

St. Joseph Catholic School



2011-2012
Student/Parent Handbook
Kindergarten- Middle School

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Student/Parent Section

Mission Statement, Philosophy, & Goals

DIOCESE OF CHARLESTON CATHOLIC SCHOOLS MISSION STATEMENT

“The preparation of young people for their future life in Church and society.”

This mission is attained as it encompasses:

- Educational activities which allow every student to reach his/her potential
- Formal instructions and formation in which the students develop the beliefs, values, and traditions of Catholic Christianity

More distinctly, Catholic schools of the Diocese of Charleston are educational centers where faith is part of the school’s culture and in which all members of the school community share this Christian vision. The Catholic schools are asked to “integrate all aspects of human knowledge through the subjects taught in the light of the Gospel.”

The Catholic School, Sacred Congregation for Catholic Education, Rome, 19 March 1977.

THE DIOCESE OF CHARLESTON CATHOLIC SCHOOL GOALS

- To ensure the proclamation of the message of the Gospel in every elementary and secondary school of the Diocese of Charleston
- To encourage the building of a faith community among students, faculty, administration, parent(s)/guardian(s) and parishioners
- To instill the importance of service to one another as an obligation of living in a Christian community
- To develop in students the Christian principles of peace and justice
- To assist and support the schools in their endeavors to be educational institutions of academic excellence and centers for moral formation
- To ensure quality Catholic education by maintaining high standards in teaching and learning

Saint Joseph Catholic School Mission Statement

Saint Joseph Catholic School, a **ministry of Saint Joseph Catholic Church in Anderson, South Carolina**, integrates all learning with faith by empowering **preschool, elementary, and middle school students** to achieve their potential as children of God by *Building Faith and Knowledge for Life*.

School Objectives:

- *to provide an excellent foundation in academic knowledge and skills integrated with the teaching of the Catholic Church*
- *to establish a loving and caring atmosphere which nurtures a reverence for God and one another through the principles of daily prayer, service and worship at Mass, Eucharistic Adoration and Liturgical Celebrations*
- *to teach moral and spiritual values and to integrate faith into everyday life so that students may give witness to Christian values through service at school, in the parish, at home and in the community*
- *to provide experiences which develop leadership, initiative, dependability, self-discipline and respect*
- *to foster the development of a positive self-image which encourages appropriate social interaction*
- *to nurture sound relationships between home and school*
- *to develop technological proficiency and awareness of global and environmental concerns*
- *to cultivate in all children an awareness and understanding of their faith and American heritage in a Catholic environment.*
- *to assist in the Sacramental Preparation of our Catholic students in conjunction with our parish*

School Vision

Saint Joseph Catholic School endeavors to assist parents, as primary educators of their children, in nurturing the necessary intellectual, spiritual, emotional and moral skills for their children to become productive, ethical citizens in the Catholic tradition by building faith and knowledge for life.

Arrival, Departure, Extended Care & Inclement Weather

MORNING DROP OFF

- **DROP-OFF PRIOR TO 7:30 A.M. IS PROHIBITED.** Leaving students prior to the arrival of the Extended Care Program employee is not permitted since there is no supervision, and SJCS cannot be responsible for the safety of the children.
- Students who arrive between 7:30 and 7:45 A.M. will go to the Extended Care Program; the school patrol will escort your child to Fr. Friend Hall where a teacher will meet him/her.
- The school will open at 7:45 A.M.; students who arrive between 7:45 A.M. and 7:55 will go to the school. Students are expected to be in their homeroom by 7:55 A.M.
- All Students will be dropped off using the Cornelia Road driveway. Pull up to where the adults and patrols are standing. They will open the car door and help your child to the sidewalk.
- If there are no adults present, you must park in the parking spaces and escort your child into the school building.
- Always walk your child into school when there are no patrols or the staff, to take them into either the school or Fr. Friend Hall. You will receive a note from the office if your child comes in unescorted or arrives before 7:30 A.M.
- You may walk your child in on the first day of school. After that, they are to be dropped off according to the above procedure. Transitioning to the classroom is much faster if parent(s)/guardian(s) do not continue to walk students into the school and classroom.
- Students arriving after 7:55 A.M. are late and **MUST BE ESCORTED** into the school by the parent(s)/guardian(s) if an adult is not present.

ARRIVAL OF STUDENTS AT THEIR CLASSROOM

- During the period before classes begin, quiet and order should be maintained in the classrooms. Parents should refrain from coming into the classroom to talk to the teacher during this time as it disrupts the morning routine for the children.
- Students should prepare for the school day upon arrival, and should leave the classroom only with the teacher's permission.
- At 7:55 A.M., attendance will be taken, and the attendance slip will be sent to the office. All students must be in their classroom at this time. All students arriving after 7:55 A.M. are tardy.
- Morning prayers and the Pledge of Allegiance will then be recited.
- Lunch count for "Hot Lunch" will be taken. If your child has an appointment and is going to be late, please call school before 9:00AM to reserve your child's lunch.

END OF DAY DISMISSAL

- Preschool and elementary teachers will begin preparation for dismissal at 2:20P.M.
- At 2:25 P.M., students will quietly exit the classroom and assemble in single file (Extended Care students first, then regular dismissal students). Teachers will escort their class to the back parking lot.
- Students will sit quietly under the covered walkway until called. A teacher will put your child in the car. Everyone must pick up from the back parking lot. All classes will be at the back parking lot by 2:30 P.M. when dismissal begins.
- Siblings of middle school students may go to extended care until middle school dismissal at 3:00 PM in the Front Parking Lot.

K and ELEMENTARY AFTERNOON PICK UP

- Come in the McLees Road entrance closest to the Shook Center. Line up along the perimeter of the parking lot. When that line is filled, form parallel lines to the sidewalk.
- When directed, please pull up to the adults on the sidewalk who will put your child(ren) in your car.
- For the **SAFETY OF ALL**, please keep your place in line after your child(ren) has been put in your car, and wait until the car in front of you has pulled away before exiting.
- Please explain these procedures to anyone authorized to pick up your child.
- **The first two parking spots are auctioned off at the Gala in November. Please leave space for the families who won these spots to park.**

MIDDLE SCHOOL AFTERNOON PICKUP

- Come in the Cornelia Road entrance. Line up along the perimeter of the parking lot starting in front of Fr. Friend Hall.
- When directed, please pull up to the adults on the sidewalk who will put your child(ren) in your car.
- Please keep your place in line after your child(ren) has been put in your car, and wait until the car in front of you has pulled away before exiting.
- Please explain these procedures to anyone authorized to pick up your child.

EXTENDED CARE

HOURS OF OPERATION

Early Morning Arrival:	7:30 – 7:45 A.M.
After School Care:	2:30 – 5:30 P.M.

- Extended Care and other activities will operate **only** when school is scheduled for a whole day. Early dismissal days will **not** have Extended Care.
- Any student not picked up by 2:45 P.M., must report to the Extended Care Program. Starting at 2:45 PM, the parent(s)/guardian(s) will be charged the regular rate. At the director’s discretion continuous “drop-in” use of the program will require registration of the child.
- The Extended Care Program will be held in the SJCCS building.
- All students **must** be picked up by 5:30 P.M. Children will be released to their parent(s)/guardian(s) or to a designated representative.
- A charge of \$1.00 per minute per child will be charged after 5:30 PM

EMERGENCY SCHOOL CLOSING

- In the event of snow or other inclement weather, SJCS follows the actions of District 5, as announced on the radio or television. Check Channel 4 WYFF -online at www.carolinachannel.com. If the District is already on holiday and SJCS is scheduled to be in, we will send an IRIS alert and post on Channel 4 WYFF.
- In the event of an emergency or any outstanding public occurrence, schools will be closed on the diocesan level, by the Superintendent of Schools. Check Channel 4 or online at www.carolinachannel.com.
- In the event of a local circumstance of any unusual nature, the decision to close the school will be made on a local level by appropriate personnel. Parent(s)/Guardian(s) will first be notified by phone of any closings during school hours by way of IRIS system. All parents are required to fill out the IRIS information card. Please make sure your emergency card is up to date, and that we have your cell phone numbers and email. SJCCS personnel will stay with students until they are all picked up by their parent(s)/guardian(s) or another designated persons.

Safety Drills

FIRE DRILLS

Fire drills are held monthly during the school year to insure that each student is aware of fire and alternate exits. Exit routes are posted in each room and students are instructed in proper procedures so that they can leave the building in a quiet and orderly manner. Fire extinguishers and fire exit signs are routinely tested and maintained.

TORNADO DRILLS

Drills are done in the beginning of the year and in the spring. Each room has the procedure posted, and students are instructed on this procedure.

Classwork, Homework, & Report Cards

CLASSROOM WORK PAPERS

At the beginning of the school year, the classroom teacher will send home your child's individual academic class schedule.

- Teachers will keep a representative sample of a student's work papers and tests in a folder for review by parent(s)/guardian(s) and the principal and for reference during Parent-Teacher Conferences.
- Teachers at each grade level will implement a method for sharing children's papers and workbooks with parents.
- Parent(s)/Guardian(s) should know the teacher's method and should review papers on a regular basis. This will be given at the Open House in the first month of school.
- At all grade levels, test papers should be signed by parent(s)/guardian(s) and returned to the teacher.
- Teachers at all grade levels will encourage neatness and proper penmanship.

HOMEWORK

Limited homework is an important ingredient in learning. SJCS is committed to the philosophy that students have spent the greater part of five hours working on academics, and reinforcing this learning at home is an important part of the learning process. As a general rule, each student from K – 6th may be assigned some type of homework each night.

Parent(s)/Guardian(s) Responsibility:

- Parent(s)/Guardian(s) are expected to establish the discipline for regular study at home, provide quiet time for study, and reinforce good study habits with limited attention and encouragement.
- Parent(s)/Guardian(s) are requested to check on the quality of homework that is finished at home by asking your child if that is his or her "best work?" Are they proud to turn it in? Let them be responsible for the work, and do not do it for them.

Student Responsibility:

- It is the responsibility of the student to complete the assigned work completely and to the best of his or her ability.
- Work must be completed neatly and turned in on time to merit full credit. Check with your teacher on the percent a student's grade that is determined by homework.
- Students should review their daily work, even when written assignments are not given.

Teacher Obligations to the Students:

- Daily assignments, as well as long term projects, are given to reinforce the lessons taught in the classroom.

- In special areas, teachers will plan a sensible calendar for assigning daily work, book reports, long-range projects, and tests.
- Formal testing and quizzes will be scheduled throughout the school week. Every possible effort is made not to schedule all tests on the same day.
- The school provides study time in Extended Care, Monday through Friday. Students not registered in the Extended Care program may sign up for study time at the regular Extended Care rate.

Time Allotments for Homework Assignments:

- Time allotments for homework assignments will vary and should be suitable to the particular grade level of the student.
- The following time allotments are suggested as a guide:

Kindergarten	5 – 10 minutes	Grade 4	40 – 50 minutes
Grade 1	10 – 15 minutes	Grade 5	50 – 60 minutes
Grade 2	20 – 30 minutes	Grade 6/7	60 – 90 minutes
Grade 3	30 – 40 minutes		

If your child is spending more than the suggested time on homework, first check to see if the workspace is free from distractions. Then, check to see if your child understands the assignments. After these are checked, ask your child to do the assignments for a certain amount of time. If the assignments are still taking too long, contact the teacher. We do not want homework to become a power struggle every evening, and we need your input to see if the assignments are appropriate for your child’s ability.

It is important that we work together to teach the students the importance of completing work, and to have realistic expectations of ourselves and realistic expectations of the quality of our work.

REPORT CARDS

The Report Card is a formal mode of communication from SJCCS to the parent(s)/guardian(s).

- The purpose is to give an evaluation of the students’ progress.
- Should a parent(s)/guardian(s) wish to confer with a teacher about their child’s progress, a request for a Parent-Teacher Conference should be made by a note to the teacher or a phone call placed to the school.
- Report Cards are issued four (4) times during the school year.

Grades K through Grades 6:

 1. Report Cards will be issued in every nine weeks. A progress report will be sent at the mid-grading period. These dates are on the school calendar.
 2. In October and March parent(s)/guardian(s) meet with the teacher(s) for a Parent-Teacher Conference. The teacher or parent may request a conference any time
 3. The report card sent home is a private correspondence between the teacher and the parent. The student’s permanent record contains only the student’s quarterly grades for the year and does not contain a copy of the report card comments.

Dress Code

The purpose of uniforms is to teach students appropriate dress and to avoid the conflicts of “status” dressing. It also lessens the time and effort spent on what to wear in the morning. Wearing a school uniform is required from the first day of school until the last day of school at SJCCS. Optional uniform days will occur during the school year, and parent(s)/guardian(s) will be notified of these special days in advance.

GENERAL EXPECTATIONS

- All students are expected to dress and groom themselves neatly. Cleanliness is understood to be basic.
- Shoes should be sturdy. The color should be appropriate for school, such as solid navy blue, black, brown, grey, or white. Shoelaces should be white or black, no psychedelic laces. Open-toed or open heel shoes are not allowed. Shoes with lights are not permitted. Roller shoes are not permitted.
- Girls are not permitted to wear make-up.
- Boys are not permitted to wear any type of earring.
- “Fad” haircuts or color-altered hair for either boys or girls is not permitted.
- Girls with pierced ears may wear one stud only in each ear lobe. No dangling earrings or hoops.
- Any watch that is a “fad” or “trend” is discouraged. A basic watch is all that students need at school.
- Items such as hair ribbons and barrettes worn by girls must be simple. The colors are limited to the uniform colors (plaid, navy blue, green, yellow, or white.) Holiday bows/pins will be permitted on designated days only.
- Shirts must be tucked into pants, skirt or shorts
- Solid belts – black, brown, or navy – are to be worn with pants and shorts

DRESS CODE, GRADES K -5

DURING AUGUST, SEPTEMBER, OCTOBER, APRIL ,MAY AND JUNE

REGULAR UNIFORM

GIRLS: Plaid skort or plaid jumper
White knit shirt, with the school crest
White crew socks; “no-show” socks are not allowed
Black or White low-top sneakers or Mary Janes

BOYS: Dark Green or Khaki uniform shorts
White or Dark Green knit shirt, with the school crest
White crew socks; “no-show” socks are not allowed
Black or White low-top sneakers

DURING NOVEMBER THROUGH MARCH

REGULAR UNIFORM

GIRLS: Plaid jumper or khaki uniform pants
White or Dark green knit shirt, with the school crest
White or navy knee or crew socks; “no-show” socks are not allowed
White or navy tights
Black or White low-top sneakers or Mary Janes
Navy cardigan with school crest

BOYS: Dark green or khaki uniform long pants
White or dark green knit shirt with the school crest
White crew socks; “no-show” socks are not allowed
Black or White low-top sneakers
Navy pullover with school crest

DRESS UNIFORM- All year on Mass Days

GIRLS: Plaid jumper
White Peter Pan collar shirt
Dress Shoes, navy, white, brown or black
White or navy anklets, tights or knee socks

BOYS: Dark green slacks
Long or short sleeved white oxford shirt
4th & 5th grade- Striped tie
Navy blue V-neck pullover sweater if needed
Oxford or Loafer Shoes – Brown, Navy, Gray, White or Black

PHYSICAL EDUCATION UNIFORM

The Physical Education (PE) Uniform is as follows, for all grade levels, both boys and girls:
Dark green or navy shorts with school crest ONLY
Dark green or navy T-Shirt with school crest ONLY
Plain white or black low-top athletic shoes
Dark green or navy warm-up suit (cold days) with school crest ONLY
White crew socks

When the morning temperature is below 40°, all students will wear a t-shirt, sweatshirt, sweatpants, and a jacket.

DRESS CODE, Middle School

DURING AUGUST, SEPTEMBER, OCTOBER, APRIL & MAY

REGULAR UNIFORM

GIRLS: Khaki skirt
White or dark green knit shirt, with the school crest
White crew socks or white or dark green knee socks.
“no-show” socks are not allowed
Black or White low-top sneakers or Mary Janes

BOYS: Khaki or dark green shorts
White or Dark green knit shirt, with the school crest
White crew socks; “no-show” socks are not allowed
Black or White low-top sneakers

NOVEMBER THROUGH MARCH

REGULAR UNIFORM

GIRLS: Khaki skirt or long pants
White or dark green knit shirt, with the school crest
White crew socks or white or dark green knee socks.
“no-show” socks are not allowed
Black or White low-top sneakers or Mary Janes
Navy cardigan with school crest

BOYS: Khaki or dark green pants
White or dark green knit shirt, with the school crest
White crew socks; “no-show” socks are not allowed
Black or White low-top sneakers
Navy pullover with school crest

ALL YEAR DRESS UNIFORM

GIRLS: Khaki Skirt
White oxford shirt
Navy cross tie
Dress Shoes, navy, white, brown or black
White anklets, navy or white tights or knee socks
Navy cardigan with school crest November-March

BOYS: Khaki slacks
Long or short sleeved white oxford shirt
School Striped tie
Navy blue V-neck pullover sweater
Oxford or Loafer Shoes – Brown, Navy, Gray, White or Black

PHYSICAL EDUCATION UNIFORM

The Physical Education (PE) Uniform is as follows, for all grade levels, both boys and girls:

Dark green or navy shorts with school crest ONLY
Dark green or navy T-Shirt with school crest ONLY
Plain white or black low-top athletic shoes
Dark green or navy
warm-up suit (cold days) with school crest ONLY
White crew socks

When the morning temperature is below 40°, all students will wear a t-shirt, sweatshirt, sweatpants, and a jacket.

Conduct & Discipline

CODE OF CONDUCT

Since the Christian spirit is one of peace, brotherhood, love, patience, and respect for others, the challenge of a Catholic student is to explore ways in which he/she, together with fellow students, can learn of the needs of one another, the community, and the world, and respond to these needs with Christian understanding and service.

In fulfilling these goals, a SJCCS student will:

1. Treat others as Jesus would treat him/her.
2. Show respect for parents, teachers, school personnel, and fellow students.
3. Develop good study habits and work to the best of his/her ability while honoring his/

4. her work and the work of others.
5. Show respect for school property and the property of others.

CLASSROOM MANNERS

In order to conduct himself/herself according to Christian principles so as not to disturb the academic atmosphere of the classroom or school, a SJCCS student will:

- Be on time.
- Upon entering the classroom, go directly and quietly to their assigned seat and prepare for work.
- Continue working on class assignments should it become necessary for the teacher to step outside of the classroom.
- Be courteous at all times.
- Share the responsibility for keeping the classroom clean.

APPROPRIATE ITEMS FOR SCHOOL

Each teacher has a list of requested items for school. Each student should have all the items requested on the supply list. Occasionally a child may have a special item or movie they wish to share with the class. Please **CONTACT** the classroom teacher **AT LEAST ONE DAY IN ADVANCE** to see if the item is appropriate for sharing.

- Toys and games from home are not permitted during school time. Items for play are provided by the school.
- Cell phones, cameras, and video recorders are not permitted.
- Please be mindful that things hanging from backpacks are considered toys. Therefore, they should not be on the backpack. The teacher will ask the student to remove these items and take them home.
- Inappropriate items will be taken to the office and a parent will need to pick them up.

DISCIPLINE POLICY

At SJCS we use the principles of Positive Discipline developed by Jane Nelsen, Ed.D. that help in developing mutual respect, cooperation, and responsibility. We find these qualities to be consistent with Catholic teachings and virtues. This policy applies to all areas of the day, including recess, Extended Care, field trips, PTO activities and dinners, and all school sanctioned events.

This method creates a classroom climate that enhances academic learning, uses encouragement rather than praise and rewards, instills valuable social skills and positive behavior through the use of class meetings, and understands the motivation behind students' behavior instead of placing blame.

Discipline will be guided by the following statements:

- We love and respect God.
- We respect each other and we respect ourselves.
- We respect our materials.

- We respect our work and work time.
- We need to be safe at work and play.

Discipline will be administered in the following steps:

1. Minor misbehaviors will be handled by the classroom teacher through discussion, encouragement, modeling, and problem solving to correct the behavior, including class meetings. At no time will humiliation, consequences unrelated to the behavior, or physical punishment be used. Discipline notes will be sent to parent.
2. If the inappropriate behavior continues a request for a conference with the parent(s)/guardian(s), the student and the teacher will be made by way of a discipline note or phone call to discuss the consequences of the behavior.
3. After consultation with the parent(s)/guardian(s) and student, if the behavior continues, temporary removal from the classroom may be necessary until the student is willing or able to follow the class guidelines.
4. If inappropriate behavior continues after step 3, the student will be placed on disciplinary probation for sixty (60) days after a conference with the parent(s)/guardian(s) followed by written documentation of the probation period. Any infraction will result in out-of-school suspension of five (5) days and an extension of the probation for another thirty (30) days, for a total of ninety (90) days. The next infraction will result in possible expulsion. Expulsion must be in consultation with the pastor, principal, and parent(s)/guardian(s).
5. **If there are no further infractions**, at the end of the first sixty (60) day period, the student will be off probation. For the ninety (90) day probation, there must be no infractions during that additional thirty (30) days. If there are no new infractions, disciplinary procedure will begin again at step 1.

The Discipline Note: All teachers, assistants, and extended care workers will have triple-carbon documentation sheets, which will be sent to parent(s)/guardian(s) to be signed and returned. These sheets are the only method of communication to be used by the teachers. SJCCS staff will not use individual behavior charts, smiley face notes, or any external reward or “card” pulling system.

The safety of all students and protection of the work environment are of great importance, therefore, serious infractions (stealing, cheating, physical abuse, fighting, hitting, biting, scratching, verbal abuse, cursing, bullying, disrespecting adults, destruction of property, willful sexual harassment, or possession of weapons or illegal substances) will be immediately reported to the principal, who will call the student’s parent(s)/guardian(s) for a conference before the student **MAY** be allowed to return to the classroom.

Depending on the severity of the behavior, the student may be asked to remain at home for a period necessary to assure the safety of others and himself/herself. The student will need to have a plan for correcting behavior before coming back into the classroom. Continual disrespectful or unsafe behavior may result in a student being removed permanently from SJCCS, after consultation with the parent(s)/guardian(s), teacher, principal, and pastor.

WEAPONS AND DANGEROUS OBJECTS

According to diocesan policy #5053.1, there are two specific situations which may call for immediate expulsion:

- When the moral or physical well-being of the student body or faculty is endangered (such as by bringing any firearm or other weapon to school).
- When there is any positive promotion against religion or faith.

To insure the physical safety of the students, faculty and staff, students are not to bring toys, materials, or weapons to school that appear to be or are dangerous to themselves or others. Should an incident occur that involves the above mentioned items, the following directives will be followed:

1. The principal will be notified.
2. The principal or teacher will remove the toy, material, or weapon from the student's possession.
3. The student's parent(s)/guardian(s) will be notified.
4. An incident report will be filed in the student's school record.
5. The student will receive an in-school or out-of-school suspension until a conference is held with the student, parent, teacher, principal, and pastor.

If the weapon is a firearm, the police will be called (as firearms must be legally licensed) and the student will be placed in immediate suspension pending expulsion.

Food Program/Celebration Policies

FOOD POLICY

In order to stem the spread of germs and viruses SJCCS has a "no sharing of food" policy. Also, this policy helps to ensure that the food choices you make for your child are honored and reactions to food allergies can be minimized.

HEALTHY SNACKS/HEALTHY LUNCHES

As temples of the Holy Spirit and good stewards of God's creation, we are committed to teaching our students about good nutrition. Your teacher will send home a list of healthy snack and lunch choices at the beginning of each year. High sugar, caffeinated, and fatty foods can negatively affect your child's ability to concentrate in school and to behave in an appropriate manner. Help us to teach them that eating healthy is a good way of thanking God for our life.

LUNCH

All students eat their lunch in Fr. Friend Hall.

All lunch boxes or bags should be marked with the student's name and grade on each item. For the safety of the students, **GLASS BOTTLES, JARS, OR CANS ARE NOT ALLOWED.**

Because of the limited time and space, we cannot offer refrigeration for or heating of food.

The PTO offers lunch that can be purchased several days a week. Booklets of tickets may be purchased at the office and should be filled out and turned into the classroom teacher the day of

the offered lunch. A calendar of lunches is sent out each month in the Thursday Envelope. Every effort will be made to ensure healthy lunch selections. All lunch orders must be in by 8:30 A.M. If you are going to be late, please call in your lunch order. We cannot order lunches after 9:00 A.M. **If your child is without a lunch, he or she will be allowed to call you to bring a lunch. If you tell your child you will bring lunch ,make sure it is here by the start of lunch period.**

Milk is available daily. Orders will be placed with the dairy on a yearly basis. We will be unable to fill any daily orders or to refund money because of absences.

Drinks brought from home can be water, juice, or milk. No soda, coffee or tea is allowed.

CELEBRATIONS

Student Birthdays:

All birthday snacks must be done at the **snack time designated by your classroom teacher.** Please call your child's teacher at least a day in advance to find out the exact time for that day. A simple cookie, cupcake, or other small snack is appropriate.. Remember that this is a treat and **not** a party. Please do not bring birthday snacks at lunchtime, because other students will be present. If you bring a birthday snack at any other time, SJCCS will hold it until the next snack time.

Invitations to private birthday parties may be given out in class only if there is an invitation for each child in the class. Any other invitations must be mailed directly to the children.

Holy Days

Special holy day activities will be planned for all students, in addition to Mass attendance during the school day. You will be informed through your Thursday newsletter of these special events.

Teacher Birthdays

Each classroom's "room parent" will coordinate a birthday activity and snack for the teacher's birthday. The room parent(s)/guardian(s) will call the classroom parent(s)/guardian(s) to coordinate refreshments and materials. No additional monies will be collected for a classroom birthday present.

Classroom Parties:

From time to time, various holidays are celebrated in our classrooms. Your room parent, using the information on your volunteer sheet, will coordinate the refreshments and materials needed for the party with you. You will be sent a schedule of the parties and the times at the beginning of the year.

All classroom parties must take place on campus.



Parent Section

Admissions

NON-DISCRIMINATORY POLICY

The Philosophy of the Catholic Schools in the Diocese of Charleston is based on the Christian Social Principles of the gospel message to love and to respect the rights of all people.

It is the policy, therefore, of this member school, SJCCS, to ensure that no applicant or student be discriminated against on the basis of race, color, sex, ethnicity and/or national origin in the administration of its educational policies, admission policies, scholarships, athletics, or other school administered programs.

AIDS POLICY

Students will not be denied admission nor be expelled solely on the basis of HIV infection. The Universal Blood and Body Fluid Precautions will be consistently used on campus.

ADMISSIONS GUIDELINES

1. The education of a child is a partnership between the parent(s)/guardian(s) and SJCCS. Just as the parent(s)/guardian(s) have the right to withdraw their child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. If the parent(s)/guardian(s) enters into an **adversarial relationship** with the school or parish, SJCCS will consider this relationship irretrievably broken.
2. Parent(s)/Guardian(s) who seek to enroll their children in SJCCS must embrace and support the philosophy and values of the school. Parent(s)/Guardian(s) are required to sign the Parental Support Commitment prior to their child's admission to the school.
3. A child must be five years of age by September 1st of the school year in order to be admitted into Kindergarten.
4. A child must be six years of age by September 1st of the school year in order to be admitted into first grade
5. An application must be completed prior to approval for admission.
6. Once an application is approved, the parent(s)/guardian(s) must present an original birth certificate, a baptismal certificate (for Catholic children), a S.C. immunization document, and pay the current school registration fee.
7. Current students will be afforded an opportunity to pre-register for the following academic year before registration is open to the general public. Students **not pre-registered** will be admitted on a space available basis with the same priority as the general public.
8. All families are expected to support the school by giving of their time, talents, and financial support. We ask each family to donate 15 hours of volunteer time during the school year.
9. All new families are accepted to SJCS on a six week trial basis. At the end of the six weeks, the student's performance along with the family's participation and interaction will be evaluated by the teachers and discussed with the principal and parent. This probationary period is to ensure that SJCS and your family can have a mutually beneficial relationship.

ADMISSION GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS

1. When a special needs child applies for enrollment, the administration and the parent(s)/guardian(s) will meet to define the child's special needs and the school's ability to meet those needs. This meeting may include a conference with the child.
2. The goal of inclusion requires the cooperation of the school and the parent(s)/guardian(s) and the realization by both that circumstances and available resources may make inclusions (in whole or part) of any particular child impossible.
3. "Inclusion" as used herein constitutes including the child in a normal classroom and classroom activities. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in the school.
4. An annual written agreement between the school and the child's family will be developed and executed before the commencement of each academic year. This agreement will set forth specific educational goals and expectations of the child and the responsibilities of both the school and the child's family.
5. Special arrangements for grading, promotion, and graduation will be developed and described within the annual agreement.
6. The annual agreement will specifically identify the extent of the need for a teacher's assistant for the child. The cost of a teacher's assistant will be borne by the child's family, with such public or private assistance as may be obtained. In the event that it is deemed a teacher's assistant is necessary, the school will act as the hiring agent. This will insure that the assistant is hired under the same guidelines as all faculty and staff of the school. Failure to reach agreement on these points in advance of the academic year will result in the child not being admitted to SJCS.
7. The school, to the extent practicable, will work with the child's family in exploring public and private agencies for financial or other assistance.
8. Failure of the child or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) will be grounds for dismissal or expulsion.

ADMISSIONS PLACEMENT

Acceptance and placement may be based on the results of SJCCS entrance testing and records from previous years.

As previously stated, new students are on probation for the first six weeks of the school year to determine if they are in the most appropriate educational setting. Student academic performance, attitude, effort, conduct, and parental support and interaction are factors under consideration. The administration, in consultation with the teacher and parent, will make the final decision.

ADMISSIONS PRIORITY

SJCCS admits qualified students with first preference given to Catholic children of SJCCS parishioners and then to all children, in the following order of priority:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Catholic students from parishes other than SJCCS
4. Children of other faiths from within the community

Attendance, Tardy, Release & Extended Care Policy

ATTENDANCE POLICY AND PROCEDURES

Regular attendance is imperative for a student to maintain progress in school. Undue absence and tardiness interfere with learning. It is the **DUTY OF THE PARENT(S)/GUARDIAN(S)** to see that their child(ren) **ARE PRESENT AND ON TIME** each day.

If a student is sent home right after having arrived at school, they will be marked absent. If a student comes to school late or leaves before the end of the day, they will be marked absent as follows:

Arriving before	10:30 A.M.	Tardy
Arriving after	10:30 A.M.	Absent ½ day
Leaving before	11:50 A.M.	Absent all day
Leaving after	11:50 A.M.	Absent ½ day

ABSENCE POLICY

A student who has been absent from school must bring a written note signed by the parent(s)/guardian(s), stating the reason and the dates of the absence on the first day back to school.

- Students are responsible for all material covered in the regular classes therefore they are required to make up all necessary work or tests missed during the time they were absent. Since teachers are busy teaching please pick up work after 2:30 P.M.
- Students who miss class because of trips or vacations must make up necessary work and/or tests when they return and are responsible to check with their teachers concerning make-up work.
- In the case of excessive absences, parent(s)/guardian(s) will be required to meet with the principal. Excessive absences(10 unexcused,10 excused) can prohibit a child from promotion to the next grade.
- Any child who is absent for any or all of a school day, may not participate in any after school activities including talent shows and musical performances.

SJCCS must follow DHEC regulations concerning illness and readmission to school. In order to minimize the spread of illness parent(s)/guardian(s) should keep their child(ren) home when they are sick. In the case of fever, diarrhea, or vomiting, **PLEASE WAIT 24 HOURS AFTER THE LAST EPISODE** before sending your child back to school.

TARDY POLICY

Tardiness is a serious issue. It puts your child behind on daily instruction, interrupts classroom procedures, and does not teach the importance of punctuality and responsibility. The State of South Carolina considers habitual tardiness of students to be negligence, reportable to DSS.

School **BEGINS AT 7:55 A.M.** at which time all students must be in their classroom.

- Any student **not in** their classroom by 7:55 A.M. is tardy.
- Students **must** obtain a Tardy Slip from the school administrative assistant before being admitted to the classroom.
- All students will be allowed three unexcused tardies per quarter. A note will go home from the teacher after the 2nd tardy to inform the parent(s)/guardian(s) of their child's status. Only a doctor, dentist, or court appointment is considered an excused tardy.
- Every 3 tardies counts as an unexcused absence. Unexcused absences can affect your child's promotion to the next grade.
- The parent(s)/guardian(s) will be meeting with the principal following the 3rd unexcused tardy, and formulate a time management plan for punctuality. If the tardies continue after the plan has been made, another meeting will be made with the principal to determine the on-going cause and reasons for parents' failure to comply. Failing to comply with the regulations of the school could jeopardized your child's enrollment in the school. The total number of times a student is tardy will be entered into the student's permanent record.

RELEASING STUDENTS FROM SCHOOL

GENERAL RELEASE

A student will be sent home alone. A teacher will **never** send a student on an errand off the school grounds. If a student leaves the school property the teacher will immediately notify the principal who will, in turn, notify the parent(s)/guardian(s). For the **safety** of your child, **NO STUDENT MAY LEAVE THE SCHOOL GROUNDS WITHOUT THE WRITTEN PERMISSION** of the parent(s)/guardian(s).

If at all possible, please arrange for medical, optical, and dental appointments to be after the school day. In the event that you cannot, please use the following release procedure:

- Students leaving the school for a legitimate reason before the regular dismissal time should have a note sent to the principal at least **one day in advance or as soon as the parents know of the early dismissal.**
- Students who are to be dismissed early will report to the school office so they can be picked up.
- If you have arranged for someone else to pick up your child(ren) during the school day or after school, please notify the school office.

- The school office will release the student only to the parent(s)/guardian(s) or a person authorized by the parent(s)/guardian(s). The person picking up the student must sign the student out in the school office. A picture ID may be required to verify identity.

EMERGENCY RELEASE

- If an emergency call comes to the school office for a student to be released from school, the school’s administrative assistant will contact the principal, and then the classroom teacher will be notified.
- The parent(s)/guardian(s) must come to the school office sign the student out.

SUBPOENAED RELEASE

1. In accordance with state law, SJCS must release students to DSS Officials when presented with appropriate identification and a warrant. The student’s parent(s) /guardian(s) will be notified.
2. The principal will release a student to Police Officers only if a warrant is issued and upon notification of parent(s)/guardian(s).
3. If they have warrant, DSS personnel or the Police may question students only in the presence of the principal.

EXTENDED CARE POLICY

The program activities are open to all SJCCS students. All students who participate in the program must complete a Registration Form and pay any required Registration Fees. All payments will be made to St. Joseph Catholic School.

Safety is a major concern to the Extended Care personnel. Their goal is to ensure a safe and organized program. Problems of behavior and/or damage to equipment or property will be settled by the director in coordination with the principal. Repeated misbehavior will be grounds for dismissal from the Extended Care Program.

All daily, weekly, and monthly fees are subject to change without notice. The current Extended Care fees are listed on the Tuition and fees schedule.

Full payment of Program fees will be **DUE ON THE 15TH** of each month, and must be paid no later than the 25th of the month.

HOURS OF OPERATION

Early Morning Arrival:	7:30 – 7:45 A.M.
After School Care:	2:30 – 5:30 P.M.

- Extended Care and other activities will operate **only** when school is scheduled for a whole day. Early dismissal days will **not** have Extended Care.
- Students who arrive between 7:30 and 7:45 A.M. will go to the Extended Care Program.
- Students not picked up by 2:45 P.M., must report to the Extended Care Program. Starting at 2:45 PM, the parent(s)/guardian(s) will be charged the regular rate. At the director’s discretion continuous “drop-in” use of the program will require registration of the child.

- The Extended Care Program will be held in the SJCCS building or in Fr. Friend Hall. Students are separated by ages, PreK,- Grade 2 and Grades 3 -7 are in separate areas for study time.
- All students **must** be picked up by 5:30 P.M. Children will be given to their parent(s)/guardian(s) or to a designated representative.
- Pick-up is in the school.
- . If the children are on the playground, signal the worker that you need to be let into the school.
- A designated representative must be named on the Registration Form or by a written note from the parent(s)/guardian(s). In an emergency situation, a phone call from the parent(s)/guardian(s) is acceptable to designate a representative.
- Students **may not bring** toys, games, cell phones, electronic devices, etc., to the Extended Care Program. SJCS provide appropriate play items for them.
- Student Accident Insurance is mandatory through the diocese. This is part of your registration fee.
- Medication **cannot** be given unless a Diocese of Charleston Medication Form is on file.
- An emergency card will be kept on file, in case of illness the parent(s)/guardian(s) will be notified.
- Please notify Extended Care personnel of any special instructions or deviation from the normal routine by a note or through a phone call.
- As stated previously if your child has had a fever, diarrhea, or vomiting, you should wait 24 hours after the last episode before sending your child to school and for this reason to Extended Care.

FIELD TRIPS AND EXCURSIONS POLICY

Field trips and excursions are designed to stimulate student interest and inquiry, and provide opportunities for social growth. A school trip is a privilege extended to each student, if however the principal or teacher determines that a student should not attend a field trip due to improper behavior, missing assignments, etc., the child will remain in school.

- **A SIGNED PARENTAL PERMISSION SLIP IS REQUIRED FOR EACH STUDENT** participating in the trip.
- The permission will be provided by the teacher and will include information concerning the purpose and destination of the trip, mode of transportation, date and time of departure, eating arrangements, estimated time of return, and a detailed itinerary when a field trip will extend beyond the normal school day.
- A telephone call or fax in lieu of the written, signed permission form is **NOT** acceptable. If the signed permission slip is not submitted, the student will remain at school.
- In order to help provide adequate supervision for our student's field trips must have enough volunteer adult chaperones. All chaperones must have background and/or driver screening by the Diocese and fill out Adult Hold Harmless Form. Drivers must present a current drivers license and proof of auto insurance at 100/300 level.

Grading System, Retention & Permanent Records

GRADING SYSTEM

- At the beginning of the school year, the classroom teacher will send home your child's individual class schedule for all subject areas.
- Each teacher will inform the parent(s)/guardian(s) of his/her evaluation process at the beginning of the school year. Class participation, homework, and test marks, as well as credit for class projects may be combined to obtain grades.
- Progress reports are sent home at the mid-grading period. Report Cards are sent home every nine weeks.
- It is a parent/guardian's **RESPONSIBILITY** to contact the teacher if they feel they are not clear about their child's progress.
- At any time throughout the academic year that a student's work consistently shows failing marks, **the teacher will call the parent** to schedule a conference in order to agree on a remediation plan, which might include after school tutoring and/or remedial work at home. The plan should also include a timetable of regular communication between the teacher and the parent(s)/guardian(s).

REPORT CARDS

The Report Card is a formal mode of communication from SJCCS to the parent(s)/guardian(s).

- The purpose is to give an evaluation of the students' progress.
- Should a parent(s)/guardian(s) wish to confer with a teacher about their child's progress, a request for a Parent-Teacher Conference should be made by a note to the teacher or a phone call placed to the school.
- Report Cards are issued four (4) times during the school year.
Kindergarten:
 1. Report Cards are distributed to the Kindergarten in December and in May. A progress report will be sent in October and in March.
 2. A Parent-Teacher Conference is scheduled to discuss the student's progress in October, and any time at the request of the parent(s)/guardian(s) or teacher.

Grades 1 through Grades 7:

1. Report Cards will be issued in October, December, March, and May. A progress report will be sent at the mid-grading period.
2. In October parent(s)/guardian(s) meet with the teacher(s) for a Parent-Teacher Conference and to receive their student's first Report Card.
3. The other three Report Cards are given to the students by the classroom teacher through the Thursday Envelope.

- The report card sent home is a private correspondence between the teacher and the parent. The student's permanent record contains only the student's grade averages for the year and does not contain a copy of the report card or comments.

RETENTION POLICY

Unless the state required minimum number of attendance days is not met, absence in itself is not cause for retention if the work that has been missed has been made up by the student.

A student is promoted if he/she has successfully completed the requirements of the grade they are currently in. No later than April 1, the principal and teacher should discuss **ANY STUDENT IN DANGER OF BEING HELD BACK** and should confer with their parent(s)/guardian(s) about the possibility of retention. The principal makes the final decision regarding retention. Students may be retained if either or both of the following conditions exist:

- The student has not adequately completed the grade work.
- The student is socially, emotionally, or physically immature.

A student may not remain more than two years in the same grade, and he/she may not be retained more than twice. One retention will be allowed in the primary grades (K – 3) and one retention in the intermediate grades (4 – 6).

PERMANENT RECORDS

The permanent records sent to other schools contain the information on the student registration form, start and withdrawal dates, average subject grades for each year enrolled, standardized test results, and a copy of the birth certificate and SC Immunization Form. All other testing, correspondence, behavior notes, attendance and tardy totals, and student academic plans are not included and **CAN ONLY BE RELEASED WITH WRITTEN PERMISSION** of the parent(s)/guardian(s). The parent(s)/guardian(s) may request to see their child's permanent record.

Communication, Conferences & Grievances

SCHOOL - PARENT COMMUNICATION

SJCCS tries to notify our parent(s)/guardian(s) of our concerns, events, and other pertinent information in various ways, including:

- Calendars, both yearly and monthly.
- Weekly "Thursday Envelope" containing the parent(s)/guardian(s) newsletter, student tests, PTO notices, and all other school correspondence. Please sign and return this envelope the next day. **It is your responsibility to read and keep these papers.**
- Email: Parent(s)/guardian(s) are asked to give the school their email addresses for the purpose of communication. Teachers' email addresses are given to parent(s)/guardian(s) at the beginning of the school year.
- IRIS system – This is our automated emergency response system. Parent(s)/guardian(s) will need to give the school their phone numbers and email addresses in order for this system to operate.

- Throughout the year, the school may have special student days (free dress uniform days, student appreciation day, etc.). You will be notified in advance of these days through your Thursday newsletter.
- The Parent-Teacher Organization (PTO) will sponsor several activities for the entire family throughout the year. Look for these in the Thursday newsletter.

CONTACTING THE TEACHER

SJCS encourages you to communicate with your child's teachers. In fact, when either you or your child has a classroom-related issue, we ask that you contact the teacher(s) directly involved first. A parent/teacher conference is scheduled in the fall for the first report card. When a parent-teacher conference seems necessary at other times, parent(s)/guardian(s) are urged to contact the school office to arrange an appointment for a conference with the teacher. The teacher will then contact the parent(s)/guardian(s) about a mutually convenient conference date and time. Regular office hours are from 7:30 A.M. – 3:30 P.M.

Cooperation between parent(s)/guardian(s) and teachers is most important. Open communication and respect for confidentiality are the foundations of a healthy, happy, and productive school community. Though these goals may appear paradoxical, they are, in fact, complimentary. Exchanges are generally effective when they are descriptive, constructive, and point to solutions thus avoiding blame and preserving individual integrity. The following guidelines can serve as a useful tool in solving problems that may exist so that in most cases, the problem may be resolved with little difficulty.

- It is a good policy to withhold judgment on what appears to be a criticism until you get all the facts.
- Request an appointment with the teacher before discussing the problem with others or calling the principal.
- Please make every effort to reach teachers at the school during school hours by phone or email. If a teacher is in class, please leave a message and your call will be returned as soon as possible.
- Discuss the problem or situation and try to come to a common ground of understanding.
- Contact the principal only if you have discussed the situation with the teacher, and you feel the problem has not been resolved. The principal will then arrange a meeting with the teacher and the parent(s)/guardian(s) in order to mediate a solution consistent with the school's mission, policies, and procedures.

CONTACTING THE PRINCIPAL

The principal welcomes all communication with parent(s)/guardian(s), informally and by appointment. He/she is most able to respond directly to school-wide issues and to will join a conversation after initial communication with the teacher. In such a case, a telephone conversation or meeting would likely result in a joint discussion with those directly involved or affected by the situation.

The principal is available to listen, to solve problems, and to take action. In addition, he/she will be communicating with parent(s)/guardian(s) through regular and special school publications, at school events, and during informal meetings designed to discuss such issues as curriculum, parent(s)/guardian(s) involvement, child development, etc.

GRIEVANCES

As a community, from time to time we may not agree on all methods and procedures the school administration, teachers, or staff may use. Also, children sometimes have a different perception of events than adults.

- It is always best to go to the person directly and voice your concern in a positive manner. Ninety-nine percent of all grievances can be cleared up in this way.
- If you are not satisfied with the outcome, please call the principal for further assistance and clarification.
- We may agree to disagree, but nothing is more harmful than unresolved complaints, especially in front of your children who are always listening.
- Constant negative talk about the school, parish, or personnel is not beneficial to anyone. Sadly, this may result in the relationship between the school and a family to be terminated if a resolution cannot be found.

Tuition & Fundraising Policies

SJCCS has established a tuition policy at our parish school designed to assure the opportunity for all Catholic parent(s)/guardian(s) desiring for their children a Catholic education. The current tuition amounts are listed on the Tuition Fee sheet. Parish status will determine your tuition rate.

The tuition and fees account for approximately 60% of the school operating budget. The other 40% comes from donations, fundraisers and the parish subsidy. The pastor and the principal will work together to ensure that families are not overburdened with a constant stream of fundraising events.

It is not fair to other parent(s)/guardian(s) in our school to carry delinquent tuition liabilities past a reasonable amount of time. We encourage all our families to plan carefully to meet their financial responsibilities to their school. All financial obligations from previous school years must be paid in full before a student can begin the current school year.

All parents will fill out and sign the **tuition agreement** as a condition of admission to the school.

TUITION RATE STATUS

The tuition policy with regard to parishioner status may be changed at any time, at the individual discretion of the pastor. Before the beginning of each school year, the parent(s)/guardian(s) will get their **VERIFICATION OF PARISHIONER STATUS** from the church office using the Parish Participation Form. Any parent(s)/guardian(s) disagreeing with the parish's determination may discuss this with the pastor. The school and principal are not responsible for making a status determination, nor may they change the status without approval of the parish office. For the primary purpose of determining the appropriate tuition rate according to the tuition policy, the following list will be utilized to ascertain the status of the family:

- **Active Catholic member of SJCCS:** Active membership in a parish is understood to mean that the family worships regularly in that parish and contributes to the support of

the parish with time, talent, and financial resources. At SJCCS, this is verified through the church office with the Parish Participation Form. These families pay the parish tuition rate.

- **Active Catholic member of other Catholic parishes:** These families pay the standard tuition rate minus the subsidy agreed to by their parish by means of the Parish Participation Form.
- **Other Catholic families who are not active in any Catholic parish:** These families are required to pay the standard tuition rate.
- **Members of other faiths:** These families are required to pay the standard tuition rate.

TUITION PAYMENT OPTIONS

The tuition payment options are listed on your tuition payment agreement.

LATE PAYMENTS /FEES

If families are experiencing financial hardships, they are encouraged to make an appointment with the principal to make reasonable payment arrangements.

- A monthly or quarterly tuition payment not received by the 15th of the month is considered late and a \$10.00 late fee will be added to the amount due.
- If an account becomes 30 (thirty) days in arrears, a formal letter will be sent to the parent(s)/guardian(s) by the administrative assistant informing them that they are delinquent in their tuition payments. Every effort will be made to contact the parent; however, please be aware that paying tuition on time is your responsibility.
- A copy of this formal letter will be forwarded to the principal informing him/her of the delinquency.
- If the delinquent tuition including the late fee is not paid in full as stated above, or special financial arrangements made with the principal are not adhered to, your child's privilege to attend classes may be in jeopardy. We sincerely hope this drastic action will be unnecessary.
- A fee of twenty-five dollars (\$25) will be charged for all checks returned by their financial institutions for insufficient funds.

FUNDRAISING

As previously stated tuition and fees account for approximately 60% of the school's operating budget. It is the responsibility of every family to do its part for the fundraiser. The school and church work to ensure that families are not overburdened with overlapping fundraising events.

The biggest fundraiser of the SJCCS year is the Gala in November. School families are asked to assist in the following ways:

1. To help with the planning and operations of the Gala through the direction of the Gala Steering Committee.
2. To provide an item for the class basket.

3. To attend the auction by purchasing 2 tickets

We also have a smaller fundraisers throughout the year. We depend upon our families to support all our efforts to raise the needed funds to continue to operate an extraordinary school.

Our PTO also runs a SCRIP program to sell gift certificates and an Elves' Workshop at Christmas to sell gifts to the children for their friends and families. They use these funds to run programs such as Welcome Back Night, Catholic Schools Week, Teacher Appreciation Week, and various service projects.

Additional Student Safety Policies

MEDICATION POLICY

Medication may be administered to students during school hours by school staff, the administrative assistant, or the principal only if the medication is needed in order for the student to remain in school. In addition the following guidelines must be met:

1. A Medication Permit Form from the Diocese of Charleston must be **COMPLETED** by the parent/guardian, **SIGNED** by the physician, and **RETURNED** with the medication to the school office.
2. The parent/guardian must bring all medications to the school office at the beginning of the day.
3. All medicine, including "over the counter," must be prescribed by a doctor or a dentist and must be in the original, unopened container, and labeled with a current pharmacy prescription label.
4. Medications sent in baggies or unlabeled containers or previously opened **WILL NOT BE ADMINISTERED.**
5. **ANTIBIOTICS WILL NOT** be given at school by school personnel. If the antibiotic must be given during the school day the parent may come to the school office and administer it.
6. Under no circumstances will students be allowed to keep medication with them during the day, **except for inhalers and epi-pens** but only if we have **A DOCTOR'S STATEMENT** that the student is trained to use them properly.
7. It is extremely difficult to track down students to remind them about their medicine so students should be made aware of the need to report to the office to take their medicine. Parents of our youngest students need to send a note to the teacher or Extended Care personnel in the event that the student should forget to come to the office.
8. Only parents may perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.
9. Parent(s)/ guardian(s) must pick up any unused medicine or it will be destroyed.

INFORMATION FOR VOLUNTEERS SERVING THE CHILDREN OF SAINT JOSEPH PARISH 2010 – 2011

Protecting God's Children™

1. During the 2003-2004 school year, the Diocese of Charleston began implementing **Protecting God's Children™**, also known as **VIRTUS**, a program aimed at the

prevention of child sexual abuse. This program seeks to safeguard our children by educating school and parish staff, volunteers, and parents about ways to prevent sexual abuse, methods of properly reporting suspicions of abuse, and the proper way to respond to allegations of abuse.

2. An obvious first step in assuring the safety of our children is verifying the suitability of those adults who are in contact with the youth of our parish community. All teachers, employees and volunteers must undergo background checks.
3. Thus far, our implementation of **Protecting God's Children™** has consisted of the distribution of the Diocesan booklet, *Policy for the Safety of Children in Matters of Sexual Abuse*, to school families, presentations of the 3-hour **VIRTUS** sexual abuse awareness training session, volunteer screening and background checks.
4. Diocesan policy recognizes that volunteers are often entrusted with the responsibility for the well-being of our children. Volunteers involved with the youth of our Church & School should view these new requirements not as a personal affront, but as a way in which our Church & School demonstrates its desire to protect our children and honor the trust their parents place in us.
5. This handbook contains a copy of the screening forms, volunteer code of conduct, and how to report allegations of child abuse. Parent volunteers register for **VIRTUS** classes online at www.virtus.org.

VIRTUS SAFE ENVIRONMENT PROGRAM

VIRTUS is mandatory training for all church personnel and volunteers who have access to children, designed to help recognize and prevent the sexual abuse of children. SJCS requires that all parents be screened and attend Virtus classes in order to participate in any volunteer capacity or attend any field trip. All screening forms and Virtus classes must be done at the beginning of school, no later than September 30. No one may volunteer or attend a field trip without presenting their Virtus Certificate and have their screening form returned to us by the Child Protection Office. Pamphlets on victim assistance and additional forms are available in the school office. Pre-registration is required before attending a session. To register online:

1. Go to www.virtus.org
2. Click "Registration" on the left side of the page
3. Select your organization from the drop-down list. Diocese of Charleston, South Carolina.
4. Complete your registration information, check the box next to the training session you wish to attend, and click "Submit Registration." You will get a confirmation message on the screen confirming your registration was successful.

Every year students receive **SAFE ENVIRONMENT TRAINING** in the classrooms. These lessons are sent to parents and can be viewed online at virtus.org. Parents are sent an "**opt-out form**" if they **DO NOT** want their children to participate.

All volunteers must receive a copy of the Diocese of Charleston Sex Abuse Policy and must sign an Acknowledgement of Receipt of the Policy.

Policy of the Diocese of Charleston Concerning Child Sexual Abuse by Church Personnel

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church personnel as well as the Diocese of Charleston Child Sexual Abuse Prevention program are handled by the Office of Child Protection Services. The Supervisor of Screening and Education can be contacted at (843) 853-2130 ext. 210 or the Assistant at ext. 216.

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel booklet was adopted on August 19, 2003 and should be given to each employee/volunteer. The enclosed Acknowledgement of the Receipt of the Policy must be signed and kept on file for each employee/volunteer. A copy of the Policy can be found on-line at www.catholic-doc.org under Office of Child Protective Services.

The Diocese of Charleston uses the **VIRTUS** child sexual abuse prevention program from the National Catholic Risk Retention Group. All employees and volunteers who have access to children or vulnerable adults are required to go through the program. Please contact the Office of Child Protection Services for program details, to set a training date for your new hire, and for all other background screening information and forms. Register at www.virtusonline.org.

Also for all background screening information, go online to www.catholic-doc.org under Office of Child Protection.

Acknowledgment of the Receipt of the Policy

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. If there is a conflict in the rights and remedies between Canon law and civil law within this Policy, the Diocese of Charleston will apply that jurisprudence which reconciles the conflict. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice.

NOTHING IN THIS POLICY SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT.

I have received and read the Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel.

BY: _____

PRINT NAME

SOCIAL SECURITY NUMBER

DATE OF BIRTH

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER – HOME

TELEPHONE NUMBER – WORK

DIOCESAN POSITION

DATE: _____

WITNESSED BY:

Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of The Diocese of Charleston.

While we want the children to enjoy our celebrations, we count on you to assist the teachers in keeping order in the classrooms. Unless otherwise noted, siblings must stay at home because these activities are for the students.

As a volunteer, I will:

1. Model and maintain proper behavior at all times.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Avoid situations where I am alone with children and/or youth at Church activities.
4. Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
5. Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
6. Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
7. Report any suspected abuse to the pastor, administrator, or appropriate supervisor and the appropriate local agencies.
8. Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol at any time while volunteering.
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
5. Strike, spank, shake, or slap children and/or youth.
6. Humiliate, ridicule, threaten, or degrade children and/or youth.
7. Touch a child and/or youth in a sexual or other inappropriate manner.
8. Use any discipline that frightens or humiliates children and/or youth.
9. Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date

**DIOCESE OF CHARLESTON
SEXUAL MISCONDUCT OR ABUSE REPORT FORM**

Please print or type, and if possible use black ink.

1. This report is being submitted by:

Name: _____ Title: _____

Parish/School/Diocesan Office: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: Day _____ Evening _____

2. Date of Report: _____

3. Victim's Name: _____ Age/Date of Birth _____

4. Describe the incident of suspected child abuse, including date, time and location: _____

5. Accused: _____

Accused's position with the parish/school/diocesan office (cleric, teacher, parent, volunteer, etc.)

6. Notified Diocesan Coordinator/Victim Assistance Minister/General Counsel:

- Diocesan Coordinator - Phone number: 843-853-2130, extension 209
- Victim Assistance Minister - Phone number: 843-416-1050 or 800-204-7955
- General Counsel - Phone number: 843-853-4500

7. Notified Victim's parent/guardian: Yes No Spoke with: _____

Date: _____ Time: _____

8. Notified the Appropriate Law Enforcement Agency or the Department of Social Services:

Yes No Spoke with: _____ Date/ Time: _____

Signature of Person Reporting the Incident

Date and Time

St. Joseph Catholic Church & School



Student/Parent Handbook

By signing this document I affirm that I have read and agree to all the policies of the SJCCS Student/Parent Handbook:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date