



**ST. JOSEPH THE PROVIDER
PARENT-TEACHER HANDBOOK
2017-2018**

Welcome to St. Joseph the Provider School! We are glad that you have chosen to send your child to our school. It is our hope that we can work together to make sure that your child becomes the best person he/she can be. It is also our hope that the children take advantage of the great education that is being made available to them!

RIGHTS OF STUDENTS:

- Pursue a successful education in a safe environment without disruption;
- Receive fair and equitable treatment without discrimination in every aspect of the educational system;
- Be informed of their rights, responsibilities, and discipline policies.

RESPONSIBILITIES OF STUDENTS:

- Attend school regularly, arrive on time, and bring materials
- Respect the personal, civil, and property rights of others
- Put forth conscientious effort in classroom work and homework
- Groom and dress appropriately
- Have knowledge of and conform to school rules and regulations
- Not use indecent, obscene or foul language
- Report incidents or activities that may threaten or disrupt the school environment.

PARENTS/GUARDIANS RIGHTS

- Receive regular official reports on their child's academic progress
- Receive an explanation for the basis of any grade given by the teacher
- Request a conference with the teacher or the principal.

PARENTS/GUARDIANS RESPONSIBILITIES

- Ensure their children are in school regularly and on time
- Present to school officials any concern in a calm, reasoned manner
- Work with the school on academic, disciplinary, or other related matters pertaining to their child
- Talk with their children about expected behaviors and the school rules; and
- Talk with their children about behavior on the bus.

We look forward to a productive, successful school year!



ST. JOSEPH THE PROVIDER SCHOOL MISSION STATEMENT:

Saint Joseph the Provider Catholic School is an in-city center of learning serving families in Youngstown, Ohio and the surrounding area. We are committed to providing an inclusive moral, spiritual and academic atmosphere where learning takes place in a safe and caring environment. By fostering positive relationships with our parents, we empower them to support their child’s efforts to live lives based on the tradition of the Church and the gospel mandate of love through service.

St. Joseph the Provider School is located at
1125 Turin Avenue
Youngstown, Ohio 44510
Phone Number: 330-259-0353
E-mail: stjoetheproelem@youngstowndiocese.org
Website: St. Joseph the Provider School .com

Teacher’s E-mail addresses:

Gr. K	Ms. Katie Conricote	kconricote@youngstowndiocese.org
Gr. 1	Ms. Patti Blanchon	pblanchon@youngstowndiocese.org
Gr. 2	Ms. Allison Fernback	afernback@youngstowndiocese.org
Gr. 2	Mrs. Lauren Mazoros	lmazoros@youngstowndiocese.org
Gr. 3	Mrs. Emma Wason	ewasson@youngstowndiocese.org
Gr. 4	Miss Heidi Middleton	hmiddleton@youngstowndiocese.org
Gr. 4	Miss Ashley Klase	aklase@youngstowndiocese.org
Gr. 5	Mrs. Kathryn Totani	ktotani@youngstowndiocese.org
Gr. 5	Miss Lexi Mellinger	lmellinger@youngstowndiocese.org
Gr. 6	Mrs. Jen Marino	jmarino@youngstowndiocese.org
Gr. 7	Miss Aida American	aamerican@youngstowndiocese.org
Gr. 8	Mr. Matt Marchion	mmarchion@youngstowndiocese.org

Intervention K-3

Mrs. Kathleen Conlan kconlan@youngstowndiocese.org

Secretary

Mrs. Denise Babik dbabik@youngstowndiocese.org

Gym

Mrs. Charlotte Gorby mgorby@youngstowndiocese.org

Music/art

Mrs. Elizabeth Orlando eorlando@youngstowndiocese.org

Art

Mrs. Elizabeth Kovalik ekovalik@youngstowndiocese.org

CLASSROOM COVENANT

Because I Am A Child of God

I have the right to be happy and to be treated with kindness in my classroom and school: This means than no one will laugh at me, ignore me, or hurt my feelings.

I have the right to be myself in this classroom and school: This means no one will treat me unfairly because I am fat or thin, fast or slow, boy or girl.

I have the right to hear and be heard in this classroom: this means that no one will yell, scream, or shout, and my opinions and desires will be considered in any plans we make.

I have the right to learn about myself in this classroom: This means that I will be free to express my feelings and opinions without being interrupted or put down.

I have the right to listen to others: this means that I will respect others as I do myself and have concern for them and their rights.

I have the right to listen to my teachers: This means that I will try my best to attend to what is being taught so that I will be the best student I can possibly be.

School Hours

Classes for students begin at 8:00a.m. Dismissal is 3:00p.m. Students should not be dropped off until 7:30a.m.

Regular attendance and punctuality are essential for success in school and necessary for success in life. Each student at St. Joseph the Provider School has the responsibility to attend all classes regularly and on time. All children must be picked up from school on time.

Absences

Parents are asked to notify the school by phone each day their child will not attend St. Joseph the Provider. School phone number is 330-259-0353.

In addition, the **PARENTS MUST SEND IN A WRITTEN EXCUSE** following any absence from school. This is a requirement not only of the school but also of the State of Ohio. Absences not followed by a note are considered "unexcused". Each month the school is required to document the number of both excused and unexcused absences into the computer. Excessive numbers of unexcused absences can result in losing the Ed Choice Scholarship.

Make Up Work

Students are responsible to ask the teacher for missed work when they return to school from an absence. A **reasonable** amount of time will be given to the student to return the completed work without penalty.

School-Home Communication

We want to work with you to provide the best education possible to your children. In order to keep lines of communication open we will use a variety of methods to notify you of events at the school.

- A newsletter and calendar for the month will be sent home. A separate lunch menu calendar is sent home each month also.
- A "One Call" will be done prior to events
- **Option C:** In order to keep parents informed of their student's grades and missing work we have made available Option C. To access Option C parents need to go to optionc.com and put in the school code: 6649. Parents will be given a password to see their child's information. Mrs. Babik will send the information home within the first few days of school. Any questions, please call the school.
- Teachers are required to call parents at least once every two weeks. They will call more if matters need to be brought to your attention.
- You may call the school if you have concerns or questions.

Arrival

Students coming to school by car are to be dropped off at the front door. Cars are to enter the front driveway off of Alameda (pass the front of the school and turn left onto the first street (Alameda) and another quick left when you turn onto Alameda. Drive past the front of the church and drop off students at entrance to the school. Teachers will greet the students at the door.

Dismissal

Car Riders are to be picked up in the back parking lot of the school.

ACADEMICS

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts, (Music and Art), Health and Safety, Physical Education, Computer Education and Library.

TEACHING STAFF

All members of the teaching staff have State of Ohio certification and continually update themselves through workshops, seminars and formal classes.

SCHOOL NURSE

The school nurse is in the building daily. During the year, the nurse will do screening in vision, hearing, scoliosis, and "nuisance diseases" (head lice, etc.).

FAMILY LIFE PROGRAM

Family life is taught through Science/Health classes. Values and morality are taught through Religion Classes.

PHYSICAL EDUCATION

A certified physical education teacher has class each week with each class. Physical Education is a state requirement for each student. Students K-4 will wear their school uniform for gym with tennis shoes. Grades 5-8 must wear black shorts with a St. Joseph the Provider gym tee shirt. Points will be taken off a child's grade when the dress code is not followed.

TEXTBOOKS/SUPPLEMENTAL MATERIAL

Textbooks are kept up-to-date as needed to teach the requirements of the Course of Study. The principal and teachers select texts from approved lists prepared by the Diocesan Office of Catholic Schools. **ANY STUDENT THAT LOOSES OR DESTROYS A TEXTBOOK WILL BE REQUIRED TO PAY FOR THE BOOK.**

TESTING

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students’ strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school shall administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

HOMEWORK

The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes during the day, and the speed at which the child completes his/her work at home. No definite time can be determined for all. If parents have questions concerning homework assignments, please discuss this with the teacher. It is a parental responsibility to monitor homework.

PARENT-TEACHER CONFERENCES

Parents are always welcome to discuss their child’s progress with a teacher. An appointment must be made for such discussions. **Parents are required to attend a conference in November.** At this time, the teacher will give the child’s first report card to the parent. **A second mandatory conference will be held between the second and third quarter.** A form will be sent home on both occasions and conferences will be scheduled on a first come first serve basis.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of the report card is to alert parents and present to them an assessment of their child’s achievement in his/her academic studies.

An asterisk (*) on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student’s confidential file.

Grade Scale:

GRADES 4-8

93-100	A
85-92	B
75-84	C
67-74	D
BELOW 67	F

Study skills needing improvement are indicated for the appropriate subject area(s). Parents will be notified if the student is not completing work or is in danger of failing a subject for the term. Interim progress reports will be sent to parents half way through each quarter.

Kindergarten, First and Second grades(it is hoped third grade will join the group 2017-2018) receive a standard based report card. On a traditional report card students receive one grade for math, one for science and so on. Standard based report cards list the most important skills students should learn in each subject.

Students qualify for academic honors if they meet the following criteria:

- **PRINCIPAL'S LIST**- ALL A'S
- **HONOR ROLL**- ALL A'S AND B'S
- **HONORABLE MENTION**- A "B" AVERAGE FOR THE QUARTER
- **IMPROVEMENT AWARD**- A CERTIFICATE GIVEN TO A STUDENT WHO HAS MADE CONSIDERABLE IMPROVEMENT IN ACADEMICS IN ONE OR MORE SUBJECTS AND HAS NOT MADE HONOR ROLL.

Academic recognition, as well as recognition for improvement is intended to be motivational. Please remember that **the Conduct grade is part of the report card** and therefore included in the Honor Roll calculations. **If a student receives a C or below in conduct he/she cannot be on any of the Honor rolls.** The names of Honor Roll students will be published in the school newsletter and posted on the school's website. An awards assembly is held at the end of the school year.

HONOR STUDENTS

A LUNCHEON WILL BE HELD AT THE END OF THE YEAR TO HONOR THOSE STUDENTS WHO HAVE EARNED A's AND B's ALL YEAR. Other gatherings throughout the year will highlight student academic success, students with exemplary behavior, as well as service to the community.

EXTRACURRICULAR ACTIVITIES

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance.

ACADEMIC GUIDELINES FOR PARTICIPATION

A student in grades 7 & 8 is ineligible to participate in athletics if he/she

- **Shows a lack of effort in academic areas and fails to turn in assignments.**
- **Receives a grade less than C in conduct.**
- **Exhibits an attitude not in line with school philosophy. Students who are doing unsatisfactory work as indicated in the guidelines above will be ineligible to participate in any practices, games, tournaments or other competition for one week, Monday to the following Sunday. If insufficient improvement is won, the restriction continues into the next week.**
- **When a student is ineligible, the President will inform the Athletic Director who will notify the coaches.**

PROMOTION/FAILURE POLICY

The major goal of the school is to assist students complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.

- If a student does not meet the criteria for promotion, a conference is held with the parents and appropriate school personnel in attendance. If it is determined additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction as a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level, however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.
- The final decision to promote or retain a student is based on the student’s academic performance and best interest as determined by the principal, teacher and parent.
- **Parents who do not agree with retention and wish for the student to be promoted must sign a waiver.**

GRADUATION REQUIREMENTS

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. Students must complete (by attaining a passing grade) all courses for credit in the school’s academic program.

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities. The graduates are awarded diplomas during a prayer service

TELEPHONE USAGE/MESSAGES FOR STUDENTS

Students may not use the telephone to call home or elsewhere without permission. If the school finds it necessary for the student to call home, as for example, when a practice, after school has been canceled, the student may make a free phone call.

Students will not be able to use the phone on a routine basis- this becomes a habit in order to get out of class.

CELL PHONES MUST BE GIVEN TO THE TEACHER IN THE MORNING AND ARE NOT PERMITTED TO BE USED DURING THE DAY. FIRST OFFENSE THE PHONE WILL BE TAKEN AND GIVEN BACK AT THE END OF THE DAY. SUBSEQUENT OFFENSES THE PHONE WILL BE TAKEN AND A PARENT WILL BE REQUIRED TO PICK IT UP.

INCLEMENT WEATHER/SCHOOL CLOSINGS

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session. **If the Youngstown Public Schools are closed, St. Joseph the Provider School is also closed. Please listen to the local TV or radio news. If there is an emergency affecting St. Joseph the Provider School only, it will also be announced by the news media. A one-call will go out to families to announce emergency closings.**

BREAKFAST AND LUNCH PROGRAMS

St. Joseph the Provider participates in the Free and Reduced Lunch Program. Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

- All parents are sent eligibility information for the lunch program at the beginning of the school year. The eligibility requirements are set by the Federal Government. A menu is sent home each month. Lunches are to be ordered on a weekly basis. Please mark your calendar for days your child may not like what is being served. Students may bring their own lunch and buy milk or provide their own drink. Pop is not permitted at lunch time. FAST FOOD IS NOT ALLOWED.
- Breakfast is also available on a daily basis.
- A mid-morning snack of fruit is available to students.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. **Students may be denied participation if they fail to meet academic or behavior requirements.**

- ✓ Field trips are considered an extension of the school day and the code of conduct will apply
- ✓ A permission slip must be signed by the parent/guardian of each child and turned into the school.
- ✓ Parents will be provided with detailed written information about the field trip. It should also be understood that in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- ✓ Children not enrolled at St. Joseph the Provider may not attend field trips.
- ✓ The students at St. Joseph the Provider School do not participate in overnight trips. The exception to this is an outdoor education experience at Camp Christopher for grade 5.

Immunizations

Health Records are necessary for the safe protection of students and staff and are to be maintained as required by the Ohio Revised Code B. Health Records include: Health Record Card and Immunization Records, Emergency Medical Authorizations, Accident Reports, and Dispensation of Medication Forms (if applicable).

Students, at the time of initial entry or at the beginning of each school year, **shall not be permitted to remain in school for more than fourteen (14) days unless they present written evidence that they have been immunized or are in the process of compliance; or present a physician's statement that immunization may be detrimental to the student's health, or a parental statement that immunization is objected to for good cause (e.g., religious convictions).** • The Ohio Revised Code requires that schools report, by October 15 of each year, a summary of the immunization status of students who are new to the district.

Lack of Compliance Students previously admitted under the "in process of being immunized provision or a student who has not presented a written statement by a physician, shall be excluded from school on the fifteenth (15) day. Any student excluded shall be readmitted upon written evidence of compliance.

Medication is to be administered to students by the parents at home if at all possible.

The physician must sign a form granting the school permission to administer prescription or nonprescription medication to a student.

1. Forms will be supplied by the school
2. The medication and signed permission forms shall be brought to the school by the parent. At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
3. The physician's signature must be on the original medication permission.

The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication. A supply of medication, in its original container, should be delivered on the day on which it is to be given.

1. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
2. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be properly disposed.
3. Empty containers may be returned home with students.

If any of the information stated on the permission form changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

Labels on Medication

4. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.
5. Medication must be clearly labeled and accompanied by the following information: a. on prescription bottle: • full name of the student; • name of the medication; • dosage and time intervals for

administration; and • name of the physician (required for prescription drugs only). b. on the permission form: • possible side effects, any severe reactions; and • any special instructions for administering the drug such as storage or sterile conditions.

6. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

7. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

Medication shall be distributed from a central location and by designated person(s).

1. The identity of the student shall be verified prior to administration of medication. Note the importance of one person being responsible.

a. Confirm that the correct medication is being administered by comparing student's name with the label on bottle.

b. Verify existence of parental permission form; check dosage and other label information with information on permission form.

2. Only the school nurse, the principal or designee shall administer medication or observe the student self-administer it. Medication shall not be distributed on a room-by-room basis with several classroom teachers or school personnel involved.

3. A daily record of medication distribution shall be kept by the school nurse, principal or designee.

Technology

St. Joseph the Provider students are provided with Netbooks to use in class throughout the year, as well as classes in the computer lab. Proper use of the computer and the internet is an important consideration. The Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. Inappropriate use which includes but is not limited to unauthorized transmittal of improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials, vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject to other disciplinary action. Vandalism is defined to include any malicious attempt to harm, destroy data of another user, the internet or any agencies of networks connected to the internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, parent and teacher. This agreement must be completed annually.
- When using networks or computing resources of other organizations students must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address of phone number(s) of others without their authorized permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Students shall immediately notify the system administrator/school administration if they suspect that security problems with the system and/or internet exist.
- Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in the loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - Messages to others shall be polite and shall not be abusive.
 - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - Use of the network shall not disrupt use of the network by others.
- There shall be no links from the school home page to a student's personal home page.
- Students are responsible for the Netbook that is on loan to them by the school.

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children. The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

St. Joseph the Provider Philosophy:

The administration, faculty, and staff strive to:

- Help students learn about the Catholic Faith and integrate Gospel values in their daily lives.
- Provide a community and curriculum which meet the needs of the whole child
- Continue its tradition of academic excellence.
- Model and develop leadership and service.

Line of Authority:

Having been appointed as President of St. Joseph the Provider School by Bishop Murry, Bishop of the Diocese of Youngstown, Father Michael Swierz is responsible for the leadership of St. Joseph the Provider School. Mrs. Cheryl L. Jablonski, principal of St. Joseph the Provider School, works with and under Father Mike.

Non-Catholic Students:

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's position on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic School, the parents must be aware that it is the Catholic position that will be taught.

It is understood by the applicant and his/her parent/guardian for admission to Saint Joseph the Provider School from the Public School system that the first year is considered a "Probationary year". The successful completion of the probationary year requires full compliance with the religious philosophy as well as the educational policies of St. Joseph the Provider School and the Diocese of Youngstown.

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed of interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

ALL PARENTS ARE REQUIRED TO SIGN A FORM STATING THEY HAVE READ THE RULES AND REGULATIONS OUTLINED IN THIS HANDBOOK AND THEY AGREE TO ABIDE BY THOSE RULES.

This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic School exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies and regulations as outlined in the school handbook. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the academic instruction of their children.

DRESS CODE 2017-2018

BOYS:

- PANTS: Black, khaki, or navy dress pants (four Pockets) **NO CARGO PANTS, DESIGNER LABEL, CONTRAST STITCHING, RIVETS, DENIM OR SWEAT PANTS. NO PANTS WITH ELASTIC ANKLES.**
- A solid colored belt is to be worn at the waist.
- **SHORTS:** Black, khaki, or navy uniform shorts may be worn during the months of August until September 30th and April 1-June.
- **PANTS MUST BE WORN AT THE WAIST.** The waist is the area between the bottom of the rib cage and the top of the hipbone.
- SHIRTS: Only red, white or powder blue polo shirts may be worn. **ALL SHIRTS MUST BE TUCKED INTO PANTS WITH A BELT. (No logos on shirts, such as underarmor, polo etc.)**
- **HAIR:** Boys' hair must be moderately styled, not interfere with vision, and neatly groomed. Hair is not to hang in front of or on a student's face below the eyebrow. Tails, designs shaved into the scalp, shags or any form of extreme or bizarre hairstyles and colors are unacceptable. Hair length is to be tapered or blended so that there are no abrupt changes in the length. The height of the hair should not exceed two inches, and the length of hair should not exceed one inch over the shirt collar. Hair may not be worn in a pony tail or secured with any type of headband or bandana. Since it is impossible to predict teenage fads, the President or Principal reserves the right to determine whether a style is excessive or inappropriate. Students who violate these guidelines will be sent home and excluded from school until their hairstyle has been modified to meet school policy. A student who refuses to modify his hairstyle in accordance with school policy will be suspended or expelled from St. Joseph the Provider School.
- **JEWELRY:** Boys are not permitted to wear earrings. A simple cross may be worn around the neck. No rings are to be worn. Visible body piercing and tattoos are not permitted.

GIRLS:

- **UNIFORMS:** Plaid (navy and red), navy, black, or khaki jumper, skort, skirt, or pants. Uniform shorts may be worn during the months of August until September 30th and April 1-June. Shorts must come to knee. **NO "SKINNY" CUT PANTS ARE TO BE WORN. NO DENIM PANTS ARE TO BE WORN. NO LEGGINGS OR FORM FITTING STRETCH PANTS ARE TO BE WORN.**
- SHIRTS: Red or white or powder blue polo shirts are to be worn. **(NO LOGOS ON SHIRTS AND NO TIGHT FITTING SHIRTS ARE TO BE WORN, LIKE THOSE FROM ABERCROMBIE OR AEROPOSTALE.)** Shirts must be tucked into skirt or pants/skort/skirt/shorts.
- **HAIR/MAKE-UP:** Girl's hair is to be neat and kept away from eyes. No fad styles, spiked, or dyed hair. No BANDANAS OR BOWS are to be worn. No headbands worn across the forehead. **NO MAKE-UP IS TO BE WORN.** A plain, single color colored nail polish may be worn.
- **JEWELRY:** One pair of "post" earrings may be worn. **NO HOOPS OR DANGLING EARRINGS.** A simple cross may be worn around the neck. No rings are permitted. No other jewelry should be worn.

BOYS AND GIRLS:

- **TIES:** Will be needed for special occasions. It is suggested that ties be marked with student's name and left in classroom.

- **SWEATERS:** Any **PLAIN, SOLID COLORED** cardigan or vest-type sweater may be worn. **PLAIN, SOLID COLORED** crew neck (rounded collar) sweatshirts may be worn. St. Joseph the Provider sweatshirts with crew necks may be worn. **NO HOODIES. SOLID WHITE OR BLACK TURTLENECKS MAY BE WORN UNDER SHIRTS, BUT NOT ALONE.**
- **SHOES:** Slip on or tie loafer or oxford dress shoes with normal heels in **brown or black** are to be worn. **NO TENNIS SHOES, RUBBER TIPPED SHOES, CLOGS, JOGGING SHOES, CROCS, TRACK SHOES, SPORT SHOES, MOCCASIN TYPE SHOES, SLIPPERS, BOOTS, OPEN TOE, PUMP HEELS OR DESIGNER SHOES WITH DESIGNS OR WORDS OVER THEM, SPERRY'S OR COLORED TENNIS SHOES.**

GYM CLOTHES:

- GRADE 5-8
- Black basketball shorts are to be worn. **NO SHORT-SHORTS OR SKIN TIGHT FITTING CLOTHES ARE TO BE WORN.**
- Red St. Joseph the Provider tee shirts are to be worn.
- Athletic shoes are to be worn.
- GRADE k-4
- No gym uniform. Athletic shoes are to be worn.
- **GYM IS A STATE REQUIRED CLASS. STUDENTS MUST BE DRESSED PROPERLY FOR CLASS IN ORDER TO PARTICIPATE. FAILURE TO DO SO WILL RESULT IN A LOWER GRADE IN CLASS AND WILL BE PART OF THE STUDENT'S PERMANENT RECORD.**

DRESS DOWN DAY DRESS CODE:

- No flip-flops, sandals, open-toed shoes, or boots are to be worn at any time.
- Short-shorts are not permitted at any time
- Shirts with inappropriate graffiti are not permitted at any time.
- Dangling or hoop earrings are not permitted.
- No "skinny" pants or any kind of tight fitting shirts are permitted at any time.
- No "torn" jeans are permitted.

Because there are many issues with the dress code and it is impossible to predict fads, the Administration reserves the right to determine whether a style is excessive or inappropriate.

Student conduct points are taken for not following dress code. A conduct grade of C or lower keeps students off the Honor Roll and is part of their permanent record. Please make sure that your student is dressed appropriately. STUDENTS WILL BE REQUIRED TO WEAR A T-SHIRT WITH THE WORDS "TOMORROW I WILL DRESS FOR SUCCESS" IF THEY ARE OUT OF UNIFORM.

STUDENT BEHAVIOR

St. Joseph the Provider recognizes that effective learning cannot happen without an approach to student behavior which stresses self-discipline consistent with the maturity level of the students.

Discipline, which reflects the school's policy of nonviolence, exists to promote an atmosphere favorable to concentration, attention, reflective thinking and creativity. Discipline is also a positive attempt to help all students realize that they are important, worthwhile and capable of learning. In classroom management, teachers always endeavor to be kind, firm, just, consistent, impartial and sensitive to the needs of the individual child. Each child and parent will be asked to sign a contract that outlines the behaviors that are expected from our students. If a student has difficulty following these rules, he/she will be put on an individual contract that will be specific to the changes and expectations of the individual student.

The following student behaviors will be considered inappropriate and will require corrective action. The list includes but is not limited to:

1. Disruption of school environment, fighting, abusive language, repeated acts of misconduct. Students should always keep hands and feet to themselves.
2. Disrespect for rights of others.
3. Disrespect for property.
4. Insubordination, failure to respond to teacher and staff directives.
5. Running and throwing things.
6. Talking during safety drills.
- 7. Conduct on bus that endangers the safety of the driver and/or children.**
8. Profane, obscene, threatening or vulgar language.
9. Possession, attempted sale or transmission or use of dangerous or illegal material and replicas (i.e. drugs or drug paraphernalia, hallucinogens, controlled substances, alcohol, smoking or chewing tobacco, weapons and look-alike weapons.)
10. Gang involvement/activities.
11. Possession of cellular phone, beepers, radios, electronic games, CD players or other communication devices.
12. Behavior occurring outside of the school day and not related to school-sponsored activity which is in direct violation of the philosophy of the school.

ACCEPTABLE CORRECTIVE MEASURES WHICH MAY BE USED WHEN SELF-DISCIPLINE IS LACKING AND BEHAVIOR IS INAPPROPRIATE:

1. Warning
2. Personal interview with student.
3. Measures to change unacceptable behavior in the classroom include:
 - Behavior checklists
 - Extra assignments
 - Loss of privileges such as sports, field trips.
 - Time after school with parent/guardian notification
 - Isolation from group but always within sight of school personnel
 - In-school suspension/isolation from group and loss of privileges. Students suspended in school or out of school may not participate in extracurricular activities for one calendar week from the date of suspension.

4. Conference with parent/guardian, teacher, and principal.
5. Confiscation of any objects, including but not limited to, dangerous or illegal materials or communication devices or other items deemed inappropriate. This includes all classroom/bathroom areas, including but not limited to, desks, and lockers. These are considered the property of the school and subject to search at any time. Confiscated items may be retained to the end of the school year.
6. Interventions counseling for the student, the family or both.
7. **Suspension**- Parent/guardian is called and arrangements are made to remove child from school for a limited time.
8. **Expulsion**-Expulsion of a student from school is a serious matter. In some cases, the administration may deem an action by a student so severe that it would result in immediate expulsion from school. The decision is the right and responsibility of the administration.

St. Joseph the Provider School administration and staff have worked to make the learning environment as safe and productive as possible in compliance with the Diocesan Policies.

All students entering St. Joseph the Provider School are expected to follow the rules set by the administration of the school. Each student is admitted on a probationary basis to see if they are willing to be part of the school family.

Failure to live up to the conditions of the contract will warrant his/her immediate removal from St. Joseph the Provider School. If STUDENT fails to live up to the stipulations of the contract and refuses to voluntarily withdraw, the school will begin the expulsion process.

CONDITIONS:

1. Must maintain a passing grade in conduct each quarter. The student will be withdrawn after his conduct falls below 67% for the second time. Parent will be notified by phone, progress report and report card. (The parent may view conduct grade on Option C throughout the quarter.)
2. Must not be involved in any serious disciplinary incident or any other incident the administration deems scandalous or serious. This type of action can result in immediate removal from the building.

PLAYGROUND REGULATIONS

- Remain in the area your teachers instruct you to.
- Dress properly for the weather
- Show respect for your things as well as others- do not be so rough as to tear clothing
- Have an adults permission to leave the building
- Stop talking and line up as soon as you hear the whistle that ends recess
- Be respectful of others on the playground and avoid pushing and fighting
- Include anyone who wants to join in the game or activity

AT ALL TIME STUDENTS MUST REFRAIN FROM:

- Fighting (verbal or physical), pushing, shoving, tripping, hitting, knocking others down, tackling, kicking, name calling, teasing and the like
- Using unacceptable language or gestures

- Throwing, kicking picking up snow, ice or any other dangerous object (rocks, sticks etc)
- Taking and/or throwing another's hat, gloves etc.
- Any unsafe or inconsiderate behavior

LUNCHROOM REGULATIONS

Students are expected to be respectful of the lunchroom rules.

- Display proper table manners and etiquette while eating
- Remain seated with feet off the chairs during the entire lunch period
- Remain silent for the first 10 minutes of lunch in order to eat without choking
- Speak only in moderate tones to those at their table
- Clean up scraps from table, chair and floor before leaving
- Leave the cafeteria in a quietly and orderly fashion, may not line up for recess until everyone in quiet
- Remain seated until given permission to leave the table