



The Spartans

# **PARENT/STUDENT HANDBOOK**

***2018-2019***

***St. Joseph the Worker Grade School***

151 Michael Way, Weirton, West Virginia 26062

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Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Welcome to St. Joseph the Worker School! In choosing St. Joseph the Worker School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Joseph the Worker School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Joseph the Worker School during the 2017-2018 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in black ink that reads "Michael Fuscardo". The signature is written in a cursive style with a large initial 'M' and 'F'.

Mrs. Fuscardo  
Principal

## *St. Joseph the Worker School*

St. Joseph the Worker School in Weirton is a pre-Kindergarten through 8th grade Catholic Elementary and Middle School under the Diocese of Wheeling Charleston Schools Office. St. Joseph the Worker School is accredited through the NCEA (National Catholic Educational Association) and the North Central Association Commission on Accreditation.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Joseph the Worker, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of West Virginia guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept.

St. Joseph the Worker School is integrating Chromebook and iPad technology into its classrooms. We will equip all students in Grades 5-8 with 1:1 chromebooks for school and home use. All students in Grades 3-8 will have Google for Education accounts enabling them to utilize Google's G-Suite for Education including the LMS (Learning Management System) Google Classroom. Mobile Chromebook labs will be stationed in Grades 3 and 4 for their in school academic use. Preschool and Kindergarten will have 1:1 iPad use. There will be a mobile iPad lab available to all grades. Our teachers continue to stay up to date with the latest and most useful apps and extensions as well as how to effectively incorporate technology into their course curriculum. St. Joseph the Worker School is committed to keeping pace with the latest educational technologies and to giving our students the tools they need to be successful.

In addition to a school wide cloud based wireless mesh network, St. Joseph the Worker also has wired network access throughout the building. Our multi-purpose Computer Lab has 30 Windows 10 networked computers

available for individual student and class use. K-3 classes will continue to meet in the Lab a minimum of once per week to work on various assigned projects. Lab activities are designed to reinforce current classroom subject material and to fulfill the 21st Century Learning Skills and Technology Tools Content Standards and Objectives for West Virginia Schools.

### **Diocesan Schools Mission Statement**

The mission of the schools in the Diocese of Wheeling Charleston is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

### **St. Joseph the Worker Parish Mission Statement**

***“I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples.”***

***John 13: 34-35***

St. Joseph the Worker Church is a worshipping servant community dedicated to ministering to our members and to the greater community in the image given by Jesus. This ministry is centered around the sacraments and our acts of faith, hope, and charity.

### **Mission Statement of St. Joseph the Worker School**

St. Joseph the Worker School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Wheeling Charleston. This philosophy reminds us why we are here at St. Joe’s:

- Worship of God in the New Covenant
- Outstanding academics
- Reverence for God
- Kindness toward all
- Encouragement and esteem for ourselves and others

- Rigor in learning, right judgements, and wisdom and charity

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Academic Information**

### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of West Virginia guidelines, are followed for the teaching of all secular subject areas.

St. Joseph the Worker School offers students opportunities for growth in the following major subjects:

### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Students attend the morning parish Mass once weekly.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in March.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joseph the Worker School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### ***Computer Literacy***

Google G-Suite for Education and Microsoft Office applications for Word Processing, Database, Spreadsheet, Web Design, and Integration with Curricular Subjects.

***Fine Arts***

Art, Music and Writing (Grades 5-7)

***Language Arts***

Reading is taught in grades K-6 and The Appreciation of Literature in grades 7-8. Phonics and Handwriting skills are taught in K-3, English and Spelling is taught K-8.

***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I. Students in Grade 8 Algebra take the Math placement exam in May.

***Physical Education***

Physical fitness programs appropriate for each grade.

***Science***

General Sciences and Laboratory Experiences.

***Social Studies***

American History, Ancient Civilizations, Geography, Economics, West Virginia History, and Current Events.

***Spanish***

Grade 8: Vocabulary, common expressions, grammar, conversation, and culture.

**Grading Scale**

***A = 93 – 100***

***B = 85 – 92***

***C = 77 – 84***

***D = 69 – 76***

*F = 68 or below*

### *Academic Probation*

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

### *School Lunch Program*

#### **Lunches**

Students are to bring a cold lunch to school the week of August 20<sup>th</sup>. Hot lunch and milk will begin on Monday, August 27<sup>th</sup>. Lunches will cost \$3.00 and include white or chocolate milk. Milk will also be available for students with a cold lunch or for an extra milk with hot lunch for 25 cents per carton. Lunches can now be paid for through the website.

How to turn in lunch money

- Monthly: Fill out slip attached to lunch calendar, circle days your child wants lunch for the month and the type of milk they want, place slip on the FRONT of the envelope. In the envelope place money for the lunches for the month.
- Weekly: Fill out slip attached to lunch calendar, circle the days your child wants lunch for the week and the type of milk they want, in the envelope place slip on the FRONT of the envelope. In the envelope place money for the lunches for that week
- Milk Money ONLY: place milk money in the envelope. On the front of the envelope please write your child's name, grade, the milk they want (white or chocolate), and the dates you are paying for milk.

**Money for lunches and milk are to be opened in the office not by the teacher.** If you are unsure how to fill out the envelope, please ask the

teacher or the office.

Snacks will be sold once again this year during lunches for the cost of \$1.00 per item.

## *Absence*

Daily attendance is required by West Virginia State Law, it is essential for the successful completion of the WV Next Generation Standards. The most common cause of academic failure is absence. St. Joseph the Worker and its employees expect students to succeed, we require students to attend school regularly and to be prompt in arriving for classes. attendance is taken daily at the beginning of the school day and in each class. Student's missing more than 15 days a year can be subject to consideration for retention due to lack of instruction. Please note that absences, excused or unexcused, affect the student's eligibility to participate in any and all co curricular activities on any day of absence. Again this is on a case by case basis.

Absences are recorded as excused or unexcused. When a student is absent, it is the responsibility of the parent or legal guardian to inform the school by phone of the reason for the child's absence on the current day. Parents must call the office or leave a voice message by 9:00 a.m. If a phone contact is not made an absence is considered unexcused.

### *Excused Absences:*

The following are legal, excused absences:

- Personal illness (limited to fifteen days verified by parents or guardians; **after 3, a doctor's excuse is required.**)
- Death in the family.
- 5 Parent request days approved 1 week prior. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Absences for all other reasons not stated will be considered unexcused. Students who are absent, less than three days **due to illness**, have one day for each day of absence to make up the missed assignments, quizzes

or tests. For example, a student who was absent two days would be given two school days to complete the missed work. Students will receive missed work from teachers upon returning to school. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:00 AM to arrange for homework assignments to be picked up in the office between 2:00 p.m. and 2:30 p.m. If request for work is made while the student is out, completion of all work is due the returning day of school. If work is not completed, students will not participate in recess or Co-curricular activities until all work is finished.

**Teachers are not required to give make-up tests or assignments for absences due to parent request. No assignment will be given in anticipation of parent request days.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Tardiness**

Students coming into school after 7:50 a.m. will be considered tardy and **must** report to the main office immediately and provide explanation. Students who have five unexcused tardies will be referred to the principal. At this young age it is rarely the fault of the student that they are tardy. If your child is giving you issues and making himself/herself tardy, please contact the principal for assistance before we are forced to notify Child Protective Services for the appropriate state (West Virginia, Pennsylvania, Ohio).

### **Telephones**

Students are not allowed to use office telephones except for **extreme emergencies**. Students must be responsible for remembering gym clothes, textbooks, homework, etc., because they may not call home for these items.

### **Early Dismissal**

For the students' safety and to limit classroom interruptions, please follow these guidelines for early dismissals. Students who need an early dismissal must give the early dismissal request form to the homeroom teacher upon arrival in the morning.

- A parent or guardian, or individual designated by the parent or

- guardian must come to the main office and sign the student out.
- If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. If students are not signed back in they will be considered unexcused.
  - All early dismissals must be before 2:00 in order not to interfere with bussing and dismissals.

### **Traveling to and from school**

#### **Bus Rules**

All students are responsible for their behavior from the time they leave home until they return home. All rules regarding behavior in school apply at the school bus line and on the bus.

It is the responsibility of the parents to inform the teacher if the child is taking a different mode of transportation home than normal.

Any Kindergarten student riding the bus must be met at the bus stop by an adult or he or she will not be dropped off and will be returned to school. Elementary siblings are not allowed to take responsibility to walk the child home from the bus stop; an adult must meet the students.

- Hancock County
- Burgettstown
- Transit for Brooke County students

#### **Car Riders**

There are two areas for morning drop-off and one area for afternoon pick-up: The back parking lot door and the front door. The door at the end of the cafeteria is for employee use only.

All children are to be picked up in the school rear parking lot **ONLY!** The side and front doors will **NO LONGER** be utilized. All cars must have a number clearly displayed in the front windshield on the driver's side of the car. Numbers are assigned by the school.

Parents must remain in their cars and proceed through the regular pickup process. Students are not allowed to walk to a parked car without a

teacher or administrator escort.

To ensure emergency access to the St. Joseph/Madonna campus there will be no parking on either side of Park Ave. in the block adjacent to St. Joseph the Worker School. The pickup line from the back parking lot will continue down the left side of Park Ave and wrap around onto Elaine St. if needed.

Parents are asked to pay close attention during the pickup process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Homeroom teachers should be advised in writing if a child is to go home by a different mode of transportation on a given day.

### **Madonna Siblings**

Students that have siblings attending St. Joseph the Worker School may be permitted to go to MHS after school for pick up. A note **MUST** be sent to school stating permission. If there is a change in their mode of transportation the school must be notified.

### **School Hours**

Grades Pre-K through 8: 7:50 AM – 2:20 PM. Students not in their homeroom at 7:50 AM are considered tardy. PreK 3 is Monday, Tuesday and Wednesday from 8:30 AM - 12:00 PM. PreK 4 is Monday - Thursday from 8:30 AM - 2:00 PM.

At St. Joseph the Worker School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:00 AM. Students arriving at that time will go to the Cafeteria until they are accompanied to their classrooms at 7:30 AM.

Prayer and afternoon announcements begin at 2:15 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher.

### **School Office Hours**

The school office is open on all school days from **7:00 AM – 3:00 PM**.

### **Textbooks**

Students are responsible for all textbooks given to them by their teachers and must be taken care of. All textbooks must be returned at the end of the year. If a book is lost, students must pay for the book before a new book is issued. The fee will be refunded if the book is found.

### **Admission Information**

#### **Nondiscriminatory Policy**

St. Joseph the Worker School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Joseph the Worker School:

1. Members of St. Joseph the Worker parish
2. Members of other parishes
3. Non-Catholic students

Important Admissions Disclaimer: All financial aid decisions are determined by the FACTS third party review program, not the administration of St. Joseph the Worker School.

Children entering Pre-K 3 must be three (3) years of age by July 1st.

Children entering Pre-K 4 must be four (4) years of age by July<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by July 31<sup>st</sup>.

At the time of registration, all new students seeking admission to St. Joseph the Worker School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joseph the Worker School will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph the Worker School.

Non-Catholic students whose parents accept the philosophy of St. Joseph the Worker School will be accepted on a space available basis.

**Financial Obligations**

**TUITION SCHEDULE  
SCHOOL YEAR – 2018-2019**

**KINDERGARTEN - GRADE EIGHT**

Actual Tuition Rate per child	\$4,500.00
Tuition Charge for “Parish Participation Rate”	\$3,000.00
Tuition Charge for “Parish NonParticipation Rate”	\$3,500.00

**PRE-KINDERGARTEN**

Actual Tuition Rate per child	\$2,100.00
Tuition charge for PreK 3	
\$1,600.00	
Tuition Charge for PreK4	
\$1,900.00	

**FINANCIAL ASSISTANCE FORMS are available ONLINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office.**

**\*The application deadline to FACTS® Grant and Aid Assessment is a two phase process:**

Phase 1 Deadline is April 30th  
Phase 2 Deadline is August 15

**\*\*All documentation and Application fee have to be completed and received 2 weeks prior to the deadline to be eligible for assistance.**

**Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full on day of registration or
- Pay ½ annual tuition at registration and the remainder by December 1, 2017, or

- Enroll in the FACTS® Tuition Management Service. It is a 10 month payment plan with payments beginning in September, 2017 and ending May, 2018. First payment due at registration to the school along with book and technology fee.

### **Enrollment/Reenrollment**

- The \$45.00 Registration Fee for new students must be submitted with the application.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Joseph the Worker School that do not clear the bank.

### **FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$40 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Joseph the Worker School for the entire amount of tuition no later than date of registration. Two payments may be made semi-annually with the first being made at registration and the final one in January.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE**

**School Year 2017-2018 Book Fee  
(NON-REFUNDABLE FEE).....\$250.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, track, etc.) or other after school activities.

**School Year 2018-2019 Technology Fee**

Chromebooks purchased through the school will be under the control of the school until the student completes his/her 8th grade year. The Chromebooks will then be the property of the student. Chromebooks not purchased through the school must be licensed through the school each year at an additional charge. The technology fee is based upon the years the student is enrolled. Students that withdraw from SJS prior to completing their 8th grade year must pay balance of the Chromebook cost or return the Chromebook.

The following is a list of approximate costs which can fluctuate due to the market conditions at the time of Chromebook purchase. Every attempt will be made to keep costs down and quality up. The complete Chromebook policy can be found at the end of the handbook.

8th Grade with non-touch screen Chromebook	\$250.00
8th Grade bring your own Chromebook	\$112.00
7th Grade Chromebook	\$190.00
7th Grade bring your own Chromebook	\$112.00
6th Grade Chromebook	\$180.00
6th Grade bring your own Chromebook	\$112.00

5th Grade Chromebook	\$170.00
5th Grade bring your own Chromebook	\$112.00
★ ( Three years of insurance only, the fourth year is available but is not cost effective)	
3-4th grade technology fee	\$50.00
K-2nd Grade Technology Fee	\$50.00

### **Allergy Policy**

St. Joseph the Worker School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

### **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **Record Keeping**

At the beginning of each school year, or when a child joins St. Joseph the Worker School Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Food Allergy Policy**

St. Joseph the Worker School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Joseph the Worker School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Training**

In order to minimize the incidence of life threatening allergic reactions, St. Joseph the Worker School will provide training and education for all St. Joseph the Worker School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

### **Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### **Classrooms**

- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
- Students are not permitted to share food during lunch to lessen the chance of exposure to allergens.

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency

- Dose
- Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- Child's name
- Frequency
- Dose
- Date

### **School Field Trips**

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student unless accompanied by the parent or guardian.
- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

### **Birthday/Holiday Observances**

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 8**.

Students are permitted to have class parties throughout the school year. Homeroom mom's will work in conjunction with teachers to plan any class celebration.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Cell Phones/Smart Watches**

Cell phones/Smart watches are not permitted in school and will be confiscated and returned to the parents only. Students using a cell phone in school will be subject to disciplinary action. This includes using a cell

phone as a camera. If a cell phone is needed for a latchkey child to verify that they are home, the phone must be in the off position and never come out of the book bag before or after school on the campus or on the bus. While in school the phone must be given to the homeroom teacher for safekeeping and may be picked up at dismissal. At no time during the day should a cell phone be in a student's possession outside of a book bag. **Items taken away from students on a first occurrence will be returned to the parent(s)/guardian(s) after school, on the second occurrence the item will be returned on the last day of the school year.**

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

### **Child Abuse Laws**

St. Joseph the Worker School abides by the Child Abuse laws of the State of West Virginia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Conduct**

#### **Code of Conduct**

SJS's norms of conduct are predicated on two premises:

1. Every student has the right to: respect, the protection of his/her personal property, the physical integrity of the facilities, and an atmosphere conducive to personal growth and development.
2. Every student has the duty to preserve these rights for others. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every St. Joseph student will be judged. St. Joseph the Worker School puts emphasis on high academic standards, values, morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use

appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as SJS students whether they are in uniform or not. While St. Joseph the Worker School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely and any action that reflects negatively on the SJS community may result in disciplinary action. St. Joseph the Worker School reserves the right to impose consequences, from detention through expulsion, for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about school personnel, offensive communications, and safety threats.

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. 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 factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, cell phones, laser lights, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students on a first occurrence will be returned to the parent(s)/guardian(s) after school, on the second occurrence the item will be returned on the last day of the school year.**

### **Rules of Conduct**

**School Rules** include the following:

- Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
- Students are to be in proper school uniform as detailed in the handbook. an upper grade student must be asked to enter the room and stay with the students.
- All property, personal and school, must be given proper care. Rented texts should be covered at all times.
- Classrooms should have a **quiet** atmosphere beginning at 7:45 AM.
- Students may not run inside the building.
- **Good manners** are to be displayed by all students and should be modeled by everyone on the staff.
- Chewing gum at school is not permitted in the school buildings or on school property during the school day. Teachers should refrain from distributing gum to students.
- Students should consume candy given by a teacher while in the teacher's room not in the hallways or during dismissal.

### **Crisis Plan**

St. Joseph the Worker School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Joseph the Worker Church
2. Off Campus – St. Joseph the Worker School

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Last person out close the door.
- Stand in a single file line quietly
- Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk briskly to the assigned place in single file;
- Sit, face wall, and put hands over head;
- Return to classroom when signal is given.

## **Discipline**

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### **Suspension**

- In School  
Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents.
- Out of School  
Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all classwork and tests from the days of suspension but failing grades will be recorded for this work.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph the Worker School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face expulsion.

## *Harassment*

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## *Field Trips*

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- 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.
- 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.
- A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
- 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.
- All monies collected for the field trip are **non-refundable**.
- **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## *Home-School Communication*

In order to insure that all communication from school reaches home in a timely manner, St. Joseph the Worker School uses a Daily folder system, provided by the school on the first day of school. Official folders containing all correspondence are sent home daily and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. There is a \$1.00 replacement charge for folders that are lost. Information is not sent home if the daily folder has not been returned. Official school-wide emergency communications are sent using the Parent-Reach® phone system.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

The time allotment for homework varies according to the students level, the assignments given, and the student's rate of work. The Diocesan guidelines are as follows:

Grades K-2	20-30 minutes
Grades 3-5	30-45 minutes
Grades 6-8	45-60 minutes

Homework may be assigned to students Monday through Friday. All assignments Grades 5-8 will be posted daily before 3:30 p.m. If you have homework concerns please contact the teacher.

### **Library**

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or

quarterly report cards until their account is cleared.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Joseph the Worker 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 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.

### **Report Cards/Progress Report**

- **Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.
- **Progress Reports** will be given mid-way between each nine-week grading period.
- No student will be given a Report Card if tuition is in arrears.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Service Projects**

The stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project.

### **Student Records**

St. Joseph the Worker School adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Joseph the Worker School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Testing**

- Students **will not** be permitted to retake a quiz or a test in order to improve their academic standing.
- The Terra Nova Standardized Test is given in Grades K through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

- 8th Grade students will be involved in Final Exams for Spanish and Algebra to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Uniforms and Dress Code**

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, and sweaters) may be purchased through:

**Pro3 Services**  
**2101 Greentree Road, Suite A109**  
**Pittsburgh**  
**15220**  
**PA**  
**Call us at 412-279-1102**  
Phone: 412-892-8810  
School ID #: WV01124

Please see school website for more information (school ID when ordering online). **PLEASE USE THIS SITE AS A GUIDE TO WHAT UNIFORMS SHOULD BE PURCHASED.**

School socks maybe crew length socks. Socks should be navy blue or black. **Socks should include no logo or writing.** Girls socks must be knee high, navy blue, white, or gray.

**Skirts should be no shorter than three inches above the knee.**

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the

school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes to be purchased through Graphics in Print®.**

### ***Physical Education Uniform***

Gym uniforms purchased prior to the 2017-2018 school year may be worn during the 2017-2018 school year. New gym uniforms may be purchased through Graphics and Print beginning in the 2017-2018 school year and worn for the remaining years. Please see the following website: [www.graphicsinprint.com](http://www.graphicsinprint.com) and search under store for the St. Joseph the Worker School Spirit Store.

Gym shoes must be provided at the beginning of the school year and remain in classroom. **Non Marking soles are required. Shoes with roller skates are not permitted.**

### ***Uniform Guidelines***

**Dress shoes should be one solid color** - Black, or brown. Oxford style and loafers are acceptable. **No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, hi-top shoes, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Black, Dark Brown or Navy Blue boots maybe worn with winter uniforms.** Shoes with laces must be tied at all times.

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, ponytail holders, etc. must be in the hair, **not worn on wrists. Extreme hair coloring and bleaching is not permitted.** No beads or scarves should be worn in the hair.

No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear earrings no larger than a dime and without large hoops. Girls may not wear choker necklaces Boys may not wear earrings of any type. During the months of

January and February girls may wear plain navy blue, or gray leggings under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts Grades 1-8 must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

**Students who repeatedly violate the uniform policy, will be denied participation in free dress and will serve a detention.**

### **Out of Uniform Guidelines**

#### **Students may wear:**

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks
- crocs

#### **Students may not wear:**

- flip-flop sandals
- no open back shoes
- tank tops with straps less than 2in thick
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- shorts or jeans with rips or tears
- pajama pants
- make-up

- low cut blouses/tops
- clothing that is extremely tight
- hats

**Good Rule: If you think you shouldn't wear it, you shouldn't. Students who repeatedly violate the free dress policy will lose all free dress privileges and may be subject to wear winter uniforms year round**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

### *Visitors*

School visitors (volunteers, parents, etc.) must enter through the front main entrance and come directly to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out and return badge at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### *Volunteers*

All individuals who volunteer in the school will be asked to complete the Diocesan mandated Safe Environment Forms.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **preschool siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties.**

### *Weather Emergencies*

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone listed on a student's file via the Parent Reach® system. If you want it sent to another number we must be

notified. This system is updated year to year. The USER ID displayed by our Parent Reach call is that of the school (304-723-1970). St. Joseph the Worker School **does not** follow the Hancock County Public School emergency closing schedule.

### **Chromebook Policy**

Students at St. Joseph the Worker School (SJS) will utilize Chromebooks on a wireless network. Chromebooks and school computers are strictly for educational use consistent with the educational goals of Catholic education and the school. This document is designed to provide our families clear and concise guidelines regarding appropriate use of students' Chromebooks, as well as other computers within the school.

The school technology fee is geared to providing a Chromebook for each student in grades five through eight. During this, the inaugural year of the program the technology fees are different for each of these grades to enable the student to own the Chromebook upon graduation from SJS. The technology fee the student starts with will remain in place until the student leaves SJS and a receipt for purchase or ownership is issued by the school. All Chromebooks remain the property of SJS during the entirety of a student's career.

Students may not unilaterally claim possession of a Chromebook nor may they discard of a Chromebook in the trash. The school may ask for return of a Chromebook at any time for any reason.

Chromebooks obtained from a vendor other than St. Joseph the Worker will only be allowed to attach to the school network if they have been assimilated into the school domain by submitting to licensing **at an additional cost.**

Students may not rent or sell a St. Joseph the Worker Chromebook to any third parties or other students.

It is the student's responsibility to keep the chromebook in good working order. The Chromebooks are insured by Worth Ave Group “<https://www.worthavegroup.com>” and a copy of the policy will be provided. In cases of stolen or lost Chromebooks, a police report must be filed in the jurisdiction of the student’s residence with statements taken at the school.

If a student's Chromebook is rendered unusable a loaner will be provided until a suitable replacement is found. **Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.**

Chromebooks that are insured and unusable will have a temporary replacement unit issued after the broken equipment is returned to the school.

Student Chromebooks must not be left unattended at any time. If a Chromebook is found to be unattended, it will be returned to the school office and the student will receive disciplinary action.

Chromebooks must be in a student’s possession or secured in a locked classroom at all times. Students must not lend their Chromebook to other students and must not borrow a Chromebook from another student.

Chromebook use should be avoided in the Cafeteria while food or drink is being consumed.

Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable and may result in reduction of technology privileges and disciplinary action.

Chromebook are not to be written on, to have stickers applied to them, or to be modified or defaced in any way.

Students must not remove, relocate, or write on the asset tag sticker on your Chromebook.

Students are not allowed to create or use any administrative passwords on their Chromebooks.

Students are not to swap batteries with other students, or to plug a Chromebook into a wall outlet at any time.

Students are only to replace Chromebook batteries with spare units designated or approved by the school.

Students may not substitute their private computer for network access at the school.

### **Network Access**

Students must not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance programs, IP addresses, remote servers, or private cellular “hot spots” is strictly prohibited. Students may not use the school network for personal or private business reasons, including but not limited to, online ordering, purchases, or personal *quid pro quo* (“something for something”) commerce, or gambling operations. Students are not to knowingly degrade or disrupt public online services. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to or control over restricted or unauthorized network services, violating copyright laws, or denying service through the network. St. Joseph the Worker is not responsible for damaged or lost data transferred through our network or stored on Chromebooks, computers, or our file servers. Five (5) school days of excessive use of network resources, in any order, will constitute abuse of the school network. Excessive use is defined as internet access at a level greater than 0.50% of the total internet usage for the entire school for the entire day.

### **Privacy, Use, and Safety.**

Students may not give any personal information regarding themselves or others through the school network, including name, phone number, address, passwords, etc., unless they are completely sure of the identity of the person with whom they are communicating

and that a supervising instructor or Administrator approves of such an action. Students are not to provide contact or personal information regarding other students, faculty, or Administration to anyone outside of the school without expressed permission.

Students must maintain the security and privacy for network passwords and Chromebook access. Students must avoid sharing personal passwords or usernames.

The school respects the privacy of every student, faculty member, and Administrator regarding stored files and online accounts. However, if inappropriate use is suspected, the school Administration has the right to recall and sequester computer equipment to view content and/or files in order to investigate suspected inappropriate behavior. Chromebooks that are provided by the school continue to be the property of the school until the student graduates and the unit is either returned to the school or purchased by the student. Therefore, the school has the right to view all content at any time.

The school will actively monitor online interactions that take place on student devices attached to the school network and will track website access, newsgroup activity, bandwidth, network use, and the like.

Students are prohibited from accessing faculty, Administration, and staff computers as well as school file servers for any reason without explicit permission from a school technology Administrator.

Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.

No identifiable photographs of students, faculty, or Administration are allowed to be published online or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal

guardian of the student.

### **Cyberbullying**

The use of electronic information and communication devices to willfully harm a person or persons through any electronic medium and will be subject to a strong disciplinary response from the school. Examples of this behavior include, but are not limited to:

Sending/posting false, cruel, hurtful or dishonest messages and/or comments about others.

Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.

Breaking into an e-mail account and sending inappropriate or embarrassing materials to others.

Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

Posting of a student picture without their permission.

Any electronic communication that creates a hostile, disruptive environment either on- or off-campus. This is a violation of the student's or staff member's right to be safe and secure.

Actions deliberately threatening, harassing, or intimidating an individual or group of individuals.

Placing an individual in reasonable fear of harm damaging an individual's property or disrupting the orderly operation of the school.

### **Internet Use**

The Internet is a rich and valuable source of information for education. Nevertheless, it is acknowledged that inappropriate materials are available online, and such materials are strictly prohibited from access or use on school Chromebooks, desktops, and

other personal or portable electronic devices. These materials include, but are not limited to: (a) items of a sexual, suggestive, provocative, or pornographic nature, (b) extremist, anti-Christian, anti-social, or militant materials, (c) gambling or other games of chance, and (d) depictions of violence or images that are intended to be abusive, harassing, etc. Students may not access, display, or store this type of material either on a live screen, screenshot, or screen saver. Information obtained online must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all online sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

### **Plagiarism**

Plagiarism includes the use of any information obtained online that is not properly cited. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, as quickly as possible so that such sites may be blocked from further access. Students that act honestly in this regard will not receive disciplinary actions from the school.

### **Deleting System or Native Program Files**

Students must not delete any system/program folders or files that they did not create or do not recognize as their own original work. Deletion of certain files will result in a computer failure and will interfere with students' ability to complete class work. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional.

### **Downloading and Installation of Software**

Students are not permitted to install custom/individual applications that require administrator privileges. All installed software must be a legally licensed copy obtained through the school. Shareware and freeware programs such as animated cursors, screensavers, and the like, are included as part of this policy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an

assigned, in-class activity. Only commercial videos (such as television programs) legally purchased by the school or other approved entity may be downloaded to the Chromebooks. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the Chromebook program. Copyrighted media may neither be copied to Chromebooks nor be downloaded to Chromebooks from the internet. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### ***File Sharing***

File sharing is the public or private sharing of computer data or space. Any software or online program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing, and is prohibited on the Chromebooks® both on- and off-campus. **The only exception to this is when it is a specific assignment given by a faculty member, and that faculty member is able to oversee all student activity during a school appropriate lesson.** No file sharing software of any kind is to be installed on school Chromebooks, including those that automatically create file sharing connections. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional. Having Chrome tabs open to file sharing sites on a Chromebook is sufficient evidence of unapproved use of technology.

### ***Email***

The use of e-mail or private document sharing during class is prohibited unless authorized by faculty or Administration as part of a lesson or other learning objective specific to a class in session. Students should always use appropriate language in their e-mail messages and document/chat comments, avoiding language that may intentionally or unintentionally harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response. E-mail services provided by the school are to be used only for the exchange of appropriate

information to a school approved educational objective. Bulk mailing or bulk passing of letters (a.k.a, “spamming”, “chain letters”) is prohibited.

Students are prohibited from accessing anyone else’s email account without first receiving explicit permission from the school. E-mail is not to be used to solicit and/or engage in *quid pro quo* (“something for something”) personal commerce.

Only approved mail programs may be used for student e-mail.

School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of an Administrator. Only school–related attachments may be sent on the school email system.

### **Social Media**

Engagement in online activities during school hours, such as, but not limited to Snapchat, Facebook, Twitter, Instagram, etc., may result in disciplinary action. If the content of a student or parent's blog or social media site includes defamatory comments regarding the school, the faculty, other students, or the parish it may result in disciplinary action.

### **Chatting, IM, and Blogging**

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised or moderated by a faculty or administrative superuser. Blogging is to be utilized only for academic purposes.

Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

Audio on computers should be turned off unless required for a bona fide learning activity. Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. When sound is needed, headphones provided by the student must be used. The use of Chromebooks to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day. On-campus audio/video recording may only be completed as part of a supervised, approved activity with the prior

consent of all parties being recorded. Sharing of music (e.g., music file downloading, MP3/iTunes music sharing, P2P, etc.) over the school network is strictly prohibited and is subject to disciplinary action. Having Chrome tabs open to audio and/or video sites on a Chromebook is sufficient evidence of unapproved use of technology.

### **Games**

Viewing and/or playing of electronic games, no matter the source, is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the Chromebook program.

No peer interactive games that are “played” among two or more end users over the school network are allowed. Games that include violence, adult content, inappropriate language, weapons, or depravity (as defined by the school or Diocese) are not to be installed or launched on school computers, including the Chromebooks. Screensavers that include gaming components are not allowed. Having Google Chrome tabs open to game sites on a Chromebook is sufficient evidence of unapproved game playing.

### **Right to Amend**

St. Joseph the Worker School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communications.

***Parent Signature Page***

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

***SIGNED FORM DUE TO THE OFFICE BY August 20, 2018.***