

# St. Joseph's Regional Catholic School

## 2022 - 2023

### Administration and Staff

Pastor of St. Joseph  
Pastor of St. Nicholas  
Pastor of St. Hugh of Grenoble  
Principal  
Vice Principal  
Director of Enrollment  
Office Manager  
Secretary

Reverend Robert Maro  
Reverend Tim Baer  
Reverend Walter Tappe  
Mrs. Erin Meunier *principal@stjosrcs.org*  
Mr. Jamie Morris *viceprincipal@stjosrcs.org*  
Mrs. Joelle Taylor *director@stjosrcs.org*  
Ms. Jocelyn Pagan *officemanager@stjosrcs.org*  
Ms. Alejandra Velasquez *secretary@stjosrcs.org*

### Faculty

Pre Kindergarten 3  
Pre Kindergarten 4  
Kindergarten  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade  
Seventh Grade  
Eighth Grade  
Religion  
Spanish  
Technology  
Art/Music  
PE  
ECP  
Counselor

Mrs. Lipika Gomes *prek3@stjosrcs.org*  
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## ABOUT US AND GOVERNANCE

St. Joseph's Regional Catholic School is rooted in gospel values and committed to excellence in education. St. Joseph's Regional Catholic School is supported by the parishes of St. Hugh of Grenoble, St. Nicholas, and St. Joseph.

### **Mission statement**

The mission of St. Joseph's Regional Catholic School is to cooperate with families, who are the primary educators, in forming the whole child in the Catholic Christian faith. With Christ and his teaching as our foundation, we create an environment of prayer (ora), study (stude), work (labora), and play (lude), providing each child with the opportunity to grow in all areas of his or her life.

### **Statement of purpose**

"Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty and staff, and the inspiration for its students."

### We believe:

- Every child is created in the image and likeness of Jesus Christ and deserves respect regardless of individual differences.
- Every student deserves academic success; it is St. Joseph's Regional Catholic School's mission to provide a Catholic education that meets the educational needs of all students.
- Student participation in service to others creates an active faith community and teaches social responsibility.
- Every child deserves a safe learning environment.
- Parents are the primary educators of their children. Teachers and parents are partners in the educational process.
- Through worship and study of scripture, St. Joseph's Regional Catholic School celebrates the relationship between God and our faith community.
- Our standards-based curriculum, combined with innovative instruction, leads to higher individual achievement and academic excellence.

**All archdiocesan elementary and secondary schools within the Archdiocese of Washington, including St. Joseph's Regional Catholic School, are accredited by Cognia.**

## ADMINISTRATION

### **Administrative Team**

The administrative team is composed of the canonical administrator, the principal, and vice principal.

## SCHOOL ADVISORY BOARD

### School Advisory Board

The St. Joseph's Regional Catholic School Advisory Board was established to provide advice and assistance to the school's administrative team in the governance of the school. The Board meets bi-monthly throughout the academic year and participates in strategic planning and goal setting in the areas of Catholic Identity, Academic Excellence, Enrollment and Marketing, and School Improvements.

Reverend Rob Maro, President/Canonical Administrator

Reverend Tim Baer, Pastor of St. Nicholas

Reverend Walter Tappe, Pastor of St. Hugh of Grenoble

Mrs. Erin Meunier, *Ex Officio*

Mr. Jamie Morris, Vice Principal

Mr. Jacob Greene, Faculty Representative

Home and School Association Representative

Members, as designated by the Pastor

## SPIRITUAL LIFE PROGRAM

### A Worshiping Community

St. Joseph's Regional Catholic School is a worshiping community of faith. To this end, the students participate in Eucharistic liturgies, seasonal liturgical services, and other forms of prayer.

Students in grade two are prepared to receive the sacraments of Penance and Eucharist for the first time. Confirmation classes are taught in the eighth grade. If you are a member of St. Hugh or St. Nicholas, the Sacraments must be received at those parishes. Otherwise, Sacraments may be received at St. Joseph or the student's home parish.

### Religious and Moral Instruction

Religious education at St. Joseph's Regional Catholic School is directed toward enabling the student's faith to "become living, conscious, and active through the light of instruction" (*To Teach As Jesus Did*, 102). The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. The students are helped to examine attitudes and values to develop behavior consistent with what they profess.

### Ministry of Service

At St. Joseph's Regional Catholic School, students learn about human needs, social justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on

numerous service projects.

## **NATURE OF STUDENTS**

The administration, faculty, and staff at St. Joseph's Regional Catholic School believe that each child is a unique gift from God. We promote intellectual, spiritual, social, emotional and physical development so that each student can contribute responsibly to our ever-changing world. We relate all human culture to the Good News of Salvation.

We encourage and lead students toward achievement of their fullest academic potential. Intellectual development proceeds through the logical presentation of carefully organized subject matter. Our programs teach the basic academic skills as a foundation for further learning. A knowledge base is developed, and progress to higher level thinking is achieved through multisensory and developmentally appropriate learning experiences. The students are continuously challenged to integrate these basic skills into self-motivated learning.

In an atmosphere of trust and acceptance, students are led toward the development of meaningful and responsible life fulfilled to its greatest possible potential. We encourage students to develop, consider and evaluate their own decisions in the context of a global Christian community.

As the students' horizons are widened, and human understanding is deepened, social development grows. Students are encouraged to accept each other in their uniqueness. They are urged to give service to the society in which they live. Daily interactions in a variety of settings present opportunities for mutual support and respect.

In the early years, care is taken to identify and develop areas in fine and gross motor skills. Classroom activities, organized games, and team sports enhance this development. A variety of extracurricular activities allows students to realize and display their talents. Students discover their strengths and gain confidence as they challenge themselves through creative expression and a broadening of their interests.

As children mature, education regarding physical development includes instruction in the functions of the body. Each child is encouraged to enjoy, respect, and care for his/her body in the way God intended. The affective nature of the students at St. Joseph's Regional Catholic School is nurtured through sacrament, prayer, and service in the Catholic social environment. By modeling and guidance, both formal and informal, students can develop a positive self-image. With Jesus Christ as their model, students can recognize the joys of contributing to the common good of all humanity.

## **NATURE OF SCHOOL PROCESSES**

School policy is rooted in the Archdiocesan School Operations Manual, Policies for Catholic Schools, and complies with the Maryland State Department of Education. Administrative policies are documented in the school handbook and are by the Archdiocese of Washington. The administrative team (canonical

administrator and principal), in conjunction with the School Advisory Board, works together to develop and make changes to policies when necessary.

Curriculum policy is developed under the leadership of curriculum coordinators, working with teachers within that area of learning. The curriculum is implemented under the supervision of the administration and curriculum chairpersons and is adapted as needed. Teachers are responsible for the direction of their classes. The faculty views education as the foundation for developing positive, productive young adults and lifelong learners.

St. Joseph's Regional Catholic School faculty emphasizes the development of basic skills, as well as the arts, in a small group setting through departmental teaching. Subjects are presented with consideration for the needs of the individual child in an ever-changing world. A variety of learning methods and assessment techniques are presented. Standardized and criteria-based testing, report cards, tests, and quizzes, as well as daily classroom performance, serve as evaluative tools. The Archdiocesan grading scale is used for reporting to parents. A resource program is provided for students in kindergarten through eighth grade who exhibit special needs and may need assistance in their academic growth with skills and strategies for learning, study, processing and organization.

Teachers are encouraged to continually update their knowledge of various subject areas, through continuing education, workshops and professional reading. Mentor teachers provide guidance at each instructional level to assure that the educational process is coherent and methodology is appropriate. The administration evaluates teachers, both formally and informally. Teachers also conduct a yearly self-evaluation.

As a Catholic community, St. Joseph's Regional Catholic School is committed to providing a quality education within a Christian environment. The everyday school setting is one of learning, joy, mutual respect, and supportiveness.

## **NATURE OF SCHOOL RELATIONS**

The nature of the teacher-student relationship is based on mutual responsibility and guidance. This is accomplished through a Gospel-based discipline program of respect, spirituality and responsibility, and ongoing development of a structured curriculum. Each child is treated as a unique creation of God and receives the dignity that such a creation deserves.

The teacher and student relationship is a positive partnership which promotes a Christian atmosphere. The teachers are pledged to mutual support and cohesive faculty action to meet the needs of students and to advance the interest of the school. St. Joseph's Regional Catholic School teachers have a responsibility to the teaching profession and uphold a cooperative bond with fellow teachers. They, along with their students, form a community within the school. This school community fosters a larger Christian community dedicated to propagating Christian values.

God entrusts parents with the fundamental responsibility of educating their children. Parents delegate part of this responsibility to teachers. When an issue or concern arises about a student, parents should contact the student's teacher first. An agreement between parent and teacher can be reached in the

majority of cases. The administration will become involved only if a stalemate exists. Parents are expected to model Christian Christ-like behavior in their dealings with the school. Parents who fail to do this and/or become disruptive may be asked to leave the school. It is expected that parents will support and uphold the policies of St. Joseph's Regional Catholic School.

Parents are regularly apprised of their children's development and their parental share in the responsibility of educating, disciplining and encouraging mature development. Parents can participate by supporting the philosophy and policies of the school, volunteering their time and talents to the school, and by attending Mass regularly with their children. By working together in a Christ-like atmosphere, the best interest of the child will be served.

For communication to be effective, all must realize it is for the benefit of the student. It must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior.

## **ADMISSIONS INFORMATION**

Enrollment as a student in St. Joseph's Regional Catholic School implies the willingness of both parents and students to comply with the policies and regulations of the school. To realize the purpose of the school, parents and students must agree with and support the Philosophy/Mission of the school and the regulations prescribed in the Handbook.

### **Nondiscriminatory Policy**

Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The

Roman Catholic Archdiocese of Washington at  
<https://adwcatholicschools.org/non-discriminationpolicy/>

### **General Admission Criteria**

For new students, our school follows the regulations of the Archdiocese of Washington about age and immunization requirements.

The following criteria are used for determining admission to the school:

1. For determining admission to Pre-kindergarten
  - a. Must be three years of age by September 1st
  - b. Must be completely toilet trained
  - c. Results of PreK admissions test
2. For determining admission to Pre-kindergarten:
  - a. Must be four years of age by September 1<sup>st</sup>.

- b. Students turning 4 years of age between September 2<sup>nd</sup> and October 15<sup>th</sup> may enroll for two years of Pre-kindergarten with the option of completing a kindergarten readiness exam from your local public school after their first year.
  - c. Must be completely toilet trained.
  - d. Results of a PreK admissions test
3. For determining admission to Kindergarten:
- a. The child must be five years of age by September 1<sup>st</sup>, as verified by the original birth certificate. Baptismal certificates are required for those registered as Catholic.
  - b. The presence of siblings in other grades at St. Joseph's Regional Catholic School takes precedence to maintain family unity.
  - c. Results of the Kindergarten Readiness Assessment and, if possible, Shadow Day.

At the time of registration, all new students seeking admission to grades 1-8 at St. Joseph's Regional Catholic School are evaluated by current standardized test scores, a possible shadow day visit, report cards, and academic testing. Students entering the 1<sup>st</sup> grade must be six years of age by September 1<sup>st</sup> or have a report card from an accredited Kindergarten program. At the principal's discretion, an interview with the student may be part of the admission process. These will be reviewed to determine whether the program at St. Joseph's Regional Catholic School will meet the educational needs of the students. Students with academic, psychological, emotional, physical, educational, or other needs exceeding the scope and resources of St. Joseph's Regional Catholic School, will not be accepted.

The following items are needed to complete the registration process:

- Birth Certificate
- Baptismal Certificate (for Catholic families)
- Immunization Records
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)

All newly enrolled students will be accepted on a probationary period of one year. The purpose of this policy is to ascertain the school's ability to meet the needs of the child, if the student can adjust to the unique and challenging environment of our Catholic school, as well as the family's willingness to comply with the mission and philosophy of St. Joseph's Regional Catholic School. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is not functioning in the best interest of the child and the school environment.

### **Transfer Applicants**

If the applicant is transferring from another Archdiocesan school, the principal will call the former school before enrolling the applicant or allowing the applicant to attend St. Joseph's. If any outstanding

financial obligations exist at the former school, the prospective applicant will not be enrolled until all financial obligations at the former school are resolved.

### **Registration/Re-registration**

Students enrolled in St. Joseph's Regional Catholic School re-register for the following year in December while new students register after the re-registration of current St. Joseph's Regional Catholic School students. A non-refundable registration fee is determined annually.

Current students whose educational needs are not met by the academic program, who owe outstanding tuition and/or fees, or who present chronic disciplinary problems may not be invited to re-register at St. Joseph's Regional Catholic School. Lack of involvement and cooperation by the parents or guardians in dealing with academic and behavioral difficulties will also result in the non-renewal of the student's reregistration.

## **COMMUNICATION**

Good communication between home and school is essential for student success. To welcome new parents and familiarize them with St. Joseph's Regional Catholic School procedures, an orientation for all new parents is held before school opens. This orientation provides all parents with an opportunity to learn about policies and procedures, and to have questions answered.

### **Calendar**

A yearly calendar is sent to parents in August. This official school calendar complies with the Archdiocesan school calendar. Please consult the weekly Monday St. Joseph Toolbox Newsletter, text message reminders, and the St. Joseph's Regional Catholic School website (under the "Parents & Students" tab and on the "Weekly updates" page) for changes.

### **Email and Text Messages**

The school email address is [secretary@stjosrcs.org](mailto:secretary@stjosrcs.org). To communicate with the school office or teachers, please use the school email address or the teachers' email addresses published in the school directory. Teachers are not to be emailed or contacted at their personal addresses.

Please adhere to the following guidelines when you email the teachers:

- Attendance and carpool issues should be directed to the front office at [secretary@stjosrcs.org](mailto:secretary@stjosrcs.org)
- By Archdiocesan policy, students may not use their personal email accounts to contact teachers at any time (Grades 5-8, please use Rediker or school email for student/teacher questions)
- Technical problems may occur. A phone call or note should be sent to the teacher if a reply is not received within a reasonable period or 48 hours.
- Email is not to be used for a parent-teacher conference; parent-teacher conferences are better handled via telephone or in person.
- Messages should not deal with personal or non-school related information.

- Messages should be short, to the point, polite, and courteous.
- Email should not be used to relay personal messages to children.
- Anonymous or disrespectful emails will not be answered but instead, forwarded to the principal.
- Messages should not contain aggressive language, typing that would imply disrespect or other formatting that would imply disrespect. E-mails which imply disrespect or other formatting that suggests disrespect will not be answered. E-mails that do not follow this protocol will not be responded to and will be sent to the principal for documentation.

In return, the teachers will:

- Check their e-mail on a daily basis.
- Reply promptly when the time is available (within 48 hours).
- Messages will be short, to the point, polite and courteous.
- Messages will not deal with personal or non-school related information.
- There will be no personal communication with students using e-mail, phone, or text at any time.

### **Monday Communication Emails and Folders**

The Monday Communication Emails and Folder containing flyers, messages, and teacher communications will be sent home each Monday via School Messenger and in a folder to the “youngest” or only child in the family. Please be sure your current email is on file, and you are receiving our communications. All Monday communication folders should be returned on the following school day. Failure to return the folders for 4 consecutive weeks will result in a \$5 charge to replace it.

At various times during the school year, committees or individuals may need to distribute printed material to the students. All materials must be reviewed by the principal and will be distributed (but not copied) by the office to the teachers’ mailboxes.

All flyers, etc., need to be received by the school office by 9:00 a.m. Wednesday morning for inclusion in Monday’s communication emails and folders.

### **Parent-Teacher-Child Conferences**

Conferences are held for every student at the end of the first quarter. Other conferences are by appointment only. Conferences are also necessary when a child is experiencing difficulty academically, behaviorally, or socially. Communication regarding deficiency is a mutual responsibility for parents, teachers, and students. If either the teacher or parent requests a conference, the conference should take place as soon as possible. Primary parents and guardians are the only individuals permitted at these conferences without previous consent from the school representative with whom the meeting is taking place.

Parents/guardians are free to make an appointment at any time with a teacher or teachers by sending a note, calling the office, or emailing the teacher. Parents are not to call the principal, assistant principal, teachers or other staff at their homes at any time. Due to teacher responsibilities before, during, and after school, parents are asked to understand that unscheduled conferences will not be honored. The requirement of scheduling a conference is to give parents’ concerns undivided and appropriate

consideration as well as allow some degree of teacher preparation for a productive conversation. Parents may not walk into the school building before school, at lunch, or after school, or while teachers are discharging their duties, to conference with a teacher/ administrator. Please do not approach faculty and staff during car line and/or other times during the instructional day as their main priority is the safety and education of the students and therefore they cannot give you the undivided attention you deserve.

It is most important in the interest of the child's progress that conference appointments be kept. Once an appointment is scheduled, parents must check in at the office and wait for the teacher to meet them in the main office. For communication to be effective, it must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior. Behavior at all times should reflect courtesy, respect, and consideration toward all students, school personnel, parents, volunteers, and visitors. Conferences will be terminated if either party is not respectful. Concerns about a child's progress should only be addressed at a formal conference. Please bring your concerns directly to the attention of your child's teacher first. Financial accounts must be current to arrange conferences.

*Please Note:* Parents are asked to contact the teacher first to communicate their concerns. Only if an agreeable solution is not reached, parents are encouraged to contact the principal.

### **Process for addressing concerns**

In keeping with the Church principles of a subsidiary, problems/concerns should be solved at the lowest level whenever possible. St. Joseph's Regional Catholic School exists to provide the best educational environment possible for all students entrusted to its care. To that end, we welcome constructive, appropriate and respectful discussion of policies, programs, or operational decisions to improve efforts and be responsive to the community.

Therefore, the proper procedure to handle concerns is as follows:

Step 1: Student-initiated conference. It is encouraged that students learn the personal responsibility of approaching their teacher in person with their concerns in an appropriate manner at the appropriate time.

Step 2: Parent-Teacher conferences are by prior appointment only. Parents are never to interfere with teachers at any time during the performance of their normal teaching responsibilities and not when teachers are involved in supervision of students. A message may be left at the school office for the teacher to contact the parent so that arrangements for a parent-teacher conference can be made. Parents are never to interfere with teachers at any time during the performance of their normal teaching responsibilities and not when teachers are involved in supervision of students. Parental concerns should be brought to the attention of the teacher at an appropriate time and never when a teacher is engaged in their professional responsibilities (i.e., instruction, discipline, supervision of students, and planning periods).

Step 3: If a resolution cannot be reached by the student or parent, they may initiate contact with the administration. The Administrator may call a meeting which is defined as follows: a conference in which an agenda is set by the administrator before the meeting. All who will attend will be listed in advance and know the agenda of the meeting. The meeting will include but is not limited to the following: a time limit, a time where the student is present or absent, all parties were given time to speak and discuss, and the understanding that all adults will show unity to St. Joseph's Regional Catholic School policy when the child is present.

Step 4: The Administration, or Parent, may initiate contact with the canonical administrator to request a meeting which is defined as follows: a conference in which the agenda is set by the canonical administrator before the meeting.

In any hearing, no public criticism can be made of the school administrators, faculty or staff by the parent in front of the students. If the process for addressing concerns is not followed, the school may render a decision in the matter independent of any hearing process.

### **Website**

The St. Joseph's Regional Catholic School website is [www.stjosrcs.org](http://www.stjosrcs.org). Please check the website for an up to date calendar, announcements, forms, and school activities. Most flyers and forms can be printed from the website under the "Parents & Students" tab.

## **DISCIPLINE AND BEHAVIOR EXPECTATIONS**

### **Conduct and Discipline**

The purpose of discipline in a Catholic school is to bring about the self-discipline of each student and the school community as a whole in order to promote the Christian development of each member and thereby enhance the community as the People of God (Archdiocese of Washington Administrative Regulation 5150, Attachment B). The faculty strives to teach self-discipline rather than to impose discipline; the reinforcement of these ideals of self-discipline in the home will be the measure of our success at school. Parents, teachers, and students must work together to accomplish positive results for all concerned.

To show respect for teachers and fellow students:

1. Quiet will be maintained in the hallways while classes are in session.
2. Students are to refrain from leaving trash and/or debris in the hallways, and from leaving black shoe marks on walls, floors, and doors.
3. Students are to refrain from touching walls and any items displayed on bulletin boards, unless directed to do so by a teacher.
4. Students are to refrain from touching other students. Students are expected to respect the personal space of others at all times.

The following are the standard classroom policies. Classroom teachers and assistants may establish additional rules, regulations, and expectations in accordance with the Gospel values and teachings of the Catholic Church as they see fit to maintain an atmosphere for learning that is not listed here. Students are to adhere to the following rules as well as those established by classroom teachers and monitors.

1. Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
2. Each student is to have all the necessary materials for class and be in the correct uniform for the day.
3. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teacher. They are not to do work for another class or read other materials unless given explicit permission to do so by the teacher. Materials for another class or non-class activities should not be on the student's desk.
4. Students are to refrain from talking out without permission and from talking to others while instruction is going on, during study periods, or when any assessment (quizzes and tests) are underway.
5. Students are to avoid any action that is distracting to the learning process in the classroom.
6. Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the school day.
7. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to raise issues about their tests, grades, and/or behavioral consequences during class, but rather they should see the teacher when it is convenient to resolve such difficulties.
8. Students are always to enter and leave a classroom quietly.
9. The location of the desks, the condition of the windows, blinds, etc. is the teacher's responsibility; students are not to regulate these unless directed to do so.
10. Chewing gum is prohibited throughout the school at all times.
11. Students will respect items belonging, or assigned, to fellow students. This includes items contained within student lockers, backpacks, and/or purses.

Behavior at all times should reflect courtesy, respect and consideration toward all students, school personnel, parents, volunteers, and visitors. If children are to learn, then discipline is necessary. When students misbehave, they not only disturb the teacher but also deprive themselves and the other students of the valuable class time. According to the school's code of discipline, each student is expected to do the following: accept responsibility, respect people, respect property, accept correction, exhibit self-discipline and follow the uniform policy.

### **Constructive Behavior**

As students in a Catholic elementary school, Saint Joseph's Regional Catholic School students should demonstrate the following qualities:

- Basic courtesy and respect for one another shown by a sincere thank you, please, I'm sorry, etc.
- Thoughtful concern for one another at home, at school, in the parish, in the neighborhood, and in the community shown by being on time for school, work, meals, church services, by taking

their fair share of duties at home, at school, in the parish, and by studying and preparing for school assignment.

- Gratitude to God, to parents, to teachers, and to leaders shown by thanking others and by showing appreciation in some way, and by using the gifts of God, the family, the parish, and the community in a healthy and constructive way.

The report card evaluates academics, specials, and behavior. This evaluation will be based in part on relating to one another in a kindly fashion, respecting authority, respecting property, exhibiting fair play and good sportsmanship, avoiding name calling and gossip, fostering a spirit of service for school and community, and showing reverence for things that are holy.

Grades PreK-5 will follow the discipline code of the school.

- The teacher will use age-appropriate consequences when violations occur based on approved Responsive Classroom guidelines.
- Parents will be kept informed if the level of misbehavior becomes excessive.
- The administration will become involved when necessary.

Grades 4-8 will abide by the Demerit System of the school. Demerits in 4<sup>th</sup>-grade will begin being imposed in the second semester of the school year.

### **Demerits, Suspension, & Expulsion**

St. Joseph's Regional Catholic School strives to create a Christian environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Regulations are based on respect for one another, the safety of each child, and the goal of academic excellence. For students to develop their potential for constructive Christian leadership, they must be guided to grow in self-discipline. Included in this development are an organization of tasks, acceptance of individual responsibility, and accountability for personal actions.

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other facets which make up the community. Therefore, all who use the campus of St. Joseph's Regional Catholic School agree to:

- Use appropriate, courteous language, oral, written and/or gestured.
- Respect the belongings, work, and character of others.
- Observe classroom rules.
- Respect adults and students on the campus or at any related function.
- Dress appropriately, according to set guidelines.
- Act with appropriate decorum at all assemblies and outside activities.
- No medicines, hairspray, perfume, or deodorant are to be used in the school bathrooms.

Christian due process is diligently followed by faculty and administration in all issues regarding the discipline code. All efforts will be made to help the student have a clear understanding of what he/she did that was wrong, and students may be given a chance to be heard. The guiding principle in any discussion of the discipline and due process is the desire to act in a Christian manner characterized by fairness and compassion, even in the face of a mistake. Consequences for mistakes, however serious they may be, can be very important in the elementary years to help the development of moral character as they approach their teen years. As a school and parent team, these consequences can have far-reaching influences on good decision-making for the children in their future.

To be more fair and consistent with discipline, a demerit system will be used for students enrolled in Grades 4-8. The following are some guidelines regarding demerits and the associated consequences:

- Demerits will be assessed for infractions of the discipline code for students in Grades 4-8. Notice will be sent home via email, phone, or in person for demerits given. Written notification via email and/or a letter will be sent for detentions.
- Demerits can be issued by any employee of St. Joseph's Regional Catholic School, including any members of the faculty, staff, and substitute teachers.
- Demerits can be earned at any time that a student is on school property, in the Extended Care Program, in a club, at an event, on a field trip, or on school grounds.
- The first three (3) demerits result in after school detention from 3:25 to 3:50 p.m. The purpose of detention is for students to reflect on their behavior and develop strategies for positive improvement. For the first detention, parents will be notified by a letter at least one day in advance. The day, date, and time of the detention will be included in the notice. Parents must return a signed copy of the notification, prior-to the day of the assigned detention and are responsible for picking up their children promptly when they are released from detention in the main office. After a ten-minute grace period, students will go to ECP and be charged a drop-in fee if not already enrolled in ECP.
- Six (6) demerits in one-quarter will result in a 1-day suspension from school. Earning six (6) demerits for one offense results in a 1-day suspension from school.
- Nine (9) demerits in one-quarter will result in another 1-day suspension from school. The student will then be placed on disciplinary probation for the semester. Disciplinary probation is taken very seriously. Subsequently, any detention received during probation will result in an automatic suspension in addition to the detention earned. Disciplinary probation includes the loss of privileges and eligibility for school and class events. These privileges or events may include recess, participation in school and/or extracurricular activities, field trips, parties, assemblies, and awards. If the student is unable to meet the St. Joseph's Regional Catholic School expectations regarding student conduct, s/he could face possible dismissal as a student.
- Twelve (12) demerits in one-quarter will result in, at a minimum, a 2-day suspension from school. Other disciplinary measures may be imposed, including dismissal as a student.
- Demerits do not carry over into the next quarter.

- Demerits will be counted for conduct grades each quarter, but are not the sole determining factor for behavior/conduct grades.
  - Excellent = 0 demerits
  - Good = 1 - 2 demerits
  - Satisfactory = 3 - 5 demerits
  - Improvement needed = 6 - 8 demerits
  - Unacceptable = 9+ demerits
- Conduct grades in all classes will determine a student's eligibility for honor roll.
- Any violation of school rules and policies is subject to review by the principal and can be escalated to further discipline, especially for serious offenses and continuous or repeated misconduct. The principal and canonical administrator have final say in all decisions concerning discipline. At their discretion, misconduct may warrant more severe consequences, up to and including expulsion.
- Consequences for the following possible discipline issues will be determined by the faculty and administration as deemed necessary and as described below. Depending upon the nature and seriousness of the incident, consequences may include but are not limited to, the following: demerits, letter of apology, mandatory referral to counseling service, detention, school suspension, parent conference, and withdrawal/expulsion from St. Joseph's Regional Catholic School.

Demerits are earned as follows (These are listed to serve as examples. Demerits are not limited to these activities and can also be incurred for other infractions.):

#### 1 - 3 demerits

- Uniform infraction
- Talking in the hallway
- Chewing gum or eating during class without permission
- Leaving an area of supervision without permission
- Failure to observe school/classroom rules
- Misuse of materials/ school property
- Presence in unauthorized areas of the school
- Possession of unauthorized items, such as fidget spinners, toys, and electronics
- Littering or discarding of objects in any part of the school
- Failure to clean up after oneself
- Disruptive behavior in class or at Mass
- Name calling
- Working on assignments other than those assigned by the current teacher (i.e., completing vocabulary assignments during math instruction)
- Blasphemy (using the Lord's name in vain)
- Lying
- Bullying

- Disrespectful behavior to an adult
- Intentional violation of social distancing guidelines or intentional actions that compromise the safety of other students and/or staff
- Horse play
- Sale of personal items
- Allowing students to copy your work, copying another student's work, or plagiarism
- Vandalism
- Inappropriate technology use
- Destruction, theft of minor items, or tampering of another student's work or property
- Not following testing protocol or testing procedures during any assessment
- Not showing up to scheduled detention
- Inappropriate use of the bathroom

### 6 demerits

- Fighting
- Cheating on a test
- Aggression towards a child or an adult
- Verbal or physical threats (oral, written, or gestures both at and outside of school)

In addition to the standards for student behavior described previously, whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, the action may be taken to restrict privileges and rights of school attendance. It is the discretion of the principal, in consultation with the canonical administrator, to determine if a student's behavior warrants a more severe action.

Such action may be:

- **Probation:** A conditional enrollment during a trial period of 1 semester. Any detention received while on probation will result in an automatic one (1) day suspension in addition to the detention earned. Disciplinary probation includes the loss of privileges and eligibility for school and class events. These privileges or events may include recess, participation in school and/or extracurricular activities, field trips, parties, assemblies and awards. If the student is unable to meet the St. Joseph's Regional Catholic School expectations regarding student conduct, s/he could face possible expulsion.
- **Out-of-School Suspension:** Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students will also not be allowed to participate in school-related activities such as extracurricular activities or aftercare. Responsibility for suspending a student lies with the principal. A conference between the parents, student, and the administration is required before the student is readmitted to classes. Students are responsible for all work missed during the suspension.
- **Expulsion:** A termination of enrollment permanently or for an extended period. Expulsion is exercised only through procedures designated by the Archdiocese of Washington.

- **Dismissal:** A termination of enrollment at St. Joseph's Regional Catholic School. The principal and canonical administrator have final say in this decision.

*The decision of the principal and canonical administrator regarding both suspension and expulsion will be final.*

### **Reasons for Suspension**

The following are some behaviors that can result in **suspension**:

1. Physical fighting/assault
2. Sexual harassment
3. Serious theft
4. Continuous bullying
5. Serious vandalism
6. Gross misconduct in the use of technology
7. Cheating and plagiarism - Cheating is considered to be a very serious matter. It includes plagiarism, forgery, cheating on tests, class work, or other assignments, copying another student's assignment or allowing another student to copy an assignment or manipulation of online testing and grading. All cheating results in a zero on the assignment.
8. Willful defiance or disobedience of authority

### **Reasons for Expulsion**

The following are some behaviors that can result in **expulsion**:

1. Continued and willful defiance or disobedience of authority
2. Physical assault
3. Sexual harassment
4. Continued bullying
5. Possession of weapons
6. Possession and/or use of firecrackers, ammunition, or other explosives
7. Arson, extortion, or other criminal activities
8. Possession and/or use of alcohol, tobacco products, and other drugs
9. Serious theft
10. Serious acts of aggression
11. Acts that threaten the health and/or safety of others
12. Gross misconduct of technology and internet, i.e., cyberbullying, defamation of character, slander,
13. Trafficking in pornographic materials (i.e., sexting, printed materials, etc.)
14. Slander
15. Grave defacing or destruction of school property. In all cases of vandalism, students and their parents are responsible for any damage to equipment and/or property
16. Inappropriate sexual activity
17. Falsification of reports, records, or communications
18. Any serious action not in keeping with the mission and philosophy of St. Joseph's Regional Catholic School.

### Fire alarms

Any student who sets, tampers with, or damages a fire alarm is in violation of the Uniform Fire Code Division II, Article II.302 and is subject to a \$500 fine and holding in custody for up to six (6) months. Additionally, the student is subject to, but not limited to, immediate Out of School Suspension, Withdrawal/Expulsion from St. Joseph's Regional Catholic School.

### **Reasons for Dismissal**

The following examples may result in **dismissal**:

1. Poor academic achievement or a learning disability that cannot be properly addressed by the school curriculum
2. Serious misbehavior on the part of a parent or student showing disregard for stated school policies and/or disrupting the teaching-learning situation in the school
3. Parent's noncompliance with the teacher's and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child
4. Parent's noncompliance with school policies
5. Parent's falsification of records or withholding pertinent information regarding the child's past physical, emotional, or academic problems
6. Parent's failure to meet tuition obligations as detailed in their contract
7. Parent and/or student who is involved in counterproductive activities that are detrimental to the mission or reputation of St. Joseph's Regional Catholic School

### **Policy regarding searches**

The school is co-tenant of desks and lockers and reserves the right to search them at any time without notice. If the faculty, or administration, has information that a student has in his/her possession of any item, such as drugs or a weapon, that constitutes a criminal offense in the State of Maryland, the principal, or designee, reserves the right to conduct a reasonable search of a student or their belongings on the school premises in the presence of a third party.

- Other similar violations not specifically covered in this policy may result in other disciplinary action.
- Parents will be notified of points by mail only.
- In all cases, especially with repeat offenders, the administration reserves the right to determine the most appropriate consequences.
- All disciplinary action is subject to final judgment by the principal.

## **EXTENDED CARE PROGRAM (ECP)**

The St. Joseph's Regional Catholic School Extended Care Program follows the same disciplinary code as stated in the St. Joseph's Regional Catholic School handbook.

## **Period of Operation**

The program operates daily from 6:45 a.m. to 8:10 a.m. and from 3:20 until 6:00 p.m. when St. Joseph's Regional Catholic School is in session. Please check the school calendar for exceptions. It is advisable to provide a snack, lunch and a drink each time your child participates in ECP on a noon dismissal.

## **Registration Fee**

The \$150.00 fee is non-refundable. No student may utilize Extended Care Program services without registering. All children registered by the first day of school must have the required physical exam form on file before September 15<sup>th</sup>. Students registering after the 1<sup>st</sup> day of school must have all required documents before attending, including the Registration form, Emergency Form, and A Parent's Guide to Regulated Childcare form. Registrations are accepted throughout the school year. However, please allow for a 10-business day period between the submission of all required registration materials and the time the student may begin attending Extended Care.

## **Extended Care Program Fees**

Extended Care Program fees are paid through TADS on a ten-month schedule (July 31 - April 30). Refunds are not given for a child's absence because of short-term illness or other non-emergency circumstances. Days off are not deducted on your payment plan because there is no extra charge on half-days. Payment is due the last day of the month. After the 15<sup>th</sup> of the month, a \$35 late fee will also be due.

*NOTE:* Report cards or grade access will not be released to anyone who owes Extended Care Program fees.

## **Extended Care Program Emergency School Closing**

The Extended Care Program follows Prince George's County Public School decisions for weather and county closings. If Prince George's County Public Schools close early due to weather or an emergency situation, there is no Extended Care Program.

- If Prince George's County Public School announces a 2-hour delay, The Extended Care Program will open 2 hours late (8:45 a.m.).

There are no phone calls made by the Extended Care Program Director or school office concerning county closings-everyone must listen to the local radio or television stations.

- If evening and afterschool activities are canceled, there will be no ECP.
- If there is a 2-hour early closing, there will be no ECP.
- Should St. Joseph's Regional Catholic School need to close due to an emergency, the Extended Care Program director or school office will inform the parents of the emergency closing.

## **Extended Care Program Returned Check Fee**

There is a \$35.00 charge for a check returned on any account. If a check is returned a second time, we require that all future payments be made either in cash or by money order. There are no exceptions.

### **Extended Care Program Overtime**

Overtime starts at 6:00 p.m. depending on each family's contract. The late fee charge is \$1.00 per minute, per child. Consideration for Extended Care Program employees and their family obligations is important. Habitual lateness may be cause for dismissal from the Extended Care Program.

### **Extended Care Program Receipts**

Your check serves as your receipt for tax purposes.

### **Extended Care Program Termination of Services by School**

Any child may be dismissed from Extended Care Program due to behavior or unmet financial obligations.

### **Extended Care Program Termination of Services by Family**

Any family wishing to terminate their Extended Care Program contract must notify the Extended Care Program director through written notification. Extended Care Program fees will remain in effect until written notification is received.

## **EXTRA - CURRICULAR AND SPECIAL ACTIVITIES**

### **Altar Servers**

Students from grades four through eight are eligible to be trained as Altar Servers. This ministry is both an honor and a privilege - a wonderful opportunity to take full advantage of all the benefits of a Catholic parish school education. Students serve at weekend Masses and on other special occasions (adults also serve in this ministry).

### **Catholic Schools Week**

Special activities are held for a week to celebrate Catholic education.

### **Celebrations**

Class parties are held for special occasions such as Halloween, Christmas, Valentine's Day, and the end of the year.

A child's birthday is a very special event for his/her family as well as his/her teacher and classmates. Students are permitted to dress out of uniform in Catholic school appropriate clothing following the TAG Day dress requirements (please refer to the TAG Day Dress Code for details on appropriate clothing stipulated in the Handbook. Please be aware that the school reserves the right to require a student to change into uniform if his/her attire is not in adherence with TAG Day guidelines).

Parents and guardians may send in a single pre-packaged food item per student that is peanut free. These items must be dropped off at the main office. In order to limit distractions, in class celebrations are not allowed.

A Christian reminder: It is important to remember that students who are excluded from parties at a classmate's home are often those students who are excluded by their classmates at school. Parents must drop off materials at the office, and the teachers will arrange the celebration. It is preferred that birthday invitations, or invitations to any event outside of school, are distributed away from the school property. If invitations are given out on school property to schoolmates, then the following requirements apply:

1. The invitations must be given to EVERY member of the class, or
2. The invitations must be given to ONLY boys or ONLY girls

### **Clubs**

After school clubs, such as Lego, yearbook, coding, and others, are offered throughout the year. Clubs end at 4:30 p.m. unless otherwise specified by the club moderator. Please be prompt to pick up your children. Students not picked up by 10 minutes after ending time will be sent to the aftercare and parents will be charged the drop-in rate of \$10 per child per hour (Teachers are only paid until 4:00 p.m. and are giving their time to run the club. Habitual late pickup may result in the dismissal of your child from the club).

### **CYO Sports Program**

Students in grades kindergarten through eight may participate in a variety of sports sponsored by the Catholic Youth Organization. Programs are offered through both St. Joseph Parish and St. Hugh of Grenoble Parish.

### **Field Trips**

Educational field trips are arranged so that students can benefit from the cultural and educational opportunities present in this area. Field trips are part of the educational program and participation is mandatory. Parental permission and payment of fees, which will be requested well in advance of the actual date, must be returned to school by a specified due date for the student to participate in the field trip. Chaperones must comply with all Child Protection Policy requirements to attend field trips. Please note the following about field trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Students who have earned 12 or more demerits in a quarter are ineligible to participate in a field trip. Furthermore, in younger grades, some parents may be required to attend field trips with their student due to behavior.

8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A fax does not take the place of an original signature on a field trip permission slip
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are non-refundable. Refunds are not given in the event of student absence or disciplinary action preventing a student from participation.
14. Cell phones and other electronic devices are not allowed on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents/guardians may be asked to act as chaperones.
17. The teacher will notify the parents/guardians who have been selected to act as chaperones.
18. Parents who chaperone a field trip may not bring pre-school or school-aged siblings on the field trip
19. Chaperone Guidelines: All chaperones must have completed the Criminal History Records Check through the Archdiocesan Child Protection Office, as well as completion of the 3-hour Virtus training. All school rules are enforced unless the Principal has explicitly stated otherwise. Chaperones are to stay with their assigned groups. Supervision is both mental and physical. Attention must always be focused on the students. If your child is on the field trip, s/he must not be treated differently from any other child. Your first responsibility is the safety of the students. All chaperones must be 25 years of age or older.
20. Since field trips are privileges afforded to students, the school reserves the right to exclude from field trips, graduation trips, and/or field day to those students who fail to meet academic or behavioral requirements. Any offense for which a student can be suspended may automatically exclude him/her from field trips.
21. Should a family experience financial difficulty and not be able to afford a field trip, they can petition the school for financial assistance.

### **Instrumental Music Program**

In conjunction with the Archdiocesan program, St. Joseph’s Regional Catholic School has a band composed of interested students in grades four through eight. A qualified music instructor is assigned as band director. All arrangements, lessons, and rental or purchase of instruments are handled privately between parent and band director. The school permits students in the band to be released from classes for

a half-hour lesson each week. Therefore, it is the student's responsibility to make up the work from a missed class. Acceptable grades and behavior are to be maintained. After-school band may be held weekly depending on the instructor. All late pickup rules will apply when students are released from after-school band practice.

NOTE: If a student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and /or pick-up at the designated times.

### **National Junior Honor Society**

- The Faculty Council is composed of five teachers who select students for membership and advise in cases of pending dismissal. The principal and moderator are non-voting members of the Faculty Council.
- The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. The principal has the final authority in all such cases.
- Candidates must have been in attendance at the school the equivalent of one semester. Students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades are considered academically eligible if they have a 3.5 or better cumulative average after the first two quarters of the academic year. All grades earned in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades are included to reach the cumulative average. These students are then invited to apply for membership to the honor society.
- Students who apply to the society must complete an application demonstrating their display of the five Honor Society qualities and complete an essay. The student's application packet also includes a record of behavior reports along with any extra materials or information deemed appropriate by the student or the moderator for the faculty council to have a complete picture of the student. The moderator is available to assist the student in completing the application.
- The Faculty Council selects national Junior Honor Society Students by their display of the five qualities of the Society: character, service, leadership, scholarship, and citizenship
- Students who are not invited to apply or who are not selected to become members of the society may request an explanation of the society moderator. The principal shall receive appeals in cases of non-selection of candidates. All appeals and requests should be made in writing and should be submitted promptly.

### Standards and Dismissal Procedures

1. Members who fall below the standards that were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules (that result in suspension or expulsion) or civil laws, a member does not necessarily have to be warned.
2. Continuous behavior infractions will result in removal from the honor society.
3. A member who falls below 3.5 on the report card will be given a warning and one quarter to bring the average back up to 3.5. Failure to retain the 3.5 after the warning will result in dismissal.

4. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.
5. For dismissal, a majority vote of faculty council is required.
6. A member who has been dismissed may appeal the decision of the faculty council to the principal.
7. The National Council and NASSP shall hear no appeals in dismissal cases.
8. Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Prayer Services/Liturgies**

Students are given formal and informal opportunities to enhance spiritual development.

### **Safety Patrols**

The Safety Patrol Program provides an opportunity for leadership and responsibility. Sixth, seventh, and eighth-grade students are eligible to become members of the safety patrol under the direction of a faculty advisor.

### **Student Council**

Officers and representatives from each grade participate in student council meetings and activities to serve the school and community.

## **GRADES AND ACADEMICS**

### **Advanced Math Program**

St. Joseph's Regional Catholic School is proud to offer an advanced math program in the sixth, seventh, and eighth grades. Students in the program study the grade level standards that are one year advanced of their current grade (i.e., sixth-grade students learn seventh grade standards, seventh-grade students learn eighth grade standards, and eighth-grade students learn algebra standards). The program intends to accelerate the participating student's study of math for high school.

Students are recommended for the program at the end of the fifth grade. Parents receive a letter from the school inviting their child to participate in the program. Students in the advanced math program are expected to maintain an average of C or above in all math classes.

The criteria for curriculum placement are as follows:

1. Motivation and maturity
2. Analytical thinking skills
3. Ability to work quickly and accurately
4. Mastery of essential skills and concepts
5. Ability to grasp new ideas readily
6. Completion of assignments on time
7. Standardized test scores/Mastery standards/Achievement scores

8. Grades
9. Attendance
10. Teacher recommendations

### **Assessments**

All tests will be posted three days before the test date. Test grades will be posted within three days. Essays will be graded within ten days of being turned in to the teacher.

### **Computer**

St. Joseph's Regional Catholic School has a fully equipped technology lab. Technology classes are taught to all students in grades Pre-kindergarten through eighth grade. Additional time is scheduled for research, writing, and enrichment. Computers are also in the classroom for students' and teachers' use.

### **Curriculum**

The St. Joseph's Regional Catholic School academic program is by the standards-based curriculum set by the Archdiocese of Washington. The St. Joseph's Regional Catholic School is fully accredited through Cognia. The Religion curriculum has been assessed to conform with the Catechism of the Catholic Church by the Subcommittee on the Catechism, United States Conference of Catholic Bishops. The standards-based curriculum is implemented by the administration and faculty to meet the needs of the students. Through the use of resource teachers and the grouping of students, individual student learning needs are met. There are two math curricula in middle school.

St. Joseph's Regional Catholic School offers a Pre-kindergarten through the eighth-grade program in religion, reading, spelling, English, literature, mathematics, science, social studies, Spanish, art, technology, music, and physical education.

### **Graduation**

St. Joseph's Regional Catholic School's commencement is held in June. A graduation fee is assessed to cover the costs of all graduation expenses. At the ceremony diplomas and special academic awards are presented. Diplomas are not awarded to students who fail an academic subject (religion, mathematics, science, social studies and language arts). Students who fail an academic subject will be required to complete summer school successfully and will receive a Certificate of Attendance.

### **Homework**

Parents are the primary educators of their children. Teachers and parents should work together to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to involve students in the learning process at home. Homework includes study, reinforcement of key concepts, review, and long-term projects assigned by the teachers. Parents can help their children by providing a specific place for home study. They can also project a positive attitude about homework and all aspects of school and learning.

In fourth through eighth grade, teachers coordinate their homework assignments as much as possible, so students are not overloaded on a particular day. Permission to defer homework may be

granted under special circumstances, i.e. sickness or death of a family member. The parent must provide a written request for such permission. St. Joseph's Regional Catholic School discourages vacations during the school year. If families are going on vacation, assignments will not be provided ahead of time. Please communicate with the student's teacher about missing assignments..

The time and complexity of the homework assignments are determined by the students' developmental capabilities. The general guidelines are as follows:

Grades K - 1	10 - 20 minutes
Grades 2 - 3	20 - 30 minutes
Grades 4 - 5	30 - 50 minutes
Grades 6 - 8	60 - 90 minutes

Parents are expected to see that all homework assignments are completed. Students should copy their assignments daily into a homework notebook. Not all homework assignments will be graded. Graded homework assignments will be graded and posted within three (3) days of being turned in to the teacher. Late assignments may not receive full credit.

When requesting homework for your absent son/daughter, please call the school office by 9:00 a.m. The teacher will be given the message and will have your child's books and homework placed in the school office by 3:15 p.m. It is the responsibility of the student and the parent to see that all tests and class work missed during absences are made up. Days allowed for the makeup of homework correspond to the number of days absent for illness or family emergency. If assignments are not completed and given to the teacher by the due date, a grade of zero may be given.

#### Homework due to vacations/planned absences

The school calendar provides extended weekends and holiday time throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

#### **Honor Roll and Awards**

The following quarterly awards are disseminated at the Honors and Awards Assembly.

- Student of the Quarter: Each class will award a student of the quarter based on academic grade percentages and a grade of "G" or better in behavior.
- First Honors: (Distinguished Honor Roll) Students must receive an "A" in all major subjects: religion, mathematics, science, social studies, reading/literature, spelling/vocabulary, English, and Spanish. Students must receive a "G" or better in music, art, PE, technology, and behavior/conduct.
- Second Honors: (A-B Honor Roll) Students must receive an "A" or "B" in all major subjects: religion, mathematics, science, social studies, reading/literature, spelling/vocabulary, English, and Spanish. and an "G" or better in Music, Art, PE, Technology, and behavior/conduct.
- Principal's Honors: Awarded to students who demonstrate the following characteristics:

- All assignments are done completely
- The student uses time well
- The student is always prepared for class
- Good conduct
- Saint Joseph's Award: Awarded to a student who exhibits the Gospel virtues of faith, hope, and love – especially in their interactions with students and faculty. The decision will be based on the following indicators:
  - Faith – students who demonstrate a special devotion to Christ, Mary & the saints, or students who demonstrate a heightened knowledge of the Bible and the Catholic faith.
  - Hope – students who continually project a positive attitude and dutiful cooperation with the teacher's instructions.
  - Love – students who are compassionate towards all schoolmates and faculty
- Most Improved: Awarded to a student who has shown the most improvement in grades and/or behavior.

### **Late Assignments**

Late homework or missing assignments for students in all grades will be accepted at the discretion of the teacher.

### **Progress Reports**

In fourth through eighth grade, progress reports should be reviewed via PlusPortal at the midpoint of each quarter. The purpose of the progress report is to inform parents of their child's academic status so that changes can be made before the final grade is recorded. Progress reports also may indicate the need for a conference. Please be aware that a student with a C average at mid-quarter could fall below average between mid-quarter and the distribution of the report cards.

The parent must acknowledge these reports via email or a PlusPortal message from a parent. The progress report does not serve to indicate success or failure for the marking period. Instead, it serves to provide feedback so that progress may be monitored. It is the responsibility of the parent to check the child's ongoing improvement and inform the teacher of any concerns. Any eighth grader who is failing will not be permitted to attend graduation activities: picnic, trip, or ceremony. In Kindergarten through fourth grade, folders containing the child's work are sent home weekly.

### **Rediker**

Rediker is the PlusPortal system; it is an online grading/assessment tool that also permits the posting of homework assignments. This tool is currently available to fourth through eighth-grade school families. Rediker has many features to include sending the parent an alert if a grade falls below a certain level or weekly emails with all the most current grades. Rediker is a password-protected account and can be set up easily. Please understand that grades are not posted immediately. Teachers may take up to 5 working days to correct and post online the graded work of their students. The hope and purpose of the online grading system are to help the parent monitor their students' progress and to avoid unpleasant surprises at the end of the marking period.

Each middle school student is responsible for writing the homework assignments and assessment (quiz/test/project/essay) due dates in his or her homework planner. Planners are provided to students in grades 3-8. It is our wish that students maintain full responsibility for their assignments even with the consistent posting of homework on Rediker. Technical difficulties may occasionally present problems for posting assignments and grades. The section of the policy about grading turnaround time does not apply to students turning in late work or students who must make up work due to excused absences.

### Report Cards

The report card is a means of communicating the quarterly progress of students to their parents electronically. Report cards will not be given to any child whose family is behind on their tuition or other financial obligations.

Students are evaluated according to the following system:

PK and Kindergarten will receive a standards-based report card each semester.

The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades will receive a standards-based report card quarterly.

Students in grades 4-8 will receive grades quarterly.

#### PK - Grade 3

EE = Exceeds grade level

ME = Meets grade level

AE = Approaching grade level

NE=Not approaching gr. level

X = Not assessed at this time

\* = See attachment

#### Academics: Grades 4-8

93 – 100 = A

85 – 92 = B

77 – 84 = C

70 – 76 = D

Below 70 = F

#### Specials

E = Excellent

G = Good

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

### Retention, Promotion, and Academic Probation

Advancement to the next grade in St. Joseph’s Regional Catholic School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student must meet the following criteria to be promoted to the next grade:

- Completing the assigned curriculum satisfactorily
- Sustaining a D or above in all subject areas
- In grades K – 8 promotion will be primarily by the student’s ability to achieve grade-level objectives and participate in the life of the class with consideration of maturity and social development.
  - Frequent absence and/or tardiness are not considered solely as a basis for retention but may be a contributing factor.

- o Retention in the primary grades is normally dependent upon the development of reading, math, and language arts skills.
- o Retention in grades 4 through 8 is normally dependent on achievement in the basic skills subjects including Religion, Mathematics, and Reading / Language Arts. Failure in two of the basic skills subjects or one of the basic skills subjects plus another academic subject is a basis for retention.
- o A student in grades 4 through 8 who have received a D in an academic subject may be required to attend a certified summer program. If summer school is mandated by the principal, written proof of attendance and a passing grade are required before promotion to the next grade at St. Joseph's.
- o Summer school or summer tutoring is required for failure in **one** basic skills subjects. Written proof of attendance and a passing grade in each specified subject area is required before the student is promoted to the next grade in St. Joseph's Regional Catholic School.
- o Parents will be notified by letter and email at the end of the second and/or third quarter if there is any possibility of retention, failure, or dismissal of a student for academic reasons.
- o A child failing any major subject area (Language Arts, Math, Social Studies, Religion, English, and/or Science) in eighth grade cannot repeat at St. Joseph's Regional Catholic School without administrative permission, nor will the student receive a diploma or participate in the graduation ceremony. Diplomas will be issued to those students who have successfully completed the eighth-grade requirements. Those who have not successfully completed the requirements may be issued a certificate of attendance.
- o Eighth graders attending summer school will not be allowed to graduate with their class. They will receive their diploma only after the successful completion of summer classes.
- o The administration reserves the right to make the final decision regarding the retention, promotion, or academic dismissal of any student.

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan for a semester. At the end of a quarter, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport, extracurricular activity or academic competition until the grade has improved to a passing grade of D. We expect parents to discuss grades thoroughly with the child and take steps necessary to prevent a failing grade. Parents are invited and encouraged to contact the child's teacher and discuss this or any other pertinent school matters.

### **Special Learning Needs/ Resource Program**

St. Joseph's has a philosophy of inclusion for all students whose parents wish for them to receive a Catholic school education provided the school can meet their educational needs with reasonable

accommodations. This philosophy is consistent with the mission of the Catholic Church in viewing students with learning differences as students of God and members of the Church. Parents of a student with learning differences are encouraged to work collaboratively with the administration and the resource team. This includes providing the school with the student's existing IEP, IFSP, educational, physical, and psychological testing results, reports and recommendations, and allowing school personnel to consult with outside professionals regarding the recommendations. Parents may also be asked to work with the administration and the resource team to locate resources necessary to provide appropriate accommodations.

The resource teacher works with students who have a documented educational need. The resource teacher also coordinates additional educational testing and individual accommodation plans for students. A two-week notice is requested when a family needs information and/or forms for testing, educational planning, recommendations, or other needs. This will ensure timely and thorough completion of any evaluation. All confidential material will be faxed or mailed to the appropriate parties. Please use the form provided by the school when requesting this information.

Resource students: Any instructional time that is missed for a student to receive special education services will affect a student's attendance record. These services must be part of a child's Catholic School Education Plan, and the Principal must be informed in writing of these services.

### **Standardized Testing**

Students in grades K through 8 will take the Archdiocesan mandated M.A.P. three times a year. Also, the High School Placement Test will be administered to 8th graders during the first semester. The 7th and 8th-grade tests are particularly critical, as they are included in the records submitted for admission to high school. Parents receive copies of their children's test results at the conclusion of schoolwide testing. These tests offer additional information regarding the child's academic progress and can be reviewed in conjunction with regular teacher evaluations. It is important that students avoid absence and tardiness during the testing times. Make-up testing must be administered by a teacher without distraction; therefore, students will be allowed to make up missed tests only if time permits.

## **VOLUNTEERING**

The school provides opportunities throughout the school year for the raising of needed funds that tuition cannot address. Participation is vital to the economy of the school. The only requirement is service hours. Thirty (30) hours are required for two-parent families and fifteen (15) hours of single-parent families. A mandatory fee of \$17 per hour is assessed at the end of the academic year for unfulfilled hours. All service hours should be completed by MAY 31ST. Any hours completed after this time will be credited for the following school year unless the youngest child in the family is an 8th grader.

### **Volunteering and Volunteer Hours Program**

The Volunteer Hours Program provides opportunities for parents to work together to build a strong community spirit at St. Joseph's Regional Catholic School. This program is not a fundraiser. Rather, it is a chance for families to share their time and talent to benefit our school children.

In accordance with the Archdiocese of Washington Child Protection Policy, all school volunteers who have contact with children must have completed a Volunteer Application, electronic fingerprinting, and a Virtus Child Protection training session, "Protecting God's Children" at [www.virtus.org](http://www.virtus.org). Documentation of the above must be completed before a volunteer can help. This includes, but is not limited to, chaperoning field trips, school functions, classroom assistance, and lunch/playground duty.

The Volunteer Hours Program provides opportunities for parents and families to work together to build a strong community spirit and support the mission and efforts of the school community. The program is for families to share their time and talent for the benefit of the school children. Each school family should participate by pledging to work for thirty hours per year for two-parent families and fifteen hours for single-parent families, at a fundraising event, social events, and as a volunteer at home or in the school building. All hours must be worked by family members (father, mother, grandfather, grandmother, aunts or uncles). We do not allow high school siblings to fulfill this obligation (this program does not track hours needed for high school graduation). No transfer of hours is permitted. When both parents work for a specific function, they may each receive hours. Currently, families will be charged a set amount for each hour not worked. This fee is subject to change yearly. The fee will be \$17 per hour not worked.

This is a binding financial obligation. Report cards and transcripts will not be released to anyone who has not completed or paid for their hours. Additionally, no eighth grader will be permitted to participate in 8<sup>th</sup>-grade graduation and related activities unless all of his/her financial obligations have been met. No PK-7 student will be permitted to attend school after May 31 unless all of his/her financial obligations have been met. Consistent failure to comply with the Volunteer Hours Program may jeopardize a family's admission eligibility.

All volunteers in school must comply with the Archdiocese of Washington Volunteer policies and procedures. For security reasons, you are asked to sign in at the office upon entering the school and wear the visitor's badge. Signing in also helps us to locate you in case of emergencies. Sign-in procedures may change according to updated security measures.

Each family is required to submit their hours through an online portal and will receive a receipt when approved. Families are required to track those hours. Parents will be notified each year regarding fees for outstanding hours by May 1st. The following is a list of some ways that hours can be earned. There are jobs that can be done at home, during the evening, and on weekends. This is just a partial list. Virtually anything that has approval and helps a teacher raises money for the school or improves the building will count for hours. Volunteering your time and talent at a Catholic church will satisfy a maximum of half of your volunteer commitment hours (15 hours for dual and 8 hours for single parent households). It is the family's responsibility to ensure that the appropriate church coordinator submit the required paperwork to the main office before April 1. Approved projects that help the children in the classroom, raise money for the school, or improve the building will count for hours. The Volunteer checklist will assist you in developing projects that suit your time and talent. We appreciate and acknowledge your help for our children.

- Room parent
- Home-School Association Officer
- Hot Lunch
- Chair a school event or committee
- Identify sources of free materials and send the materials

- Arrange author visits
- Yearbook
- Computer assistance with hardware and software
- New Parent Liaison
- Family School Association Officer
- Help at lunches
- Help at recess
- Donate items such as food and goods
- Sell raffle tickets
- Volunteer for Open House with tours
- Help maintain the library
- Paint during the summer
- Maintain the playground during the summer
- Volunteer to chaperone field trips
- Help write articles for newspapers and social media
- Help write grant proposals
- Help at fundraising events
- Read to students in the classroom or library
- Classroom assistant/volunteer
- Share information about careers, hobbies or special interests with students
- Help with arts and crafts projects
- Assist with an afterschool club
- Photograph school events
- Chair fundraising events
- Student Council parent volunteer

## SCHOOL POLICIES

The policies and procedures in this handbook conform to the policies in the Archdiocesan Handbook. A contract will be signed yearly by parents, teachers, and students in support of these policies.

### **Attendance**

The State of Maryland provides, by law, for compulsory attendance by all students between the ages of 5 and 16 years. The responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student.

As required by the Archdiocese of Washington, four hours of instructional time are required to count as a full day. If a child is in attendance for less than 2 hours, they will be marked absent. Please note that all absences will appear on the report card whether they are excused or unexcused.

When illness or a family emergency prevents attendance, the parent is asked to call the school office

by 9:00 a.m. for each day of absence or submit through School Pass. If a call is not received by 9:00 a.m. office staff will attempt to call parent/guardian. Documentation of all such calls and/or attempts will be kept.

When requesting homework for your absent son/daughter, please call the school office by 9:00 a.m. The teacher will be given the message and will have your child's homework in the main office at 3:15 p.m. It is the responsibility of the student and the parent to see that all tests and class work missed during absences are made up. Days allowed for the make-up of homework correspond to the number of days absent for illness or family emergency. If assignments are not completed and given to the teacher by the due date, a grade of zero will be given.

State law requires that when a student is absent from school, he or she must, on the day of return, bring a note explaining the absence. This written note should include the student's name, grade, the reason for the absence, the date(s) the student was absent, and the signature of the parent. This written excuse is mandatory. If a note is not received, the absence will be marked unexcused. Missing mid-term or final exams requires a doctor's note.

If a student is absent nine (9) or more days, a letter will be sent home notifying the family the identified student has missed 5% of the school year. If absences continue a conference with parents, teacher and principal will be arranged to determine if retention in that particular grade is warranted. The administration will make the final determination. Any student accumulating forty (40) or more unexcused absences within a full school year will not be promoted.

#### **ADW Policy 3535: Archdiocesan School Attendance**

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, the student must provide medical documentation that indicates that the student can return to school);
2. Death in the student's immediate family;
3. The necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by the chief administrative officer.
5. The temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian.
7. Sufficient notice should be given to the school to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

*Any absence that does not fall into one of the above categories or is not properly documented by the student's parent/guardian is an unexcused absence.*

Any instructional time that is missed for a student to receive special education services will affect a student's attendance record. These services must be part of a child's Catholic School Education Plan, and the Principal must be informed in writing of these services.

For 8<sup>th</sup>-grade students: Any missed school day, other than for high school visitations, is considered an absence for the student. Eighth-grade high school visits are not recorded as an absence provided a note is sent to the homeroom teacher before the visit. Each student is limited to three visits.

### **Attendance for Co-Curricular and/or Extracurricular Activities**

If a student is absent during the school day, he/she may not attend co-curricular and/or extracurricular activities, events or clubs, unless there are extenuating circumstances and permission is given by the principal.

### **Personal vacations during school time are strongly discouraged.**

When a child misses school because of family vacations or reasons other than the child's illness, teachers are not required to give make-up tests or assignments. No assignment will be given in anticipation of the vacation. Students are required to take missed tests immediately upon return to school. Please check the Rediker website daily for assignments.

### **Doctor and Dentist Appointments**

All appointments for doctors and dentists, orthodontists, etc., should be made outside of school hours or on holidays. Regular attendance without interruption is important to a child's education.

### **Early Dismissal**

Since no student is allowed to leave the grounds without special permission, a parent-signed note or email that outlines the time for dismissal and the reason must be submitted to the main office ([secretary@stjosrcs.org](mailto:secretary@stjosrcs.org)). The person calling for the student must come to the school office and sign the student out before the student is dismissed. This precaution is intended for the safety of the student. No early dismissals will be permitted less than 20 minutes before our scheduled dismissal time (3:00 p.m. / 11:40 a.m.). Early dismissal before 12:30 p.m. on normal school days will be considered an absence. No early dismissals are permitted on Wednesdays after 2:00. If the child returns to school during the same school day, he/she must be signed back into school in the office.

### **Late Pickup from Dismissal**

Following dismissal, there will be a fifteen-minute grace period for pickup (3:35 pm). After the grace period, students will be sent to aftercare and the family will be charged using the following schedule:

- First & second occurrences – families will be charged the drop-in rate of \$10.00 per child per hour.
- The third occurrence – families will be charged the \$150.00 per family ECP registration fee along with the drop-in rate of \$10 per child per hour.
- Additional occurrences – families will be charged the drop-in rate of \$10 per child per hour.

If a child is not picked up after a club, they will be sent to drop-in care, and the parents will be charged. The late pick-up policy will be in effect for all after-school activities.

On noon dismissals without Extended Care Program (ECP) available, students who have not been picked up by 12:15 will be charged \$10.00 per child per hour. Repeated infractions of failure to pick-up a student may result in additional penalties, including and up to dismissal.

**Tardiness**

The instructional day begins at 8:25 a.m. It is important that students arrive on time for school each day. When students arrive late, they not only miss instruction, they disrupt the classroom environment. Students are expected to be in their classroom and at their desks no later than 8:25 a.m. Parents must come into the office to sign in their children if they are late after 8:35 a.m. Students who are tardy for school must sign in at the main office and obtain a late pass.

Please note that excessive tardiness per quarter is grounds for disciplinary actions. Please also be aware that excessive tardiness has resulted in students being denied acceptance to Catholic high schools. Tardiness after 11:00 a.m. will be considered an absence. Excessive tardiness may warrant a parent conference, and in extreme cases could lead to dismissal or retention.

**Custody Issues**

Divorced or separated parents must present to the principal a court-certified copy of the custody section of the divorce or separation decree. The school will not be held responsible for failing to honor arrangements that have not been made known.

**HEALTH POLICIES AND PROCEDURES**

**Blood-Borne Pathogens**

Procedures of the Maryland State Department of Health are followed regarding blood-borne pathogens. Staff and students are in-serviced on a yearly basis.

**Health/Disease Chart**

The following health chart gives information about some childhood diseases that may occur during the school year.

<b>Disease</b>	<b>Incubation</b>	<b>Action</b>
<b>Chickenpox</b> Pimples, blisters, and/or crusts in different stages	2-3 weeks	Excluded from school until lesions are scabbed over
<b>Conjunctivitis (Pinkeye)</b>	Acute	The student is excluded until the eye is clear or until released by a physician to return to school. Must be on medication for 24 hours
<b>Fifth Disease</b>	4-20 days	Permitted to return to school after diagnosis by

		a physician
<b>Head Lice</b>	7-10 days	Permitted to attend school after proper treatment for lice (lice shampoo, removal of nits)
<b>Measles (Rubella)</b>	10-14 days	Permitted to return to school five (5) days after the disappearance of the rash
<b>Ringworm</b> Areas of scaly patches of baldness; may begin as small pimples	10-14 days	Excluded from school until under treatment by a physician
<b>Staphylococcal Infection</b> (Staph) including Methicillin resistant Staphylococcus Aureus (MRSA) skin and soft tissue infections such as impetigo, boils, skin abscesses, occasional invasive disease	Variable and indefinite	May attend school with lesions covered
<b>Streptococcal Infection</b> (Scarlet Fever or Scarletina, Strep Throat) a Sore throat, fever, rash on body or extremities	1-3 days	Excluded until released by a physician to return to school

*These diseases should be reported to the school office.*

*\*Children must be fever free without medication for 24 hours before returning to school.*

### **Health Policies and Procedures**

The school office will provide emergency first aid or sick care until the students are in their parent's care. To carry out this function the office must have current and accurate information.

### **When to keep your child home from school**

Sick children need to be kept home from school. Resting at home will help them get better quicker and will prevent them from exposing other children or the staff to their illness.

### **Keep your child home and consult with your child's Primary Care Provider if he or she:**

1. Has a temperature greater than 100°F taken with an oral thermometer
2. Has nausea (upset stomach) or vomiting
3. Has diarrhea (frequent, loose, watery stools) Symptoms may include cramps, bloating, nausea and an urgent need to have a bowel movement
4. Has stomach pain that is constant

5. Has a headache that is interfering with activities
6. Has a sore throat that causes difficulty in swallowing
7. Has yellow discharge on eyelashes in the morning that comes back after being wiped from lashes and eyes that are red (Pinkeye/conjunctivitis)
8. Has a skin rash that causes itching and/or is on most of the body (not diagnosed as psoriasis)
9. Has a constant cough and/or difficulty in breathing
10. Is complaining of feeling ill, has a lack of energy and/or a decrease in activity

### **What will happen if your child gets sick at school?**

If your child gets sick at school, he/she will be seen by office personnel. As a rule, students are not permitted to stay in the office for more than 60 minutes. Students who have vomited or have a fever of at least 100 degrees will be sent home. If the office determines your child is sick, then you will be called to pick him/her up. Therefore, it is important that you provide the school with up-to-date information and phone numbers. If you are not available to pick up your child within 30 minutes, it is important that the school has emergency contact phone numbers of persons that can pick up your child in your absence. Parents who fail to pick up their sick child from the office on multiple occasions may be asked not to re-enroll in the future.

### **When may your child return to school?**

Your child may return to school when symptoms (e.g., vomiting or diarrhea) are gone for 24 hours or if your child has taken the antibiotic prescribed by the health provider for a full 24 hours. If your child has been ill for more than three days, documentation from your health care provider will be needed. Please keep your child home until he or she has been fever free for 24 hours without medication. Students who are sent home during the school day with a fever, vomiting, and diarrhea will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

### **Child Abuse**

The welfare of each child is important to our parents/guardians as well as to the faculty and staff of St. Joseph's Regional Catholic School. Parents/guardians are reminded that the school is required by law to report any suspected case of abuse or neglect, even if there is no definite proof (Archdiocesan Regulation #5000.2). Any person who has reason to believe that a child has been physically or sexually abused under any circumstances must make a report to civil authorities and Archdiocesan authorities.

### **Emergency Cards**

The school office maintains a file of phone numbers to contact parents if a child becomes ill or injured. The numbers of two other persons or guardians should also be available, along with other pertinent information requested at the beginning of the school year. It is imperative that parents assume the grave responsibility of ensuring this information is kept current. If there is a change of residence or telephone number at work or home during the school year, notify the office immediately.

### **Medication**

- In the case of necessity, the office staff may administer emergency medication if certain conditions are met. The school will only dispense medication to students with proper documentation. In the event, a student does not have proper documentation a parent must come to school to administer the medication.
- No child may administer his or her medication, either prescription or non-prescription.
- Medication (over the counter or prescription) should never be sent into school with a child. All medication must be in its original container.
- No student may possess or distribute medications, prescription or non-prescription. No medication is permitted in the classroom or on the student at any time.
- A Physician Medication Order Form with specific information, and a prescription with dosage, frequency, and doctors signature, must be provided and on file. The medication order form must be obtained from the school office or can be downloaded from the school website. A form is required for both prescription and nonprescription medications (example: Tylenol, Benadryl, eye drops, creams, cough drops).
- All medications must be in the original labeled container (with child's name, medication, and dosage information). Loose pills, tablets, etc. will not be accepted or administered. A pharmacist must label prescription medications. Ask for two (2) labeled bottles when getting a prescription filled, one for home and one for school. A small container is preferred for school.
- Parents must give the first dose of any new medication or over the counter medication, except for emergency medications, such as Epi-pens.

*All medicine, including nonprescription medication, must be kept locked in the school office.*

Note: If a Physician's Medication Order Form is not provided, medication will not be accepted or administered. This is a Maryland state law.

### **Physical Examination and Immunization**

All students must submit to physical examinations and other health measures prescribed by state and local jurisdictions.

The parents must present immunization records and general health examination reports for students entering St. Joseph's Regional Catholic School. The immunization shots children must have for school attendance include:

Hepatitis B Vaccine	- 3 doses by Kindergarten (5 years of age)
DPT	- 4 doses for children less than 7 years of age - 3 doses for children 7 years or older
Varicella (Chickenpox)	- 2 doses by Kindergarten (5 years of age)
Polio	- 3 doses by Kindergarten (5 years of age)
MMR (Measles, Mumps, and Rubella)	- all doses must be given on or after 1 <sup>st</sup> birthday. - 2 doses by Kindergarten (5 years of age)
TDaP	- 1 dose by 7 <sup>th</sup> grade
Meningococcal	- 1 dose by 7 <sup>th</sup> grade

## Lost and Found

The lost and found is located in the main office. Personal items such as clothing, lunch boxes, and bags, books, band instruments, etc., must be labeled with the child's name and grade. All unlabeled articles left over at the end of the school year will be disposed of or given to a charitable agency.

Any items found in the school building or on the school grounds should be turned into the school office to be placed in lost and found. Items will remain there for 2 weeks. Items brought to school should be limited to only those items that appear on your child(ren)'s school supply list. Articles which are expensive (cell phones, headphones, cameras or other electronic devices), money and/or items hazardous to the safety of others, or which interfere with school procedures are not permitted on school grounds. Items which are a distraction to a teacher or a class will be taken from the student. Suspensions will be issued when appropriate. Items may be retrieved by the parent at the administration's request. St. Joseph's is not responsible for the loss of any item/money brought to school. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping to receive a new copy.

## MILK AND HOT LUNCH PROGRAM

Students may bring their lunch to school or purchase lunch from the school's Hot Lunch Program. Milk is served daily. Milk is paid for annually at the beginning of September each new school year.

Hot Lunch Programs:

- Monday, Tuesday, select Wednesdays, Thursday, and Friday - a catered lunch includes an entree, dessert, drink, and fresh fruit. All lunches are ordered and purchased online before the beginning of every month. Please visit the Main & Market website at <https://mainandmarket.boonli.com>
- Every other week volunteer families offer a special hot lunch. Look for advertisements in the Monday folders and Toolbox. Payments are made electronically.

Fast food lunches such as McDonald's, Wendy's, pizzas should not be delivered to the school by family members for a student's lunch. It produces an awkward situation that can be avoided. In the event a fast food lunch is sent to school, the student will be required to eat lunch in the office. Soda or any other carbonated drink and glass bottles are not permitted. The school will not accept "forgotten" lunches past 1:00 pm. Students who forget their lunch will be offered lunch, if available. They are expected to bring \$6 the following day to cover the cost. Frequently forgotten lunches will be addressed by the administration. Any foods that are brought into the school to be used for classroom celebrations or birthdays must be store-bought.

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

## Procedures

- Students must be polite and respectful at all times.
- Students must remain seated and raise their hands for assistance.
- Due to dietary restrictions and allergies, students may not share or trade food.
- As a courtesy to the students of subsequent lunch shifts, students will ensure that the table and area around their seat are clean.
- When dismissed, students must stop talking and prepare to leave the lunchroom.

## PARENT/GUARDIAN COOPERATION

### **ADW Policy 3621: Parent/Guardian Cooperation**

Parents/guardians and students understand and acknowledge the Roman Catholic religious nature of St. Joseph's Regional Catholic School. Parents/guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that St. Joseph's Regional Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Joseph's Regional Catholic School. Parents/guardians shall cooperate fully with the school, and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Joseph's Regional Catholic School.

As partners in the educational process at St. Joseph's Regional Catholic School, we ask parents:  
To set rules, times, and limits so that your student:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has hot lunch or nutritional lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address, important phone numbers, or email addresses;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support and cooperate with the discipline policy of the school;

- To ensure that each enrolled student has read and/or understands St. Joseph's Regional Catholic School Expectations/Code of Conduct/Discipline Policy;
- To treat and communicate with all teachers, staff, and administrators with respect and courtesy.

### Parent's Role in Education:

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

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

Once you have chosen to enter into a partnership with us at St. Joseph's Regional Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK to 8), your student needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and been accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your student to become the best person he/she is capable of becoming.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Joseph's Regional Catholic School.

## SAFETY REGULATIONS

### **ADW Policy 3543: Prevention Programming**

As a Catholic school, St. Joseph's Regional Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Joseph's Regional Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, iPad, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school vehicle or bus; or substantially disrupts the orderly operation of a school.

### **ADW Policy Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Joseph's Regional Catholic School reserves the right to take any actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement officers, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain on school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### **Child Protection Policy**

All volunteers who participate in school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington. For further information, call the school office at (301) 937-7154.

### **Counseling Services**

#### ADW Policy 3549: Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Joseph's Regional Catholic School. One-time, initial counseling services may be rendered to students by a school or Archdiocesan counseling staff in the event of a crisis or emergency.

## **Crisis Plans**

St. Joseph's Regional Catholic School has crisis plans for three types of situations: an emergency evacuation and relocation, a lockdown, and a chemical or biological attack. A tornado drill is also practiced periodically. Should a chemical or biological attack occur, students would be "sheltered in place." Parents will not be permitted to pick up children during a chemical or biological attack until the designated authorities give the all-clear signal. Crisis plan drills will occur throughout the school year.

St. Joseph's Regional Catholic School Crisis Plan has been approved by the Catholic Schools Office and is located in the school office. If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure. If a crisis requires evacuation, our designated safe place is either the church grounds or into the church until the building is once again safe. If circumstances warrant, the students may be taken to Beltsville Academy. In the case of a need to Shelter in Place, the students will gather in classrooms and students will not be released to parents or guardians until the crisis has passed. If the school is on lockdown, no one will be permitted to enter the building. We follow the guidelines set forth by the Catholic Schools Office and Prince George's County Public School during Code Orange and/or Red Alerts as set by Homeland Security. We follow the Prince George's County Fire regulations. Periodic fire drills are conducted during the school year. Emergency exit procedures are posted in each classroom. Students must walk in silence to the outside area designated for their classroom.

## **Emergency Closings**

The decision to close school or dismiss early from school due to weather is not a decision made by the school administration, so please do not call the school or rectory. Information regarding late opening, early dismissal, or closings due to inclement weather will be announced over the local radio and television stations, as well as the internet. St. Joseph's Regional Catholic School follows the decision of the Prince George's County Public School System. If they announce that Prince George's County Public Schools are delayed or have closed, then there is also a delay or closing for St. Joseph's Regional Catholic School students in the PK-8<sup>th</sup> grade.

Please note the following:

- Information regarding late openings, early dismissals, or school closings will be announced over local radio and TV stations.
- St. Joseph's Regional Catholic School follows the decisions of the Prince George's County Public School System for school closings, early dismissals, and delayed openings.
- When Prince George's County Schools are closed, St. Joseph's is closed.
- If Prince George's County Schools call for a one or two-hour delay, St. Joseph's will also have a one or two-hour delay.
- If St. Joseph's Regional Catholic School is scheduled to have a 12:00 p.m. dismissal and it is announced that Prince George's County Schools are opening two hours late, St. Joseph's Regional Catholic School will open two hours late with a 12:00 dismissal.
- If Prince George's County Schools have an early closing, St. Joseph's will close at the same time as directed by Prince George's County Schools and there will be NO After Care.

- If Prince George's County Schools' After School activities are cancelled, St. Joseph's aftercare will be closed and there will be no after school activities.
- When emergency situations arise that would affect only St. Joseph's Regional Catholic School, parents/guardians will be contacted by School Messenger (email) and text message. Radio and TV stations will also announce any changes in normal operating hours.
- Announcements concerning any changes to our normal operating schedule/procedure will be communicated through School Messenger (email) and text in which parents who have registered their e-mail and phone number will receive notifications.
- Extended Care Program (ECP) will follow the PGCPs policies for closure/cancellation of afterschool activities or will be sent out via the School Messenger email and text System.

### **Parking Lot Procedures**

Please enter the school property from (South) Montgomery Road entrance and exit from the (North) Montgomery Road. Drivers should not block the driveway or the emergency corridor when entering the driveway and arrival loop. In the morning, please follow the specified traffic pattern and let your children out. Drivers should not use cell phones while in a moving car. Please consult the Morning Drop-off video on the website. If you do not drop off your student/students, please communicate these procedures to the responsible person(s) that do. It is imperative that we ensure the safety of our students above all else. If these procedures and rules are not followed, violators will be contacted.

To ensure safe arrival, the following procedure has been established:

- Follow the directions of the patrols.
- Do not pass any cars on either the right or the left.
- Do not speed.
- Please do not use electronic devices
- Students are to be dropped off in the arrival line. For the safety of all children, drop off rules must be strictly followed.
- Students are not permitted to be picked up by Uber or Lyft or other ridesharing companies on campus

Please note the following regarding arrival:

- The school does not open before 8:10 a.m. and the school cannot be responsible for the well-being of any child who arrives before 8:10 a.m. If the child arrives before 8:10 a.m., the parent must assume the responsibility of supervision. Any unsupervised child who arrives before 8:10 a.m. may be sent to the Extended Care Program (ECP), and a fee will be charged.
- Arrival time begins at 8:10 a.m.
- Students registered in Before Care will be admitted before 8:10 am through the door by the Spanish classroom. All students entering through the Spanish door must be escorted by a parent or guardian and signed in to Before Care.

- Only students are allowed to enter the school through the front doors by the cafeteria between 8:10 a.m. – 8:23 a.m.
- All students will go directly to the homeroom classroom upon their arrival at school. Students are marked tardy if not present in their homeroom by 8:25 a.m. Students entering after 8:25 am must be escorted into the school and signed in by a parent. They will be issued a late slip to deliver to their homeroom teacher.
- Children are to be dropped off on the school grounds only.
- Cars are not allowed in the parking lot during recess periods or physical education classes.
- For the safety and wellbeing of all, those who drop off children must cooperate fully with the school regulations, showing due respect to those who supervise traffic patterns.
- All students arriving should be properly restrained in seat belts.
- All designated drivers must follow posted speed limits.

In the afternoon, park in the rows and follow the lines for dismissal. Children will not be released while cars are moving. Cars will not be released if parents or children remain outside of their cars. At dismissal time, there should be no playing on the playground equipment or the ramp by the middle school wing. Children are to be kept in cars and are not permitted to run around among the cars. Drivers should not use cell phones while in a moving car. Please consult the Afternoon pickup Diagram on page 66. Drivers should not park in front of the school by the canopy entrance at dismissal times. This is a fire lane. If you must park, please do so only in the large parking lot behind the church. If you do not pick up your student/students, please communicate these procedures to the responsible person(s) that do. It is imperative that we ensure the safety of our students above all else. If these procedures and rules are not followed, violators will be contacted.

Please be aware of the following:

- The school day ends at 3:20 p.m. (12:00 p.m. on early release days)
- Students are released only to parents, guardians, or authorized adults listed on Emergency Forms.
- In the event a student must be released early from school for an appointment, a written request from the parent or guardian must be presented in advance with an explanation of the reason and anticipated time of pick-up. Students will be picked up in the main office.
- No early dismissals will be permitted less than 20 minutes before our scheduled dismissal time (3:00 p.m. / 11:40 a.m.), and not after 2:00 on Wednesdays (Mass days)
- Students not picked up by 3:35 (12:15 p.m. on early release days), will be placed in Drop-In Care (ECP) and will be charged a drop-in fee of \$30 per child for this service.
- Children are to be picked up on the school grounds only.
- Cars are not allowed in the parking lot during recess periods or physical education classes. Please do not park in the church parking lot during dismissal.
- For the safety and wellbeing of all, those who drop off and pick up children must cooperate fully with the school regulations, showing due respect to those who supervise traffic patterns.
- All students leaving should be properly restrained in seat belts.

- All designated drivers must follow posted speed limits.
- A student's teacher and the main office should be made aware in writing if they are permitted to walk home. St. Joseph's Regional Catholic School is not liable for their well-being once they leave the campus.

### **Playground Procedures**

Teachers and staff supervise children. Playground rules are posted in every classroom. Students must respect and follow the directions of the playground supervisors to ensure the safety and well-being of all students. Children are to leave and enter the building quietly. If a child consistently disobeys the rules, the privilege of recess will be removed for a specified period.

### **Safety Patrols**

It is important that students do not arrive before 8:10 a.m. and that they leave school promptly at 3:20 p.m., so patrols are still present. Students are to obey the instructions of the safety patrol. The safety patrol is there as a guide.

### **Sexual Harassment**

Sexual harassment is the unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings. Sexual harassment warrants automatic detention or suspension.

Some examples of behavior that may be considered sexual harassment are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Physical, sexual assault
- Sexting or posting of inappropriate photographs

### **Statement of Non-Liability**

As stipulated by the Archdiocese of Washington and approved by St. Joseph's Regional Catholic School Board, the responsibility for students' welfare begins when the school opens and ceases at the end of the school day. By St. Joseph's Regional Catholic School cannot be liable for any student whose parents or guardians permit him or her to leave school grounds without their personal supervision. This particularly applies to those parents who choose to disregard the dismissal procedures and who allow their children to leave the school grounds to be picked up at an unsupervised location. St. Joseph's Regional Catholic School is not liable for supervision of students before or after the times stated for the opening (8:10 am) and closing (3:20 pm) of school. The school is not liable for any injuries or accidents which may occur before

opening or closing of the school. St. Joseph's Regional Catholic School is in full compliance with the EPA's AHERA. Management Plans are available for review in our office.

### Visitor's Passes

All visitors and volunteers to St. Joseph's Regional Catholic School must check in at the main office to sign in and receive a visitor's pass before proceeding to a classroom. This applies to all parents and volunteers.

Note: If a parent or guardian needs to enter the school building, they must check in at the main office and receive a visitor's pass before proceeding to a classroom or any other room within the school. Access to classrooms is strictly forbidden after 4:00 p.m. and on weekends. A teacher must always be present for a student or parent to enter the classroom.

<b>SCHOOL OFFICE</b>
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The School Office is open for business from 8:10 a.m. to 3:40 p.m. All school business should be transacted during these hours.

All persons entering the school are to report to the school office where the staff is available to handle all matters. Individuals are not permitted to interrupt the classes with messages and deliveries. All visitors and volunteers must sign in and wear a visitor's pass. Before leaving the premises, all visitors must sign out and return visitor passes.

Teachers, staff, and administration use the office phone for school-related matters. Students may use the office phone with permission only in cases of an emergency. Students should come to school prepared for the day. Students will not be allowed to call for permission to change routine dismissal procedure. If reports or homework are forgotten, students will not be permitted to call home for them. If, however, lunch or band instrument is forgotten, students may use the phone after the morning "rush" at 8:45 a.m. Cell phone usage by students is strictly forbidden. Cell phones are not permitted in school without prior permission from the office, following a written request for that permission by parents. All cell phones must be left in the school office during school hours and turned in to Extended Care Program (ECP) providers for students in ECP or the after-school activity director/lead. If cell phones are seen or heard anytime while on campus, they will be confiscated until a parent arrives to pick up the phone.

### Daily Schedule

Grades PK-8	Arrival:	8:10 a.m.
	Dismissal:	3:20 p.m.

Supervision of children is not available before 8:10 a.m. or after 3:35 p.m. on any regular school days unless they are enrolled in the Extended Care Program. Students are permitted into the building at 8:10 a.m. and are to be at their desks by 8:25 a.m. Opening exercises begin at 8:25 a.m. Please be on time.

Students are given ten minutes at the end of each school day to gather materials and to get ready

for dismissal. Any parent or guardian who needs to enter the school must sign in at the main office and receive a visitor's pass before proceeding to a classroom. Access to classrooms and lockers is strictly forbidden after 3:40 p.m. and on weekends. A teacher must always be present for a student or parent to enter the classroom.

### **Notes and Money**

Any notes and money sent to school should be in a sealed envelope clearly labeled with the child's name/teacher and event. Please write notes on an appropriate piece of stationery. All notes are submitted to the office and/or the principal. Students are discouraged from bringing money to school unless it is for a specific purpose. Do not combine your children's money into one envelope. Separate envelopes should be sent for each child and each event/activity, unless directed otherwise.

### **Opening and Closing Time**

Students enrolled in The Extended Care Program may enter the school building through the Spanish/ECP classroom door at 6:45 a.m. daily. All other students may enter the school building through the school entrance located between the Parish Hall and the cafeteria at 8:10 a.m. daily. Students should not be on school grounds unsupervised by parents before 8:10 a.m.

School closes at 3:20 p.m. daily, except for scheduled early dismissals. On those days, school closes at 12:00 p.m. (noon). Consult the school calendar for exact days. The school is not responsible for supervision of students before or after the times stated above (opening and closing). The school is not liable for any injuries or accidents that may occur before opening or after the closing of the school unless enrolled in the Extended Care Program (ECP) or after-school activities.

### **Student Records**

Student records are kept locked in the school office and must remain in the office at all times. They contain final report cards, standardized test results and health records. Parents may request, in writing, to view the records in the presence of an administrator. Twenty-four-hour notice must be given. Upon graduation or transfer, after all, financial obligations are met, the contents of the folders are sent to the new school via US Postal Service. Saint Joseph's Regional Catholic School retains only the Permanent Record Card, which contains report card summaries and standardized test results. Records are only sent from school to school.

### **Textbooks**

Textbooks are loaned to students for their use. Students' books must be covered and labeled with both name and grade. A book bag is required of all students. Backpacks should reflect the values of our Catholic school. All textbooks are to be treated with care and respect. Books are expensive, and care should be taken when handling them. If a student writes in or in any way damaged textbooks owned by the school, a fee must be charged to purchase a new book. Obscene or lewd writing in any book will incur disciplinary action they must be kept clean and handled carefully. If a book is damaged, marred, misused or lost, the student will have to assume the responsibility of paying for damages or replacement. This is a financial obligation and can hinder receipt of student records.

## STUDENT DRESS CODE

As the first teachers of your children, kindly guide and check them as they dress for school each day. All students begin wearing uniforms on the first day of school. Uniforms must be worn properly. Those who cannot be in complete uniform must have a written, signed, dated note from their parents. We expect full daily compliance with our uniform policy. Trendy styles and fads are a violation of the uniform policy.

Students in grades Pre-kindergarten through eighth wear a neat, attractive uniform that not only manifests the equality of all students but also enhances the learning environment. Unusual weather conditions may necessitate a change in the uniform schedule. The principal will announce such exceptions.

Students who do not adhere to the dress code will receive a dress code infraction slip to take home to be signed by the parents. Parents are expected to correct infractions promptly. Repeated infractions will result in disciplinary actions including reducing a student's conduct grade, detention, or a comment code on the report card which will impact eligibility for Honors. The administration reserves the right to make final decisions regarding dress code infractions.

Summer uniforms are to be worn between August and October 31<sup>st</sup> as well as May 1<sup>st</sup> through June. Winter uniforms are worn between November 1 and April 30.

*All uniform items must be purchased through  
Risse Brothers at 9700 Martin Luther King Jr. Highway, Suite B, Lanham, MD 20706, [www.rissebrothers.com](http://www.rissebrothers.com),  
301-220-1985, School Code: SJ1517.*

### **Pre-Kindergarten Uniform**

White or maroon polo shirt with logo OR maroon PE shirt
Maroon shorts or sweatpants with logo
White knee or crew socks (no logo) above the ankle
Tennis shoes (solid black or white) with Velcro closures.  NO flashing lights, character shoes, or roller

attachments
St. Joseph's Regional Catholic School maroon logo sweatshirt

**Girls Uniform Options: Grades Kindergarten – 5<sup>th</sup>**

**This may be worn in all months (August through June) except on PE days.**

<b>Dress Uniform Option 1</b>	<b>Dress Uniform Option 2</b>	<b>PE Uniform (PE days only)</b>
Long or short-sleeved white blouse with Peter Pan collar	White or maroon polo shirt with logo	St. Joseph's Regional Catholic School maroon wicking t-shirt with the logo
Plaid jumper ( <i>knee length</i> )	Navy blue dress shorts or slacks (weather dependent)  Please, no cargo pants or cuffs.	Maroon wicking shorts or maroon sweatpants (weather dependent)
	Black, navy blue, or brown leather belt	
Navy blue knee-high socks or tights (no logo)	Navy blue socks (no logo)	White socks (no logo) above the ankle
Black flats, black Mary Janes, black dress shoes (all rubber soled) or black athletic shoes with logos of the same colors. Please, no other colors permitted.  No flashing lights, character shoes or roller attachments.	Black flats, black Mary Janes, black dress shoes (all rubber soled) or black athletic shoes with logos of the same colors. Please, no other colors permitted.  No flashing lights, character shoes or roller attachments.	Athletic shoes (solid black or white - including logo)

Buttoned maroon or blue cardigan, fleece jacket, or maroon sweatshirt with embroidered logo	Buttoned maroon or blue cardigan, fleece jacket, or maroon sweatshirt with embroidered logo	Maroon logo sweatshirt
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**Girls: Uniform Options - Grades 6 - 8**

**This may be worn in all months (September through June) except on PE days.**

<b>Dress Uniform Option 1</b>	<b>Dress Uniform Option 2</b>	<b>PE Uniform (PE days only)</b>
White or maroon short or long-sleeve polo shirt with logo.  All undergarments worn under the white uniform shirt need to be white or flesh colored.	White or maroon polo shirt with logo	St. Joseph's Regional Catholic School maroon wicking t-shirt with the logo
Plaid skirt ( <i>knee length</i> )	Navy blue walking shorts or slacks (weather dependent).  Please, no cargo pants or cuffs.	Maroon wicking shorts or sweatpants (weather dependent)
	Black, navy blue, or brown leather belt	
Navy blue knee-high socks or tights (no logo)	Navy blue socks(no logo)	White socks (no logo) above the ankle
Black flats or black Mary Janes or black dress shoes (all rubber soled)	Black flats or black Mary Janes or black dress shoes (all rubber soled)	Tennis shoes (solid black or white - including logos)

Buttoned maroon or blue cardigan, fleece jacket, or maroon sweatshirt with embroidered logo	Buttoned maroon or blue cardigan, fleece jacket, or maroon sweatshirt with embroidered logo	Maroon logo sweatshirt
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**Boys: Uniform - Grades Kindergarten - 8<sup>th</sup>**

**This may be worn in all months (September through June) except on PE days.**

<b>Dress Uniform</b>	<b>PE Uniform (PE days only)</b>
White or maroon short or long-sleeve polo shirt with logo.  All undergarments worn under the white uniform shirt need to be white or flesh colored.	St. Joseph's Regional Catholic School maroon wicking t-shirt with the logo
Navy blue shorts or slacks (weather dependent)  Please, no cargo pants or cuffs.	Maroon wicking shorts or sweatpants (weather dependent)
Black, navy blue, or brown leather belt	
Navy blue crew socks (no logo) above the ankle	White socks (no logo) above the ankle
Black dress shoes (rubber soled)	Tennis shoes (solid black or white including logo)
Buttoned maroon or blue cardigan, fleece jacket, or maroon sweatshirt with embroidered logo	Maroon logo sweatshirt

**Other Uniform Expectations**

● Jewelry:

- Only necklaces with religious medals or crosses are allowed to be worn inside a student's shirt or

blouse.

- Students can wear a watch. Please, no electronic watches.
- Students are allowed to wear only one stud earring per ear. Boys are not allowed to wear earrings.
- No dangling earrings are allowed. No earrings may be worn above the ear lobe.
- Tattoos or body piercing is not allowed.
- Hair:
  - All hair accessories must be white, black, navy blue, maroon, or school plaid.
  - Hairstyles should be neat and conservative.
    - Boys' hair may not go past their eyebrows, ears or over their collar.
    - Fad hairstyles are not to be worn (i.e., mohawks, shaved designs).
    - Hair color is not to be altered in any way: dyeing, bleaching, streaking, etc.
    - Hair extensions must match your natural hair color.
    - Hairstyles should not cover the eyes.
    - Boys are to be clean-shaven at all times.
- Hats may not be worn in the building.
- Makeup, artificial fingernails, and fingernail polish may not be worn.
- Trendy styles or fads are a violation of the uniform policy.
- Shirts must be tucked in at all times.
- Students enrolled in grades Kindergarten – 8<sup>th</sup> grade are in dress uniform four days a week and physical education uniform one day a week.
- If a student reports to school out of uniform, he/she must bring a written note from his/her parent or guardian with a reason. Demerits and detentions may be issued for inappropriate dress/uniform infractions.

## **TAG Days**

Certain days are designated as "TAG days." Occasionally students will be permitted to dress out of uniform for Pantry TAG Days and special events. Our outward appearance should reflect the respectful Catholic environment of our school, even on out-of-uniform days. It is expected that students always maintain the type of appearance and personal hygiene not distracting to teachers and other students. Parents in all cases must assure that their children wear attire befitting the values and morals of a Catholic school. Please adhere to the following guidelines when assisting your children in selecting their outfit for a dress down day. Appropriate attire is required. If a student chooses not to dress for the TAG Day, the appropriate school uniform for that day must be worn. If the TAG Day is following a "color" theme (i.e., red and green for Christmas), students must wear clothing that is predominantly the theme color. Students will be required to change into uniform if students do not turn in funds or pantry items on that day. If students choose not to follow these guidelines, they will also be asked to change into a uniform that will be loaned from the Uniform Exchange.

On TAG Pantry items day, each student is expected to carry at minimum, 1 item for donation to our local pantry to participate: toothpaste, deodorant, toilet paper, paper towels, pasta, pasta sauce, rice, tuna, mac "n" cheese, canned meat, canned pasta, soup, baked beans, assorted beans (kidney, black, navy, etc.),

peanut butter, jelly, fruit, pancake mix, syrup, pop tarts, crackers, popcorn, cereal, pudding, Jello, ketchup, mustard or mayonnaise. Canned vegetables, snacks, and juice. Each student is expected to have the item with them on TAG days. Please do not have one member of the family carry these items for other siblings.

Below are the guidelines for the appropriate dress on TAG days:

- Jewelry, hair, and clothing should be conservative and modest, not distracting or unusual.
- Hair adornments are also to be conservative and not distracting.
- Jewelry is limited to one (1) watch, one small religious necklace (that is to be tucked under the shirt), and one (1) small pair of stud earrings. Only girls are allowed to wear earrings.
- The following is prohibited:
  - Shoes: flip-flops, open-toed shoes, open back shoes, tennis shoes that convert to roller skates, and light-up shoes
  - Clothing: see-through clothing, tank tops or muscle shirts, tube tops, spaghetti straps, T-shirts with inappropriate writing/messages, biker shorts, pajama pants, low cut blouses/tops, Shirts and blouses that are not continuous from neckline to waist (midsection should not show), and clothing that is extremely tight-i.e. yoga pants, jeggings, spandex, leggings, and skinny jeans, etc.
  - Make-up
  - Hats
  - *Rule of thumb: If you think it might be inappropriate, then it is.*
- The following is considered acceptable:
  - Shoes: tennis shoes, dress shoes
  - Socks: short socks
  - Clothing: jeans (not ripped or torn), dresses/shorts/skirts/skorts no shorter than three inches above the knee, sweatshirts, jogging suits, and slacks
  - Nail polish
  - Jewelry: one (1) watch, one small religious necklace (that is to be tucked under the shirt), and one (1) small pair of stud earrings. Only girls are allowed to wear earrings.

Teachers and the administration will determine as to what is appropriate and not distracting. The principal has the final decision on all matters of dress and grooming.

### **Uniform Exchange**

Parents may donate used uniforms. The uniform exchange is open and free of charge for parents.

## **TECHNOLOGY**

### **ADW Policy 3212: Technology and Internet Usage**

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

### Student Responsibilities

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:
  - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
  - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
  - c. Shall keep all accounts and password information private and secure.
2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:
  - a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
  - b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
  - c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
  - d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;

- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
  - f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
3. Students will manage their personal data to maintain digital privacy and security and are aware of data collection technology used to track their navigation online. T.PK8.DC.4. All Students:
- a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
  - b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
  - c. Shall use school issued email accounts for authorized educational purposes only;
  - d. Shall respect the right of the school to monitor student use of technology.
4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
- a. Shall demonstrate proper physical care for technology equipment;
  - b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
  - c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
  - d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
5. Students understand and acknowledge that:
- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
  - b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
  - c. Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.

- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

### Parent/Guardian Acknowledgement

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship;

<https://adwcollaborators.weebly.com/parentresources.html>

By signing this agreement, the guardian(s) acknowledge(s) that he or she has read the above expectations and reviewed with the student below. Both parent and student understand and agree to abide by those terms. Violations of this agreement are subject to disciplinary action by the appropriate administrators.

### **Blogs/Social Networking**

Engagement in online blogs such as, but not limited to, Twitter, Pinterest, KIK, Xanga, Friendster, Facebook, etc., may result in disciplinary actions if the content of the student's blog, comments, or pictures include defamatory comments regarding the school, the faculty, other students or the parishes.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may be suspended or expelled from the school.

### **Telephone Use**

Individuals are not permitted to interrupt the classes with messages and deliveries. Students may use the office phone before school, at lunch or recess, or after school with permission only in the case of an emergency. Students will not be permitted to leave class to make a phone call. Cell phone usage by students

is strictly forbidden. On a limited basis, students may use the office phone at the discretion of the administration. Students may not have cell phones during the school day. However, with the principal's prior consent and a parent's written request, cell phones may be kept in the office for the student during the day. When on school grounds, students are not permitted to use their cell phone. Unreported cell phones will be confiscated and returned to the parent.

### **Texting**

Texting is not allowed at school from any device at any time.

## **TUITION AND FINANCIAL**

St. Joseph's Regional Catholic School is a regional Catholic school that exists to meet the needs of parishioners and those wishing to have their child/children educated in the Catholic tradition. The annual school budget is developed to cover all of the school's operational costs. Every attempt is made to keep these costs to a minimum. The school's main source of income is in the form of tuition and other required fees. Tuition provides the largest percentage of the school's revenue but does not cover the full cost of the education provided by the school. The school depends on prompt payment of tuition to meet its responsibility to provide a strong educational program. However, just as parents/guardians are required to meet their financial obligations promptly, so must the school.

The tuition for the school year will be set in early spring of the preceding year. The canonical administrator, with advice from the School Finance Council, establishes tuition and fees. The families in the school will be allowed a discount for multiple children in grades K through eight. Each family will be required to execute a tuition payment contract with registration.

No student will be permitted to attend school beginning on May 10 unless all financial obligations have been met. Any classes missed will be considered unexcused absences and work will not be made up. Neither report cards nor records will be released until these obligations to St. Joseph's Regional Catholic School are fulfilled.

Please be aware of the following issues regarding tuition:

- The school will not accept students from any other Catholic schools in the Archdiocese of Washington if tuition and fees are outstanding.
- The school has the right to refuse to accept the registration of members of any family who are delinquent in financial matters.
- Registration fees are non-refundable.
- Registration for the upcoming school year is not considered complete until tuition and fees have been paid from the previous year. If tuition and fees are not paid by May 15, the student's reserved place for the upcoming school year may be released to another student.
- No student will be admitted to school at the beginning of the new school year unless all accounts are paid in full from the previous year, and all accounts are current for the upcoming school year. This means your tuition and fees account must be paid through August.

- Parents/guardians are expected to make tuition and fee payments for the school year on schedule. Ordinarily, tuition is paid in ten monthly installments beginning in July and ending in April, with payments due by the 1st or 5<sup>th</sup> of each month. If it is necessary to begin payments after July, the amount of the payments will be adjusted accordingly. In all cases, the final tuition payment should be made in April.
- Once school is in session, if payment is not received within 10 days of the due date, the parent will be notified of the past due balance with the expectation of full payment of the balance and the \$35 late fee. All past due to tuition payments must be paid to the school office by cash, money order and/or certified check only. During this time, all access to grades via PlusPortals, report cards, transcripts, and parent conferences will be denied until debts are paid. The parent(s) must communicate with the principal regarding payment of the past due balance for which the principal will render a decision. If the situation is not resolved, the student may be dismissed from school.
- All debts to the school (including, but not limited to, tuition, fundraising obligations, HSA parent volunteer hours, library books, textbooks, etc.) must be paid and/or returned to the school by or before May 5 of the current school year.

#### Delinquent Tuition Policy

On-time payment of tuition and fees help to ensure that we are able to provide a quality Catholic education to our students and ensure the financial stability of the school. For this reason, the following policy will be followed for all accounts that are delinquent in tuition and fees. Families with delinquent tuition and fee payments may be subject to the following:

- Late fee of \$35
- Suspension of access to the Rediker Parent Portal
- Suspension of access to the Rediker Student Portal
- Withholding of progress reports and report cards
- Withholding of transcripts
- Parent conferences will not be permitted
- Student(s) will not be permitted to attend second semester classes until all tuition and fees for first semester have been paid in full
  - Any classes missed will be considered unexcused
  - Missed assigned work cannot be made up
  - The school reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition and fee payments during the preceding semester or in such cases to require full tuition payment in advance of registration acceptance. The school reserves the right to withhold re-registration and to deny re-admission until all delinquent fees are paid.
- Families that have not met their financial obligation for the second semester will not be permitted to attend school beginning on May 10
  - Any classes missed will be considered unexcused
  - Missed assigned work cannot be made up
  - Payments made after May 10 must be made in cash or by money order

- o Any family with an 8th-grade student must have that student's tuition and fees paid in full by May 10, or that student will not be eligible for graduation or graduation activities, including the class trip. Also, final grades and transcripts will not be advanced to the student's high school. An eighth grader will not be permitted to attend school after May 15 unless all of his/her financial obligations have been met. Any classes missed will be considered unexcused absences and work will not be made up. Payments after May 10 must be made in cash, certified check, or by money order.
- Past due accounts may be turned over to a collection agency or small claims court if parents/guardians withdraw their child(ren) and do not pay the outstanding balance. If legal action is required to collect any outstanding amounts due under this agreement, the school shall be entitled to recover from the parent/guardian, in addition to such amounts, all collection costs including, without limitation, attorney's fees and court costs.

### Practicing Catholic Rate

Parents who have a student or students enrolled in St. Joseph's Regional Catholic School understand that to be eligible for the Catholic Rate for current and subsequent years, they must be registered, contributing members of their parish in the Archdiocese of Washington. Parents will be considered participating members of their parish only if there is a record of weekly attendance at their Catholic church.

For families registered at select Catholic churches, verifying attendance is based on the presence of the contribution envelope in the collection basket each weekend. Mailing one's contribution envelope to the rectory or the school, either weekly or monthly, will not make one eligible for the Catholic Rate. Those who prefer to write one check per month, rather than four or five, may place their empty envelope in the collection basket at Mass on the weekends, clearly marked "monthly contributor". Each year, a review will be made of Mass attendance for each family. For families who have not established a satisfactory record of attendance at weekend Mass, their tuition rate will convert over to the Non-Catholic Rate. The canonical administrator is responsible for making that decision. All Catholic families must submit a signed Parish verification form and Parish covenant form yearly to obtain the Practicing Catholic rate.

Families who attend Mass at another Catholic church must submit the completed and signed St. Joseph's Regional Catholic School Parish form and Parish covenant form to be eligible for the Catholic Rate. This form may be obtained by contacting the school office or visiting our website, under the "Parents and Students" tab and "Forms."

### Late, Returned Check, and Other Miscellaneous Fees

Those who are paying directly to the school--payments are due by the 1<sup>st</sup> or 5<sup>th</sup> of each month, beginning June 1, after receiving prior administrative approval. Annual payments are due by July 1, and semiannual payments are due by July 1 and January 1. All other payment plans are handled through TADS. If payment is not received within five (5) calendar days of the due date, a \$35.00 late fee will be assessed. Once school is in session, if payment is not received within thirty (30) days of the due date, the student(s) may not be allowed to attend classes.

Checks returned by the bank for any reason are subject to a \$35.00 processing fee. The administration, at its discretion, may require the family to make future payments by cash, money order, or certified check. Cash should be brought into the office by the parent, and a receipt will be given.

St. Joseph's Regional Catholic School withholds all student records when the family fails to meet all financial obligations within the time specified. No report cards will be issued or conferences scheduled for any family whose payments and obligations are not current. Additionally, student records will not be forwarded to new schools. Attendance for each quarter is conditional on satisfactory compliance with all financial obligations.

Periodic reviews are made to determine if parents and guardians make their scheduled payments promptly. If the review shows a consistent pattern of payment on time, these families will be allowed next year to pay on a periodic basis. On the other hand, if the review shows a consistent pattern of untimely payments or non-payments, then these families forfeit the opportunity to use periodic payment next school year or the next payment period, and these families must pay tuition in full up-front. Failure to meet all financial obligations by their due date may also result in dismissal.

### Graduation Fee

All families of eighth-grade students will be assessed a fee to cover the activities surrounding graduation and graduation expenses. The amount must be paid in full by December 1 of the eighth-grade year.

### Transcript Fee

Any request for transcripts or teacher recommendations for students in grades K-7 that is part of the application process for another school will be assessed a fee. The fee is \$15.00 per application. No fee is assessed for eighth-grade students applying to any four (4) high schools. Applications to more than four (4) schools will be associated with a \$15 fee per application. Completed forms will be sent via U.S. Mail.

Other fees that may arise during the school year including but not limited to:

- o Extended Care Program
- o Graduation
- o Milk
- o Lunch
- o Chromebook (middle school only)
- o Field Trips
- o Damaged/Lost textbook and supplies
- o HSA Fundraisers
- o Special Programs, such as after-school programs/clubs
- o Religious retreats
- o Parent volunteer hours

### Tuition Assistance

#### *Archdiocesan Tuition Assistance*

Tuition assistance may be available for qualifying families through the Archdiocese of Washington (ADW).

The application process is completed through the ADW website ([www.adw.org](http://www.adw.org)) and is generally made available by early October for the next academic year to families who are currently enrolled in the school. The deadline for completing the online application process is usually the first week in December. The ADW makes the financial awards in the spring of the current school year for the following school year. For newly registered families for the upcoming school year, the online application process for financial aid through TADS is made available in January, and the deadline for completion is in February.

#### *St. Joseph's Regional Catholic School Tuition Assistance*

Practicing Catholic families may also apply for tuition assistance from St. Joseph's Regional Catholic School for the current school year. To be eligible for St. Joseph's tuition assistance, a TADS application for Archdiocesan Tuition Assistance must have been submitted the previous December/February. Families do not need to have qualified to receive Archdiocesan Assistance to be eligible to receive St. Joseph's Regional Catholic School Tuition Assistance.

#### Withdrawing from St. Joseph's

Our budget is based on your commitment to attend St. Joseph's Regional Catholic School; therefore, no refunds will be issued for tuition or other fees collected by the school. Anyone withdrawing from St. Joseph's Regional Catholic School who has pre-paid the full year's tuition may receive a pro-rated refund not to exceed 50% of the full prepaid tuition amount. No other fees will be refunded. No refunds of any kind, including pre-paid tuition, will be given after the end of the first quarter. All requests for refunds will be forwarded to the School Finance Council for resolution.

If a family withdraws during the first and second quarter, they will be responsible for the tuition for that month in addition to one additional month. If a family withdraws during the second semester (3<sup>rd</sup> or 4<sup>th</sup> quarter), they will be responsible for the tuition for the remainder of the year.

Families withdrawing students from the school should notify the principal 14 days prior with written notification and sign a Release of Records form that may be obtained from the front office. Parents requesting transcripts will be charged a \$15 fee per request, per child. Records will be forwarded to the new school upon request after the 14 days' notice with payment of records fee. All financial obligations including service hours and fundraising must be met before records will be released. Parents wishing to return students to this school will be readmitted at the discretion of the principal. All student recommendations will be processed through the administration. A 14-day process time should be expected for any recommendation.

#### **Right to Amend**

This handbook provides basic information about the philosophy, policies, procedures, and regulations which govern the operation of St. Joseph's Regional Catholic School. At any time during the school year, more specific information pertaining to school policy may be distributed. St. Joseph's Regional Catholic School retains the right to amend this handbook for just cause. Parents/guardians will be given written notification of such changes via the St. Joseph Tool Box, or through email communication.

## 22/23 School Year Calendar

### July

30 - Kindergarten playdate @ St. Hugh @ 9am

### August 2022

6 - PreK playdate @ St. Hugh @ 9am

11 - New Parent Orientation @ 7pm - Multipurpose Room

20 - Summer/Fall Cleanup

29 - First Day of School - Noon Dismissal - ECP Open

### September

2 - Half Day - No ECP

5 - Labor Day - No School

13 - Back to School Night - VIRTUAL

16 - Picture Day, Student Council Elections

### October

3 - Progress Reports

4 - Blessing of Pets - 2pm

7 - Denim Day

10 - No School

14 - Half Day - ECP Open

21 - Fall Pictures

27 - Half Day - ECP Open

28 - No School

31 - TAG Day - Halloween Costumes

### November

1 - All Saints Day - Mass @ 2:15

4 - Report Cards

9 - Noon Dismissal - ECP Open, Awards Ceremony, Parent/Teacher Conferences

10 - Noon Dismissal - ECP Open - Parent/Teacher Conferences

11 - No School

23 - Noon Dismissal - No ECP

24 - No School - Thanksgiving Break

25 - No School - Thanksgiving Break

### December

7 - Penance Service

8 - Feast of the Immaculate Conception - Mass @ 2:15

9 - Christmas Pageant

16 - Progress Reports  
20 - Noon Dismissal - No ECP  
21 - 31 - No School - Christmas Break

#### January

2- No School - Christmas Break  
16 - No School  
20 - Noon Dismissal - ECP Open, Spelling Bee  
31 - Report Cards

#### February

3 - Awards Assembly, Vocations Panel, Career Day  
10 - Noon Dismissal - ECP TBD, Graduation Pictures  
20 - No School  
24 - Progress Reports, Stations of the cRoss

#### March

3- Stations of the Cross  
10 - Stations of the Cross  
13 - No School  
17 - Stations of the Cross  
22- Ash Wednesday - Mass @ 2:15  
24 - Noon Dismissal - ECP Open, Religion Bee  
31 - Report Cards, Stations of the Cross

#### April

5 - Penance Service, Stations of the Cross, Lenten Learning Day  
6 - Noon Dismissal - No ECP, Awards Assembly  
7 - No School  
10 - 14 - Easter Break - No School

#### May

3 - May Crowning @ Mass  
12 - No School  
26 - Noon Dismissal - No ECP, Field Day  
29 - No School  
31 - Clap Out @ 2:30

#### June

1- Graduation Rehearsal  
2 - Noon Dismissal - ECP Open, 8th Grade Graduation  
8 - Report Cards  
9 - Noon Dismissal - No ECP - Last Day of School, Awards Assembly