



PARENT/STUDENT HANDBOOK

2023-2024

St. Joseph the Worker Grade School

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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***

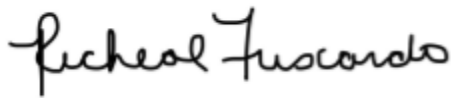
Welcome to St. Joseph the Worker School! In choosing St. Joseph the Worker School, you have demonstrated a commitment to the values and philosophy of Catholic education.

The Parent/Student Handbook reflects the policies of St. Joseph the Worker School for the 2023-2024 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 2023-2024 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, stylized 'M' and 'F'.

Mrs. Fuscardo
Principal

St. Joseph the Worker School

St. Joseph the Worker School in Weirton is a pre-Kindergarten through 6th grade Catholic Elementary 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 an emphasis on principles rather than fact, on learning through problem-solving rather than by precept.

St. Joseph the Worker School integrates Chromebook and iPad technology into its classrooms. All students in Grades K-6 have Google for Education accounts enabling them to utilize Google's G-Suite for Education including the LMS (Learning Management System) Google Classroom. Chromebooks are required for students in Grades 5 and 6 for school and home use. Mobile Chromebook labs are stationed in Grades 3 and 4 for their in-school academic use. Kindergarten- 2nd grade have 1:1 Chromebook access. Preschool has classroom iPad use. There is 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 Windows 10 networked computers available for the individual student and class use. K-2 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

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

We are St. Joseph the Worker working for Christ and His kingdom:

- 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 judgments, and wisdom and charity

Vision Statement

We envision a school of excellence instilling character and intellect, where every child and family are prepared and empowered to fully engage in any challenge they may face academically, personally, or spiritually.

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 Communion. Students attend Mass once a week.

Students in Grades 2-6 take the ARK (Assessment of Religious Knowledge) 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 Communion, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Holy Communion. 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 and Music

Language Arts

Reading is taught in grades K-6. Phonics and Handwriting skills are taught in K-6, English and Spelling are taught K-6. Reading readiness is taught in Preschool

Mathematics

Mathematics Skills are taught Preschool-6th grade

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.

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

We offer a 5 day a week hot lunch program with salad bar to all students Preschool - 6th Grade. Lunch or salad bar will cost \$5.00 and include white or chocolate milk. Milk will also be available for students with a cold lunch or for extra milk with hot lunch for .25 cents per carton. Lunch can now be paid for through the website.

How to turn in lunch money

- **Monthly:** Fill out the slip attached to the lunch calendar, circle days your child wants lunch for the month and the type of milk they want, place the slip on the **FRONT of the envelope**. In the envelope place money for lunches for the month.
- **Weekly:** Fill out slips attached to the 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 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 is 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.

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. Students 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 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 missed assignments, quizzes, or tests. For example, a student who was absent for 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 a request for work is made while the student is out, completion of all work is due on 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 requests. 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 (20) days or the equivalent of 20 days including tardies, can be caused for a student to be retained in the current grade for another year. **Truancy officers will be contacted for excessive tardiness and truancy.**

Tardiness

Students coming into school after 7:50 a.m. will be considered tardy and **must be signed in at the office**. Students who have five unexcused tardies will be referred to the principal and the Truancy office can be contacted. 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 student's 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 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

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 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 or email 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 the school stating permission. If there is a change in their mode of transportation the school must be notified.

School Hours

Grades K through 6: 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 8:00 AM - 12:00 PM. PreK 4 is Monday - Thursday from 8:00 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 or coach.

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 hardback books are to be covered. 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 concerning DWC TAPS program are determined by the FACTS third-party review program, not the administration of St. Joseph the Worker School. Any in-house tuition assistance you must have applied for the TAPS program. If assistance is needed after the TAPS deadline, assistance may still be considered by contacting the principal.

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 1st.

Children entering Kindergarten must be five (5) years of age by July 1st.

At the time of registration, new students seeking admission to St. Joseph the Worker School in Preschool and Kindergarten must go through the academic and behavioral screening process prior to admittance being accepted. Students in Grades 1-6 are evaluated on the basis of current standardized test scores, report cards and behavioral reports from previous school.

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 1-6 must present a copy of the current report card, standardized test results and behavioral reports and IEP's. 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 – 2023-2024

KINDERGARTEN - GRADE SIX

Actual Tuition Rate per child	\$6,800.00
Tuition Charge for “Parish Participation Rate” (less \$500 for Registered Participating Members of St. Joseph and Sacred Heart Parishes)	\$4,300.00
Tuition Charge for “Parish NonParticipation Rate”	\$4,800.00

PRE-KINDERGARTEN

Tuition charge for PreK 3 (Mrs. Hilary)	\$2,500.00
Tuition Charge for PreK4	\$2,800.00

FINANCIAL ASSISTANCE FORMS are available ONLINE at 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 fees 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 the day of registration or
- Pay ½ annual tuition at registration and the remainder by January 31, 2024, or
- Enroll in the FACTS® Tuition Management Service. It is a 10-month payment plan with payments beginning in September or October 2023 and ending May or June 2024. First payment is due at registration to the school along with all fees.

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 the 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 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th 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 2023-2024 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.

The school Year 2023-2024 Technology Fee

Chromebooks will be under the control of the school until the student completes his/her 6th-grade year. The Chromebooks will then be the property of the student. Chromebooks for students in grades 5 and 6 will not be purchased through the school, but must be licensed through the school each year at an additional charge. **The technology fee is a flat fee of \$100 for Kindergarten- 6th grade**

School Year 23-24 Fees:

- | | |
|------------------------------------|----------|
| • Preschool 3 & 4 (Supply)..... | \$100.00 |
| • K - 6th Grade (Art & Music)..... | \$100.00 |

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 a 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 a 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 6**.

Students are permitted to have class parties throughout the school year. Homeroom moms 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. **NO BIRTHDAY INVITATIONS ARE TO BE GIVEN OUT AT SCHOOL.**

Cell Phones/Smart Watches

Cell phones/Smartwatch use is not permitted during 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. **Items taken away from students on the 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 within 24 hours. St. Joseph the Worker employees are mandated reporters.

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 action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes/tobacco, vape pens, toys, trading cards, cell phones, laser lights, 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 the 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 uniforms as detailed in the handbook.
- Upper-grade students may 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 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.

DIGITAL DO'S & DON'TS

In conjunction with the Office of Safe Environment, the Diocesan Schools Office created a book entitled "Digital Do's and Don'ts" to be shared with all students in grades 6-12 in all the Catholic Schools across the Diocese of Wheeling-Charleston. This booklet is designed to help educate students regarding West Virginia law and how it applies to their use of cell phones and the internet. Many students may not realize which types of actions and communications are illegal and could result in criminal charges. This booklet is designed as a preventive measure and a means to raise awareness on topics such as sexting and bullying among teens. As mandated by the Diocese of Wheeling-Charleston, your student will receive training on digital "Do's and Don'ts" from the Administrative staff at St. Francis de Sales Central Catholic School. Before the lesson takes place, parents and guardians will be notified. The lessons are designed to raise awareness on topics such as sexting and bullying among teens, with special regard to cyberbullying. As you know, your children's safety is our utmost concern. Central to our mission in Catholic schools is a focus on the family. Please take the time to review the information when your child brings home the booklet. A discussion at home about this topic will be just as important as the lesson they will receive at school.

Crisis Plan

St. Joseph the Worker School has implemented a "crisis plan" in the case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

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, ball games, 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 or use tobacco, tobacco products, vaping devices, drugs and/or alcohol at school or at any school function face:

- First offense- Confiscation, Call parents, and Out of School Suspension
- Second offense- Expulsion from school

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 trip's 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 experience ensure 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 the information needed to complete the form. **Note:** 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 ensure 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, supplement and enrich classwork, and prepare for certain lessons through various experiences.

The time allotment for homework varies according to the student's level, the assignments are 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	45-60 minutes

Homework may be assigned to students Monday through Friday for grades K-6. All tests and quizzes along with teacher lesson plans for the week will be posted in RenWeb under Lesson Plans by 3:00 pm on Sunday's.

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 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.

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 6 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 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 NWEA MAP Growth Testing is given in Grades K through 6. The ARK Test (Assessment of Catechesis Religious Education) is given to students in Grades 2 and 6.
-

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 the necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See the 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 the school website for more information (school ID when ordering online). **PLEASE USE THIS SITE TO PURCHASE SCHOOL AND GYM UNIFORMS**

School socks for boys are 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.**

Physical Education Uniform:

Navy Blue shorts and t-shirts (navy blue sweatpants and navy blue sweatshirts may be worn if needed due to weather) with the school logo (crest) will be worn during the months May-October. Beginning in November Navy Blue Sweatpants, t-shirts and sweatpants with the school logo (crest) will be worn until the end of April.

Non-Marking soles are required. Shoes with roller skates are not permitted.

Uniform Guidelines

Dress shoes should be **one solid color** - Black, Brown, Navy, or Gray. Oxford style, loafers, and approved canvas shoes 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 may be 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. **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 pierced 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 3-8 must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, gray, 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 with socks

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
- spandex shorts
- shorts or jeans with rips or tears
- pajama pants
- low cut blouses/tops
- clothing that is extremely tight
- yoga pants

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.

May Crowning

We honor the Blessed Virgin Mary during the Sunday Mass at 11:00 AM every year at St. Joseph the Worker Church. This is a special occasion in our parish, especially for our 2nd Grade Holy Communicates and our 6th Grade. All 2nd Grade Holy Communicates, and 6th Grade Students are expected to attend.

Girls that are Catholic in our 2nd Grade and 6th grade have the opportunity to be the Jr. May Queen and May Queen. The requirements to be a Jr. May Queen and May Queen Candidate are as follows:

1. **Must be Catholic.**
2. **Must be a registered, actively participating member of your family's Catholic Parish.** I am able to verify those students whose families are members of St. Joseph the Worker Parish, Sacred Heart of Mary Parish, and St. Paul Parish. If you are an active member of another Catholic Parish you must submit a verification form or a signed letter from your pastor. **This form/letter must be submitted to the school office to be a candidate.**
3. **Must attend 6th Grade Retreat.**
4. **Must attend both experience days (Jr. May Queen candidates only)**
5. **Our May Queen and Jr. May Queen who randomly selects the red rose** will be chosen as queen.

The Aquinas Medal

One student usually from the eighth grade who embodies the qualities we seek to install in our students. The medal is not intended as strictly an academic recognition but to make visible those young people in our school who embody the spirit of the school's mission and the philosophy of the Catholic school education. The principal will present the Aquinas Medal to the student, a congratulatory letter from the Bishop and a letter from the Superintendent of Catholic Schools.

- academics (considered but not mandatory)
- extracurricular activities (clubs, instruments, sports, etc.)
- major achievements (honor roll, 4.0 GPA)
- interesting qualities (loves to play violin, has 2 siblings, animals)
- future career goals
- service to the parish, school and community

Scholarship opportunities for 6th grade students going on to Madonna High School

The first scholarship is the Master of Ceremonies Scholarship. This is a \$250 scholarship to aid in the cost of attending Madonna High School. It is awarded to altar servers that attain the elite rank of Master of Ceremonies while in grade school. This scholarship recognizes a student's service to Christ and His Church.

The second Scholarship is the Surplice Scholarship. This is a \$100 scholarship to aid in the cost of attending Madonna High School. It is awarded to altar servers that attain the rank of Surplice Server while in grade school. This scholarship recognizes a student's service to Christ and His Church.

The second scholarship is the James and Barbra McCune Memorial Scholarship. This is a \$500 scholarship and is awarded to the student that is fervent in their faith and committed to furthering their education at Madonna High School.

The second scholarship is the Lester Rokisky Memorial Scholarship. This is a \$500 scholarship and is awarded to the student that is fervent in their faith and committed to furthering their education at Madonna High School.

The Fourth and final scholarship is the Emanuel Starvaggi Memorial Scholarship. This is a \$1000 scholarship and is awarded to the student that not only excels academically but is dedicated to serving the community and the church. This is to aid in the cost of attending Madonna High School.

SIXTH GRADE GRADUATION The quality of instructional time for graduates of St. Joseph the Worker Catholic School is as important to them as it is for all students. Graduation exercises will be held at the conclusion of eighth grade. In order for a student to qualify for graduation, all academic requirements must be met in full.

DRESS UP: 6th-grade graduation

Students must choose clothing that follows these guidelines:

- shorts/skirts/skorts must be within 2" of the knees
- tops that are modest and appropriate (no tight, low cut, see-through, etc.)
- shoes that do not have excessive heels
- no slipper styles, no "uggs" or similarly styled boots

Prohibited items include:

sleeveless shirts/tank tops/t-shirts
athletic wear
denim

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 a 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 always** follow the Hancock County Public School emergency closing schedule.

DROP-OFF & PICK-UP PROCEDURES

Preschool Drop-Off Procedures: (7:00-7:50 AM)

1. Drop off at the Preschool Entrance next to the gymnasium entrance (siblings may enter this way also)
2. Drop off in the back parking lot with older siblings.

Preschool Pick up Procedures:

1. Monday- Wednesday Preschool 3 will be picked up at 12:00 PM until 3:00PM at the preschool entrance. Anytime from 3:00- 6:00 PM they will be picked up at the cafeteria door with the other after school students.
2. Monday- Thursday Preschool 4 will be picked up at 2:00-3:00 PM at the Preschool entrance. Anytime from 3:00- 6:00 PM they will be picked up at the cafeteria door with the other after school students.
3. Preschool 3 will have care provided at the Grade school on Thursday and Friday if needed. Preschool 4 will have care provided at the Grade School on Friday if needed.

Drop-Off Procedures : K-6 (7:00 – 7:50 AM)

1. Circle around the back school parking lot
2. Pull all the way up as directed by school staff to allow the most vehicles into the drop-off lane at one time as possible.
3. Once your car has stopped, your child(ren) may exit the vehicle on the side facing the school
4. Exit slowly from the drop-off lane and turn right to exit Park Avenue.
5. Do not leave your vehicle unattended in the drop-off lane
6. Please stay in your car.

Pick -Up Procedure:

Circle around the back school parking lot.

Be sure to have your name card visible.

Stay in your car.

Your child(ren) will come to you.

By the act of registering at St. Joseph the Worker School, a student and his/her parents or guardians understand and agree to follow the educational objectives and practices as stated in this handbook and to observe the discipline code of the school.

Right to Amend

St. Joseph the Worker School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through email communications.

Parent Signature Page

I have read the 2023-2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name Print _____

Principal signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

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

SIGNED FORM DUE TO THE HOMEROOM TEACHER BY August 21, 2023

