



Saint
Joseph
SCHOOL

2019 - 2020

Handbook

Family Handbook 2019-2020

Saint Joseph School Mission Statement

We are children following God in Faith, Respect, Knowledge and Service.

Saint Joseph School Vision Statement

St. Joseph Catholic School is a child-centered environment promoting Catholic Values, spiritual growth, and respect.
Academic excellence for a lifetime of service to Christ and their community.

Saint Joseph School Goals

- To involve parents, teachers, and students in meeting the responsibility of educating all children in the teaching of the Catholic Church and of living a Catholic life.
- To commit to academic excellence by incorporating all aspects of a child's development — spiritual, intellectual, physical, emotional, and moral.
- To create an atmosphere that is permeated by the Gospel spirit of love, which recognizes self-discipline and personal responsibility and affirms the dignity of all persons, and:
- To develop a rich education community of Church and School by proclaiming the Gospel message, building faith communities, celebrating through prayer and worship, and serving others especially those in need.

Saint Joseph School Inclusion Policy

Saint Joseph School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin. No person is excluded from participation in, denied the benefits of, or otherwise subject to, unlawful discrimination on such basis under any educational program or student activity. The Fort Wayne-South Bend philosophy on inclusion aligns with Saint Joseph School's Mission, Vision, and Goals in that the school is committed to a child-centered environment promoting Catholic Values, spiritual growth, respect and academic excellence for a lifetime of service to Christ and their community, so that they have no limitations to their choices when they leave our school.

Saint Joseph School 2019 – 2020 Calendar

Back to School Night	August 12, 2019
First Teacher Day	August 12, 2019
First Student Day	August 14, 2019
Labor Day – No School	September 2, 2019
Catholic Mission Day - E-Learning Day	September 6, 2019
Fair Day - No School	September 27, 2019
Grandparents Day	October 4, 2019
Picture Day	October 9, 2019
HASA Pumpkin Festival	October 13, 2019
End of 1st Quarter	October 15, 2019
Records Day - Early Dismissal	October 18, 2019
Fall Break - No School	October 21-25, 2019
Parent/Teacher Conferences 3pm-7pm	November 7, 2019
Parent/Teacher Conferences 8am-12pm	November 8, 2019
E-Learning Day - No School	November 8, 2019
Picture Retake Day	November 13, 2019
HASA Holiday Sale and Chili Cook-off	November 23, 2019
Thanksgiving Break	November 27 - 29, 2019
Winter Break	December 23, 2019 – January 3, 2020
Students return to School	January 6, 2020
End of 1 st Semester	January 13, 2020
Records Day - Early Dismissal	January 13, 2020
Open House and K of C Breakfast	January 26, 2020
HASA Mother-Son Night	February 7, 2020
President's Day/Reserved Make-up Day	February 17, 2020
HASA Father-Daughter Dance	February 29, 2020
HASA Merchant Bingo	March 7, 2020
End of 3rd Quarter	March 20, 2020
Records Day - Early Dismissal	March 20, 2020
Spring Break	March 23 – March 27, 2020
ISTEP+ Testing – Multiple Choice	April 27 – May 15, 2020
Good Friday - No School	April 10, 2020
Memorial Day – No School	May 25, 2020
All School Mass and Student Awards	May 29, 2020
End of 2 nd Semester	May 29, 2020
Last Student Day - Early Dismissal	May 29, 2020

Parent-Teacher Conferences

November 7, 2019	3:00pm - 7:00pm	
November 8, 2019	8:00am - 12:00pm	No School - E-Learning Day

Saint Joseph Daily General Schedule



7:45-7:55 a.m. General Student Arrival PK-5

Walkers and car riders enter the school along Houston Street using Door #4.

7:45 a.m. First Bell – Doors Open

Students and staff appreciate it when students are at school on time. It is easier for the students and teachers when they have time to organize and settle in for the day. Car riders and walkers need to be at Saint Joseph between 7:45 and 7:55am.

8:00 a.m. Tardy Bell

All doors close at 8:00 a.m.

Students arriving at or after 8:00 a.m. must be escorted by a parent and signed-in at the office. Parents must park in the lot next to the Preschool and walk their student to the main school building including PreK students. There are visitor and reserved parking spots available. Please enter the building at Door #4 along Houston Street. Students will be counted as tardy.

All staff and students participate in a morning assembly that begins at 8:00a.m. daily. If you arrive late to school you may be waiting a few minutes for the assembly to end before staff can open the doors for you. Never drop-off a student or leave them at the school after 8:00a.m. Always walk your student to the office to sign-in.

7:45 a.m. Preschool Arrival

Parents should drop their children off at the Preschool Door in the alley. If parents are late (8:00am or later) they should pull into a parking spot and walk their student to the Preschool Door.

11:00 a.m. Preschool Dismissal

Students who are being picked up by a parent are to pull into the alley along the west side of the Preschool Building. School staff will escort the students to your vehicle. Please make all arrangements ahead of time so that your child is picked up promptly at 11:00 a.m.

Lunch and Recess

PreK	11:00 am Lunch
Kindergarten	11:05 Recess and 11:30 Lunch
1 st Grade	11:05 Recess and 11:30 Lunch
2 nd Grade	11:05 Recess and 11:30 Lunch
3 rd Grade	11:45 Recess and 12:30 Lunch
4 th Grade	11:45 Recess and 12:30 Lunch
5 th Grade	11:45 Recess and 12:30 Lunch

2:40 p.m. End of Day Prayer and Announcements

2:45 p.m. Student Dismissal

2:45 p.m. Student Dismissal (continued)

All early departures are recorded as PM Tardy by school policy. School tardiness is considered late arrival and/or early dismissal. In the case of a family emergency and/or a doctor's appointment, please provide a doctor's slip following the visit.

Students will be dismissed in the order of bus riders first, then car riders, and finally walkers. We ask you not to remove children from their normal dismissal routine.

- **What to do if you require an early dismissal:**
 - Students are not to be dismissed early without **prior** notification to the office.
 - Please send a note with your child the morning of the early dismissal and/or call the school 357-5137 **before 2:00 p.m.**
 - Dismissal procedures begin at 2:40 p.m. and no students will be released to parents after 2:40 p.m. to check out early.

- **ALL transportation changes**
 - Please send a written note with your child the morning of the early dismissal **and** call the school at (260)357-5137 **before 2:00 p.m.**
 - We will accommodate permissible changes made by persons listed on the enrollment form **before 2:00 p.m.**
 - Should you arrive/call once dismissal procedures begin, the school will be unable to make changes in transportation. This is necessary to ensure proper supervision and the safety of all students. Your cooperation will help everyone to be safe!

WEATHER OR OTHER DELAY DAY SCHEDULES

Saint Joseph 2-Hour Delay Schedule PreK – 5th Grade

9:45 am.....General Student Arrival PreK – 5th
9:45 am.....First Bell - Doors Open
10:00 am.....Tardy Bell PreK – 5th
12:00 pm.....Pre-K Morning Dismissal
2:45 pm.....Dismissal PreK-5th

SCHOOL CLOSINGS

IMPORTANT! Please be sure the school is kept up-to-date with current working phone numbers and email addresses. Doing so will ensure our being able to contact you in case of any emergency.

If school is closed due to severe weather conditions, local radio and television stations will make an announcement. This information is also available on the school website at www.stjosephgarrett.org. Parents may sign up for notices from www.flocknotes.com.

Local television stations also have places to have alerts sent to a cell phone. In the case of an emergency school closing during school hours, students will be dismissed according to their regular dismissal procedure unless we have emergency school closing information on file. This form is sent home during the first semester and should be signed and returned to school. Please make alternate plans ahead of time. Should your plans change, please notify the school office immediately.

Saint Joseph Enrollment and Attendance

Following the Indiana State Guidelines, the policy for school enrollment is:

- In order to be eligible for Kindergarten, children shall be 5 years of age on or before August 1st of the year of enrollment.
- In order to be eligible for PK4, children shall be 4 years of age on or before August 1st of the year of enrollment.
- In order to be eligible for PK3, children can attend as early as the day of their 3rd birthday. Otherwise, children shall be 3 years of age on or before August 1st of the year of enrollment.

Reporting an Absence

When your child will be absent please call the school office before 8:30 am. Most mornings the staff meets before school and no one is available to answer the phone. Please leave a message stating the child's name, grade, and reason for the absence or tardy. **Please do not email in a student's absence** as we cannot guarantee we will receive the email message in a timely manner. A written explanation for all absences is required upon the return of the student to school.

Attendance

Our students are expected to be in school every day. A record of promptness and good attendance is expected. Students are expected to be in school except in cases of emergency, personal illness, or death of a relative. Vacations are unexcused absences.

It is very important that you call the school's attendance line anytime your child will be tardy or absent, (260)357-5137. You must call the school before 8:30 a.m. when your child is tardy so that all students can be accounted for.

When a student is absent, call the school's attendance line to report the absence by 8:30 a.m. each day.

Excused Absences

1. Personal Illness

In order to keep all of our children as healthy as possible we ask that you do not send your child to school if they have any of the following symptoms:

- Fever of 100° F or more (Must be fever free for 24 hours)
- Vomiting or Diarrhea (Must be vomit/diarrhea free for 24 hours)
- Uncontrolled cough
- Undiagnosed rash
- Acute illness (earache, tonsillitis, etc.)
- Contagious disease (pink eye, ringworm, etc.)

2. Serious illness in the immediate family

3. Death in the family

4. Severe weather

5. Head Lice (first day only)

6. Immunization deficiency or lack of birth certificate, one day only

7. Medical appointments with documentation from the medical office

8. Out-of-school suspensions

The principal may excuse an absence in an emergency situation such as absences related to deployment and return of parents in the military. Students are permitted one half day to visit a Catholic middle school.

Unexcused Absences

School work missed due to truancy or unexcused absence will not receive credit. The following are considered unexcused by the school:

1. Truancy – the absence from school or assigned area without parent/school knowledge

2. No parent contact with the school

3. Lack of doctor's note to excuse an absence that has lasted 5 days or more

4. Head lice, immunization deficiency, or lack of birth certificate after the first day

5. Vacations

6. "Take your child to work day"

7. Medical appointments without documentation from the medical office

8. Other reasons not noted as excused

Process for Unexcused Absences and Tardies

1. If the parent has not contacted the school by 8:30 a.m., the office begins calling the number on file for you.
2. The office creates a report to record the following,
 - a. spoke to the person
 - b. left a message
 - c. did not get a response
3. 3 Unexcused Absences – Letter is sent.
4. 6 Unexcused Absences – The parent/guardian will be contacted by telephone to set up a meeting with the principal and possibly establish an attendance contract.
5. 12 Unexcused Absences – The parent/guardian will be contacted by telephone to set up a meeting with the principal and establish an attendance contract.
6. 15 Unexcused Absences - A referral may be made to the Dekalb County Juvenile Probation Department and Department of Child Services are notified.

If there is a phone number other than the one you have given us, which you would like to be contacted in the event you forget to call, please send the information in writing or come into the office to update your child's information. (Example: The number on file is your home number and you are at work.)

If you have questions, please contact the school office at (260)357-5137. This number receives messages 24 hours each day and is frequently monitored during the school day.

Tardiness

Tardiness is any period of time when the student comes to school after 8:00 a.m. Students are expected to be in their classrooms by 8:00am time each day. If students arrive after 8:00 a.m. they must be escorted by a parent, enter Door #4 and report to the office before going to their classroom. The exception is students arriving on a late bus.

Arriving late to school and/or unexcused early departures that total 10 times in a semester will equal one unexcused absence. A parent conference may be necessary to make plans to avoid further tardiness and could result in a referral to the Department of Child Services and/or the Dekalb County Juvenile Probation Office for excessive tardies. Late arrivals disrupt instruction and the educational process of all students.

Never drop a late student off at the school without escorting them to the office.

Saint Joseph Dress Code

Kindergarten – 5th Grade

Monday, Tuesday, Wednesday – Standard Uniform

Thursday – Spirit Wear with uniform bottoms

Friday -Royal Blue Official Logo Polo and Khaki's

Navy or khaki pants

Navy or khaki skirts/skorts

Navy or khaki jumpers

No jeans

Navy or khaki walking shorts/capri pants

(Before October 1st and May 1st or later)

Navy or white tights and/or leggings

may be worn under skirts and jumpers **only**

Uniform Colors: White, Navy, Royal Blue, Light Blue, and True Red

Polo shirts with collars

White or Navy dress shirts with collar

White or Navy turtlenecks

Solid navy or solid white sweaters/sweatshirts

(with white dress shirt underneath)

Wear uniform colors when layering

Worn with:

Any solid color shoes, **no flip flops**

Athletic shoes can be of any color. No sparkles, glitter or character pictures

White or Navy socks or tights

Socks are worn at all times

Any ties, scarves, hair bows, or belts in approved school colors

Please note: Walking shorts must be:

Navy or khaki

Walking length

(measuring to fingertips and/or knees)

Shirts must be tucked in.

The principal reserves the right to determine dress code compliance. Parents will be contacted for infractions.

Saint Joseph Medical Policies and Procedures

Indiana law requires that schools observe certain regulations in administering medication to students.

Teachers may not give medication to students.

All medication must be brought directly to the office. The school nurse or office personnel will dispense medication only if the following requirements are met:

1. The "**Authorization for Administration of Medication at School**" must be completed, signed by the parent/legal guardian for each medication, and on file with the school (new each school year).
2. All medications must be in the **originally labeled container (including inhalers)** and be labeled with the student's name, medication name, directions for dispensing the drug, must be written by a physician, dentist or nurse practitioner licensed to practice in the United States. The label on prescription medications will meet the requirement for the physician's written order.
3. It is the **responsibility of the parent/legal guardian for the safe transfer** of the medications to school. If this is a new medication for the student, the initial dose must be given at home in order to observe any untoward reactions.
4. If it is in the best interest of a student with asthma or other potentially life-threatening illness, as determined by the parent, physician, principal and school nurse that the student self-administer medication, the parent/legal guardian will complete a special "Self-administration of Medication Authorization" form. The physician will also be required to sign this form. Saint Joseph School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student outside the supervision of the School Nurse or Office Personnel.
5. Herbal supplements require a special authorization that must be signed by the parent/legal guardian and physician licensed to practice in the United States.
6. Over-the-counter non-prescription medication must be sent in the original package (i.e. cough drops). Directions on over-the-counter packaging regarding age, dose and frequency will be strictly adhered to. Requests to alter dosage and/or frequency of medication must be accompanied by a physician's written note stating the dosage and frequency of medication to be given, and that is necessary at school (fax may be accepted).
 - a. Cough drops will be accepted for a temporary illness at the time of the illness with proper documentation, however, a written physician/practitioner note is preferred.
 - b. Cough drops in addition to being a medication also pose a choking hazard. If your child has a cough or sore throat requiring treatment, they should see their Primary Care Physician. If the physician feels the need for cough drops, they should write a Physician's Order. The doctor's note and the cough drops should be sent to school and should follow the medication procedures outlined in the handbook. All forms are available on the school website. In place of cough drops, we will be encouraging students to drink more water throughout the day or parents may send in a lifesaver type candy. These

types of candy must be given to the classroom teacher with a signed note that states the teacher may give them to the student.

7. The office (nurse) must be consulted before bringing any injectable medications to school and additional forms must be completed. A physician will be required to sign this form.
8. No school employee, other than the school nurse, will give injections unless that employee has received appropriate training.
9. Medications will be disposed of if not picked up by the parent/legal guardian at the close of the school year.
10. The school may send home medication that is possessed by the school for administration during school hours or a school function with a student if the student's parent provides written permission for the student to receive the medication. Medication that is possessed by the school for administration during school hours or at school functions for a student may be released to: the student's parent; or an individual who is at least eighteen years of age; and designated in writing by the student's parent to receive the medication. (Indiana Code, July 1, 2005).
11. If requirements 1 and 2 are not met, and the parent/legal guardian wants their child to have the medication, the parent/legal guardian may come to school and administer it in the office or clinic.
12. Ask your pharmacist to put school medication in a free extra bottle so it can be left at school.
13. Please note: Medication that needs to be given three times a day should be given at home if possible. Most medications can be given before school, at home after school, and then in the evening. Students requiring midday medications will receive it at lunch time unless otherwise indicated.
14. Send only the amount of medication needed for one week at a time for each student. Students on daily medication for a chronic illness may bring a month's supply in a bottle with a prescription label.

SCHOOL NURSE: A part-time licensed practical nurse is on staff at Saint Joseph School.

REMINDER: The administration of medication may fall on the shoulders of office personnel. They are not licensed or certified to assume responsibility for the administration of medication. Only with carefully written instructions from the doctor and the parent can they safely assist in this responsibility.

Immunizations

Students must have up-to-date immunizations in order to attend school. The law states that your child may be suspended/excluded from school if these immunizations are not complete. For immunization requirements contact the school office at (260)357-5137.

Saint Joseph General Information

(Alphabetical by topic)

Behavior Code and Discipline

To build a positive learning community at Saint Joseph School members will respect the dignity of all members of the school community. We strive to provide an atmosphere where members feel safe and secure, are respectful of the individual traits of all, and responsible for being the very best for themselves and others. Behavior situations are handled on a case by case basis per Diocesan policies. The principal is the final recourse in all disciplinary situations.

Bus

Riding the St. Joseph School bus is a privilege whether students ride it to and from school or on field trips. Riders must follow the bus procedures:

- Students MUST remain seated at all times and face forward.
- Students MUST speak using their inside voice.
- Students MUST be respectful to others.
- Students MUST listen to the bus driver always.
- Students MUST walk and not run to the bus or on the bus.
- Students MUST respect the property of the bus.

School authorities and the bus driver will deny the privilege of riding on the school bus to any pupil who refuses to conduct him/herself in a proper manner on the bus.

Candy, Gum, and Snack Foods

Saint Joseph recognizes the important relationship of nutritional integrity, physical activity and good health to student academic performance. Further, we support and encourage efforts locally to reduce childhood obesity and the related health concerns of diabetes, elevated cholesterol levels, high blood pressure, asthma, and joint problems. Whenever possible please provide healthy snacks for your students. We discourage students from bringing candy, gum and other sugary snack foods to school except for special occasions.

Our Catholic Religion

The teachings and traditions of the Catholic Church are the guiding principles of Saint Joseph School. We make every effort to help make our Catholic faith a living experience and the guiding principles of behavior for all students. Our teachers integrate our Catholic faith into every area of study.

- ❖ Daily Prayer

- ❖ Holy Mass (up to 2x per week)
- ❖ Carpenter Time (Tuesday's)
- ❖ Paraliturgies
- ❖ Special Services
- ❖ Sacrament of Reconciliation
- ❖ Weekly decade of the Rosary

First Communion and First Reconciliation need to attend the meetings to help prepare themselves and their students for the sacraments. Please make this a priority over other activities so your children are well prepared to receive these sacraments.

Cellphones, Electronic Devices, and Toys

Cellphones are not permitted at school. If found, the cellphone will be confiscated and a parent or guardian will have to come to school to claim it. We recommend that other electronic devices such as gaming equipment, musical equipment, toys, tablets, and the like are left at home. We are not responsible for lost or stolen items.

Communicating with the School

Communication is the cornerstone to our great community at Saint Joseph School. We understand that from time to time a concern may arise. It is rare that a school issue cannot be handled at the school level. Please follow the procedure below when a situation arises.

1. Always contact the classroom teacher first.
2. Give them time to respond understanding that they are teaching and have other responsibilities during the school day. You may need to contact the teacher more than once.
3. Address the issue with the principal
4. If the issue is not satisfactorily resolved please place your concerns in writing to the person involved and their supervisor (i.e. teacher and principal).
5. Address the issue with the pastor
6. Contact the Catholic Schools Office

Please follow the steps set forth in this policy except where a situation covered under another school or diocesan policy which provides for a different reporting procedure (i.e. harassment) P2310

Contributions

Students will be permitted an opportunity to join in the support of worthy community enterprises. We are interested in understanding and participating in these causes, more than we are interested in the size of the contribution.

DISMISSAL AND ARRIVAL

PreK ONLY

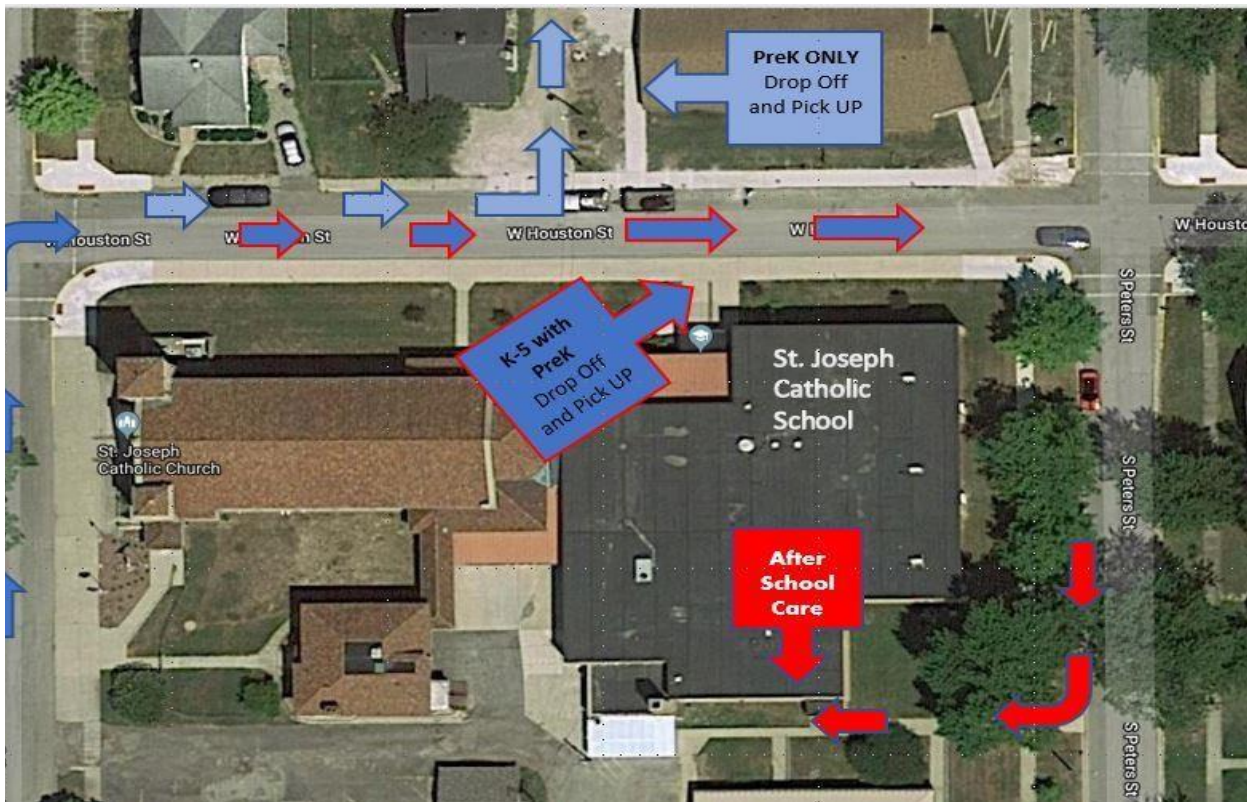
If your family has only PreK students attending Saint Joseph's School you will drop off and pick up at the Preschool Building entering and exiting thru the alley. Follow the LIGHT BLUE arrows.

K-5 with PreK

If your family has PreK and K-5 students or only K-5 students you will drop off and pick up at the main school building entering Ijams St. and exiting W. Houston St. Follow the DARK BLUE arrows.

After School Care

If your family is participating in After School Care (ASC) you will pick up your students at the south door of the main school building entering and parking along S. Peter St. Follow the RED arrows.



At dismissal, we use the MAIN DOOR to the school as a student exit. Kinder through 5th grade students are seated in the gym. PreK students are dismissed from the PreK building. We dismiss bus students, car riders, and then walkers and walk-ups. Staff with radios are positioned along the pick-up line and call into the gym for your student. Adults not in the official car line (walk-ups) will have their students released as staff are able. Cars without a number displayed may be asked to pull aside. Always put your car in PARK when you are loading students.

Emergency Information

Parents must have a current telephone contact on file in the school office. This information is recorded on an Information Sheet (completed at the time of registration) and the phone number may be that of home, work, a family member or neighbor. Sometimes, emergencies such as illness or accidents happen at school and contact needs to be made with a family member. It is crucial that we are able to contact you in case of any emergency that might arise during the school year. **If your telephone number, address, or place of employment changes during the school year, please notify the office immediately by calling or sending a note to school.**

Use of Emergency Services

In extreme emergency situations we will make use of EMS/Police services. Extreme emergency situations could include the inability to contact parents, and/or when a child has been severely injured. Please make sure your Information Sheet is up to date so in the event an emergency arises, you will be able to have input in the use of such services. Any charges for emergency services will be the obligation of the child's family.

Field Trips

Teachers will send home a permission slip that you will need to complete for each field trip. We consider Field Trips to be a privilege. We like to see all students have the opportunity to take field trips. Behavior is an important factor for the learning environment and the safety of all involved. Student behavior that is a danger to themselves or others, or students who do not follow the direction of staff members may be excluded from a field trip. In this situation you may be asked to escort your student on the field trip as a condition of his/her participation. The classroom teacher will communicate with you if this is applicable to your student.

Go Homes

Go Homes will be emailed directly to parents' inboxes as well as posted online for easy access on Wednesday of each week. We prefer to deliver the information through online platforms saving reams of paper and reducing copying costs. Parents can make sure they receive the electronic fliers by providing their email address to Saint Joseph School. Paper copies are available upon request. The newsletter can be accessed on the school's website <https://www.stjosephgarrett.com/school>.

HASA

It is our intention to develop and support a strong Home and School Association (HASA). Your involvement demonstrates to your child the importance you place in school. Please contact the school if you wish to volunteer. If you would like to be a HASA member, dues is \$25.00 per person.

Library

Students in Kindergarten through 5th grade visit the library weekly. The check-out period is one week. The book must be returned or renewed each week. A book is considered overdue if it is not returned or renewed on time. A book is considered lost after two weeks. The school determines the charge for lost/damaged books. Students may be denied use of the library until materials have been returned or fines paid.

Lost and Found

A reasonable effort will be made to get “lost and found” articles to the rightful owner. Students are urged to report lost and found articles to the office staff. Unclaimed items will be disposed of at the end of each month. **Label your child’s personal items that could be misplaced.**

Media Release

Students are photographed and used in videos for various things during the school year including promoting the school, newspaper ads and articles, parish bulletins and the like. Please let us know in writing if you wish to opt-out.

Parent Teacher Conferences

Parent Teacher Conferences for all students in PreK – 5th grades will be held once during the 2019-2020 school year. School will be in session all day on Thursday, however, Friday will be an E-learning day for students. Conferences will be held Thursday evening and Friday morning.

Parent Teacher Conferences

Thursday, November 7 from 3:00pm to 7:00pm and
Friday, November 8, 2019 from 8:00am to 12:00pm
E-learning Day for students – Friday, November 8, 2019

Powerschool

Parents will be issued a login and password that gives them access to their student’s attendance, achievement and progress through Powerschool online and the app.

Playground and Recess

Students will enjoy daily outdoor recess. Exceptions to this would be a signed note from home which will be honored on a temporary basis. After that there must be a written note from the doctor. Students do not go outdoors when the temperature is below 20° or the wind chill factor is below 20°. Make sure your student(s) are dressed appropriately for the weather. (Continued...)

Exceptions to this would be a signed note from home each day requesting the student remain indoors. This will be honored on a temporary basis. No student will be allowed to remain indoors without a note. Students with a note to stay indoors will be seated in Bennett Hall during the recess period. Always make sure your student(s) are dressed appropriately for the weather.

PLAYGROUND

RECESS SCHEDULE

Preschool	11:00 Lunch	
Kinder through 2 nd grade	11:05-11:30 Recess	11:30-11:50 Lunch
3 rd grade through 5 th grade	11:45-12:10 Recess	12:10-12:30 Lunch

WEATHER POLICY

Students will participate in outdoor recess on a daily basis. Saint Joseph School uses the guide of 20 degrees in temperature and/or wind chill in the winter to make recess judgement calls. Likewise, in the spring and fall we monitor the temperature and/or heat index. Students will be given an alternate recess when it is too cold or too hot for them to be outside or when other extreme weather arises. Make sure your student(s) are dressed appropriately for the weather.

OUTDOOR RECESS

Outdoor recess takes place in the park and in the street in front of the main entrance to the Church. Barricades are set up on both ends of Ijam Street. Each teacher has a sports-ball-bag which they give to students to take to the playground each day. The classroom teacher has their own set of procedures for the sports balls. In addition, the school provides playground materials and supplies for recess including sidewalk chalk, washer toss, ring toss, ball bounce and hula-hoops, to name a few. The school offers a variety of games to play and prohibits others.

Allowed Activities

- Soccer
- Nerf ball toss
- Flag Football
- 4 Square
- Jump rope
- Kickball
- Capture the flag
- Tag

Not Allowed

- *Dodgeball
- *Climbing trees
- *Pretend fighting
- *Physical contact
- *Candy and food
- *Picnic tables
- *Merry-go-round
- *Throwing sticks/using as a weapon

*Playing in the courtyard

Park Equipment

- Monkey Bars (no pulling/pushing)
- Swing
 - One at a time-on bottom (no standing or lying over the swing)
 - Swing straight
 - Do not jump from swing
 - Keep a safe distance from moving swings
- Slide
 - One at a time-on bottom-feet first
 - Do not push others on ladder or down the slide
 - Do not slide until slide is clear
- Teeter-totter
 - Two at a time-seated-facing each other
 - No jumping off

INDOOR RECESS

Indoor recess takes place in the gym. The school provides playground materials and supplies for recess. The gym is divided into zones based on activity. Students select their play zone including the sports zone, board games zone, hula hoops/jump rope zones, hopping balls zone, and yard games. The sports zone includes basketball, soccer, catch with the football, indoor frisbee, racquet ball, and badminton. There is a rotation to the sports provided. Bleachers – are made available for students to talk with friends, read a book, and/or otherwise take a break. The unallowable items for outdoor recess apply to indoor recess as well.

WHEN THINGS GO WRONG

Accidents: Playground personnel use the radios to notify the office that someone has been hurt. The student will be brought from the playground to the office. We have a Licensed Practical Nurse on staff and she will evaluate the student. If the student is seen by the nurse – parents will be notified.

Behavior: If a student is acting inappropriately it will be handled according to the policies and procedures in the student handbook.

EXCEPTIONS

Students will enjoy daily outdoor recess. Exceptions to this would be a signed note from home each day requesting the student remain indoors. This will be honored on a temporary basis. After that there must be a written note from the doctor. No student will be allowed to remain indoors without a note. Students with a note to stay indoors will be seated in Bennett Hall during the recess period.

Report Cards

Parents are reminded that report cards are issued each nine weeks for students in Kindergarten through 5th grades. Report cards will be distributed at Parent Teacher Conferences unless noted otherwise.

Grading Period Ends	Report Cards Distributed no later than
October 18, 2019	November 7, 2019 or at Conferences
January 13, 2020	January 22, 2020
March 20, 2020	April 1, 2020
May 29, 2020	May 29, 2020

Report Cards and Grading Scale

A+	97-100	O	95-100
A	93-96	S+	87-94
A-	90-92	S	80-86
B+	87-89	S-	70-79
B	83-86	N	60-69
B-	80-82	U	59 and below
C+	77-79		
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	59 and below		

Safe Environment: Students

In keeping with Article 12* of the Charter for the Protection of Children and Young Persons; the Diocese of Ft. Wayne/South Bend has adopted the following Safe Environment Training Program:

ARTICLE 12 Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Safe Environment Background Check: Volunteers

All adults that wish to volunteer and/or be in a supervisory role such as a chaperone on a field trip, coach, etc. must have a background check prior to participating with the school. Volunteers should contact the school office at the start of the school year to begin the process. Unfortunately, we are unable to make exceptions to this rule.

School Board

Saint Joseph School operates with assistance from an advisory school board.

The elementary school board is consultative to the pastor and the principal and does not have decision-making authority. Each elementary school board shall adopt and operate under written statutes and bylaws. All such statutes and bylaws must be based on and be consistent with Diocesan guidelines.

2019-2020 School Board Members

Christina Gaar, President
Kathleen McBride, Vice President
Brooke Harrell, Secretary

Members At Large: Denise Sewellin, Alysia McHenry, Mike Ellert, Sarah Speer

School Partnership

Enrollment in Saint Joseph School is subject to the approval of the Diocese and the Saint Joseph School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each child is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese and/or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

Sports and CYO

Saint Joseph School along with Saint Mary of the Assumption School, Avilla enjoy combined sports teams for volleyball and basketball. Practices are held in the Saint Joseph School gym.

5th/6th Girls Volleyball

5th/6th Boys Basketball

5th/6th Girls Basketball

Please check the school website for athletic forms and the most up to date athletic schedules. Students must be in good standing to participate.

Student Intervention Team (SIT)

The Student Intervention Team meets with parents to consider academic, attendance, and/or behavior concerns. The Student Support Team consists of school personnel, parents and other individuals. An SST (Student Support Team meeting) can be requested by the teacher or parent. We may develop an Academic and or Behavior Intervention Plan to support student success. Contact your child's teacher if you have concerns.

Technology

Student Computer Guidelines Failure to comply with the following guidelines will result in suspension of computer privileges:

- Students are to protect and not share their passwords with anyone.
- Due to copyright laws, software is not to be brought from home.
- Students are not to make any changes to items or icons on the hard drive or desktop.
- Students will report any problems to the teacher.
- Students are not to touch any computers that are being used by another student.

Using profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate in a file account, logging in under another user's ID, copying any program or file to or from a diskette without the consent of a staff member, being in any program or part of a program not assigned to the class, violation of Saint Joseph School Internet Use Agreement, or defacing, disassembling, or destroying any computer software or hardware will be reported to law enforcement officials and may result in criminal charges and prosecution.

Telephone Messages

The school telephone is for school business and emergencies. Students will be given permission to use the phone only on very important matters. Parents are expected to make arrangements for transportation and for permission to stay for after school activities before leaving home in the morning. Emergency messages will be accepted and relayed, or the pupil called to the phone, when absolutely necessary. Please urge your child to observe the same rule in seeking permission to make calls from school. We will not interrupt class instruction to deliver messages. We will relay emergency messages only and absolutely no transportation changes for students will be taken after 2:00 p.m. This is a very hectic time in the classroom, school, and office.

When you receive a call from Saint Joseph be sure to listen to the voice message that was left for you. Every phone dialed from the school will be displayed as (260)357-5137 on caller id. It is for this reason when you call the office and ask who called you, we may not always know the answer.

Transportation

If a private passenger vehicle is used, then the following information must be supplied and this information must be certified by the driver.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and license plate(s).
4. The vehicle must be insured for the following minimum limits:
 - a. \$100,000 per person/\$300,000 per occurrence.
5. The vehicle must have appropriate, functional seat restraints for each passenger including child safety seats for smaller children.
6. 11-15 seat passenger vans are not allowed for transportation for students.

Each driver must complete the **DRIVER INFORMATION SHEET** *prior* to the trip. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of responsibilities.

Visitors

School visitation by parents/guardians is encouraged. Please be courteous and understanding of students' instructional time. All visitors must enter through Door #4 and sign-in to the office to receive a visitor's badge. It is for safety reasons that we need to know who is in the building(s) at all times. Classroom observations will require administrative and teacher approval. It is helpful, but not required to have an appointment when meeting with your child's teacher or principal.

Volunteers

There are many areas where adult volunteers may be helpful to the school process. We are looking for adult volunteers who are willing to help. Please check the school website for volunteering opportunities. An application process is required for volunteers working directly with students. Visitors and volunteers will always sign in at the office upon arrival and get a badge.

Procedures for Withdrawing a Student(s)

If you should need to withdraw your child from the school, please contact the office and the classroom teacher. All tuition and fees must be resolved before records are forwarded to the new school. Refunds will be made for prorated for the textbook and technology fees only. We require two-weeks' notice to withdraw preschool students.

Philosophy of Education of the Diocese of Fort Wayne - South Bend

“I have come that you may have life - life in all its fullness.” John 10:10

We as Catholic educators, participate in the redemptive mission of the Catholic Church by providing faith formation for our students and assisting them to integrate faith values into their contemporary life experiences.

We recognize that each of us is created in God’s image as a unique mosaic of talent and potential. Called through Baptism and incorporated into Christ’s life, we embark on a journey of bringing God’s love to the world. Through the ministry of education, with the help of God’s grace, we seek to accept the call of Christ to love and serve God and one another.

We, as Catholic educators, embrace all that is good, true, and beautiful in human culture. We nurture faith, that opening of the heart and mind to God’s word, and elicit each student’s response to Christ by providing opportunities for total formation. We strive to integrate our student’s spiritual, intellectual, emotional, moral and social lives.

Our schools are communities of faith with the Eucharist as their life-giving center. Through the sacramental life and liturgical year, love of God and neighbor becomes a focal reality, transforming attitudes, actions and relationships. We continually challenge our students and one another to participate in Christ’s victory over sin and evil with lives of love, compassion, and observance of the law of God and our church. Through witnessing our faith and working together, we call our students to recognize the love of God in their midst and to contribute their talents in service to others, especially those in need.

The principal retains the right to amend the handbook and parents will be notified of any updates/changes. Diocesan policies are subject to the review and interpretation of the school administrator(s) and/or the Diocese. These policies are available upon request.

Saint Joseph Staff Directory

Principal

Jenny Enrietto 357-5137

Office Manager

Alice York 357-5137

HASA, SCRIP, LUNCH

Sarabeth Kelham 357-5137 x202

After School Care

Christian Jones 357-5137 x208

5th Grade

Angie Cupp

Art and Library

Angela Grogg

4th Grade

Amy Edelman

Music

Carol Shumacher

3rd Grade

Rachel Eifrid

PE

Noel Brinker

2nd Grade

Brad Yarnall

Resource

Elaine Eagan
Jennifer Eckert

1st Grade

Mary Digan

TECH

Jennifer Eckert

Kindergarten

Amy Mohoney

Teacher Aides

Gloria Didion
Angela Getts
Karen Garn

PreK

Jill Marshall
Suzanne Chipman
Adrienne Spare