

## **ST. JOSEPH ACADEMY**

### **PHILOSOPHY OF EDUCATION**

A Catholic school has one primary reason for existence: to instruct students in the truths of our Faith, so that, accepting these truths, they may so live, that God “through Jesus Christ may carry out in them all that which is pleasing to Him” (Heb. 13:21). Hence, basic to our philosophy as Catholic educators at St. Joseph Academy is the instruction in the principles of Christian faith and morals – principles that may serve our students as guidelines in worthy earthly living and in attainment of eternal beatitude.

Secondly, Catholic education aims to give students an excellent academic education. St. Joseph Academy accepts this second purpose and endeavors to provide its students with a thorough instruction in the basics of scholarly learning.

Thirdly, since children are social beings living in a social milieu, St Joseph Academy strives to inculcate in its students principles of regard and courtesy: a respect for their own human dignity and for that of all other people.

Finally, St. Joseph Academy accepts the trust of instilling in its students a sense of true patriotism with its responsibilities of good citizenship.

*Composed by:  
Sister Mary Petronilla, S.J.W.  
1976*

### **OUR MISSION STATEMENT**

We, the principal, teachers and staff of St. Joseph Academy, with the help of God's grace, will strive to model for our children and their families a true Christian life, to help them grow spiritually, academically and socially, so they may face life's challenges with courage, and gain the happiness of Heaven.

## OBJECTIVES

1. Religious instruction, authentic in doctrine and contemporary in presentation.
2. Integration of religious education at home and in school so that they reinforce and complement each other.
3. Aims in student development:
  - To develop a meaningful relationship with God through prayer, the Sacraments, and Liturgical Worship
  - To develop character and self-discipline with high Christian moral standards
  - To encourage each student to achieve his/her fullest academic potential
  - To develop the ability to make sound decisions and to be responsible for them
  - To manifest a spirit of cooperation along with initiative and qualities of leadership
  - To respect self, others and all life, recognizing the dignity and value of each person with his/her varying abilities
  - To show evidence of mutual love and concern by using his/her God-given gifts to serve others, thus continuing Christ's work on earth
  - To appreciate the cultural heritage won by past generations
  - To be a law-abiding member of the local community and to accept the responsibilities of citizenship.



## COAT OF ARMS

**Shield** – The shield symbolizes our faith and trust in God. It must be as a shield – strong enough to maintain a defense line against the snares of the devils. Eph. 6:16 – “...hold faith up before you as your shield.”

**Stars** – The stars symbolize the Seven Sorrows of Mary and Joseph.

### **Mary**

1. Simeon’s Prophecy
2. The Flight to Egypt
3. Losing Christ in the temple for three days
4. Meeting Her Son on the Way to Calvary
5. Standing at the Foot of the Cross
6. Taking Christ down from the Cross
7. The Burial of Christ

### **Joseph**

1. His hesitation in taking Mary into his home
2. The Lord’s birth in the midst of poverty
3. The Circumcision
4. Simeon’s prophecy about Joseph and Mary
5. The flight into Egypt
6. The return from Egypt/fear of Achelaus
7. The child is lost for three days

**Cross** – As a symbol of the Passion of Christ, the Cross is the most honored of all Christian images. Since it signifies the saving act of Christ and all its power, it stands not only for the redemptive act of Jesus but also for the strength to bear the trials of life by following Christ.

**Carpenter Tools** – The carpenter tools symbolize St. Joseph who is the Patron Saint of Workmen. St Joseph was the Foster-Father of the Son of God, Our Lord, Jesus Christ; the spouse of the Mother of God, the Blessed Virgin Mary and the Head of the Holy Family. How holy, how pure, how just, how prudent, how gentle, how kind, how strong, how obedient and how faithful he must have been. This alone serves to inspire us to have recourse to him in all our necessities with the utmost confidence, and to seek his intercession that we may live a holy life and die a happy death.

**M** – The “M” stands for Mary, the Mother of God. Mary was involved in the Mysteries of Christ. As the most holy Mother of God she was, after her son, exalted by Divine grace above all angels and men. Hence, the Church appropriately honors her with a special devotion.

**Bible** – The Bible is a collection of sacred books, which were composed under the influence of the Holy Spirit by men chosen by God, and which have been accepted by the Church as inspired. The Bible records the revelation of God to man. We are all encouraged to read the Bible because, in the words of St. Jerome, “ignorance of Scripture is ignorance of Christ”.

## **HISTORY OF ST. JOSEPH ACADEMY**

The first group of four Sisters of St. Joseph the Worker moved to Walton on November 1, 1974 with the intention of establishing their Motherhouse. Shortly after their arrival, some of the parishioners of All Saints Parish asked Father Joseph Collins, the acting Pastor, if he would ask the sisters if they would conduct a summer Bible School for the children of the Parish. The sisters agreed. The Bible School was so well attended that the parishioners again approached Father Collins to ask if the sisters would reopen All Saints School which had closed its doors eight years before. With the permission of Bishop Ackerman, the Sisters offered their services because All Saints Parish was small at that time and could not afford to contribute the amount required by the Diocesan Office of Education to pay for lay teachers' salaries.

It took several months for difficulties to be worked out, but the eight grade, four room school house which All Saints Parish agreed to lease to the sisters, opened its doors on August 30, 1976, with an enrollment of 49 students. Thus the era of All Saints Parish School had ended, and a private academy located in the parish of All Saints, namely, St. Joseph Academy, began.

Nine years later, the school had outgrown its physical facilities with an enrollment of 135 students. On August 15, 1985, ground was broken for the construction of six additional classrooms, larger restrooms which allowed for handicap accessibility, an office, a faculty room, and a spacious hall underneath. (Funding was provided through the Parish.)

In 1995 (twelve years later) seeing that the school had once again outgrown its physical plant, plans were made for the cafeteria to be turned into two classrooms, moving the children to the hall for lunch. In 1996, the music program was literally put "on wheels" and the computer room was dismantled to provide an additional classroom and a faculty room for our growing staff.

The next year, 1997, two office spaces across the street under a medical building were obtained for classrooms. In 1998 another office that had been vacated was obtained for our use. (Grades 6, 7, and 8 were now located in "Waller Hall" named after Dr. William Waller, owner of the medical building) Also the school opened a kindergarten in 1998 with an enrollment of 46 students.

In 2001 we obtained a fourth office space in the lower section of the medical building, which to this day provides an ideal situation for a permanent music room.

St. Joseph Academy strives to preserve the rich heritage of a Catholic Christian education by means of daily Mass, regular confession, Lenten services such as the Stations of the Cross, Adoration of the Blessed Sacrament, Devotion to Mary through May Crowning and a solid doctrinal program which espouses the teachings of the Catechism of the Catholic Church.

## ADMISSIONS

**ADMISSION TO KINDERGARTEN** - “Children entering kindergarten must be five (5) years of age no later than October 1 following the opening of school.” (DP5030)

### **Kindergarten Registration Checklist**

#### **For Student File:**

- \_\_\_\_\_ Original Birth certificate
- \_\_\_\_\_ Original Baptismal certificate (for Catholic students)
- \_\_\_\_\_ Copy of Student Social Security Card
- \_\_\_\_\_ Immunization certificate (from the doctor)
- \_\_\_\_\_ School physical form (from the doctor)
- \_\_\_\_\_ Ophthalmologist Eye Exam

#### **Parent Required Forms for Office File:**

- \_\_\_\_\_ Registration Form (with non-refundable registration fee)
- \_\_\_\_\_ Background Check Form
- \_\_\_\_\_ Protecting God's Children Seminar/Certificate
- \_\_\_\_\_ Sexual Misconduct Form
- \_\_\_\_\_ Photo, Video, Website Permission Form

**ADMISSION TO FIRST GRADE** - “Children entering first grade must be six (6) years of age no later than October 1 following the opening of school.” (DP5030)

### **New Registration (1-8) Checklist**

#### **For Student File:**

- \_\_\_\_\_ Transfer Records Form
- \_\_\_\_\_ Original Baptismal certificate (for Catholic students)
- \_\_\_\_\_ Copy of Student Social Security Card
- \_\_\_\_\_ Updated school physical form from the doctor – (6th graders only)

#### **Parent Required Forms for Office File:**

- \_\_\_\_\_ Registration Form (with non-refundable registration fee)
- \_\_\_\_\_ Background Check Form
- \_\_\_\_\_ Protecting God's Children Seminar/Certificate
- \_\_\_\_\_ Sexual Misconduct Form
- \_\_\_\_\_ Photo, Video, Website Permission Form

**Diocese of Covington - Policy #5514 (9-94)** – Within a month following admission, the student must present a medical examination record to the school authorities. **Policy #5530 (9-94)** – No child is eligible to enroll as a student in any school without first presenting a certificate from a licensed physician stating that the child has been immunized according to the School Health Code for Kentucky Schools.

## **ATTENDANCE**

Prompt, regular attendance is absolutely essential to academic success. Parents are expected to foster these good habits in the student, both for the benefit of the student's current academic behavior and to encourage mature behavior in the future. The school day begins promptly at 7:45 am. Students should be in their classroom and ready to begin at this time.

Absence is defined as "a failure to be present" and is classified as excused and unexcused. A note explaining the reason for the absences must be brought to school the day the student returns and given to the homeroom teacher.

**If a child exceeds a maximum of 10 days absences, the possibility of retention will be considered.**

Attendance at school is critically important for students in order for them to make progress in their academic studies. Nothing can substitute for regular classroom attendance in mastering a subject.

**Excused Absences:** are defined as "personal illness, contagious or infectious diseases, death of a family member or close relative, doctor or dental appointments which are not general checkups, or some school related functions, such as scouting events, high school visitations, sacramental retreats, or other activities approved by the principal."

If a student is going to be absent for an extended period of time, parents need to fill out an "**Excused Absence Form**" prior to the event taking place. This form can be picked up in the office and must be signed by a parent, student, teacher(s) and the principal.

### **Assignments:**

- for personal illness, contagious or infectious diseases, assignments may be picked up by a parent or an adult after school hours
- will be given to the student at the discretion of the teacher(s) or upon his/her return to school for occasions other than illness
- must be made up within two days of each day missed.
- The teacher may grant an extension of time.
- Some tests will need to be made up after school hours at the discretion of the teacher. Parents will be notified.

**\*Failure to comply with this policy means that a student will be given a zero in all subjects for each day missed whether or not assignments or tests are given. He/she will be allowed to make up missed assignments and tests: however, a zero for the day in all subjects will remain.**

**Tardy:** If a student is not in homeroom when the second bell rings, he/she will be marked tardy. This tardy will affect Perfect Attendance.

If a student arrives after the second bell, he/she is required to get a tardy slip from the office before going to the homeroom.

A tardy mark will be changed to a “half day” if the student comes to school anytime between 10:00 a.m. and 12:00 p.m.

If a student is tardy 4 times in a quarter, after the 4<sup>th</sup> tardy, the student will lose that day’s lunch recess. For any subsequent tardies during that quarter, lunch recess will be lost.

**Early Leave:** will be marked on a student’s attendance card if he/she leaves school any time within an hour and a half of the dismissal bell. This absence will affect Perfect Attendance. (An exception to this rule is inclement weather.)

## **BEHAVIOR & DISCIPLINARY PROCEDURES**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. Joseph Academy. Students are expected to act with courtesy and respect toward one another, staff members and volunteers. They must take seriously their obligation to develop lifetime habits of self control and concern for the well-being of others. A student who chooses to disrupt the good order of the school or to violate a school policy will have to accept the consequences of those irresponsible choices.

### **Discipline Procedures.**

When inappropriate behavior (such as talking during classroom instruction, talking with other students during class, inattentive or disruptive behavior, etc.) occurs, the following procedures are followed:

1. Teacher talks with student and gives guidance and consequences. Examples of consequences are detention marks, missed recess, etc.
2. If the student continues the disruptive behavior, the teacher will call the parents for a conference.

## **Detention Slips**

A student may be issued a detention mark when one of the following infractions occur. After every 3<sup>rd</sup> mark on the detention card, the student will have after school detention.

- not following teacher directives to get papers signed
  - frequently coming without pencils, paper, or other supplies
  - neglecting to wear the proper uniform:
  - Uniform is dirty
  - No belt
  - Improper PE clothes
  - neglecting to complete homework
  - neglecting to come prepared for Music class
  - neglecting to submit a written note telling why he/she was absent
  - frequently talking or making noises during class instruction
  - bringing electronic devices to school
  - neglecting to bring library books back on time
- Other \_\_\_\_\_

**Please Note:** Detention marks are cumulative throughout the year for Grades 3-8  
Detention begins at 2:50 and lasts for the time as indicated below:

- Grades 1-2, 2:50-3:20 (30 minutes )
- Grades 3-4, 2:50-3:30 (40 minutes )
- Grades 5-8, 2:50-3:50 (1 hour)

Parents will receive written notification in advance that their child will serve a detention. *The Detention Slip must be signed by a parent and returned to the teacher prior to the detention date.* If a student receives 4 detentions within a quarter, a conference will be held with the principal, teacher, parents and student. A plan of action will be determined and guidelines established to avoid further detentions.

Automatic detentions may be given in certain situations at the discretion of the teacher. Parents will be sent written notice at least one day in advance.

Serious inappropriate behavior will be addressed immediately. Such behavior includes, but is not limited to:

- inappropriate language
- aggressive behavior
- harming self or another
- damaging property
- threats or threatening behavior
- cheating

- bullying/harassment: *Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Language that is intended to harass, humiliate, and intimidate another student is considered serious inappropriate behavior.*

The following steps will be taken when serious, inappropriate behavior occurs.

1. A Behavior Report will be sent home listing the student's behavior and the consequences for the student. Parents will be called for a conference with the principal and teacher.
2. If the behavior is repeated, the student will be issued a Yellow Slip. A student who receives a Yellow Slip will be automatically eliminated from the honor roll for the quarter as well as have other consequences, such as field trip privileges suspended, exclusion from extra-curricular activities, missing recess, etc.
3. If the behavior is repeated, a 2<sup>nd</sup> Yellow Slip is issued. Along with being eliminated from the end of the year academic awards, the student will be placed in in-school suspension. The student does the assigned work at school, away from his/her class, under the supervision of a substitute teacher hired at the parents' expense. The current cost for a substitute teacher is \$60.00. The length of the in-school suspension will be determined by the principal and faculty.
4. A third Yellow Slip will result in an automatic suspension.

**The Administration reserves the right to eliminate the above process and call for immediate expulsion of a student when the well being of another person or the integrity of the school is at stake.**

## **BUS SERVICE**

Bus service for those students who live within the Walton-Verona school district is provided on days when Walton-Verona schools are in session. Arrangements can be made by calling the WV Board of Education Office at 485-4181.

Students are expected to respect the bus drivers and the buses. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself/herself in a courteous and obedient manner. So that the driver may devote the major part of his time and attention to the safe operation of the bus, students are required to:

- respect and obey the driver
- remain seated

- keep hands inside the windows
- respect other students
- use a moderate tone in speaking to others – never yelling

**NOTE:** A child who normally rides the bus will be put on the bus at the end of the school day unless a written permission slip is given to the teacher.

If your child will be getting off the bus at a stop other than his normal designated stop, a signed parental note must be sent to the Academy office stating the change. The child will then be given a “**Bus Pass**” with the noted change on it for the bus driver.

If your child normally does not ride the bus and will be going home with someone who does, a signed parental note must be sent to the Academy office stating who your child will be going home with. The child will then be given a “**Bus Pass**” to be given to the bus driver.

## **CARS**

It is important to maintain an even flow of traffic for everyone’s safety. Thus, the arrival and dismissal procedure will be as follows:

- The **entrance** to school will always be from Needmore
- The **exit** will always be onto Beatrice, right or left
- The **West** parking lot should be used for pre-school parents entering or exiting the school.

Beginning the day after Labor Day, parents should no longer walk their child (K-5) into the classroom. Children are to be dropped off by the shrine and walk into the building by themselves.

### **Exceptions:**

- parents carrying a project or birthday treats for their child(ren).

Parents needing to remain after school to conference with a teacher are to park in the marked spaces off Needmore (the North parking lot) or the driveway leading to or from the Church.

**Never cross over orange cones when they are in place.**

Parents whose children's classrooms are in Waller Hall (6-8) are asked not to use Dr. Waller’s parking lot to drop off or wait for your child(ren).

Please be courteous to the “**Safety Attendants**”. Never dismiss yourself before the safety attendant rings the bell.

## **COMMUNICATION WITH PARENTS**

Once a week, the SJA Newsletter will be e-mailed to each family. Those parents who do not have internet access, should make arrangements with the office to receive a copy of the newsletter and other correspondence sent home.

If individuals or groups wish to have something printed in the newsletter, they should contact the school secretary no later than 12:00 noon Monday. For your information, our website will post upcoming events. [www.saintjosephacademy.net](http://www.saintjosephacademy.net) periodically.

## **COURTESY**

Courtesy and refinement are the hallmarks of a good Christian.

All students are expected to show respect for others by:

- Greeting priests, teachers and other adults with courtesy, e.g. “Good morning Father,” or “Good afternoon, Mr./Mrs. \_\_\_.” etc.
- Letting the following phrases become natural expressions: please, thank-you, pardon me, excuse me, etc.
- Using the person’s name or title when addressing or replying to an adult, such as “Yes, sir,” “No, ma’am,” “Thank you, Mrs. Jones.”
- Being considerate of others by:
  - a) offering to help carry packages, etc., when someone is in need
  - b) holding the door for someone entering or leaving with you
  - c) helping to pick up papers or other materials that may have fallen
  - d) speaking softly while in the hallway or areas where students are studying
  - e) cleaning one’s area at the table after eating
  - f) helping someone up who may have fallen
  - g) volunteering when someone asks for help
  - h) getting an adult when someone may be hurt
  - i) sharing when someone is in need
  - j) coming prepared for class
  - k) covering your nose and mouth when you sneeze or cough
  - l) returning items borrowed
  - m) not interrupting while others are speaking
  - n) walking around other people who are talking – not walking through them
  - o) maintaining others personal space
  - p) removing one’s hat when entering a building
  - q) making others welcome
  - r) praying with attentiveness and reverence

These are but a few character traits that should be taught in the home as “parents are the first and primary educators of their children.” They are reinforced daily in our school.

### **Smoking**

Students may not smoke, use, or possess tobacco products or accessories (including matches or lighters) on school grounds or at school-sponsored activities.

### **Service Learning Policy**

St. Joseph Academy encourages its teachers to use Service Learning as a powerful teaching method for students of all ages. Service learning projects provide the opportunity for students to learn by doing, makes the curriculum more relevant, and enables them to make a meaningful contribution to their community. Through fulfilling real needs within the community students may become more civic minded, responsible, lifelong learners.

## **DRESS CODE**

We take pride in the appearance of our students. We expect students to maintain the type of appearance that is not distracting to others nor disturbs the orderly educational process of the school.

All students are expected to be neat and clean. Parents are asked to cooperate in this matter as it is unfair to reprimand a child for his/her parents' neglect. All students are expected to be dressed in the uniform stated below.

### **Boys and Girls K-8**

The uniform is a reflection of our school and because of this, strong emphasis will be placed on the appropriateness the uniform. All students should be suitably attired and well-groomed at all times. Clothes should fit properly and be clean. Oversize or too tight clothing is not permitted.

*Note: Strong scented perfumes, hand/body lotions or shave lotions should not be worn, as some asthmatic students may be sensitive and trigger an attack.*

### **Shoes**

Comfortable, sturdy athletic shoes in good repair. No high tops.

Shoe colors must harmonize with the school uniform; black, gray, white, navy, brown, etc. are acceptable color.

### **Socks Boys/Girls:**

Plain white or navy crew socks (above the ankle). Girls may wear knee socks

### **Shirts**

Plain white knit (long or short sleeve) polo shirt with pointed collar. Shirts are to be tucked in at all times and should be long enough to stay tucked in at all times. Polo shirts with SJA on them may be worn as a uniform shirt. Solid, white T-shirts (short or long sleeved) may be worn under the polo shirt.

### **Shorts**

Dark, navy twill dress shorts with belt loops. Grades 1-8 wear a plain or braided black belt. The shorts should be finger-tip length when standing straight.

Shorts may be worn beginning May 1<sup>st</sup> thru October 1<sup>st</sup> (based on weather conditions) at the discretion of the principal. Cargo pants are NOT permitted. Shorts should not be faded, torn, and of proper length.

### **Slacks – Boys/Girls**

Dark, navy twill dress pants with a waist and belt loops. Grades 1-8 wear a plain or braided black belt. The hem must be above the sole of the shoe, yet longer than the ankle. No cargo pants or “low-rider pants” permitted. Slacks should not be faded, torn, and of proper length.

### **Sweatshirt**

Only crew neck sweatshirts in grey, gold or navy with the school crest, may be worn in school. These may be purchased through the school. Students are not permitted to wear *hooded* sweat-shirt in class.

### **Sweater**

Navy crew neck or v-neck cardigan sweaters may be worn.

### **Hair (Boys)**

Hair should be neat and well groomed. Hair must be neatly cut and off the collar.

### **Hair (Girls)**

Hair should be neat and well groomed. Dangling hair covering the face is **not** acceptable.

### **Jewelry (Boys)**

A small religious medal and watch (without alarms) may be worn. Rings or earrings are not permitted.

### **Jewelry (Girls)**

A small religious medal and watch (without alarms), one pair of small button type earrings, and one ring may be worn. Make-up and nail polish are not permitted.

**Jumper (Girls K-5)** - wear a blue/white plaid jumper. Jumper length must touch the floor when kneeling. Shorts (any color) are to be worn under the jumper at all times. Slacks, sweat-pants and leggings may not be worn under jumpers.

**Skirt (Girls 6-8)** - wear a blue/white plaid uniform skirt. Skirt length must touch the floor when kneeling. Shorts (any color) are to be worn under the skirt at all times. Slacks, sweat-pants and leggings may not be worn under skirts.

### **PE**

Students in Grades K-3 do not change for PE. Girls in these grades may remove their jumpers.

Students in Grades 4-8 do change for PE. Not having P.E. clothes or inappropriate clothing on class day will result in a detention mark.

### **Shirt for PE**

T-shirt may be ANY solid color. It must be plain, no writing or logos. Any T-shirt with school markings may be worn (Pigfest, Foresters, etc.) T-shirts must have a crew neck and sleeves.

### **Shorts for PE**

Shorts must be predominantly gray, navy blue or black. Shorts with SJA on them may be worn. Other shorts must be plain, no writing or logos. The shorts should be finger-tip length when standing straight.

### **Sweatpants for PE**

Sweatpants must be plain, no writing or logos. Colors must be predominantly gray, navy blue or black.

**The school is the final judge of the suitability of grooming and clothing. The school reserves the right to prohibit any type of dress not specifically mentioned in this policy, if they feel it is not appropriate for the school.**

### **DRESS CODE FOR OTHER OCCASIONS**

**Confirmation:** Boys are to wear a suit or dress pants and dress shirt with a tie. Girls are to wear a dress with short or long sleeves, or skirt and blouse (length must touch the floor when kneeling.). Slits in dresses or skirts which are higher than the knee must be pinned or sewed.

Neckline must be modest.

**Field Trips:** The school uniform will be worn unless the teacher, in consultation with the principal, suggests other appropriate attire due to the circumstances of the planned trip.

**First Holy Communion:** It is customary in this parish for the girls to wear white dresses and white veils with dress shoes. Boys wear dress suits, white shirt and tie with dress shoes.

**Graduation:** Boys are to wear a suit or dress pants and dress shirt with a tie. Girls are to wear a dress with long or short sleeves, or skirt and blouse (length must touch the floor when kneeling.) Slits in dresses or skirts, which are higher than the knee must be pinned or sewed. Neckline must be modest.

### **Picture Days**

Girls may wear:

- Dress slacks (no jeans)
- Capris
- Skirts/dresses (knee-length or longer)
- Dress shorts (finger-tip length)
- Colorful shirts with collar (no inappropriate writing/logos)
- Gym shoes or recess appropriate shoes (no flip-flops, sandals, or high heel shoes)

Girls may not wear:

- Jeans or cargo pants (*jeans are defined as pants having rivets*)
- Sleeveless or spaghetti strap tops
- Low necklines
- Excessive jewelry
- Makeup

Boys may wear:

- Dress slacks (no jeans or cargo pants) (*jeans are defined as pants having rivets*)
- Dress shorts (finger-tip length)
- Colorful shirts with a collar (no inappropriate writing/logos)
- Gym shoes or recess appropriate shoes (no flip-flops or sandals)

***\*\*Students do not have to change into their uniforms after having their picture taken.***

All students will have their pictures taken, even if they do not order pictures. These pictures are used for class pictures as well as for the yearbook. (Spring pictures are optional).

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS**

When the signal is given, everyone is to move from the building in single file and in absolute silence in order to hear necessary directions. Anyone who may be around the premises of the building is also to move away from the sounding alarm to a designated area.

Windows are to be closed and lights turned off as each room is evacuated. Automatic door closures are activated when the alarm is sounded.

Any student who happens to be in the restroom when the fire bell rings must leave the building at the nearest exit and report immediately to his/her homeroom teacher.

Students may return to the building in single file and in silence only after the nature of the alarm has been detected and teachers have been signaled to proceed.

### **EARTHQUAKE DRILLS**

All students and staff are to take cover under the tables or desks. When the earthquake is over, exit the building using the same procedures as a fire drill.

### **TORNADO DRILLS**

When the signal is given, everyone is to proceed silently and in order to the indoor designated area of safety. Everyone is to kneel down, placing one's head between one's knees. The arms should be extended over the head. All will stay in the planned areas until the warning is lifted.

If a warning should extend beyond the regular dismissal time, no student will be released unless a parent or another authorized adult comes for him/her.

When evacuating a room, windows may remain open; however, lights are to be turned off. Automatic door closures are activated when the alarm is sounded.

## FIELD TRIPS

Field trips are encouraged to broaden the students' educational experience. (Diocesan Policy #6420) All trips are supervised by the classroom teacher and assisted by parent chaperones as appropriately needed. Chaperones must have a **Background Check Form** on file in the principal's office as well as confirmation that they have attended a **"Protecting God's Children Seminar"** and signed the **Sexual Misconduct Form**.

Walton-Verona school buses will be the main provider of transportation for all trips unless circumstances warrant other means. A minimum of \$3.00 per student will be charged for riding the bus.

When transportation to a designated event is needed to be provided by cars, parents must provide a copy of their "proof of insurance."

Permission slips for each trip must be signed by a parent/legal guardian and returned to school before the student will be permitted to participate. (Diocesan Policy #6424)

Conduct and safety rules will be strictly enforced on these trips, and students not conforming to the rules may be issued a yellow slip and/or be excluded from participating in future trips.

## GRADES

### REPORT CARDS

Report cards are given to parents four (4) times a year from the office. Parent-teacher conferences may be requested at the end of each marking period.

### HONOR ROLL

Parents can keep informed of their child's academic progress by viewing his/her grades using the Engrade computer program. Grades are posted weekly for students in grades 1-8.

**"A" Honor Roll:** Students (Gr. 1-8) who have earned a 93% or above in each subject with the exception of Music and Physical Education which must be an "E" or "G". Handwriting and Art may be an "S" or above. Conduct grades of "E" or "G" must be maintained.

**"B" Honor Roll:** Students (Gr. 1-8) who have earned an 85% or above in each subject with the exception of Music and Physical Education which must be an "E" or "G". Handwriting and Art may be an "S" or above. Conduct grades of "E" or "G" must be maintained.

**END-OF-THE-YEAR AWARDS**

“A” Honor Roll	“A’s” all four quarters
“AB” Honor Roll	Three “A’s” and one B”, or two (2) “A’s” and two (2) “B’s”
“B” Honor Roll	B’s” all four (4) quarters, or three (3) “B’s” and one (1) “A”

\*A student will be eliminated from the honor roll for an “S” or “U” in conduct.

**MUSIC GRADING SCALE**

**HANDWRITING GRADING SCALE**

93-100	Excellent	9-10 Points	Excellent
80-92	Good	7-8 Points	Good
70-79	Satisfactory	5-6 Points	Satisfactory
Below 70	Unsatisfactory	4 & Below	Unsatisfactory

\*Students in grades 4-8 receive a **Computer Grade**. Student must receive an E or G to be eligible for the honor roll.

**Principal’s Award**

To be eligible for the Principal’s Award, students must have maintained an E or G in conduct all four quarters. This award is for students who have shown consistent effort throughout the year. Their teachers recognize that they did their best and worked hard using the gifts God has given them.

**Perfect Attendance Awards:** will be given to students, at the end of the year, who have been present from the second bell to the dismissal bell without having been tardy or left school for any reason.

## **GRADUATION**

The eighth grade graduation consists of a special Mass for the students, their parents and relatives as well as the entire school body. A reception immediately follows the Mass. (Diocesan Policy #5150 – “Simple Religious Ceremony”)

## **HOMEWORK & STUDY HABITS**

Homework is assigned at the discretion of the teacher. It is not “busy work,” but rather a reinforcement or extension of the classroom activity. The teacher utilizes homework assignments to check the level of mastery for each student and to target those students who may need extra help. Homework is not only written work, but also **studying** and **reading**.

The amount of time needed for homework depends on the needs of the individual student. The following, however, is a typical time frame:

- Kindergarten – Approximately 10-20 minutes
- Grades 1 & 2 – Approximately 20-30 minutes
- Grades 3 & 4 – Approximately 30-40 minutes
- Grades 5 & 6 – Approximately 40-60 minutes
- Grades 7 & 8 – Approximately 60-90 minutes

Some students will take longer to do their homework than others. Some students will need more adult assistance than others. All students, however, need some parental involvement to develop effective home-study skills. As the student grows and matures, they should be able to do more and more on their own.

It is impossible to over-emphasize the importance of developing good study habits. Success in school depends on the effective use of one’s time.

### **A serious student:**

- finds a quiet place to study – no electronic distractions
- goes to a quiet place regularly – not just to cram
- arranges homework from the most difficult to the easiest of subjects
- has a dictionary and uses it frequently
- re-reads paragraphs that are difficult to understand
- learns to outline the main topics of longer passages
- proofreads everything he/she writes
- writes legibly so time is not wasted in reading what was written
- is attentive in class and asks questions
- asks for help after school when necessary
- does homework immediately after school or at home after a short break

- keeps physically fit – eats balanced, nutritious meals, gets sufficient regular sleep, and does adequate exercise
- keeps a balance between homework and extracurricular activities

Students are responsible for bringing home books and papers necessary to complete assignments. If homework is not completed on the day it is due, the child will still be required to complete the assignment. Furthermore, the grade given for the assignment may reflect a penalty. A detention mark will be given.

## **LUNCH PROGRAM**

Students may participate in the Government Hot Lunch Program by setting up an account with the Cafeteria Manager.

Lunch \$2.00 (includes milk or bottled water)

Students who pack their lunch may purchase a drink ticket from the Cafeteria Manager.

\$.25 milk or bottled water

or

\$2.50 for 10 days

Students may bring fruit drinks in boxed cartons, however, canned or bottled drinks of other kinds are not to be brought to school.

Parents may apply for free or reduced lunches by filing a confidential form with the principal. This may be done at any time during the school year.

The required food portions recommended by the USDA Nutrition guidelines will be served to each student.

During the lunch period, each student is expected to be considerate of others. It is the responsibility of each student to clean up the area at the table where they ate. Students will remain seated at this table during lunch until excused by the supervisor.

**STUDENTS MUST BE RESPECTFUL TO ALL VOLUNTEER WORKERS.**

## **MEDICATION / SICK STUDENTS**

**A child should not be brought to school when any of the following exists:**

- Any skin infection that has not been treated by a doctor
- Any symptom of a known contagious childhood disease
- Any unexplained rashes

- Croup
- Fever of 100 or higher, currently or within the previous 24 hours
- Lice
- Pink eye or other eye infection
- Sore throat, inflamed mouth
- Vomiting or diarrhea

**Parents may be asked to submit a note from the child’s private physician before they will be permitted to return to school.**

### **Medications Administered at School**

Office personnel are more than willing to administer medication during school hours to any child who is in need; however, the following directions **must** be followed:

1) **Prescription Medication:**

Medication must be in the prescription bottle with the pharmacist’s label designating the patient’s name, instructions, date, name of the drug and name of physician. *St. Joseph Academy requires a written notification slip, which gives permission to administer the prescribed medication. The notification slip must be sent to school with the child.*

2) **Over-the-Counter Medication:** Medication must be in the original container which indicates the name of the medication along with the student’s name, instructions for dosage and time to be administered.

3) The student is responsible for coming to the office to request the medication at the appropriate time.

4) Students are forbidden to carry medication of any kind on themselves or in their lunchboxes.

5) A student may keep an inhaler or cough drops at their desk if a note is provided by the parent.

### **SCHOOL HEALTH SERVICES**

As deemed necessary, the school will provide eye and ear examinations, scoliosis and lice checks.

## **PARENTAL INVOLVEMENT**

### **Board of Education**

The local board of education is an *advisory* board to the Sisters of St. Joseph the Worker who operate the school. Their primary purpose is to help provide a sound Catholic education for the students of St. Joseph Academy.

This is accomplished by:

- annually reviewing and evaluating the goals and objectives of the school to insure that the philosophy of the school is maintained
- studying and making necessary recommendations to the bylaws of the various organizations under the auspices of St. Joseph Academy
- approving of changes to the student and faculty handbooks as needed
- acting as a liaison for parents who have entrusted their children to the care and guidance of St. Joseph Academy
- approving the budget

The Board consists of not fewer than three (3) members, no more than ten (10) and shall include the Superior General of the Sisters of St. Joseph the Worker or her representative, the Principal of St. Joseph Academy and a representative nominated by the P.T.O. Names for additional members are submitted by the acting board and are appointed by the Superior General.

## **VOLUNTEERS**

Volunteering is a great way to meet other families and become involved in your child's education. Following are areas in which parents may volunteer:

- **The Kitchen:** helping to prepare and serve the meals
- **The Computer Room:** helping the teacher monitor students' activities on the computer
- **The Music Room:** walking classes to and from Waller Hall from the main building, helping the teacher supervise students during music class
- **The Cafeteria:** helping to supervise the students at lunch, wipe tables and trays and sweep the floor. If parents have little children this is the place to be. **TODDLERS ARE WELCOME ONLY IN THIS AREA OF VOLUNTEERING.**

**THE FOLLOWING REQUIREMENTS ARE NECESSARY TO VOLUNTEER WITHIN THE SCHOOL SETTING AND ATTEND FIELD TRIPS WITH STUDENTS.**

To be a volunteer you must:

- Submit a **Background Check Form**
- Attend and complete the required VIRTUS Seminar: “**Protecting God’s Children**”
- Submit a signed **Sexual Misconduct Form** (available at the seminar)
- Read the monthly bulletins
- Sign in at the office before going to the work area

**PTO (Parent Teacher Organization)**

The name of this organization is the St. Joseph Academy Parent-Teacher Organization (P.T.O.), having been formed under the auspices of St. Joseph Academy and independent of any local, state, or national P.T.O. group.

The primary purpose of this organization is twofold. First is to promote and increase a better understanding of educational trends affecting parents, teachers and administration. Second is to assist the Principal in projects deemed beneficial to the total educational system at St. Joseph Academy.

Parents are encouraged to be **active** members. Getting involved by running as an elected officer or participating in various planned activities throughout the year is the most productive way to meet the other parents and develop good school-family relationships.

**SCHOOL FUND-RAISERS**

- **The Pig Fest:** which is the school’s major fund-raiser, is traditionally held in June.
- 
- It is a requirement that at least one parent and/or relative work **five hours** on either day of the Pig Fest event.
- **The Fish Fry** is held on Fridays during the Lenten season.
- The proceeds of both fund-raisers are used to help maintain and operate the building, helping to keep tuition costs down.

## **PARTIES & BIRTHDAY TREATS**

In order to maintain a Christian attitude, the teachers, in consultation with the Principal, will agree on what and how holidays may be celebrated.

Students may bring cupcakes or candy treats to classmates in celebration of their birthdays. Pizza parties, drinks or other food items are not permitted.

## **RELEASE OF STUDENT RECORDS**

No official transcript or diploma will be released from any elementary or secondary school in the Diocese of Covington until all tuition and fee accounts are judged to be current or paid in full by the local school authority. Verbal grades may be released to aid in student placement.

Prior to official enrollment of a student transferring from another elementary or secondary school in the Diocese of Covington, the local authority of the receiving school shall verify that tuition and fee accounts are judged to be current or paid in full by the school of last attendance. Verbal grades may be requested to assist in preliminary scheduling. (Diocesan Policy #5113)

## **SCHOLARSHIP/AWARDS**

Opportunities exist for students in the eighth grade to apply for scholarships to high school. Information is available from the principal or the student's teacher.

Currently students may apply for the following:

### **1. Knights of Columbus Memorial Scholarship**

Criteria:

- 8<sup>th</sup> grade student
- must apply for, be accepted and enrolled in the freshman class at St. Henry District High School for the Fall term
- academic merit
- participation in volunteer/service activities
- essay
- letter of recommendation from teacher or pastor
- financial need

### **2. Father Callahan Scholarship**

Criteria:

- Student must plan to attend one of the diocesan high schools
- Student must submit a letter telling why he/she is deserving of the scholarship
- Student must submit three (3) letters of recommendation

### 3. Sons of the American Revolution Good Citizenship Award

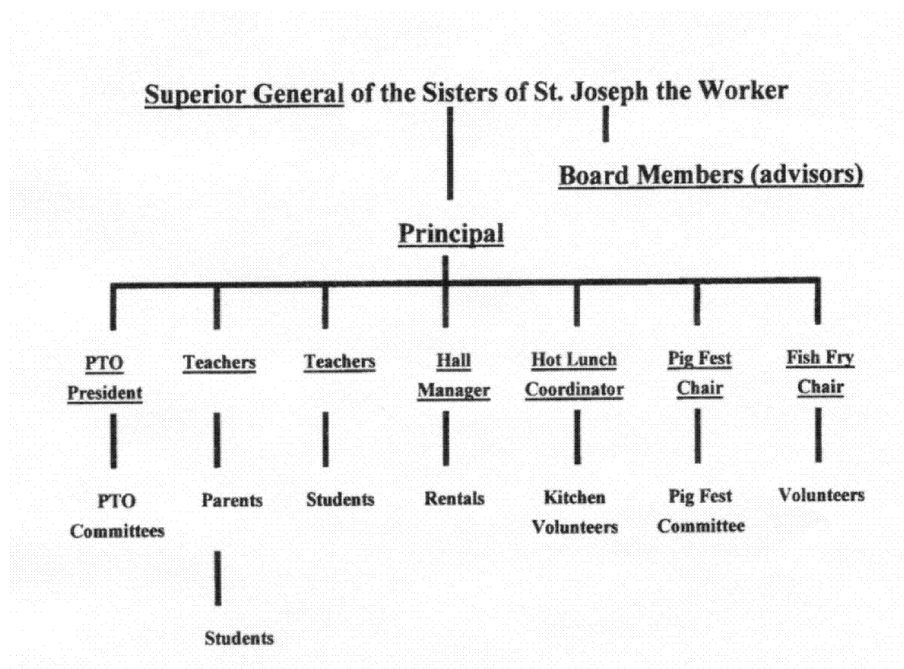
Criteria: (Students who demonstrate qualities of good citizenship):

- **Dependability:** as evidenced by punctuality, honesty, loyalty, trustworthiness, and self-control
- **Cooperation:** as evidenced by respect for authority, respect for property, respect for the rights of others and courtesy
- **Leadership:** as evidenced by what the person has done to make the school a better school
- **Patriotism:** as evidenced by a person's loyalty to, and knowledge of, the purpose expressed in the Preamble of the Constitution of the United States of America.
- **Clean Speech and Habits:** No person shall receive the award who is not clean in speech and habits.

### 4. Diocesan Pro-Life Essay Contest

### 5. AMC Math Award - Criteria: Competition (test) open to Grades 6-8

## SCHOOL BOARD APPEALS (The Standard Protocol)



Parents, who are experiencing problems at St. Joseph Academy, are asked to seek answers to their difficulties in a timely and responsible manner by talking to the teacher or principal about their concerns.

**Possible concerns which should be addressed quickly are:**

- a homework assignment given or its intended length
- an assigned grade
- mistreatment, such as teasing or bullying by a fellow student
- inappropriate language or behavior
- known cheating in the classroom

If a parent is not satisfied after speaking to the teacher, the principal may be contacted.

**SCHOOL DAY**

The school day begins at 7:45 and dismissal is at 2:45. Students may be dropped off as early as 7:10 a.m. at the **MAIN BUILDING.** Students **may not be dropped off** at Waller Hall until a teacher is present at 7:25 a.m. Failure to comply with this safety issue will incur an automatic yellow slip.

A current school calendar listing the class days, holidays and professional days for the teachers is given to the parents at the beginning of each school year. The calendar may also be viewed on our website at ([www.saintjosephacademy.net](http://www.saintjosephacademy.net)). School is in session 177 days. Daily Mass begins each day at 8:00 except Wednesday, when there is no morning Mass.

The after-school program is in session from 2:45 – 5:30 pm. Children must be registered to participate in this after-school program.

If a student misses his/her bus or car pool after school, they are to notify the office and remain in this area until they can be picked up by an adult family member or friend approved by the family.

*Reminder: Courtesy should always be used to the “Safety Attendants. Never dismiss yourself in your car before the Safety Attendant rings the dismissal bell.*

## **SPORTS**

Parents have formed a committee to establish a Booster/sports program at SJA. Parents are encouraged to join the Boosters.

The following are guidelines for the SJA Booster program:

- Sports is an extra-curricular activity. It is not the most important part of the school curriculum.
- All students who want to will be allowed to participate and play sports.
- No student will be excluded from playing due to lack of funds.
- Athletes are expected to behave in a sportsman-like manner on the court.
- All practices must have 2 adults present during the length of the practice. If there is only one adult present, practice is to be cancelled.
- All adult coaches must be Virtus trained and up to date on reading their bulletins.

Important decisions regarding the sports program must be approved by the principal and she should be informed of any problems or changes in the program in a timely manner.

## **STANDARDIZED TESTING PROGRAM**

Students in grades 3, 5, 6, 7, and 8 are given a standardized test annually according to the regulations of the Diocesan School Office. Results of these tests are shared with the parents. Student's CSI (IQ Score) are given upon request.

Students in the 6th grade who score a single 97% ranking in the area of mathematics, verbal or total composite on their standardized test qualify for the Duke University Talent Identification Program. This entitles them to begin taking the college A.C.T. or S.A.T. test as a seventh grader. Students are notified in the fall.

A National Religion Test and Catholic Survey is given in the 5th and 8th grades.

## **TELEPHONES**

- Students may not use the telephone during school hours. In the event of an illness or emergency, the school secretary, teacher, principal or designated adult will make the necessary calls to the respective person(s).
- Students are not permitted to carry cell phones during school hours.
- Forgotten homework, or other items such as gym clothes, musical instruments or lunch money will not be considered an emergency.
- Students are not usually called to the phone during school hours.

- Parent’s request of a message to their child will be delivered as long as it **is not a regular practice**. Also, every effort should be made not to use the school as a mediator between carpoolers.
- A school telephone directory will be given to each family within few weeks of the beginning new school year. **This directory is not to be used for solicitation of any kind.**

## **WEAPONS POLICY / THREATS**

“Unlawful Possession of a Weapon on School Property in Kentucky is a Felony Punishable by a Maximum of Five (5) Years in Prison and a Ten Thousand Dollar (10,000) Fine.” Posted pursuant to KRS 527.070.

### **A STUDENT USING THREATS OR ANY WEAPON LIKE GADGETS WHICH COULD INFLICT AN INJURY WILL BE DEALT WITH SEVERELY.**

In this day and age, for a student to inform a teacher of a problem is not to be considered tattling. In fact, it would speak well of the student to have the maturity and take the responsibility to speak with the teacher right away. Some problems are better addressed sooner rather than later.

The Principal reserves the right to call for the immediate expulsion of a student when the well-being of another person or the integrity of the school is at stake.

## **WEATHER**

Closing of school or possible delay due to inclement weather will be announced as **“St. Joseph Academy, Walton”** on the following media: TV-Channel 12 news, or website [www.local12.com](http://www.local12.com), or radio stations 55WKRC AM, WEBN 102.7 FM, MIX 94.1, KISS 107.1 or FOX 92.5.

## **WELLNESS POLICY**

### **Nutrition/Wellness Committee Mission Statement:**

It is our mission to provide a school environment that enhances learning and development of lifelong wellness practices.

### **Purpose and Scope:**

St. Joseph Academy is committed to promoting health and wellness for the students and staff within the school community. SJA supports guidelines for nutrition education, physical activity, food and beverages sold and served within our school, and other school-based activities.

### **Requirements:**

1. Goals
  - A. Nutrition Education
  - B. Physical Activity
  - C. Other school-based activities that are designed to promote student wellness
2. Nutrition guidelines for all foods available on school campus during the school day
3. Guidelines for the National School Lunch Program
4. Plan for measuring implementation of the local wellness policy
5. Community involvement in the development of the plan

### **1A. Nutrition Education**

- a. Provide to parents, via the school's newsletters, school website and monthly menus "helpful hints" relating to nutrition and healthy activities.
- b. Display information posters in the school building and cafeteria that illustrate concerns associated with obesity, a healthy diet and healthy activities.
- c. Provide students with the nutritional value of food served in the cafeteria via cafeteria postings, menus and the school website.
- d. Integrate nutrition into other areas of the curriculum within the classroom or cafeteria, in enrichment activities after school, and during regularly scheduled Physical Education class.
- e. Encourage lifetime physical activity and wellness through education.
- f. Allow healthy, low fat snacks for students during allotted times to maintain energy levels.
- g. Invite experts on healthy living, diet, exercise and other weight/health management issues to speak to parents and students (i.e. - PTO meetings, general assemblies).
- h. Provides students with healthy meals at lunchtime (i.e. – serve wheat bread, 1% milk).
- i. Bakes food items versus deep frying them.

## **1B. Physical Activity**

- a. Include components in the physical education program that emphasize lifelong physical activity.
- b. Ensure that all students participate in the school's physical education program.
- c. Provide recess daily to all students.
- d. Regularly scheduled recess time will be part of the school day and active physical pursuits will be encouraged.
- e. Encourage students to be physically active outside of school, including participation in community activities and sports programs.
- f. Integrate physical activity across the school curricula.
- g. Require students to participate in outside recess year-round unless extremely severe weather prohibits it.

## **1C. Other School-based Activities**

- a. Encourage school staff to use non-food rewards for students.
- b. Encourage parents to provide a variety of nutritious foods for children who bring bag lunches from home.
- c. Utilize non-food items as rewards for academic excellence and student recognition awards.
- d. Make available nutritional foods and beverages at school related special events that occur after school hours.

## **2. Nutrition Guidelines for all foods available on the school campus during the school day:**

- a. Provide school meals that comply with federal, state, and local requirements and reflect nutrition standards which require that over a week's menu cycle, lunch provides students with one-third of the Recommended Daily Allowance for protein, vitamin A and C, iron and calcium established by the USDA, conforms to good menu planning principles, and features a variety of age appropriate healthy choices that are tasty, attractive and of excellent quality.
- b. Make drinking water available at meals.
- c. Include whole grains and "fresh" fruits and vegetables in school meals, when possible.
- d. Evaluate and define the nutritional guidelines for all food products available for sale on school premises during scheduled school lunch hours.
- e. Ensure affordable access to nutritious, varied foods.
- f. Each student will purchase from the School Lunch program or have a packed lunch.
- g. Implement portion control standards to ensure snacks and beverages are served in single size portions.

## **3. Community involvement in the development of the plan:**

- a. Allow and encourage input from parents, students, faculty and staff.
- b. Provide a Walk-A-Thon for students, staff, faculty and parents.
- c. Provide a Weight Loss Program to faculty, staff and parents.

## HANDBOOK ACKNOWLEDGEMENT SHEET

This is to acknowledge we have read and agree to the rules and policies set forth in the St. Joseph Academy School Handbook:

Parents/Guardian Names: \_\_\_\_\_

\_\_\_\_\_

Student Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Parents & students should sign this sheet and return to the office by end of August.