# K-8 Family Handbook
# 2026-2027 School Year

## St. Joseph Consolidated School

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## Mission Statement and Philosophy of Education

Proudly and purposefully serving a diverse community in the greater Hamilton, Ohio area, St. Joseph Consolidated School is committed to the spiritual, intellectual, physical, and emotional growth of each student. We strive to educate the whole child with emphasis on developing Catholic/Christian character and values. In the spirit of St. Joseph, we seek to prepare each student to confidently meet the challenges of the future and live the Gospel message in service of the Church, our surrounding communities, and the world.

At St. Joseph Consolidated School, we:

1. Strive to educate the whole person by promoting the spiritual, moral, physical, and intellectual and social/emotional development of each student in a value-centered environment;

2. Challenge the unique, individual abilities of each student in such a manner as to enhance self-worth and to attain academic excellence;

3. Seek to motivate students to live as part of a believing community which works to serve the needs of society; to foster love of life, love of family, and love of country; to enable students to embrace the plurality of cultures and creeds; and to respect and revere this plurality as a wonder of God.

4. Are committed to caring leadership, competent teaching, and cooperative endeavors with parents.

## Accreditation

In accordance with the requirements of the State of Ohio, the Archdiocese of Cincinnati, and the Ohio Catholic School Accrediting Association (OCSAA), St. Joseph Consolidated School participates in a six-year process of school improvement and certification. This comprehensive process leads our school through an in-depth review of our performance and compliance with standards of operation. St. Joseph Consolidated School participates fully in this process and maintains a standing of "FULL ACCREDITATION."

## Administration

St. Joseph Consolidated School is a parish school which operates under the authority of the Pastor, Rev. Rick Walling under the direction of the school principal, Mrs. Whitney Schappacher.

## Right to Amend

This handbook is not a binding contract on St. Joseph Consolidated School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## Admissions and Registration

When admitting students to St. Joseph Consolidated School and filling out the rosters

for each grade level, we will follow the tiered protocol below:

- Tier I: Current SJCS students and siblings
- Tier II: New students from St. Aloysius and St. Joseph parish communities
- Tier III: All other new applicants who are members in good standing of other area Catholic parishes
- Tier IV: All other new applicants

Every January, registration forms are given to families currently enrolled at St. Joseph. In order for current families to secure a roster spot, all tuition and fees must be paid by the published deadline.

Families interested in enrollment for the upcoming school year should schedule a tour for our annual January Open House and request an Intent to Enroll form. A current report card and test scores must be submitted with the Interest to Enroll form.

Once all the published deadlines for enrolling and submitting paperwork/fees have passed, we will utilize the tiered protocol to determine the rosters for each grade level. At each tiered level, we will grant admission based on chronological order of registration and subject to the contingency clause stipulated here: *The offer of admission is contingent upon our student screening process, which includes a shadow day with their grade level peers. This process must show a prospective student in good academic and behavioral standing, as well as good financial standing if transferring from in from another school that charges tuition and/or fees. The screening process must also instill confidence that we will be capable of meeting the prospective student's academic and social-emotional needs.*

If enrollment for a desired grade level is full at Open House, families can request to be added to our wait list for the upcoming school year. If a spot becomes available for the desired grade level, families will be contracted to set up a shadow day. If spots do not become available by August 1 of the new school year the enrollment waitlist will be cleared.

**Non-Discrimination Statement**
The governing board of St. Joseph Consolidated School located at 925 S 2nd Street in Hamilton, Ohio 45011 has adopted the following racial nondiscriminatory policies.

St. Joseph Consolidated School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

St. Joseph Consolidated School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

**Registration Requirements for All Students**
State law requires parents/guardians of students new to St. Joseph Consolidated School

to furnish written documentation of school records from the school most recently attended, a birth certificate, emergency form, and an up-to-date record of immunizations, by the first day of school. Additional records required by St. Joseph are baptismal records and any legal custody/parenting time agreements. Registration fees and class fees are due before the start of the new school year. Registration fees are not covered by EdChoice or Jon Peterson scholarships.

The student will not be permitted to remain in school without all the completed forms and feed submitted to the school office.

**School Age**
No child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) before August 1 of the year of admittance. Children who become five or six between August 1 and October 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration.

All new kindergarten students will be assessed. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

**Educating Students with Special Needs**
St. Joseph Consolidated School has had a long-term commitment to meeting the needs of individual students. Consequently, we welcome into our school family students who have special learning needs. St. Joseph Consolidated School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child can receive services at St. Joseph.

We have been designated by the State of Ohio as a Jon Peterson Scholarship provider since the program was established over ten years ago. Jon Peterson Scholarships are available to any student K-8 who has a current, needs to have a compliant IEP in place. These scholarships provide funding for intervention services and can, depending on the cost of those services, cover a portion of tuition expenses as well. Only direct services to the student and tuition can be invoiced to the scholarship. Intervention and aide services would be covered first, and any funding left over can cover tuition.

St. Joseph follows a trimester calendar for the school year. Intervention specialists complete quarterly progress reports, which are provided to families, by the following dates for the 2026-2027 year:

| **Progress Reports:** | **End of Trimester:** |
|---|---|
| July 1, 2026-September 30, 2026 | November 11, 2026 |
| October 1, 2026-December 31, 2026 | February 24, 2027 |
| January 1, 2027-March 31, 2027 | May 21, 2027 |

| | |
|---|---|
| April 1, 2027-June 30, 2027 | |

St. Joseph Consolidated School has an intervention team that consists of three full-time intervention specialists supported by as many intervention aides as required year-to-year by the students we serve.

**Accuracy of Information Statement**
Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

**Voluntary Withdrawal of Students**
When students are withdrawn from school, parents are asked to notify the office several days in advance of the date of withdrawal. Teachers and administrators need sufficient time to complete and forward the proper records.

When a student transfers to another Catholic School, a duplicate of his/her permanent record card is sent to the school that the child is entering. It will not be given to the pupil or parent. If the pupil is transferring to a public school, the personal information of Baptism, Confirmation, and First Eucharist need not be sent. St. Joseph Consolidated School must have signed permission from parents or guardians before records are transferred.

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met. No academic records will be forwarded to any other school if St. Joseph fees are not paid.

ACADEMIC PROGRAM

**Academic Expectations**
Students at St. Joseph Consolidated School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities.

**Curriculum**
St. Joseph Consolidated School's academic curriculum follows the Archdiocesan Graded Course of Study (where applicable), and by extension adheres to the learning standards published by the State of Ohio Department of Education and Workforce.

Most textbooks are selected from a list of books recommended by the Catholic Schools Office. The major areas of study for all grades include the following: Religion, Language Arts, Mathematics, Science, Social Studies, Health, Art, and Physical Education. A more detailed description of the instructional goals per subject and grade level may be

obtained by contacting the school office.

**Homework Expectations**
Homework is an important part of the learning process that reinforces classroom instruction, promotes independent study skills, and encourages responsibility. Our policy is designed to support student success, family involvement, and a balanced lifestyle.

| Time Expectations by Grade Level | |
|---|---|
| Kindergarten | 10–15 minutes |
| Grades 1–2 | 20–30 minutes |
| Grades 3–5 | 30–50 minutes |
| Grades 6–8 | 60–90 minutes |

*These times are for all subjects combined and do not include independent reading, which is strongly encouraged at all grade levels.*

Homework Policy for Grades 4-8
Students' homework is due at the beginning of class each day. Failure to come to class prepared will be monitored each trimester by using the FACTS Demerit system, with the following consequences to follow:

- Infraction 1: Documented in FACTS as a warning
- Infraction 2: Documented in FACTS with loss of recess
- Infraction 3: Documented in FACTS with recess/lunch detention
- Infraction 4: Documented in FACTS with after school detention
- Infraction 5: Documented in FACTS and placed on academic probation
    - If a student is placed on academic probation a parent meeting will be required with administration and the junior high team.
    - Students on academic probation will not be permitted to participate in extracurricular activities (CYO, SOC, Showstoppers, etc) until further notice. The principal will monitor improvement of homework completion.
    - Any additional infractions within the same trimester will require documentation in FACTS and an after-school detention, with the possibility of another team meeting.

**Promotion and Retention**
Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year.

At St. Joseph Consolidated School, our primary goal is to support each student's academic, social, and emotional growth. In some cases, retention—repeating a grade level—may be considered as an intervention to provide a student with additional time to develop the skills necessary for future success.

Process for Retention

1. Early Identification: Concerns are identified as early as possible in the school year, and parents/guardians are notified.

2. Intervention and Monitoring: The school implements targeted interventions and closely monitors student progress.

3. Team Discussion: A retention decision is made by a team that includes educators, school administrators, and the student's parent(s)/guardian(s).

4. Final Decision: The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

**Records Review**
Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Reporting Student Progress**
Report cards are issued three times a year at the end of each trimester, approximately every twelve weeks.

St. Joseph Consolidated School follows the directive of the Archdiocese of Cincinnati that involves the use of a standards-based report card (student progress update) in grades K-3. The grading scale for this new system is as follows:

4 Consistently Demonstrates Proficiency
3 Frequently Demonstrates Proficiency
2 Progressing Toward Proficiency
1 Demonstrates Limited Progress Toward Proficiency
N/A Not Assessed this trimester, but will be assessed this year

The grading scale for students in grades 4-8 remains as follows:

A 93-100%
B 85-92%
C 77-84%
D 70-76%
F Below 70%

Report cards for all grades will include a section regarding personal development in areas such as cooperation, respecting others, and classroom conduct.

Student grades can be accessed at any time via FACTS.

Each trimester we will recognize students in grades 4-8 who qualify for first honors, second honors, third honors, and merit roll awards:

- **First Honors**: All A's
- **Second Honors**: A's and B's, with majority A's
- **Third Honors**: A's and B's, with majority B's
- **Merit Roll**: A's and B's, with no more than one C

**Temporary Home Instruction**
Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

**Standardized Testing**
St. Joseph Consolidated School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.
The NWEA MAP Growth assessment measures student growth and achievement over time and provides a plethora of data to help drive individual, small group, and whole-group instruction. MAP will be taken at the beginning, middle, and end of the school year.

Students who are on an EdChoice or Jon Peterson scholarship are required to take the State of Ohio tests. Third Grade Reading Guarantee testing is first administered to third grade students in the Fall each year and re-administered as needed until July. Testing for other grade levels takes place in the Spring.

All test information and scores will be shared with parents in a timely manner.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

**Withdrawal/Disenrollment for Academic Reasons**
A student may be asked to withdraw for academic reasons from St. Joseph Consolidated

School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Joseph Consolidated School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

**Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

St. Joseph Consolidated School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.

2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the Disenrollment.

3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.

4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

FAITH FORMATION

**Religious Education**

Religion is taught daily at every grade level by teachers who are trained through and in compliance with the certification process (Vocare) and using the curriculum of the Archdiocese of Cincinnati. Non-Catholic students are expected to attend mass with their peers and participate in Religion classes. The faculty/staff of St. Joseph Consolidated School respect the beliefs of others, but expect ALL students to behave respectfully and reverently during Mass and prayer.

An important part of a student's religious education comes in the form of participation in liturgical celebration. Guidance from the priest and pastoral administrator, celebration of the Sacraments, the Mass and other liturgical services, Lenten and Advent ceremonies, the observance of Holy Days, and preparation for Confirmation and First Eucharist are all an integral part of the curriculum.

All students attend liturgies at least one day per week, and reconciliation is offered during the school year. Students who have been baptized in the Roman Catholic faith prepare each year for the Sacraments of Reconciliation and First Eucharist in the second

grade. Preparation for the Sacrament of Confirmation is done annually with eighth grade students.

**Sacramental Preparation**
Religious Education classes are taught every day in each grade. All subjects are taught in light of the Gospel messages and Catholic Christian doctrine. The whole school environment reflects Jesus in all of our activities. Each religion classroom has a special place for the Word of God, The Bible, along with liturgical banners that reflect the Church season.

Morning Prayer—Our day begins with a Morning Offering Prayer. We offer our day, all our work and play to God.

Masses—Students in grades K-8 will attend the Liturgy of the Mass weekly, on Holy Days and special occasions.

Grade 2 — Sacrament of Reconciliation- November/December

Sacrament of Eucharist– April/May Grade 8 —

Sacrament of Confirmation- Fall or Spring

There are scheduled opportunities throughout the year for students to receive the Sacrament of Reconciliation. Students receive the Eucharist at all-school Masses.

Non-Catholic students are expected to attend Mass with their peers and participate in Religion classes. The faculty/staff of St. Joseph respect the beliefs of others, but expect ALL students to behave respectfully and reverently during Mass and prayer.

A family approach is used to prepare students for their first reception of the sacraments of Reconciliation and Holy Eucharist. Parents are responsible for the specific preparation of their children and for the decision regarding readiness of their children for the first reception of the sacraments. The school provides preparation guidelines, materials, and general preparation of the student in the classroom. It is also important to note that there are rules within the Catholic Church that guide sacramental prep, and that a parent's desire for their child's reception of a sacrament does not mean that a priest will "take care of this" ASAP. There is often a process that unfolds over many months. For full information, contact our parish office or call the school principal.

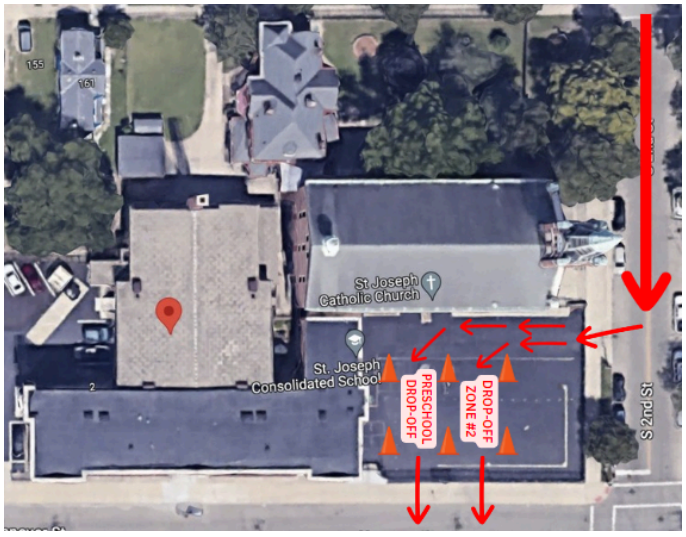
The supervision and coordination of the Religious Education program are the direct responsibility of the principal, catechetical director, and pastor.

ATTENDANCE

**Arrival/Dismissal Procedures**
The school day begins at 7:30 AM and ends at 2:10 PM. The entrance of the school opens at 7:10 AM. Students may not arrive or get out of vehicles before that time. School personnel are not responsible for supervision of students before 7:10 AM or after 2:30

PM. Students picked up after 2:30 will be charged a $5 fee through FACTS. St. Joseph Consolidated School is only responsible for students after school hours if the student is present for an after-school activity or obligation.

Arrival (7:10-7:30)
Parents who drive their children to school are asked to enter the parking lot at the South Second Street gate and exit via the Hanover Street gate. There will be two marked lanes of traffic. Parents of small children (preschool and kindergarten) are encouraged to use the right lane closest to the school entrance where a staff member will be available to assist with car seats, backpacks, etc.




Please note that there is no parking or dropping off on Hanover Street. This is restricted for school buses only.

Dismissal (2:10-2:30)

a. Parents who need to make a change in their student's normal mode of transportation must contact the office (note, phone call, email) by 1:30 PM explaining the change each and every day that a change will be in effect.
b. Cars should enter the parking lot from the Hanover Street entrance. Parents/guardians arriving to pick up students will be required to remain in their cars. Staff members will be in the parking lot to call students to cars. Staff members will help students get loaded into cars. After ensuring the safe loading of cars, staff will indicate when the car can exit onto Second Street.
c. When assigned buses arrive, bus riders will exit out of the main doors on Hanover Street. Staff will supervise and check students off to ensure all students have boarded their assigned bus.

**Appointments, Scheduled Events, Vacations**
If a doctor's appointment or scheduled event requires that a child be dismissed early from school, parents must send an email or a note to school that morning. Children must be signed out from the office when picked up for early dismissal. Persons other than the custodial parent/guardian must have written permission to claim the child.

To support student learning and maintain academic continuity, the school encourages families to schedule vacations during designated school holidays. However, we understand that occasional absences for family trips may be unavoidable. To ensure minimal disruption to a student's education, the following policy outlines the procedures and expectations for requesting vacation-related absences:

1. Advance Notice

- Parents must submit a Vacation Request Form at least 10 school days prior to the planned absence.
- Forms are available on the school website.

2. Administrative Approval

- All vacation requests must be approved by the Principal.
- Approval is not guaranteed and is based on factors such as the student's academic standing, attendance record, and timing of the requested leave (e.g., testing periods or critical instructional days).

**Daily Attendance**

School attendance is a crucial component to a student's academic success. Research suggests that children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade. It is our goal at St. Joseph to lay the foundation for every child's future, and daily attendance as well as arriving on time is a key part of this goal.

Absences
If a child is ill or will be absent from school for any reason, parents must call the office with this information anytime between 7 and 8 AM. If the call is not received, the school will attempt to contact the parent. If no one is reached by 12:00 p.m., it will be considered an unexcused absence. If a child is absent for three days or more, a doctor's excuse may be necessary. In accordance with state law, absences and tardiness are considered excused for the following reasons only:

a. personal illness
b. illness in the family
c. death of a relative
d. doctor's appointment with note

Tardiness
Students who arrive after 7:30 AM will be marked tardy. When tardy, students are to report to the office and give the reason and/or a note explaining why they have come late to school.

Upon the fifth tardy in one trimester, parents will be notified by administration. Upon the eighth tardy within the same trimester, a meeting may take place with administration to create an attendance improvement plan.

Illness at School
In the event a child becomes ill at school, the child will be checked for temperature, etc. When indicated or necessary, parents or guardians are notified. Absence/attendance will be based upon instructional/classroom presence.

**Make Up Work**
Students who are absent from school for any reason are responsible for making up missed assignments, classwork, and assessments. For each day of absence, students are allowed one school day to make up work.

*Example: If a student is absent for 3 days, they will have 3 school days to complete and turn in all missed work.*

## ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

**Student Pregnancy**
The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

**Gender Identity**
According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## HEALTH AND SAFETY

### Child Protection

St. Joseph Consolidated School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

### Diabetic Care Policy

St. Joseph Consolidated School complies with Section 3313.7112 and Section 3313.7118 of the Ohio Revised Code regarding diabetes care.

St. Joseph Consolidated School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school

nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

School Administration of Diabetes Medications
Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.

2) The school receives a statement, signed by the prescriber, that includes all of the following information:

a) The name and address of the student;
b) The school and class in which the student is enrolled;
c) The name of the drug and the dosage to be administered;
d) The times or intervals at which each dosage of the drug is to be administered;
e) The date the administration of the drug is to begin;
f) The date the administration of the drug is to cease;
g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
h) Any special instructions for administration of the drug, including sterile conditions and storage.

3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the

statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications
On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

**Health Screenings**
St. Joseph Consolidated School will conduct health screening programs for vision and hearing. The State of Ohio mandates vision and hearing screening for Preschool, Kindergarten and grades 1, 3, 5, and 7 and students new to the school. These screenings are used to alert parents to potential problems in these areas. Screenings are not intended as a substitution for regular examinations by a physician. Parents are responsible for meeting their children's basic health and immunization requirements with regular check-ups.

**Illness Policy**
A child needs to be kept home when any symptoms of contagious illnesses (fever, severe pain, vomiting, diarrhea, pink eye, head lice, chicken pox, etc.) are apparent. Students who have been identified with contagious disease or illness will not be permitted to remain at school and may be required to have a doctor's excuse prior to returning to school.

The home and school must work together to promote the welfare of the child and prevent the spread of disease. A child should be kept home if he or she is coughing and/or sneezing with frequency. If you suspect a contagious disease, exclude your child until a diagnosis is made and the child is symptom free. If you have questions pertaining to the return of your child, contact the school.

Fever: If your child has a fever (temperature above 99.5), the child is to be kept home until the temperature is normal for a full 24 hours without the use of Tylenol, aspirin,

ibuprofen, etc. Giving these medications will bring down the child's temperature, but it merely masks this symptom of illness. As long as the child's temperature remains above 99.5, they are still capable of spreading their illness to others. They need to stay at home for their own welfare and for the welfare of the others with whom they come in contact.

Strep Throat/Pink Eye: Students who have strep throat or eye infections must have received proper medication for a full 24 hours before returning to school to prevent infecting other students and/or teachers. With less than 24 full hours of medication, they are still capable of spreading their infection to others. Both these conditions are highly contagious without adequate medication treatment.

Head Lice: In order to prevent widespread outbreaks of head lice, we ask parents to notify the school office immediately if their child becomes infested with head lice. If a student is found to have head lice, the parents will be notified to take the student home so that they may receive treatment.

If a student vomits at school, the student will be sent home UNLESS there is reason to believe that the vomiting does not indicate a contagious disease.

**Immunizations**

1. All students in grades K-8 must be immunized according to State Board of Health requirements.

2. While the State Board of Health does provide a "Waiver for Immunizations" for medical or religious reasons, St. Joseph Consolidated School, as a private school, is not required to accept these waivers. Our policy regarding a waiver for immunizations is for "documented medical conditions" only. Such a condition must be verified (by providing a medical reason why an immunization is not recommended for the child) and documented in writing by a licensed medical practitioner.

3. St. Joseph Consolidated School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Joseph Consolidated School complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception."

**Injuries**

Students who have injuries that require care from a doctor or in an emergency room, cannot participate in Physical Education classes or active recess until the school receives a written release from a doctor stating that the student is able to participate in physical activities with no restrictions.

**Medical Information**

State law requires parents/guardians of students new to St. Joseph Consolidated School

to furnish written documentation of school records from the school most recently attended, a birth certificate, emergency form, and an up-to-date record of immunizations, on the first day of school. The student will not be permitted to remain in school without all the completed forms submitted to the school office.
The parent or guardian must immediately inform the office if there has been a change of address and home or emergency telephone numbers. Such information is absolutely necessary for the health, safety, and well being of each child and the maintenance of correct bus schedules.

**Medication Administered at School**
The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

-Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

**Policy on Student Use of Marijuana**
St. Joseph Consolidated School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Joseph Consolidated School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

**Safety Plans**
St. Joseph Consolidated School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Joseph Consolidated School also follows the requirements for necessary fire, evacuation, and

tornado drills and files a semi-annual report with the state.

**Seizure Action Plans**
ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

## Wellness Plan

St. Joseph Consolidated School (SJCS) is committed to providing the best possible learning environment and experience for our students. This commitment extends to all aspects of childhood development: spiritual, intellectual, physical, emotional, and social. A key element of this commitment is our school Wellness Policy. Through this policy we hope to encourage healthy lifestyles for our students and their families; lifestyles that will lead ultimately to fuller, healthier lives and higher achievement of goals and ambitions.

The goals of this policy are encompassed in three components: (a) nutrition education, (b) physical activity, and (c) other school-based activities that promote wellness.

## STUDENT CODE OF CONDUCT

### Cell Phone/Electronic Policy

Students may not have cell phones, smartwatches, or earbuds on their person during the school day or during after-school activities unless special permission is given by a staff member. Any cell phone seen by a teacher or any staff member will be immediately confiscated and held in the school office for a parent to pick up.

Parents must never call a child on his/her cell phone during the school day. All contact

with a child must be done through the school office phone.

The office telephone is for business. Students may call home upon request using the school phone and with the permission of school staff.

**Chronic Misbehavior**

Students who show a pattern of chronic misbehavior and failure to respond to discipline detract from the mission and goals of St. Joseph Consolidated School. When a student fails to respect rules and school authority, despite repeated attempts at correction, the principal will advise parents that continued failure to change behavior may result in that child's suspension or expulsion.

**Code of Conduct Philosophy and Guidelines**

The ultimate purpose of imposed discipline is to move children toward self-discipline. Parents and teachers realize that children need limits and controls in addition to natural consequences to enable them to develop self-control and self-worth.

Each classroom has guidelines for behavior to promote an environment where teachers can teach and learners can learn. Whether in classrooms, on the playground, in the restrooms, library, or halls, students must be considerate of others.

Teachers and parents are encouraged to set a good example of conduct at all times and to help children see the value and reward of good behavior for themselves as well as others.

Disciplinary actions may involve (but not limited to) written or verbal warning, conduct points, detention, suspension, and expulsion.

Guidelines

In grades K-3, each teacher has an individual classroom method of recognizing good behavior choices and for making each student personally accountable for poor choices. Teachers will inform parents about the classroom procedures for encouraging positive behavior and responding to negative behavior early in the school year.

Teachers in grades 4-8 use a system of points to track and document student conduct and responsibility infractions. All infractions will be handled on a case-by-case basis. Any faculty or staff member may give points to any student for a conduct infraction or rule violation.

The behaviors that are prohibited in the Code of Conduct are penalized because they contribute in some way to a culture or environment inconsistent with our school mission and values. In other cases, they might simply promote property damage or some other undesirable outcome. The important thing to remember is that there are important reasons why the behaviors listed below warrant a consequence. The ultimate goal of the conduct system is to give students incentive to avoid unwanted and counterproductive behaviors and to equip them with tools for meeting this challenge. To facilitate this goal, we use a Demerit system through FACTS.

Infractions listed on FACTS, in alphabetical order:

| | |
|---|---|
| • Assault<br>• Blatant Refusal to Follow Directions<br>• Bullying/Harassment/Intimidation<br>• Bus Violation<br>• Cell Phone Usage<br>• Cheating<br>• Damage to Property<br>• Disrespectful/Argumentative<br>• Disruptive Behavior<br>• Encouraging or Cheering on Fighting<br>• Endangering Others<br>• Excessive Talking<br>• Failure to Come to Class Prepared<br>• Fighting<br>• Forgery<br>• Forgot Uniform Clothes<br>• Gum/Food<br>• Inappropriate Language or Behavior | • Inappropriate Use of Technology<br>• Inducing Panic<br>• Lack of Cooperation<br>• Leaving School Grounds<br>• Lying<br>• Missing Signature<br>• Not On Task<br>• Notes (Writing, Reading, Passing)<br>• Profanity<br>• Theft<br>• Throwing Things<br>• Unauthorized Touching<br>• Uniform Violation<br>• Use/Possession of Alcohol, Drugs, and/or Tobacco<br>• Use/Possession of Weapons<br>• Vandalism<br>• Verbal Assault |

**Conduct Disclaimer**
No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

**Conduct In or Out of School**
Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Joseph Consolidated School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

**Criminal Misconduct**
Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School

personnel must cooperate with investigations by outside agencies.

**Finality of Decisions**
The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

**Harassment, Intimidation, and Bullying**
It is the policy of St. Joseph Consolidated School that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the

other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct
Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:

    o Posting slurs on the Internet, websites, blogs, or social media/networks;

    o Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;

    o Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

    o Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

- Formal Complaints
    - Students and/or their parents/guardians may file reports regarding

suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

- Informal Complaints:
    - Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.
- Anonymous Complaints:
    - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

**Illegal Substances**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

**Personal Property**

St. Joseph Consolidated School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Joseph Consolidated School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own

risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Joseph Consolidated School will report to authorities and prosecute all thefts or vandalism to property.

**Procedures to be Followed in Cases of Suspension and Expulsion**
In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

**Search and Seizure**
St. Joseph Consolidated School reserves the right to search and inspect school property used by students at any time. St. Joseph Consolidated School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

PARENT/GUARDIAN INFORMATION

**Birthdays**

Communicate with your child's homeroom teacher to determine how birthdays may be celebrated as well as determining any food allergies in the class. Individually wrapped treats are recommended (cupcakes, cookies, rice krispy treats, etc)

St. Joseph Consolidated School recognizes the significance that birthdays hold for our students. While we support families in celebrating these special occasions, it is our responsibility to ensure that all students feel included, respected, and valued within our school community.

In order to maintain an atmosphere of kindness and inclusivity, the following guideline shall apply regarding the distribution of birthday invitations at school:

If birthday invitations are distributed at school, they must be given either to the entire class or to all students of the same gender in the class.

**Bus Transportation**
If there is a change in transportation with the bus service, the bus service must be notified by the parent/guardian. Please note the telephone numbers of the bus services that provide transportation to St. Joseph Consolidated School:

| | |
|---|---|
| Hamilton Transportation | 887-5060 |
| Ross Transportation | 738-2900 |
| Fairfield Transportation | 829-6603 |
| Talawanda Transportation | 273-3150 |
| Edgewood Transportation | 863-4692 |

Students are allowed to ride buses only from their home school district (e.g. A Hamilton student may not ride a Ross bus).

Parents are urged to make their children aware of bus regulations and proper bus conduct. Students should follow any and all rules established by the local district for the purposes of safety and student control while riding the bus.

Students who receive more than one bus misconduct report may be suspended from the bus for 1, 2 or 3 days, depending upon the severity of the offense. Students will still be expected to attend school. The bus driver will file reports of misconduct with the principal. After appropriate action has been taken, this report will be forwarded to the parents and public school officials. A second written report within the same school year may result in the loss of the privilege to ride the bus for a specified length of time. In the event it is necessary to refuse a student's transportation, the principal will notify the public school officials, the bus driver, and the parents of the action, together with a written report of the misconduct. Until such time as the school authorities receive assurance from the parents of the future good conduct on the part of the student and the bus driver has been so advised, the driver shall not permit the student to board the bus.

If a parent has a concern about the bus transportation, they should call their local school transportation department.

**Cafeteria**
The cafeteria offers hot and nutritious lunches each day for a modest price. Lunch accounts are prepaid. Parents should pay ahead for lunches by applying funds to their FACTS account. In addition to the cost of daily lunches, a flat-rate fee is charged to each family to help defray the general operating costs of the cafeteria. This is included in the annual $100 registration fee.

St. Joseph Consolidated School makes use of government free/reduced school lunch programs. Applications for free or reduced-price lunches are available on our school website. If family income and circumstances make children eligible for this benefit, parents need to fill in these forms and return them to school for approval. These are made available at any time of the school year.

Lunch charges will be billed to your family FACTS account once a week. If your balance drops below $10.00 you will get an email reminder from FACTS to add more funds. If the amount owed gets above $25 or your balance is past due over 14 days, we will automatically bill you to make your account current.

Students may also bring their lunches from home. Milk is available for purchase by all. Students may not bring soda as a lunch beverage unless offered as a special privilege from teachers.

Parents may eat lunch with their child at school, but must notify the cafeteria first. Parents are strongly *discouraged* from bringing in fast food.

**Communication**
The principal and faculty of St. Joseph Consolidated School want parents to be fully informed about student progress as well as about school events and issues.

The staff welcomes parent questions, comments, suggestions, and concerns. In addition to reviewing the interim reports and student progress updates (or checking them online via FACTS) and attending scheduled meetings and conferences, parents are encouraged to check their student's assignment book weekly for notes and comments from teachers.

The school office attempts to keep parents informed of individual recognitions, details of general school matters, events, lunch menus, and a calendar of events through our school website- www.sjcshamilton.org, our weekly newsletter, and other notices sent home with the youngest or only child attending St. Joseph.

If you wish to contact a teacher, the principal, or a staff member, please send a note with your child, an email, or call the school office at 863-8758. Messages from parents are encouraged and will be responded to in a timely manner.

**Confidentiality Regarding Students**
Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a

request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

**Cooperation as Condition of Enrollment**
If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Joseph Consolidated School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

**Custody Policy**
Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St. Joseph Consolidated School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

**Emergency Closings**
In case of early morning inclement weather or calamity, parents should tune into TV Channel 12 for information regarding school closings or delays. Families will also be notified through the FACTS Parent Alert System, our school communication system and our school Facebook page.

Even if these stations do not specifically mention St. Joseph Consolidated School, if Hamilton City Schools are closed, St. Joseph Consolidated School will be closed also.

St. Joseph Consolidated School will not be on a delayed start unless Hamilton City Schools are on a delay. If any other of our public school districts is on a delay (one-hour or two-hour) due to weather conditions, we will start school on time and students of non-delayed districts can arrive at the regular time or ride with district delayed transport.

If the weather should turn bad during the course of the day and schools dismiss early, St. Joseph will attempt to notify all parents through FACTS and social media.

a. It is important that parents not call the school unless it is an emergency since phone lines must be available for the phone chain to be effective.

b. Early closing due to inclement weather will also be announced by TV Channel 12 and through FACTS notification system. St. Joseph Consolidated School works with several bus systems to transport students.

c. If only one system dismisses early, children not using that district's buses will be dismissed from St. Joseph at the usual time.

**Extra-Curricular Activities and Sports**
St. Joseph Consolidated School offers a wide variety of extracurricular activities and sports throughout the school year.

- Showstoppers for grades 3-8
- Student Outreach Committee (SOC) for grades 3-8
- Sports: Basketball, Football, Cross Country, Volleyball, Cheerleading

Guidelines for participation

- A student in grades 4-8 receiving failing grades due to lack of effort in two primary subjects will be prohibited from active participation in extracurriculars such as sports, choir, Student Outreach Committee, Showstoppers, etc.
- The previous year's third trimester grades will determine eligibility for the beginning of the next school year. From that point on, grades will be examined at "midterm" and at the end of each trimester for eligibility.

**Snack and Water Bottles**
Students may bring a snack for scheduled break times. A snack is defined as fruit, granola bars, crackers etc., and should be quick and easy to eat. The teacher may ask a student to put the snack away if the snack interferes with the teaching and learning process.

Students may bring water bottles to school. *These bottles must be spill-proof and seal at the top*. Students should have nothing but plain water in their bottles- no added powders, sports drinks, etc. Teachers will implement a system for granting selective access to water bottles.



**Technology**
Use of the internet at St. Joseph Consolidated School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for a parent's/guardian's signature before a student can use the internet at school.

The school can and will monitor communications sent, received, and stored on the school's computers as necessary to conduct its business or protect its rights, property, and interests. This may include, but is not limited to, investigation of breaches of security and violations of the schools policy.

While St. Joseph Consolidated School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Joseph Consolidated School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

**Tuition**

Tuition, as well as other fees, may be paid through FACTS or may be paid in full at the beginning of each school year. All parents must have a FACTS system for their family.

If circumstances exist that might preclude prompt payment of tuition or fees, parents should contact the business manager, principal or pastor/pastoral administrator at either St. Joseph or St. Aloysius to make special arrangements.

Any family that chooses to pay on the monthly plan *must* stay current. If you should fall three months behind, you will be required to bring all payments up to date or make arrangements through a bank for financing in order for your child/children to remain at St. Joseph Consolidated School. *IF PAYMENT IS NOT MADE OR THERE IS NOT CONTACT WITH THE SCHOOL, CHILDREN WILL NOT BE PERMITTED TO RETURN TO SCHOOL UNTIL THE OBLIGATION IS FULFILLED.*

Financial aid opportunities for students attending our school include the following:

1. EdChoice Scholarships - These scholarships are available from the State of Ohio to students attending our school based on two criteria:

    a. EdChoice Expansion Scholarships are based on the income of the family. A chart indicating the income level requirements is produced annually and is available on the Ohio Department of Education website or in our school office.

    b. EdChoice Traditional Scholarships are available to students we would otherwise be assigned to a public school that is on the "Designated List" published annually by the State of Ohio.

    Application forms for these scholarships are available on the Ohio Department of Education website or in our school office. Applications or reapplications must be submitted annually.

2. Catholic Education Fund Scholarships are available through the Archdiocese of Cincinnati to Catholic and NonCatholic students. Applying for these funds is done through an online process coordinated by the FACTS organization. Information on this process is available in the school office.

3. The SJCS Scholarship Fund (BELS) and the St. Stephen Scholarship Fund provides support to students based on available funds provided by the generous donations of our graduates and community members. Applying for these funds is

also done through an online process coordinated by the FACTS organization. Information on this process is available in the school office.

**Uniform Code**

The dress code reflects St. Joseph Consolidated School's philosophy. The uniform is a Catholic school tradition. It is also useful as a means of setting students in the proper mindset of school and all the behavioral expectations that go along with being in the school environment. Parents are expected to support the school's policy by ensuring their son or daughter complies with the dress code.

Uniform apparel can be purchased at Headlines Sportswear.

| **Skirts and Jumpers** |
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| • Plaid skirts/jumpers only.<br>• Rolling of skirt is not permitted.<br>• Uniform skirts/jumpers should be modest in length, at least ¾ down the thigh.<br>• It is recommended to wear shorts underneath skirts and jumpers. |
| **Pants and Shorts** |
| • Navy blue twill dress pants/shorts only.<br>• Shorts must come to at least ¾ down the thigh. |
| **Shirts** |
| • Plain white or light blue shirts with a collar.<br>• Shirts may have the school emblem on them.<br>• If a t-shirt is worn under a uniform shirt, it must be plain white.<br>• Eighth grade students may wear eighth grade t-shirt tucked into uniform bottoms. |
| **Sweatshirts** |
| • Only school crewnecks and quarter zips may be worn in the classrooms.<br>• Uniform shirts must be worn underneath uniform sweatshirts.<br>• Eighth grade students may wear an eighth grade hooded sweatshirt. |
| **Socks and Leggings** |
| • Only solid navy, black, gray, or white socks may be worn.<br>• Girls may wear solid navy or black ankle length tights with socks in cold weather. White tights with feet are permitted. |
| **Shoes** |
| • Dress or gym shoes may be worn.<br>• Shoes with any type of closure must be fastened.<br>• Shoestrings must be laced and tied.<br>• For safety purposes, no sandals/slip-ons, clogs, or boots may be worn. |
| **Gym Clothes** |
| • Gym clothes are mandatory for grades 2-8 and optional for grades K-1.<br>• Students can wear gym uniforms to school on Mondays and Tuesdays.<br>• Uniform includes tennis shoes, t-shirt, shorts, or joggers. |

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| • Shorts must be longer than fingertip length. Rolling of shorts is prohibited. |
| **Hair and Grooming** |
| • Hair must be clean and neatly groomed.<br>• Hair should not obstruct the student's view at any time.<br>• No extreme or distracting hair colors or styles are permitted.<br>• Boys' hair should not touch the top of the shirt collar.<br>• Facial hair is not permitted. |
| **Makeup, Jewelry, and Accessories** |
| • Makeup of any kind and tattoos (permanent and temporary) are not permitted.<br>• One simple necklace, ring, and/or bracelet may be worn. No smart watches.<br>• Girls may wear one set of small earrings.<br>• Girls are permitted to wear one solid color of nail polish. Nails are to be at an appropriate length. Artificial nails are not permitted.<br>• Hats may not be worn in the building except for special, announced occasions. |
| **Out of Uniform Days** |
| • Spirit days are the last Friday of each month. St. Joseph spirit wear may be worn with appropriate bottoms and tennis shoes.<br>• If students are awarded an out-of-uniform pass it may be used any Friday of the year.<br>• The appropriate shirt must be clean and not contain inappropriate (violent, sexually suggestive, crude, or rude) graphic words or images.<br>• Pants must be clean and without holes or patches.<br>• Biker/spandex shorts or short shorts are not permitted (fingertip rule).<br>• Pajamas bottoms are not permitted. |

**Visitors**
Any visitor, parent, former students, etc., must report to the office before going to their destination. If a child forgets lunches, books, etc., they must be brought to the office. Parents may not request to see teachers during class time. Should a parent need to see a teacher, an appointment should be made.

**Volunteers**
Volunteers for class and school activities are welcome. To protect our students and staff, all volunteers must attend the Decree on Child Protection Workshop and complete fingerprinting through approved Archdiocese of Cincinnati fingerprinting locations. Please contact the school principal or parish business manager for Decree and fingerprinting opportunities.