shorts with SJS logo
- Sweatpants: Navy blue sweatpants (must have elastic at the ankle with no logos, no specific brand)
- Shirt: Yellow SJS PE tee shirt with SJS logo
- Sweatshirt: Navy blue SJS sweatshirt with SJS logo
- Shoes: Tied tennis shoes (No velcro or light-up)
- Socks: White quarter socks or white socks that come above the ankle with **no logos**

PK families are asked to please send in an extra pair of underwear, socks, and full uniform clearly labeled with your child's name in a ziplock bag. These will be kept at school in case of an accident.

Lower School Boys (Grades K-5)

Pants: Navy blue (no specific brand)
Belt: Brown leather belt, flat or braided with no logos
Shirt: Yellow golf shirt (short or long sleeve) with SJS logo purchased from uniform company
Note: only plain white t-shirts allowed under shirt
Sweater: Navy blue SJS crew neck sweaters with SJS logo purchased from uniform company (no sweatshirt option)
Socks: Navy blue crew socks with no logos
Shoes: Brown (NuBuck) Jungle Moc

Lower School Girls (Grades K-5)

Jumper: Blue/green plaid from uniform company (length at knee to 2 inches above max)
Shirt: Yellow blouse (short or long sleeve) from uniform company
Note: only plain white t-shirts allowed under blouse
Sweater: Navy blue cardigan sweater with SJS logo purchased from uniform company (no sweatshirt option)
Socks: Navy blue knee hi socks with no logos
During the timeframe between October 15 and April 15, plain navy blue tights are permissible (no socks are to be worn with tights).
Shoes: Brown (NuBuck) Jungle Moc

Middle School Boys (Grades 6-8)

Pants: Khaki (no specific brand)
Belt: Black, navy blue, or brown leather belt with no logos
Shirt: Light blue oxford collar shirt (short or long sleeve) with SJS logo over pocket purchased from uniform company
Note: only plain white t-shirts allowed under dress shirt
Blazer: Navy blue blazer must be worn each day, with the exception of PE days, (no specific brand)
Socks: White or tan crew socks over the ankle with no logos
Shoes: Dirty Buck Oxford Shoes with appropriately colored laces
*Sweater: Navy SJS logo, quarter zip may be worn with the blazer. (*OPTIONAL)

Middle School Girls (Grades 6-8)

Skirt: Blue/green plaid skirt from uniform company (length at knee to 2 inches above max)
Shirt: Light blue oxford collar shirt (short or long sleeve) with SJS logo over pocket purchased from uniform company
Note: only plain white t-shirts allowed under dress shirt
Blazer: Navy blue blazer must be worn each day, with the exception of PE days, (no specific brand)
Socks: White crew socks with no logos (no ankle socks)
During the timeframe between October 15 and April 15, plain navy blue tights are permissible.
Shoes: Dirty Buck Oxford Shoes with appropriately colored laces
*Sweater: Navy SJS logo, quarter zip may be worn with the blazer. (*OPTIONAL)

Lower School Physical Education Uniforms (Grades K-5)

Official PE uniforms must be worn to school on the day of gym class. PE Uniforms may not be dropped off at school.

Shorts: Navy blue SJS shorts with SJS logo
Sweatpants: Navy blue sweatpants (must have elastic at the ankle with no logos, no specific brand)
Shirt: Yellow SJS tee shirt with SJS logo
Sweatshirt: Navy blue SJS sweatshirt with SJS logo (crewneck only)
Shoes: Cross-trainer
Socks: White quarter socks or white socks that come above the ankle with **no logos**

Middle School Physical Education Uniforms (Grades 6-8)

Official PE uniforms must be worn to school on the day of gym class. PE Uniforms may not be dropped off at school.

Shorts: Navy blue SJS shorts with SJS logo
Sweatpants: Navy blue sweatpants (must have elastic at the ankle with no logos, no specific brand)
Shirt: Yellow SJS tee shirt with SJS logo
Sweatshirt: Navy blue SJS sweatshirt with SJS logo (SJS Hoodie or SJS Crewneck)
Shoes: Cross-trainer
Socks: White quarter socks or white socks that come above the ankle with **no logos**

***Girls in Grades 3-8 may wear SJS Navy PE sweatpants under their jumper/skirt to and from school. Sweat pants must be removed prior to the start of class. No other sweatpants, flannels or leggings may be worn.**

**St. Joseph School's Uniform Company is Flynn O'Hara Uniforms - <https://flynnohara.com/>
The St. Joseph School Code is 150**

Spirit Day Guidelines

Students will be able to participate in the following SJS Spirit Days throughout the year. No donation is required for a student to participate. Specific spirit days will be listed on the school calendar and in Office Notes. Please adhere to the following guidelines for each day.

- All spirit days are with the school uniform
- No hats (except for crazy hat day), crazy hair pieces or battery-operated accessories, face paint or masks are permitted.

Out of Uniform Guidelines

On out of uniform days when students have the opportunity to not wear their uniform, these guidelines will be followed:

1. No flip-flops are permitted. Sandals with backs are permitted.
2. Clothing depicting rock groups or fads will not be allowed
3. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.
4. Bare midriffs, spaghetti straps, and tube tops for boys and girls are not allowed.
5. No make-up will be allowed.

General Guidelines for Uniform and Out of Uniform Days

For field trips, uniform guidelines for uniform/dress code will be outlined on the permission slip.

Students are expected to conform to school uniform standards. Shirts or undergarments worn under the SJS shirt or blouse must be light in color with no designs. The jumper and skirt must be knee length and will need to be lengthened as the student grows to remain in compliance with the school handbook. The SJS sweatshirt/sweater is part of the uniform and no other jacket, sweater, or sweatshirt will be permitted to be worn in school. In the cold months, students are expected to wear their school sweatshirts/sweaters when going between buildings. Girls are permitted to wear headbands that do not have any logo.

The wearing of make-up is not permitted in school. Middle school girls may wear light colored nail polish. No students may have artificial or acrylic nails. Girls may wear only one small, non-dangling earring in each ear. Boys may not wear earrings. Jewelry is not worn to school with the exception of religious medals and crosses that will be worn around the neck. While watches can be worn, they must not beep or have an alarm. Apple watches, smart watches, or FitBit watches are not permitted.

Boys' hair must be neatly groomed and should not fall into the eyes, cover the ear, or touch the shirt collar. Dyed hair and tattoos (permanent or temporary) are not permitted for girls or boys.

The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.

SEARCH AND SEIZURE

St. Joseph School reserves the right to search school property (e.g. lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

STATUS OF STUDENTS

St. Joseph School is a co-ed elementary school for Pre-Kindergarten through eighth grade. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

STUDENT RECORDS

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

St. Joseph School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records.

(The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Assistant Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- o Student's name
- o Participation in officially recognized activities and sports
- o Address
- o Telephone listing
- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Dates of attendance
- o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the School Secretary (astumme@sjpray.org) in writing **by September 10th**.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joseph School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Records Access for Non-Custodial Parent

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records

SUMMER WORK

Requirements for mandatory summer work in various subject areas are given to the students in June. This work is to be completed by the student and submitted to the teacher by the date indicated. Continuity in skills prepares the child for the beginning of the school year. Students new to SJS in grades 3-8 are also to complete cursive work they receive.

SUSPENSION – See Discipline Policy.

TELEPHONE

Students are not to use the school telephone unless an emergency situation arises. In such cases, the office telephone ONLY is to be used. Students are not permitted to bring cell phones to school. Parents are not to phone a child during the school day. Emergency messages will be handled through the school office. If a circumstance warrants your student to have a cell phone for after school, it must be turned off and dropped off to the school secretary prior to 8:10 a.m. by the student. It may be picked up by the student at dismissal on his/her way to the parking lot.

TELEPHONE NUMBERS AND ADDRESSES

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence.

Any change of phone number or home address is to be given to the school office and the homeroom teacher in writing within one week after the change is effective.

TESTING PROGRAMS

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades. Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year. Throughout the year, additional screening tools may be utilized for curriculum and planning purposes.

Eighth grade students will also register and take the High School Placement Test (HSPT) in early December in school. Students in the seventh grade will also take the pre-HSPT (High School Placement Test) in the spring of each year. More details about this administration will be provided to families.

ACRE

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

TEXTBOOKS

A list of textbooks that are regularly used in the classroom as one of the tools to engage and instruct students can be reviewed by contacting the Assistant Principal.

TRANSFERS/WITHDRAWALS

In case of transfer/withdrawal of a student from the school, parents should contact the Enrollment Manager to assist with the process.

St. Joseph School reserves the right to refuse to provide any official school record, including report cards and certificates to a parent or other educational institution until all tuition, fees, and other obligations to St. Joseph School are satisfied in full.

Parents of eighth grade students are required to sign a release form so that scholastic and health records may be forwarded when requested by the new school. When families enroll in a new school, that school will send SJS a signed release for us to release records. Records will be sent via first class mail and will not be released unless proper forms are signed. Records will not be sent via email. Records will not be released to parents/guardians. If a fourth or subsequent request is made, families will be assessed a \$20 fee for each request.

For grades Pre-K through 7, there is a \$30.00 fee for transcripts, recommendations, and/or evaluations. This fee is assessed for each request and must be paid at the time of the request for transcript, recommendation, and/or evaluation requested. The fee is to be paid in cash or check at the time of the request. If a fee is paid by check, additional time will be required for processing.

Processing of transfers and withdrawals takes 10 business days once all necessary paperwork and fees have been received.

TUITION – See Finance Policy

TUITION ASSISTANCE - See Finance Policy

TUTORING

Parents should notify the classroom teacher if their child is being tutored outside of St. Joseph School. Tutoring will be most effective when the tutor communicates frequently not only with the parent but also with the child's teacher.

USED UNIFORM SALE

Throughout the year, the HSA will hold used uniform sales. The dates will be advertised in the weekly Thursday emails. Families may donate uniforms that they do not need or do not fit to the HSA by dropping them off in the school office during scheduled drop-off days and times.

VIRTUAL LEARNING DAYS

Per the Archdiocesan guidelines, SJS has three inclement weather days allotted; therefore, any subsequent school closings will result in virtual learning days. Here are important reminders for virtual learning on inclement weather days:

- Students will use Google Meet for each class, including morning homeroom, that they have on the specific day
- Students are to be ready to learn - have all school materials, finished eating, and be seated at a desk or table (not lounging).
- Students do not need to wear a school uniform, but should be dressed appropriately for class. (No hats or hoods.)
- Camera must be working and turned on.
- Students should be muted unless/until directed by the teacher.
- Attendance will be taken for each class.
- Students do not need to report back to homeroom at the end of the school day (dismissal).

VISION AND HEARING SCREENING – See Health and Safety

VISITORS/VOLUNTEERS

We welcome visitors and volunteers at St. Joseph School. In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

To receive a badge and be allowed to be signed in to school, all adults must provide a driver's license or state issued ID each time they enter the school. This will be utilized to create the visitor badge. Upon leaving, they must return the badge and sign out.

All volunteers must complete the Archdiocesan Child Protection Program, Virtus (www.virtusonline.org). Parents and visitors must report to the school office where a member of the administrative staff will be of assistance. Parents MAY NOT go to a child's classroom without signing in at the school office so we know who is in the building.

WATER BOTTLES

All students are to bring their own water bottle to school each day. The water fountains have been converted to bottle filling stations. Due to the configuration of the new water filling stations, students will not be able to use them without a water bottle. Students remaining hydrated is important so please send all students with a labeled water bottle each day. If your child forgets their water bottle, please remind them to let their homeroom teacher know so we can provide a cup or water bottle for the day.

WEATHER/EMERGENCY SCHOOL CLOSINGS

In the event of severe weather or other emergency situations requiring the closing of school, a messaging system that is initiated by the school will be used to inform families. St. Joseph School follows Baltimore County Public Schools for weather-related closings or delays. If Baltimore County Public Schools are scheduled to be closed SJS will make an independent announcement. SJS does not close due to heat since the buildings have air-conditioning. We do reserve the right to adjust any of these based on the forecast/weather.

WEATHER/EMERGENCY POLICY FOR BEFORE & AFTER CARE – See Before & After Care Policy Inclement Weather policy

HELPFUL INFORMATION ABOUT SJS

Arrival in the Morning/Drop-Off: Carpools with pre-kindergarten and kindergarten students should enter the drive next to (just past) the Multipurpose Room and drive around the back of the school. This is the South Side of the school. After dropping off all children (even those in different grades), exit to Galloway Road (toward Lowes). Vehicles may not exit by the rectory back on to Church Lane.

All other carpools should enter the first parking lot on the right from Church Lane (at the parish south entrance). This is the Flagpole side. Drive around the parish office and pull next to the parish office into the drop off lane. All children should be dropped off here and then they walk across Church Lane to the school. All drop off should be done via the drop off lane and not by parking and having students exit the car. Use of the drop off lane by all ensures the safety of all students and cars during drop off. This is the Quarry Side. Exit at the far end of the parking lot on Church lane. **Please do not stop or park on the Flagpole Side since 8:30 a.m. Mass attendees will be parked there.** A crossing guard will see that the children cross the street safely. *If students are not in their homeroom by 8:10 a.m., parents must park in the school parking lot across the street and accompany their children into the front office.*

Christmas Program: The SJS Christmas program includes students from pre-kindergarten through fifth grade. The school band program is also highlighted during this festive event. This event is held in the Multipurpose Room and is a great way to get into the holiday spirit.

Directory: A directory of SJS students and family information is available on [A to Z Connect](#).

Dismissal: There are three parking lots for pick-up: Flagpole side exits through Marble Court to Industry Lane; Quarry side exits to Church Lane; and South Side exits through the cemetery to Galloway Avenue to York Road. The procedures to follow at each dismissal location are as follows:

- **Flagpole Side:** From Church Lane, enter the first parish parking lot on the right. Park in the spaces facing north (Industry Lane). In the row of spaces next to the Toyota Service lot, we will only use the first 10 spaces – small cars only, no SUVs. Please back into those spaces. All other rows should face the Toyota lot. Please do not move cones or park in spaces that are blocked off. Following the directions of teachers and safeties, exit through Marble Court to Industry Lane.
- **Quarry Side:** From Church Lane, enter the first parish parking lot on the right. Go around the parish center and park in the spaces facing Church Lane. Following the directions of the teachers and safeties, exit by turning left at the opening closest to the quarry and proceed to York Road.
- **Southside:** Enter the road next to the Multipurpose Room, park in the lines facing the cemetery, and exit through the cemetery to York Road. Please do not go out by the rectory. **Pre-K, Kindergarten and 1st Grade must be dismissed to Southside only.**

First Day of School: Children in Kindergarten, 1st, 2nd and 3rd grade will arrive and gather in the Multipurpose Room (MPR). Their assigned teachers will lead them to their respective classrooms. Students in Grades 4-8 will report directly to their classroom.

NOTE: Students in Pre-Kindergarten and Kindergarten will receive their homeroom information at Orientation. All other students may receive this information at *Meet the Teacher* prior to the first day of school.

HSA: Home/School Association is the equivalent of a PTA.

Instrumental Music: St. Joseph School partners with the Instrumental Music program to provide weekly instrumental lessons for students in grades 4-8. The band performs throughout the year including the Christmas and Spring performances. More information will be sent home in September.

The Yay Lunch Program: SJS partners with Yay Lunch to provide lunch on scheduled days. Yay Lunch requires parents to pre-order to receive lunch on select days. Lunch orders can be made online. Middle school students can also purchase Grab & Go a la carte items as long as they have an active YAY lunch account including a 4 digit pin number.

Multipurpose Room: The Multipurpose Room is often referred to as MPR.

Parish Office: Building across Church Lane from the school

ROARing Buddies: St. Joseph School is always encouraging the older grades in the school to set an example for the younger grades. These Buddies are assigned at the beginning of the year. Older grade children are matched with younger grade children for the entire school year. Buddies accompany one another to mass each month and also work together on various projects and events throughout the year.

Special Celebrations:

- 2nd Grade First Eucharist Luncheon (coordinated by 2nd grade room parents with approval of 2nd grade teachers and administration)
- Spring Concert
- 8th Grade Graduation Luncheon coordinated by Alumni Association/8th Grade Teachers
- 8th Grade Graduation Reception coordinated and hosted by 6th and 7th Grade Parents

School Day:

Full Day

- School is officially in session from **8:10 a.m. to 3:10 p.m.**
- Parents may drop children off as early as **7:50 a.m.** (no earlier unless you are signed up for before care).
- The first bell rings at **7:50 a.m.** At this time, children are permitted to enter the building and classrooms. Children are encouraged to arrive no later than **8:10 a.m.** as they use this time to settle-in and copy down their homework assignments.
- Students not in the homeroom by 8:10 a.m. will report to the office to be signed in and receive a late slip.
- The 2nd bell rings at **8:15 a.m.** and classroom learning begins at this time.

Half Day

- School is in session from 8:10 a.m. to 12:00 p.m.
- No lunch required on these days
- Dry, working snack may be sent in for PK-grade 5.

Special Days:

- **Meet the Teacher:** This special drop-in event happens the Friday before school starts. This is an opportunity to meet your child's homeroom teacher and drop off supplies prior to the first day of school.
- **Back-to-School Night:** Important evening where you not only meet your child's teacher in a more formal setting, but also receive important information regarding the upcoming school year.
- **Parent Visit Day**
- **Scholastic Book Fair**
- **All Saints Celebration:**(1st grade only) ALL 1st grade students are asked to wear a "saint" costume. Parents will be notified with the details by the teacher.
- **Jingle Bell Shop**
- **Catholic Schools Week (CSW):** A special week in late January/early February which celebrates our Catholic School.
- **Grandparents Day:** A special day for extended family and friends to come and enjoy your child and catch a glimpse of their St. Joseph School experience.
- **Science Fair:**

The Middle School Science Fair is in the winter. The children spend the first half of the year working on their project and they are encouraged to complete their work independently. Projects are presented individually and assessed by a panel of outside judges made up of professionals with a science background.

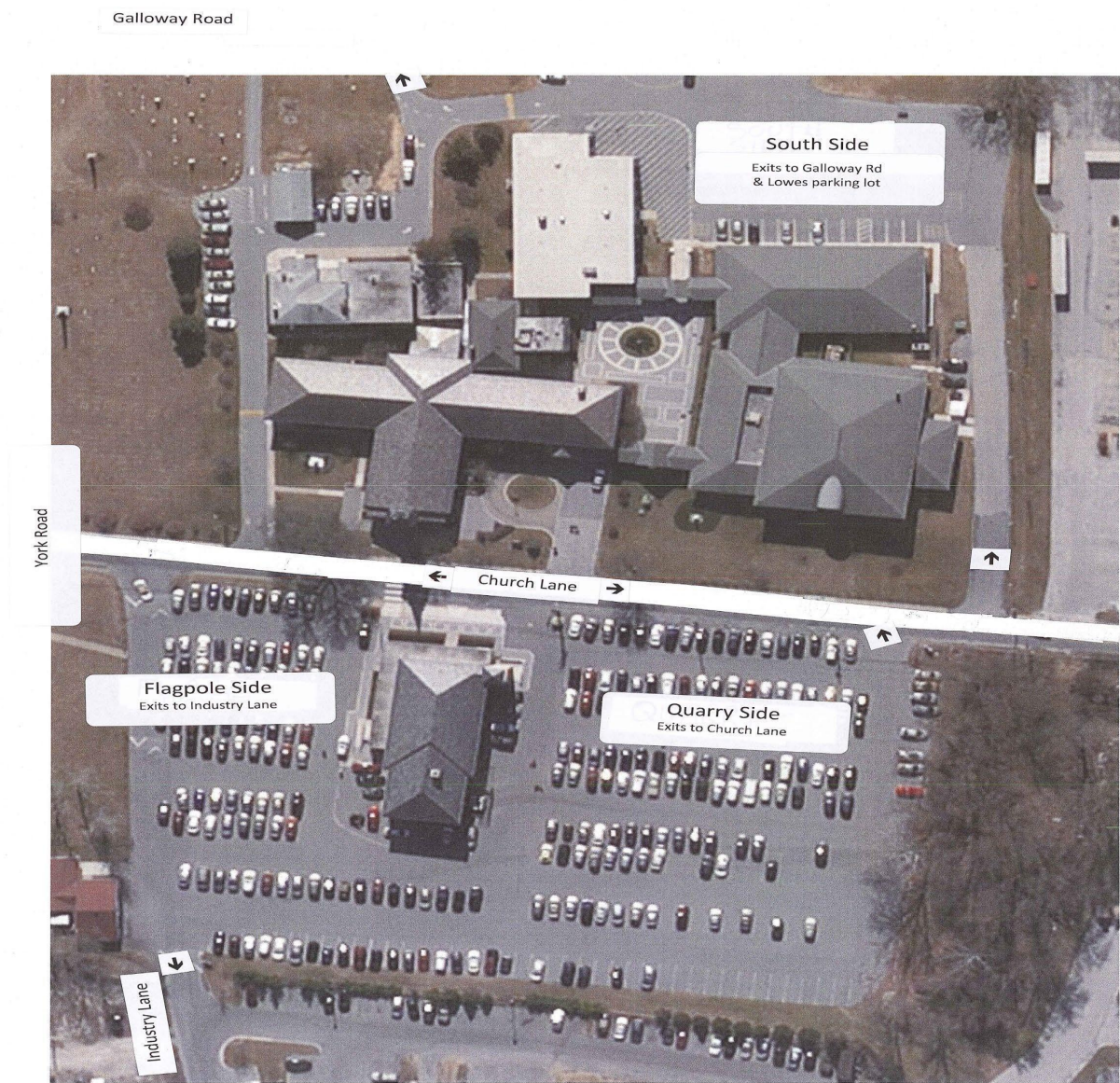
The Elementary School Science/STEM Fair is in the spring and the vast majority of the work is completed in class. Students are encouraged to present their project to their family members who attend the fair.

- **Field Day:** Every spring, the students participate in a school-wide competition in which students participate in various athletic events.
- **Snowball Dance:** Annual Father-Daughter Dance
- **Bowling with Boys:** Annual event for the Mothers and Sons
- **Race for Education** - Race for Education is our school's biggest and most important fundraiser supporting safety and technology upgrades. Donors sponsor students as they participate in a jog-a-thon around the SJS campus and compete for various prizes.

Teacher Gifts/Donations:

- Christmas ONLY - organized by and under auspices of HSA
- End of year gifts for Teachers are on an individual basis ONLY. There is no authorized or organized monetary collection through Room Parents; however, Room Parents may wish and are encouraged to coordinate a gift of sentiment from the class to the Teacher. A monetary collection, however, should not be used to fund these gifts. If in doubt, touch base with the coordinator. Teachers do receive a small token of appreciation from the HSA.
- Other occasional donation collections will be authorized as permitted and directed by administration and HSA, only.

CAMPUS MAP



Arrival Pattern for Southside Carpools



SOUTHSIDE Morning Drop Off:

Enter from Industry Lane or Church Lane through the Parish Center lot.

Exit through the cemetery to Galloway Road (through Lowes to Padonia Road or to York Road near Target).

Dismissal Pattern for All Carpools



