



Saint Joseph School  
Martinsburg, WV  
Kindergarten - Ninth Grade  
Family & Student Handbook  
**2025-2026**

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\*\*\*For this document, **DWC** means the Diocese of Wheeling-Charleston.

## **Family & Student Handbook**

### **History**

Saint Joseph School was founded in 1883 by the Daughters of Charity from Emmitsburg, MD. For 121 years, the sisters continued the tradition of their American founder, Saint Elizabeth Ann Seton, who in 1810 established the first parochial school in the United States in Emmitsburg.

In the spring of 2004, the Daughters of Charity withdrew from the administration of Saint Joseph School. The school continues the commitment of the Daughters of Charity to Catholic morals and teachings, academic excellence and service to those in need.

Mindful of its primary mission as an effective instrument of the educational ministry of the Catholic Church, Saint Joseph School unites with all the Catholic schools in the Diocese of Wheeling-Charleston to make our students' faith become living, conscious and active through the light of instruction.

### **Vision Statement**

Saint Joseph School celebrates diversity and creativity while fostering moral, spiritual, academic and physical growth through the promotion of Gospel values through service and respect for life.

### **Mission Statement**

Saint Joseph School educates in the spirit of the Gospel, instilling Catholic values, inspiring academic excellence, global awareness and service to those in need.

### **Philosophy**

Saint Joseph School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Wheeling-Charleston.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic theology, Scripture, liturgical experience and service so each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social and physical development of each child through a

variety of instructional methods such as small and large group instruction, departmental classes and other tools for basic knowledge and formation.

4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance, the children of today become the Catholic citizens of tomorrow. Saint Joseph School is dedicated to the development of the total personality of its students so that each may evolve as a Catholic Christian with strong, vibrant faith and an integrated citizen of the United States of America.

As faculty, we accept each student as a unique person. Thus, each student is encouraged to develop all capabilities – social, intellectual, moral, physical, emotional and spiritual.

While emphasizing excellence in all levels of the student's natural growth and development, we, as educators in a parochial school, are concerned in a very special way with the Christian development of the child through an understanding and appreciation of the true goal of life and with training each to live accordingly.

To keep in step with today's jurisdiction and global problems, Saint Joseph School is dedicated to educating the student in basic individual and community responsibilities.

Students are guided to make intelligent choices when dealing with controversial issues affecting the family unit and are shown that they possess creative abilities and talents that can be used to better our world.

The faculty also recognizes the need to involve parents and others who can contribute to the total educational program. Therefore, the pastor, principal, School Advisory Council, staff and parents work together as a community to accomplish this educational endeavor.

## **School Advisory Council SCAC**

Saint Joseph School has a School Advisory Council that serves in an advisory capacity to the administration and the pastor. The School Advisory Council meets four times per year. The purpose of the SCAC is to guide policy, support the school's strategic planning, and provide a voice to the parents and staff of the school.

## **Accreditation**

Saint Joseph School is accredited by the Cognia Global Commission and the state of West Virginia in cooperation with the Diocese of Wheeling-Charleston Catholic Schools office, per DWC policy #6111.

## Protecting God’s Children (VIRTUS program) 4760.1 DWC

The Diocese of Wheeling-Charleston has put into practice safeguards to protect our children and students. The three primary components of protecting our students are that all volunteers participate in VIRTUS training, have a background check completed by U.S. Investigation Service and acknowledge with a signature receipt of the the diocesan handbook on sexual abuse. A volunteer is defined as “any person having direct contact with children.”

In an effort to ensure that all parents may participate in their child(ren)’s schooling, we ask all parents and guardians to participate in the VIRTUS seminar and submit to a background check. We recognize that this might be an inconvenience, but we recognize that we must make every effort to protect our students, your children. Failure to participate in the three components of the VIRTUS program will greatly limit the extent to which a person will be able to participate in the schooling process.

### **Child Abuse and Neglect Reporting Policy and Procedures**

West Virginia law requires that all educators and other school employees, including volunteers and other adults, report suspected child abuse or neglect to the proper authorities so children can be protected from harm and the family can be helped. Our school policy supports West Virginia laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Division, and/or the local police department within 24 hours.

### **Admission Policies**

Students in grades K-9 considered for admission to Saint Joseph School are required to demonstrate:

- Average or above average academic achievement as determined by the screener assessment given prior to admission
- Faithful attendance void of excessive absences or tardiness
- Strong moral character with minimal behavioral infractions at his or her previous school
- Respect and reverence for school’s Catholic and patriotic practices
- The ability to function and perform in class and at the appropriate grade level without support from a special-education teacher or aide

Student admission will be determined on the availability of classroom seating, parents complying with the school’s financial guidelines and records from the student’s previous school verifying the child has successfully maintained the above-mentioned criteria.

Knowingly falsifying or providing misleading information to the SJS administration could result in the student's dismissal from the school.

**Parents should refer to the financial policy in the FACTS Family Portal under Resource Documents for more detail.**

## Kindergarten Requirements

Per diocesan and state requirements, kindergartners must be 5 years old by July 1 of the year for which their families are applying for their child to attend.

### K-Toilet Training

Students entering the kindergarten program must be toilet-trained, per our prekindergarten program admittance policy. Toilet-trained is defined as children being able to control both urination and bowel movements, and being able to use a toilet with little or no assistance. Children must be able to wipe themselves. Pull-ups are not permitted. Parents are asked to always have an extra change of clothes with their child in case an accident occurs.

### K-Name Writing

Students must be able to write their first names.

### K-Admission Assessment

Students new to SJS might be given a kindergarten admission assessment to determine their readiness level. This assessment is given at the end of our pre-K4 (4-year-olds) program. The administration reserves the right to deny a student admission to the kindergarten program.

## Parent/School Communication

Saint Joseph School uses many forms of communication with parents/guardians. The primary form of communicating with parents is emails and text reminders/emergency reminders. Parent memos are posted on the SJS Crusaders app every Sunday afternoon during the school year and occasionally in the summer, and in the announcement section of the FACTS Family Portal. Their primary purpose is to communicate information about school events and volunteer opportunities. Additionally, parents can find important information on the school app and in FACTS such as lunch menus, announcements and billing information. All parents are expected to check into the system on a regular basis. Families are responsible for maintaining correct contact information with the school office. Information may be updated by each family on their FACTS account.

## Academics

The Saint Joseph School curriculum is based on CASE (Catholic Academic Standards of Excellence). Our curriculum standards are designed with the assistance of the Diocese of Wheeling-Charleston and are pulled from national and state standards. Additionally, elements from the West Virginia College and Career Readiness Standards and Common Core Standards are used. Saint Joseph School offers its students opportunities for growth in the following major subjects:

### Religion

The religion program includes Catholic doctrine and tradition, Bible study and social justice. Because God is all knowing and all loving, we believe God keeps us constantly in mind. At Saint

Joseph School, we strive to return this love of God by reminding ourselves of His presence. The way to respond to God is through prayer. Prayers that have formulated words such as the “Lord’s Prayer” are called formal prayers. Informal prayers are simply prayers spoken in our own words expressing our love for God. Both forms of prayer have their place at Saint Joseph School. **In addition to religion class, the teachings of the faith will be embedded into all subjects.**

### **Sacramental Preparation**

Sacramental preparation programs for First Holy Communion, First Reconciliation and Confirmation take place within the local parishes. Parents of students celebrating these sacraments must contact their parish regarding additional preparation and parish enrollment information.

### **Sacramental Life**

School liturgies are celebrated throughout the school year on a weekly basis for grades K-9. All parents, family members and friends are invited to attend. Students are afforded the opportunity to participate fully and enthusiastically with great reverence and respect.

### **Language Arts**

The Language Arts program incorporates reading and comprehension, writing and oral language. Students are introduced to various literary genres and skills are systematically developed. Grammar, writing mechanics, phonics, spelling and vocabulary are also taught in context through formal instruction.

### **Mathematics**

Each grade-level math class covers traditional arithmetic and West Virginia College and Career Readiness Standards. Students who successfully complete the prerequisites are given the opportunity to take a high school math credit if they meet the requirements.

### **Social Studies**

In social studies, students study the cultures of people past and present, as well as geographical and environmental features of the world. They study the history of the United States and West Virginia, as well as the contributions and traditions of diverse cultures. Students are taught to respect the dignity and rights of all members of our global society as set forth in the Gospels.

**Science and STEM (Science, Technology, Engineering, Math)** Through a hands-on approach to the biological, physical and earth sciences, scientific literacy is achieved; curiosity is encouraged; and respect for God’s world is fostered. Content and standards are based on the National Science Standards and the WV College and Career readiness for science.

### **Fine Arts**

Students at Saint Joseph School are exposed to various art mediums, styles and activities. Art expression is cultivated on an individual basis as class activities are introduced. Student artwork is on display at the school continually throughout the year. In music, students learn the rudiments of reading music. They are exposed to various styles of music and composers. Additional music groups and classes are available for middle school students and beginner bands are available

for fourth- and fifth-grade students. All middle and high school students must participate in band, choir, handbells or music appreciation.

## **Spanish**

Students learn the fundamentals of the Spanish language. Elementary classes are informal to teach the basics. Middle and high school classes are graded and eighth-grade students who successfully complete the class can obtain high school credit.

## **Physical Education & Health**

Students participate and learn various structured games and work to pass physical fitness activities. Health instruction will be offered to high school students. Additional athletic teams are offered to middle and high school students. Younger students will have opportunities to participate in running clubs.

## **Testing Policies**

### **a. High School Midterms**

Midterm exams will be conducted after the completion of the first two (2) quarters, or first semester, of the school year. The material covered in Midterm exams typically consist of all of material covered in the entire first semester.

### **b. High School Finals**

Final exams will be conducted after the completion of ALL four quarters, both combined semesters, of the school year. It is at the discretion of the teacher if the Final exam will be cumulative from the beginning of the school year or consist of material from the start of the second semester on. Please see your instructors' class syllabus for clarification.

### **c. Standardized Assessments**

Students will be required to take:

1. **K-9 NWEA-** Map Growth Assessment in core subjects will be administered THREE times per year (Fall, Winter, Spring).
2. **2-9 ARK-** Assessment of Religion Knowledge.

## **Academic Fairs & Competitions**

Students are encouraged to participate in a variety of academic competitions and fairs throughout the school year. These include:

- Math Field Day, fourth to eighth grades
- Golden Horseshoe, eighth grade

- Social Studies Fair (per county guidelines)
- Science Fair (per county guidelines)
- DAR American history essay contest, fifth to eighth grades
- Hand writing competition
- Knights of Columbus Essay Competition
- Catholic Daughters Education Competition

*All qualifying students must participate in the above as required by their respective teachers.*

## Textbooks

If a book is lost, damaged or altered in any way, parents are required to pay via FACTS for the book at the current replacement cost.

Students who lose planners, prayer books and consumable workbooks must purchase new books. The cost will be billed to the parents via FACTS.

Parents wishing to rent additional textbooks must:

- Complete a textbook rental request form in the school office.
- If the books are available, the parents will be notified.
- Upon paying the nonrefundable rental fee of \$30 per book, up to a maximum of \$100 for more than three books, parents may sign the textbooks out from the school office.
- If books are not returned at the end of the academic year, parents will be billed the full replacement cost.

## Homework

To reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has a different purpose at different grade levels, homework is required at all grade levels. The amount of homework a child has on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

Recommended Time Allotments (Daily homework, not including special long-term projects)

<b>Grade</b>	<b>Suggested Homework Time</b>	<b>Suggested Virtual learning Time</b>
Kindergarten	15-20 minutes	30-40 minutes
Grades 1-2	20-30 minutes	40-60 minutes
Grades 3-6	30-60 minutes	60-120 minutes (1-2 hours)
Grades 7-9	60-90 minutes	120-180 minutes (2-3 hours)

*Note: Participation in sports, music and other extracurricular activities is not an acceptable excuse for missing or incomplete homework.*

**Completing missed work, assessments for absences** If a student is absent, it is the responsibility of the student and/or parent to obtain the work that was missed during the absence. Assignments must be obtained, completed and returned to the respective teacher(s) within the specified time.

One day absent	Two days to complete work and/or to be quizzed or tested
Two consecutive days absent	Three days to complete work and/or to be quizzed or tested
Three consecutive days absent	Four days to complete work and/or to be quizzed or tested
Four consecutive days absent	One week to complete work and/or to be quizzed or tested
Five or more consecutive days absent	Arrangements must be made with the teacher and approved by the administration.

In a case of excessive absences, the above table may be altered.

### Requesting Missed Work

**When a student is absent**, a parent may request makeup work from the teacher. Teachers must be notified by 9 a.m. for work to be picked up by 3:30 p.m.

**Teachers are not responsible for providing work for vacations planned in advance.**

### Report Cards

Report cards are distributed three times a year. The report cards are sent via email through our Facts SIS system and are available for viewing on ParentsWeb.

### Kindergarten

Kindergarten report cards are designed to communicate to the parents/guardians how students are progressing.

(Academic Standards)

4	The student understands fully the subject material and meets all of the criteria for the subject. Work is consistently neat, accurate and completed independently within the time permitted.
3	The student understands most subject material and meets most of the criteria for the subject. Work is often neat, accurate and completed, with little or no assistance, within the time permitted.
2	The student understands portions of subject material and meets some of the criteria for the subject. Portions of work are accurate. All work is not completed in the time permitted.

1	The student does not understand the content of subject material and is unable to complete the criteria for the subject.
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## Grades

Grades 1-9 use the following scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or lower

Grades K-9 use the following attribute scale:

C	Consistently
O	Often
S	Sometimes
I	Infrequently

## Retention

Retention of a student is based upon the welfare of the student. Saint Joseph School makes every attempt to place students in classes that work to his/her academic advantage.

The ultimate decision in regard to retention is made by the principal after consultation with the teacher(s) and parents. Diocesan policy stipulates that no student may remain in a grade for more than two years (**DWC policy #6412** on retention of students).

## Educational Field Trips

Educational field trips are offered as an integral extension of the classroom curriculum. All students are expected to participate. Students not participating in educational field trips may be given an alternative assignment to complete and **must remain home**. Students not attending optional field trips (March for Life) must report to class as usual. There are no refunds for field trips. All field trip fees are billed through our FACTS system. No money will be collected at the school.

Permission slips will be sent home before each field trip to be signed by the parent before the student will be allowed to participate. **Permission may not be given by phone or written notes.** According to diocesan policy, only approved field trip permission forms may be used.

Participating in a SJS school event as a chaperone is a very important way to support our school and students. Parent/Family chaperones are integral to ensuring the safety of our students and the success of each field trip experience for everyone. To ensure this, parents/family members wishing to chaperone, are required to follow these guidelines:

1. Any parent wishing to attend any field trip (even with their own child) must have completed a background check and VIRTUS training, and received a copy of the Safe Environment Handbook, and completed the receipt form.
2. If parents are transporting children, forms certifying insurance coverage and a valid driver's license, are filled out before the trip.
3. When children are being transported in private cars, seat belts must be worn by each child and car seats used as required by law.
4. Parents may not make stops when transporting students.
5. Chaperones are expected to remain with the assigned group for the duration of the field trip and assist with student supervision as needed.
6. There is to be no drinking of alcoholic beverages or smoking by anyone on a field trip.
7. Younger siblings are not permitted to attend field trips.
8. Parent cell phone use while on a field trip should be limited and related to the event itself or used for an emergency situation.
9. Chaperones must carry a sealed envelope obtained from the teacher, containing their students' permission slips and emergency contacts. This envelope may only be opened in an emergency. At the end of the trip, envelopes must be returned to the teacher.
10. Chaperones should be aware of the St. Joseph school policies regarding social media. Photos of students and/or staff shall not be posted on social media unless sent to a school official for posting on the appropriate school social media platforms.

## Special-Education Services

Should a student display a need for other special services (speech, language, occupational therapy, special education, etc.) the teacher will contact the student assistance team coordinator (assistant principal), who will work with the parent/guardian, teacher, administration and Berkeley County Schools representative to determine their eligibility for special education or related services. **Saint Joseph School does not provide direct academic special-education services. Berkeley County Public Schools provides speech services onsite.** A service plan will be collaboratively developed between the school and parents of students found eligible for special-education services. The plan will primarily consist of educational accommodations and modifications.

## Guidance Counselor

St. Joseph School will provide Guidance Counseling services to all students, and support their social and emotional needs, to promote their well-being. In addition, the guidance counselor supports the academic planning process for high school students.

# Honors & Awards

## Honors

For students in grades 3-9, the following are awarded publicly.

- 1<sup>st</sup> Honors - A student receiving all "A's" on their report card
- 2<sup>nd</sup> Honors - A student receiving all "A's" and "B's" on their report card

## Perfect Attendance Award K-9

This is awarded to students with perfect attendance for the entire year. Students with more than six tardies in a year are not eligible for perfect attendance.

## 8<sup>th</sup> Grade Awards

### President's Award for Educational Excellence

To be eligible for the President's Award for Educational Excellence (the gold medal), students must have an 85% or higher in math or reading on a standardized test and a 3.5 average for sixth and seventh grades and the fall semester of eighth grade. To be eligible for the President's Award for Educational Achievement (the silver medal) students must have a 69% or higher in math or reading on a standardized test and a 3.0 average for sixth and seventh grades and the fall semester of eighth grade.

## St. Thomas Aquinas

The Aquinas Medal is bestowed upon eighth- and 12th-grade students from Catholic schools throughout the Diocese of Wheeling-Charleston and Wheeling Jesuit University. Medal recipients are chosen in recognition of their outstanding qualities of faithful discipleship, academic excellence, leadership and service to school, parish and community, reflecting the ideals of Catholic education epitomized by St. Thomas Aquinas, the Catholic patron saint of students.

## Other Awards

- Knights of Columbus Patriotic Service Award
- Subject awards are given to students who excel academically and through class participation.

## Conferences

Parents are encouraged to keep in touch with their child's teachers by appointments, which may be requested by phone or email. Teachers are not available for consultation during class hours. Additionally, the school has designated conference times posted on the school calendar.

Parents are asked to contact Saint Joseph School employees through the employee's Saint Joseph School email or main phone line. Email addresses are published on our SJS website, under the staff directory tab. To best foster our staff's work/life balance, **staff should never be called or texted on their personal cell phones or over the weekend.**

Teachers do not check email during instructional time. If you need to communicate a change in dismissal or other immediate need for your child, please email or call the office.

Teachers are expected to respond to parent emails within **48 business hours** (excluding after hours and weekends), unless they are absent.

## Grievance Procedure for Parents and Students

### Student Concerns

- Students always have the responsibility to discuss concerns with parents.
- Students have the right to discuss any concerns with any staff member, provided this is done privately and at a mutually agreed upon time.
- Students also have the right to discuss any issues with the principal, provided they make an appointment through the school secretary.

### Parental Concerns

- If your child is upset about a situation, listen closely. If you share this concern, contact the teacher directly and share that concern first with the teacher.
- If a mutual resolution can be reached, the teacher and parent/guardian work together to bring about an agreeable solution.
- Should an agreement still not be reached, the parent(s)/guardian(s), teacher and school administration will meet in a conference to solve the problem.
- If further action is needed, the pastor and then diocesan superintendent may be consulted.

\*\*\* Please respect this chain of command when expressing your grievances.

In each grievance case, every effort is made to resolve the problem, manifesting respect, understanding and trust to all involved in the grievance case. **Failure to follow the grievance policy or using social media as an outlet to vent - which can damage the school's reputation - rather than communicating with administration provides grounds for dismissal of the family from the school.**

## Attendance & Tardy Policies

**\*\*Please see DWC Policy #5310 for the full attendance policy \*\* (see page 41)**

### School Hours

- K-6 Arrival 7:55-8:10 AM Dismissal 2:55 PM
- 7-9 Arrival 7:45- 8:00 AM Dismissal 2:50 PM

Regular attendance assures quality education and promotes responsibility in our students. Children are expected to be present for each day of school unless they are sick or there is a family emergency.

## Absence Policy

Students with more than five unexcused absences will jeopardize their enrollment for the current and subsequent school years. More than five unexcused absences per trimester are considered excessive.

**If the student's absences exceed three (3) consecutive days, the absences shall be unexcused unless written verification from a physician supports a longer time period. See appendix A for the Diocese of Wheeling-Charleston full attendance policy #5310.**

### Policy for Student Absence

- Parents are to notify each student's teacher and the school office before 9 a.m. of a child's absence.
- Parents are to write a note to the teacher when a child returns to school following an absence. The note should include the reason for the absence.
- If a student's absences exceed two consecutive days, verification by a physician or a letter explaining a life event causing the absences is required.
- Arrival at school after 11:30 a.m. is the equivalent of a half-day absence. ● Leaving prior to 12:30 p.m. is considered a half-day absence.
- **Students who are absent for any reason or leave school early due to illness will not be permitted to attend or participate in after-school activities.**
- Students must be fever- and vomit-free for 24 hours prior to returning to school. Those with contagious diseases must have a doctor's slip upon return to school.
- When absent, it is the student's responsibility to obtain missed work from the teacher and see that it is completed in a timely manner.
- Teachers are not responsible for providing work for vacations planned in advance.
- Please see guidelines under *ACADEMIC POLICIES* for completing missed schoolwork for absences.

## Tardy Policy

Students who arrive late or leave school early interrupt the education of other students and greatly jeopardize their own education. Students are considered tardy after 8:10 a.m. (according to the school office clock). **Five tardy arrivals per trimester are considered excessive.** Parents will complete a tardy slip each time the student is tardy. Students will not be admitted into class until the tardy slip is completed.

Continuous tardies will be addressed by the administration through a conference.

**Tardy slips:** After 8:00 a.m. for grade 7-9. After 8:10 a.m for grades K-6, parents are required to complete a tardy slip before their children are allowed into class. The slip will include the date and time, and any other information for the teacher concerning the reason for being late. **If you arrive after 8:30 a.m., please send your child to school with a**

**packed lunch.** Our cafeteria staff needs lunch counts by 8:30 a.m. to ensure they have time to prepare enough meals.

**Mass Day:** Parents must bring students to the church after signing them in at school.

## Appointments & Early Release

Outside appointments for students during class hours are discouraged. If an appointment can be made only during school hours, a written note or email from the parent is mandatory. The note should state the reason for early dismissal and who will be coming for the student. A written note should always be signed and dated by the parent. Children leaving early are picked up in the office. At no time during the day is a student permitted to leave the school grounds without **written permission** from the parent or guardian. The parent needs to sign the child out and/or in at the office and complete the appropriate form. Early dismissal ends at 2:30 p.m. Students cannot be called to the office from their classrooms during the dismissal process. Parents must wait until the dismissal process is complete to have their student(s) called.

## Arrival & Dismissal

### Daily Arrival

K-6 Main building: Students will be received starting at 7:55 a.m. All students **MUST** be in their homeroom by 8:10 a.m. Students arriving prior to 7:55 a.m. are to enter through the gym doors on Stephen Street for our extended-care program, for an additional fee.

Students may enter the main school building in one of two ways:

1. Students may be walked to the main doors by an adult from Stephen Street. Parents must park in the parking lot across from the main building or available street parking. **DO NOT PARK IN A HANDICAP SPACE WITHOUT A HANDICAP TAG. PARENTS SHOULD NOT STOP IN THE STREET TO LET THEIR STUDENT OUT OF THE CAR.**
2. Students may be dropped off in the car drop-off line. This line begins by cars turning onto Spring Street from John Street. **YOU MAY NOT ENTER THE DROP-OFF LINE FROM STEPHEN STREET.** Once in the back parking lot, vehicles are to circle around as directed. Parents should not exit their cars during this process. Staff will assist students safely to the building.

7-9 High School building: Students may enter the building at 7:45 a.m. All students **MUST** be in their homeroom by 8:00 a.m. Students arriving prior to 7:45 a.m. are to enter the high school building through the front porch doors for our extended-care program for an additional fee.

Students may enter the main school building in one of two ways:

1. Parents may enter the high school parking lot to drop off students. Parents **MUST** exit the parking lot through the gate in Spring Street and turn left to leave unless parents have a younger sibling to be dropped off in the main school circle.
2. Parents may also park in any available public street parking.

## Dismissal

Dismissal begins at 2:45 p.m. for students in the little pre-K building, 2:50 p.m. for eighth to 10th-grade students and 2:55 p.m. for grades K-7. Parents of students in grades K-10 are issued two copies of the dismissal number, which is to be displayed through the front windshield.

## PM Parent Pickup/Dismissal Procedures



Early dismissal from the offices ends at **2:30 p.m.**, when the doors will be secured to focus on preparing for dismissal for the day. A request for early dismissal must be made to the office ahead of time unless there is an emergency.

When arriving in the afternoon for pickup, enter the car line off Queen Street. Please display your car number so it can be easily read by the staff members on duty. If a family member or someone else is picking up your child(ren), please give him/her your tags to use that day or ask him/her to display the number on their dashboard. **Please call the office ahead of time to make sure that person is on the accepted pickup list.** In the absence of a car number on display, the car will have to be parked and an ID must be presented.

- **Yellow** cards are for grades K-6, and **Pink** cards are used for grades 7-9. If you have children in both, please display both colors.
- Parents may enter the car line off Queen Street *no earlier than 2:30 p.m.*
- We will do a staggered dismissal:
  - Pre-K buildings: dismissal begins at 2:45 p.m.
  - Grades 7-9: dismissal begins at 2:50 p.m.
  - Grades K-6: dismissal begins at 2:55 p.m.
- Car lines are numbered:
  - Lines 1, 2: Pre-K only
  - Line 3: High school building (grades 7-9) only
  - Lines 4-9: K-8 parents with or without a student in grades 7-9
- **There are no walkers or front door pick up during dismissal.**

**STOP and GO** - Cars in line 3 will stop for middle- and high-schoolers to load and go.

**Students will be loaded at two locations simultaneously:** Grades 7-9 will be loaded from the high school teacher parking lot (inside the fence), and K-6 students from the circle behind the main building. Parents **MUST** remain in their vehicles the whole time during pickup. If a child needs to be buckled, the parent **MUST** pull into a parking spot.

- Parents will enter the school parking lot according to the line designations above and follow the car line. A staff member will read car numbers, which teachers and students can hear through the intercom (K-6) and/or walkie-talkies (7-9).
- **Parents picking up Pre-K students ONLY or high school building students ONLY in the car line may turn left after exiting at the gate, unless K-6 siblings must be picked up, in which case they should turn right and proceed to the circle behind the main building.**
- As the staff member reads your number in the main lot, your K-6 child in the main building will be sent to the pickup circle. An adult on duty will ensure that your child is safely loaded into your vehicle. Students in grades 7-9 will look for their cars in the line and a staff member will help them load safely.
- If the person picking up your child does not have the appropriate number displayed, the staff member on duty will ask for a photo ID to verify permission to pick up your child(ren). This might cause a delay with our parent pickup procedure, so please make every effort to have the number visible on a daily basis.
- When you arrive at the circle, if your K-6 child is not available for pickup yet, you will be asked to park your car in one of our red-lined spots until your child is out. When vehicles are not moving, a staff member will release your child to you.
- Once your child enters your car, you **MUST** remain in line to exit the parking lot. For the safety of all students, staff and families, please do **NOT** cut through the parking lots to exit at any point.
- Cars leaving the pickup circle behind the main building **MUST** turn right to avoid slowing down the car line.

**If you are in need of a new car number, please contact Mrs. Partington in the office ([mpartington@sjswv.org](mailto:mpartington@sjswv.org)).**

**If you have any questions concerning these procedures, please contact our administration. Thank you for your cooperation!**

### **Inclement Weather**

In cases of inclement weather, Saint Joseph School follows closings and delays of Berkeley County Schools. If school is closed due to inclement weather and untreated or unsafe roads, students will be assigned distance-learning activities, according to the

homework table, and may receive synchronous lessons. Distance-learning days are considered instructional days and are included in the calendar.

### **Emergency Dismissals**

Emergency closures and early dismissals are not exclusively weather-related. Our school might close due to infrastructure malfunctioning, safety, health and other unforeseeable circumstances. **Tuition is not refunded for emergency closures.**

Announcements concerning closings/delays are communicated via text message, email, the school Facebook page ([www.facebook.com/sjsmartinsburg](http://www.facebook.com/sjsmartinsburg)) and the school website ([www.sjswv.org](http://www.sjswv.org)).

## **Student Code of Conduct & Discipline**

Discipline is fundamental to Catholic education. In an attempt to instill positive and holy traits in the students, we will emphasize the daily practice of the Education in Virtue program. Our students will learn, live and be witnesses to virtue, which will overflow into every aspect of their lives, transforming them into the best versions of themselves. Simply put, ***Education in Virtue*** is happiness simplified.

Saint Joseph School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their family, their school and their community is reflected in their behavior. Based upon the Catholic moral values and loving respect for others taught by Jesus, students will:

- Be on time for classes
- Be honest and committed to integrity
- Demonstrate reverent behavior at all liturgical functions and times of prayer
- Be respectful and courteous toward all students, teachers, staff and adults
- Refrain from harassment of any kind, even in jest
- Use appropriate language
- Speak respectfully to and about others
- Complete all assignments and participate fully in class
- Respect all parish and school property
- Stand and participate in opening prayer and the Pledge of Allegiance
- Refrain from deliberate disruption in the school
- Demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities

- Be present for all required activities unless officially excused by the administration
- Adhere to the dress code as laid out in the handbook
- Not give or receive unauthorized assistance on tests, quizzes or assignments without permission of the teacher
- Not engage in any physical or verbal contact with another student that could be interpreted as an inappropriate display of affection
- Follow the rules and guidelines communicated by teachers at the beginning of the year
- Students should be within eyesight of teachers at all times.

### **Merit/Demerit System**

When a student displays good citizenship and extraordinary behavior, including a virtue or kindness, he/she may be recognized by receiving a merit, and a notification will be automatically emailed to parents.

When a student behaves in a manner outside the Code of Conduct of Saint Joseph School expectations, a demerit may be issued, and an email will go out to parents automatically. Demerits help provide a fair and consistent discipline policy. Students who reach five demerits (or increments of five) will receive a consequence.

In an effort to have a universal approach to discipline throughout the school, the following procedures have been established:

### **Progressive Student Discipline Plan**

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

- Teacher talks with student and parent is notified via email(1-4 demerits) ·
- Recess detention (5 accumulated demerits)
- Recess & lunchtime detention (10 accumulated demerits)
- Half-day in-school suspension (15 accumulated demerits)
- In-school suspension (20 accumulated demerits)
- Possible expulsion (25 demerits)

\* Parents will be notified anytime their child receives a demerit.

Below are some examples of behaviors that are not acceptable at Saint Joseph School. Each year, teachers review acceptable/unacceptable school behaviors with

students.

- Disruptive conduct in class, on other school property or when representing the school
  - Failure to comply with the school dress code
  - Eating in places and/or times not permitted (except for medical reasons)
  - Being wasteful of any materials, even one's own
  - Bringing toys, magazines, books, electronics, games or other nonschool-related materials to school without permission of the supervising teacher
  - Chewing gum
  - Entering a classroom without the permission of the teacher or entering any room or area of the school without permission and/or supervision
  - Inappropriate talking
  - Inappropriate hallway behavior
  - Inappropriate cafeteria behavior
  - Lack of reverence in Liturgy or other times of prayer
  - Inappropriate bathroom behavior
  - Disrespectful in manner, language or gestures toward others
  - Tardiness to school and/or class
  - Being unprepared for classes
  - Inappropriate physical contact
    - Use of cellphones at inappropriate times and without teacher permission
- Inappropriate use of social media relating to school, other students or school personnel

## **Anti-Bullying Policy**

### **What is bullying?**

*Bullying is defined as repeated, persistent and aggressive behavior, directed at an individual or individuals, that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation.*

The Diocese of Wheeling-Charleston (**policy number #6810.4**) has instructed each school to implement an "anti-bullying" policy to protect all students. It is each child's right to be accepted, as well as to learn in a comfortable, Christian atmosphere. The following behaviors are considered to be violations of students' rights and will be dealt with accordingly and at the final discretion of the principal:

- Possessing/brandishing/using a weapon
- Excluding or "ganging up" on others

- Repeated physical aggression, such as kicking, shoving, pinching, etc. ·
- Verbal/written/threats
- Sexual harassment
- Discrimination
- Teasing/mocking/spreading rumors about others
- Cyberbullying
- Inappropriate use of social media
- Hazing
- Sexting
- Any other inappropriate behavior that is offensive to another student or staff member

### **Cellphones/Electronic Devices**

Parents may authorize students to have cellphones by e-signing the Cellphone Permission Form at the time of enrollment. **Cellphones will be collected by teachers upon arrival. They will be secured inside a locked cell phone box and kept in the office for the day. Smart watches are not permitted on campus.** Phones are permitted on field trips for students who have a signed permission form on file. Phones should be turned off and only used with the permission of the supervising teacher.

**Cell phone use is not permitted during extended care.**

**Saint Joseph School is not responsible for the use or loss of cellphones or students' personal electronic devices.**

### **Behavior Outside of School**

While Saint Joseph School neither claims control over, nor accepts responsibility for, the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity and impacts their relationships at school. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities. An all-inclusive listing of various expectations is impossible to outline. However, activity such as harassing or bullying another student, teacher, or staff member, either in person, online, or via cellphone, or other electronic device is unacceptable and deserves special mention. The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff, or administrators, violates the good behavior expected of a Saint Joseph School student.

St. Joseph Schools expects parents to be a partner in handling inappropriate behaviors at home , which directly affect relationships/behaviors at school.

### **Serious and/or Criminal Offense**

A serious and/or criminal offense is defined as an action taken by a student that is blatantly against the behavior policy. Some offenses may involve criminal acts and/or present a direct threat to others while in school/parish property or while on a school-sponsored trip. The consequences for serious behavior will be handled by the administration. The consequences may include: multiple demerits, in or out of school suspension, or if warranted, expulsion. Some of these offenses are (but not limited to):

- Forgery, plagiarism
  - Truancy
  - Leaving school/parish property without permission
  - Threatening or harassing students or school employees, seriously or in jest.  
Examples include but are not limited to: unwelcome physical conduct, obscene gesturing or language, ethnic or racial slurs, threats, insults or assaults against someone referring to their gender, race, physical characteristics, religion, or ethnicity. This includes cyber bullying.
  - Assaulting a student, school employee, or other person on school property
  - Any criminal activity
  - Inappropriate sexual behavior or language
  - Abusive language or defiant attitudes or actions
  - Deliberate display of offensive, sexually graphic materials via any media source
  - Tampering with school fire or burglar alarms
  - Making bomb threats
  - Possession of weapons
  - Willful destruction of school, parish or public property including textbooks, desks, technology, etc.
  - Serious violations of the Diocese of Wheeling-Charleston Technology Acceptable Use Policy

Parents are asked to discuss the student code of conduct with their children and emphasize the importance of adhering to the guidelines.

### **Substance Abuse/Weapons**

For the purpose of definition, Saint Joseph School defines drugs as the improper use of legal drugs/substances (to include tobacco, alcohol and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs,

or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g. knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) or any inappropriate materials on school property or at school activities are subject to appropriate disciplinary action (including but not limited to expulsion).

### **Search & Seizure**

Desks and lockers are the property of the school and can be searched at any time. The administration, based on reasonable cause, shall request the student's consent to the search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

### **Smoke-free**

Our school is a smoke-free building.

The Diocese of Wheeling-Charleston policy 2415 regarding tobacco products: 1. The use or distribution of tobacco products in any school building is prohibited. 2. School personnel, parents, guardians and anyone interacting with students are

prohibited from distributing or using any tobacco products while in the presence of students or while engaged in any activities directly involving students, at any location.

3. Students younger than 21 may not possess any tobacco product at any time. 4.

No school property may be used for the advertising of any tobacco product. 5.

Vaping is not permitted.

### **Student Responsibilities**

Students will be responsible for their use of technology and follow the following guidelines.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that software is protected by copyright laws; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else, and I will not use another person's account.
- I will not access, retrieve, or send unethical, illegal, immoral, sexually explicit, inappropriate, or unacceptable information of any type.
- I will protect my personal information, and I will not divulge my home address, phone number, passwords, and personal information to another user for any

purpose.

- I understand that information received online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges ● I will act in a responsible, moral manner when using technology.

### **Consequences for Improper Use of Technology**

Saint Joseph School expects students to use technology according to teachers' directions only. St. Joseph School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to: revocation of a student's access to school technology, suspension, and/or expulsion.

### **Restitution**

Families are monetarily responsible when destruction of school technology, either willful or accidental, occurs. This includes when items need to be repaired or replaced.

### **Social-Media Policy**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Saint Joseph School community and beyond. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image/video sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Students who participate in online interactions must remember that their posts reflect on the entire Saint Joseph School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Students who choose to post editorial content online must ensure that their submission does not reflect poorly upon the school.

**To protect the privacy of Saint Joseph students and faculty, students and parents may not, under any circumstances, post any photo, image, or video of any other student or staff member without express permission of that**

## **individual, the individual's parent, and the principal.**

Families and Students should not:

- Maintain, post material, or comment on a website/blog/social media outlet that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.
- Publish disparaging or harassing remarks about SJS community members, athletic or academic contest rivals, etc.
- Use technology in sexting or cyber-bullying to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Knowingly or recklessly post false information about persons, students, staff, or any other organization.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. Failure to abide by this Policy may result in disciplinary action as described in this Handbook or as determined by the Administration.

### **Submitting photos for social media**

All SJS families are invited to send photos of students taking part in school-related activities and those happening off-campus for consideration to be posted on our school's Facebook page and website. Please note that all photos will be thoughtfully considered, but not all will be posted. We love to show the community what wonderful things our students and their families do in our area and beyond! You can email photos to [mpartington@sjsvw.org](mailto:mpartington@sjsvw.org).

## **9th Grade Student Service Hours**

Catholic-Christian community service hours are integral to the mission of St. Joseph High School. The following information is to help you succeed and excel in the requirements of volunteering hours specific to your grade level while you are at SJHS.

### **a. Student Requirements**

Four years of service are required to graduate and receive a diploma. A minimum of fifteen (15) hours of service each year are required of all Freshmen while Sophomores will require a minimum of twenty (20) hours of service. Increasing by increments of five, Juniors will need to obtain twenty five (25) hours per year while Seniors will require thirty (30) hours.

### **Approval of Service Work**

- All hours will be performed for a non-profit charitable organization that can include: your parish, Catholic and non-Catholic charitable organizations, and other youth sports organizations or community organizations outside the school. All service should support the mission of the Catholic Church.
- Babysitting, lawn mowing, or performing household tasks for elderly relatives, friends, or neighbors, and pet-sitting are good ways to help your community, but these DO NOT count as service hours. You should do these things for your relatives, friends, and neighbors because of your relationship with them.
- Students cannot receive any form of payment or other remuneration for service hours.
- All Christian community service must be for an organization outside of your home and not for personal relatives. This service should, in some way, make the Gospel message of Jesus Christ visible to you, as the servant, and those whom you are serving.

### **Suggestions of where you can volunteer and serve:**

- St. Joseph Parish events
- Mary's Refuge
- Martinsburg Union Rescue Mission
- Soup kitchens,
- tutoring younger students with academic (must get prior approval)
- Salvation Army
- Hospice of the Panhandle
- nursing homes
- hospitals, ex: VA Medical Center, etc.

### **Recording your service:**

It is the student's responsibility to track their hours, as they complete them, by filling out a "community service hours form" each time they participate in a service activity. The forms can be found on the website, [www.sjhswv.org](http://www.sjhswv.org), or obtained from a member of the administration. They are to be submitted as soon as possible after the event in order to be properly verified. Any false or fraudulent information submitted by a student that is uncovered through the verification process will result in disciplinary action that may or may not include suspension and/or dismissal.

## Sports/After-School Programs

### Sports Programs

When there is enough interest to form school teams, the following sports are offered.

Basketball grades 6 - 8 (boys and girls)

Volleyball grades 6 - 8 (girls)

Crusaders on the Run (club)

Cross Country grades 6 - 8 (co-ed)

Cheerleading grades 6 - 8 (co-ed)

Tennis grades 6 - 8 (co-ed)

Additional fees are required for these extra curricular sports teams.

### After-school programs

Additional after-school activities may be offered based on interest and availability.

Announcements of these programs are made available on FACTS/ParentsWeb.

Additional fees are required for extra curricular activities.

In order to maintain our student body's safety, cellphones are not allowed to be out of a student's backpack during the before- and after-school care program. **That means SJS students are not allowed to have their cellphones on them at any time while they are in school.**

If a medical or behavioral incident occurs, parents/guardians will be notified verbally and/or in writing.

### Parent's participation

Cooperation and interest of parents in Saint Joseph School are essential to the spirit of the school. Parents have the responsibility to keep themselves informed of school programs, school policies, and the progress of their children. This enables parents to be involved, and helps parents and teachers work together for the best spiritual and academic education for each student.

Parents meet their obligation by:

- Adhering to the policies as set forth in this handbook.
- Following the diocesan VIRTUS program.
- Reading all information given via ParentsWeb, informational fliers, and notes.

- Refraining from participating in gossip.
- Being an active part in the School-Family Association, Hours for Ours, family events, and other school activities.
- Discussing concerns with teachers and administration and not airing them on social media.
- Keeping all information such as phone numbers, address and place of employment current with the school office.
- Not publishing disparaging or harassing remarks about Saint Joseph School's community members, athletic & academic contest rivals, etc.
- Treating school staff with courtesy and respect.

**\*\*\*\*SJS Does not allow Parental Teacher Requests \*\*\*\***

Great care is taken to place students in appropriate classes through consultation with faculty, staff and other educational professionals. The faculty roster might change from year to year, as well as the grades to which teachers are assigned.

**An exception may be granted in extraordinary circumstances and after a consultation with the principal.**

## **The SFA**

The School-Family Association (SFA ) provides an opportunity for teachers and parents to work together for the welfare of the children and the betterment of the school. **All parents and guardians who have children in the school are SFA members.** The SFA sponsors fundraisers throughout the school year to raise money for various specific projects or activities that benefit the school. Volunteers are always welcome and appreciated.

## **Hours for Ours**

Saint Joseph School wants to give you the most information possible to help you successfully complete your required Hours for Ours.

Each SJS family with a student in Little Crusaders to grade nine is expected to volunteer 30 hours per school year. Families of part-time students (Little Crusaders and PreK Jr. only) are expected to volunteer 15 hours. ***If you have students who attend full- AND part-time, you are required to give 30 hours of service per academic year.***

Families with students enrolled in our toddler program are not required to give hours of

service to the school, but are encouraged to participate.

Hours for Ours may be completed by immediate family members (parents, grandparents, aunts, uncles). They are not transferable between SJS families and do not carry over from year to year. **Hours must directly benefit the school.**

Following are a few examples of tasks that can be done to complete your hours:

- Volunteering in the classroom or on a committee: 1 hour for every hour given
- Completing office tasks, assisting at recess, helping at lunchtime: 1 hour for every hour given
- Chaperoning a field trip: 1 hour for every hour given
- Organizing the uniform closet: 1 hour for every hour given
- Transporting recycling to the recycling center: 1 hour for every hour given
- Coaching a team for a whole season: all 30 hours needed for the school year
- Baking for events: 1 dozen cookies/cupcakes = ½ hour; 1 cake = ½ hour
- Food and drink donations: every \$15 spent = 1 hour
- Miscellaneous donations: every \$15 spent = 1 hour

Some donations of supplies qualify to satisfy service hours. School administration has final approval.

It is essential that you log your hours, as you complete them, using our FACTS program. Use directions below to access the service log on Parents Web:

- Go to [www.renweb.com](http://www.renweb.com).
- Select Family Log In from the menu bar and FACTS Family Portal from the drop-down menu.
- Enter **SJS-WV** into the District Code field.
- Enter your username and password.
- Click on the family tab on the left side, then family home.
- Click on service hours in the middle box to add (+).
- Scroll down and select the task completed, put in the amount of hours and click “submit.”

- **You also may go to the SJS Crusaders app and select “volunteer” to log them.**

A \$25 fee is paid to Saint Joseph School for each hour of service not completed and properly logged by the parents, totaling \$750 in a year in which no hours were served. Hours **MUST** be logged by the last day of school to avoid the mentioned charges.

If your family is having trouble completing your hours or if you have any questions about the Hours for Ours program, please contact the SFA at [sfa@sjsvw.org](mailto:sfa@sjsvw.org).

## Visitors

**Diocesan policy states that all visitors must report to the office to sign in and pick up a visitor's badge.** Anyone who does not display a badge will be escorted to the office immediately or asked to leave the building. Visitors should not interrupt classes unless they have previously obtained permission from the office. Visitors must sign out when leaving.

### Visitors for Mass

Families are encouraged to celebrate liturgy with us each week.

## Safety, Health & Wellness

### Safety and Security Protocol

Saint Joseph School follows the Standard Response Protocol (SRP) from the I Love You Guys Foundation (<https://iloveuguy.org>). In addition, the Optview Facial Recognition System will be in place this year. All who enter our buildings are required to scan their faces. This will record attendance, time stamp entrance and exiting of our buildings, and increase physical security. Parents will be informed of an emergency via the Parent Alert.

**\*See the Standard Response Protocol (SRP) for emergencies in Appendix S.**

### Student Medical Records

Students' medical records must remain up to date. The families of new students must submit all immunization records and birth certificates to our school nurse at least two weeks prior to the start of the school year. Students **MUST** have the required immunizations in order to start school. In addition, rising kindergartners and seventh-graders must submit documents showing they have received required booster shots. The Diocese of Wheeling-Charleston does not allow exceptions to this mandate.

### Emergency Information

Current emergency numbers and information are to be on file for each student in case of illness or accident. Information regarding emergency phone numbers and contact persons should be up-to-date. Any changes should be made on FACTS/ParentsWeb and sent to the school office promptly.

### Student Illness or Accident/Medication

## Student Illness

When a student becomes ill, the student will be referred to the school nurse. Depending on the seriousness of the illness, the nurse will contact the parents or guardians either via FACTS or phone call. It is the responsibility and obligation of the parents or a designated adult to take the child home when this is necessary. Students must be fever- and vomit-free for 24 hours before returning to school. Fever is considered 100.4 or higher.

## Student Injured or has an Accident

When a student is injured on school or church property, the student will be referred to the school nurse. In the absence of the nurse, the staff may cleanse an open wound with water and apply bandages. In the case of minor injuries, parents will be notified via FACTS only.

When a student is seriously injured on school or church property, depending on the severity and the nature of the emergency, emergency service- 911- will be called, then the parent or guardian will be notified immediately.

## Student Medications

All medications, including over the counter (OTC) must be brought to school in the original bottle, and kept locked in the nurses' clinic. All medications must be accompanied by a medication form signed by the parents.

**Diocesan Policy #5910** mandates that all medications need to have a medical form filled out by the parents/guardians and kept on file in the nurse's office. If a child has to take any medication in school, which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following: child's name, name of the child's doctor, frequency, dose, and date. A medical form must be signed by the physician for prescription drugs. All medications, including over-the-counter medication, **MUST** be kept in the Nurse's office.

## Lice

If lice are found, parents will be contacted and infestations are to be treated by the family. The class of the student with active lice will be checked and a letter will be sent home to parents. **The student will be checked by the school nurse for the removal of all lice and eggs before returning to class.**

## Dress Code/Uniform Policy:

Kindergarten-6th Grade (See appendix "U" for the complete uniform policy)

Grades 7-8 (See appendix "U2" for the complete uniform policy)

High School (See appendix HSU for the complete uniform policy)

Students, beginning the first day of school, wear school uniforms. Students are to arrive and leave the school in their complete uniforms. A comprehensive selection of acceptable uniform clothing and accessories is available on the Saint Joseph School, Lands' End Website: [www.landsend.com/school](http://www.landsend.com/school) (you must select Saint Joseph School, Martinsburg to see the selections). **\*\*If you have any questions about uniform choices, please ask the front office prior to purchasing.\*\***

### **School Team/Group Shirts**

Students in grades 6-9 who are a member of a school sports team or group (i.e. band, choir, handbells, Math team, etc.) may wear their group shirt on game, performance, or competition days depending on the instructor or coach's instruction. Sports team members may also dress up or wear a team jacket on game days depending on the coach's instruction. Dress Down Day uniform restrictions apply. If the colors are blue and gold, such items may be worn on spiritwear days.

### **Classroom Parties & Invitations**

Homeroom classes are permitted five class parties a year: Christmas, Valentine's Day, Mardi Gras, Easter (not to be held prior to Easter), and End-of-Year. Parties should reflect a balance between sweets, healthy snacks, and nutritional food. Additionally, parents are to check with the teacher to be sure that there are accommodations made for students with food allergies. Homeroom parents are responsible for planning these events under the direction of the teacher. **No money is to be collected by parents.** Non-monetary donations can be sent in by parents.

*Saint Joseph School celebrates Halloween with the school-wide annual Trunk or Treat celebration. Halloween is NOT celebrated during school hours.*

### **Birthday Treats**

Birthday treats may be brought to school for students. The distribution of birthday treats is at the discretion of the homeroom teacher. Birthday treats will be distributed in the classroom only.

### **Private Parties**

Parents may give party invitations to the teacher for distribution to students **only if all students in the classroom are invited.** Those wishing to invite a small group to parties should do so outside of school.

### **Classroom Fliers/Handouts**

All letters, notes, and fliers to be distributed to a class must be approved by the homeroom teacher and administration.

### **Lost & Found**

It is imperative that a student's belongings be marked clearly with his/her name. When these items are lost, and later found, they can be returned promptly to the owner. Lost

and found items are available for pick up in the gym. Items not claimed from the lost and found are given to a charitable entity on the last Friday of each month.

### **Lunch Program**

Hot lunch, salad or milk is available each school day. A monthly menu is available on FACTS Family Portal. Billing is conducted via the School Cafe Program website. Here is the direct link to our district on SchoolCafe: <https://www.schoolcafe.com/STJM> to set up your account.

In accordance with federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC or call 202-720-5964 (voice and TCC). USDA is an equal opportunity provider and employer.

Applications for reduced-price or free lunch are made available each year. Forms are available on the FACTS Family Portal. A child will receive a hot lunch even if funds are not available, but these charges will be passed along to the parent.

Children may not bring soda or any “energy drinks” to school. Any drink of this nature will be removed from the student’s possession. Drinks in glass bottles are not allowed at school lunch or on field trips. Parents may only send in lunch for their own children. Packed lunches will not be heated at the school.

**Parents may not bring restaurant/fast food for their child to consume during lunch.**

### **Having a guest during lunch**

Due to the increased student population, SJS cafeteria can no longer accommodate unlimited guests. That said, each student is entitled to receive a guest during the week of his/her birthday. Summer birthdays may pick an alternative week. **Guests must eat the school lunch of the day.**

### **Partnership in Education**

Students of Saint Joseph School are reminded that the greatest impression anyone receives of our school comes from them. Therefore, student behavior in school and all public places should reflect Gospel values and Christian ideals.

Students and parents are expected to know and adhere to all policies, rules, and

standards explained in this handbook. Parents are responsible for seeing that their children respect these policies.

Saint Joseph School does not discriminate on the basis of race, religion, gender, color, national or ethnic origin in the administration of educational policies, personnel policies, athletic and other school-administered programs.

Failure to uphold the policies and rules may affect the status of a student's enrollment in the school in the current year or subsequent year.

**Right to Amend the Handbook**

Saint Joseph School reserves the right to amend this handbook throughout the school year. Notice of amendments will be conveyed via the FACTS Family Portal. This handbook is an informative booklet for parents and students setting forth rules and policies of the school, and it is not intended as an expressed or implied contract.

# APPENDIX S



## STANDARD RESPONSE PROTOCOL

### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained to:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained to:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**"Get Inside. Lock outside doors"**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unannounced drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.



It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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## APPENDIX T

### Diocese of Wheeling-Charleston Technology Acceptable Use Policy

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty, and staff is a privilege not a right. The students, faculty, staff, and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

#### Technology Use Guidelines

##### Educational Purpose/Appropriate Use

The use of all technology, including Internet access at schools for all faculty, staff, and students, is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites, or other inappropriate sites, except for educational purposes under teacher supervision.

**Artificial Intelligence (A.I) is not allowed to be used as a resource for completing assignments.** Consequences will be given for such offense.

##### Copyright/Intellectual Property and Identity

All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws.

Reproducing copyrighted material, without express permission of the owner, is a violation of Federal Law.

##### Communications

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.

- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

- Online Publishing: Users are not permitted to use a photograph, image, video, or likeness of any student or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a website that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- Reporting: Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- Administrative Rights: The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

## APPENDIX U

### K-5 Uniforms

#### General Student Appearance

- All students must be well groomed and maintain a neat personal appearance.
- Hair should be neatly styled. Radical or fad haircuts and hair extensions are not permitted. Hair color should appear natural. Hair is to be out of students' eyes, and boys' hair should be above shirt collars.
- Hair accessories may not be distracting or oversized (no animal ears or large adornments).

#### Uniforms

- Uniforms should be purchased from Lands' End to ensure the proper uniform is worn.
- Uniforms must be neat, properly fitting, and in good repair (clean, no holes and/or fraying seams). Shirts that are discolored, stained, or yellowed are not acceptable.
- Uniform monogramming must be in navy script of a consistent size. Monogramming is to be completed by businesses recommended by the school.
- Hem length for uniform jumpers, skirts, skorts, and shorts may not be more than two inches above the knee.
- Pants must be an appropriate length – not any shorter than the top of the shoe or longer than the bottom of the shoe. **Pants may not be rolled up.**
- Shirts are to be worn tucked into pants and skirts, and pants are to be worn at waist level Grades 3 and up with a belt.
- Parents are asked to mark students' clothing with their names to avoid losses.
- If an undershirt is worn, it must be a crew-neck or v-neck solid white undershirt. The sleeves may not exceed the length of the uniform shirt. Turtlenecks are not permitted.

#### K-6 Girl Tops:

- White, pale yellow, or baby blue short-sleeve polo, embroidered
- White, pale yellow, or baby blue long-sleeve polo, embroidered
- Solid navy button-down knit cardigan sweater (no hoods, ruffles or zippers)
- Navy fleece zip-up jacket (purchased through the school only)

#### K-6 Girl Bottoms:

- Navy uniform pants (leggings/jeggings are not permitted-even under jumpers or skirts)
- Navy uniform shorts
- Plaid skirt
- Plaid pleated skort
- No cargo style pants, skinny leg or ultra wide leg pants
- Plaid jumper must be worn over the uniform polo
- Required for Grades 3-5: Solid or braided, black or brown leather belt - no grommets

#### K-6 Boy Tops:

- White, pale yellow, and baby blue short-sleeve polo, embroidered

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- White, pale yellow, baby blue long-sleeve polo, embroidered
- Solid navy knit v-neck sweater
- Solid navy knit sweater vest
- Navy fleece zip-up jacket (purchased through the school only)

#### **K-6 Boys Bottoms:**

- Navy uniform pants (no cargo style)
- Navy uniform shorts (no cargo style)
- Required for Grades 3-5: Solid or braided, black or brown leather belt - no grommets

#### **K-6 Socks and Shoes:**

- The Saint Joseph School, Lands' End uniform shoe choices are preferred.
- Dress Shoes
  - Close-toed, leather, rubber-bottomed solid black, navy, or dark brown non-sneakers are permitted.
  - No adornments and embellishments of any kind are permitted
- Sneakers
  - Solid navy, black, or white sneakers with all trim, emblems, labels, or words matching the shoe color.
  - The entire shoe should be a solid approved color (navy, black, or white).
  - The shoe's sole should match the shoe color, with the exception that white soles are permitted on any approved shoe color.
  - White, black, or navy shoelaces are permitted and must match the shoe color.
- Shoe Clarifications
  - No moccasin-style shoes, slippers, high-heels, wedges, light-up shoes, boots, high tops, sandals, or Heelys.
- Socks
  - Solid white or navy crew socks that cover the ankle are permitted.
  - Black socks are not permitted.
  - Words, emblems, or designs are not permitted.
  - Girls may wear solid white or navy knee socks or tights.
  - Socks or tights with lace are not permitted.

#### **Makeup & Jewelry**

- Girls may wear clear nail polish; however, no colored nail polish, artificial nails, or French manicures are permitted. Students may not wear makeup.
- Tinted or colored lip products are not permitted.
- Girls only may wear small stud or small hoop earrings. No dangling earrings are allowed. No more than two piercings are permitted in each ear.
- Students may wear a watch – watches with computer screens, sound effects, music or flashing lights are not permitted. No smart watches. Fitbits are permitted.

- Students may wear a necklace with a small religious Christian medal or cross.
- Students may wear one ring.
- No bracelets are permitted.
- The school is not responsible for the loss of any items. It is recommended that students refrain from wearing anything that is valuable or has sentimental value.

## School Spirit Days

Each Friday of the school year is designated as a School Spirit Day. On a School Spirit Day, the choices for attire are:

- School uniform
- An official school spirit-wear shirt with the uniform pants/shorts/skirts/skort
- An official school spirit-wear shirt with solid blue denim jeans, solid blue denim shorts, solid blue denim skirts (no more than two inches above the knee). No jeans with holes or rips are allowed, nor are frayed hems. Students may not wear jeggings or leggings. No tight pants.
- School sponsored activity shirts purchased through or provided by the school may be worn (examples: sports team shirts, choir shirts, etc.)
- The regular uniform shoe, sock, makeup, and jewelry guidelines apply.

## Dress-down Days

On dress-down days, the following guidelines apply:

- No clothing, shoes, or accessories are to have any emblems that are or could be considered violent, referencing drugs, alcohol, tobacco, or any illegal substances. This includes logos or brands that include guns, knives, or skull and cross bones.
- Hem length for dresses, skirts, skorts, and shorts may not be more than two inches above the knee.
- Shirts must cover shoulders and midriff-baring shirts are not allowed. Necklines may not allow any cleavage to be showing. No spaghetti-straps or sleeveless tops.
- Jeggings and leggings may not be worn unless worn under a knee-length top or dress. No tight pants. No jeans with holes or rips are allowed, nor are frayed hems.
- Open-toed shoes, sandals, and high-heels may not be worn.

\*\*\*In the case that your student(s) reports to school dressed inappropriately, you will be contacted to correct the situation. If you cannot be reached or provide a timely solution, a uniform item will be provided from the uniform closet \*\*\*

## APPENDIX U2

### Middle School Uniform (Grades 7-8)

#### General Student Appearance

- All students must be well groomed and maintain a neat personal appearance. ● Hair should be neatly styled. Radical or fad haircuts and hair extensions are not permitted. Hair color should appear natural. Hair is to be out of students' eyes, and boys' hair should be above shirt collars.
- Hair accessories may not be distracting or oversized (no animal ears or large adornments).

#### Uniforms

- Uniforms should be purchased from Lands' End to ensure the proper uniform is worn.
- Uniforms must be neat, properly fitting, and in good repair (clean, no holes and/or fraying seams). Shirts that are discolored, stained, or yellowed are not acceptable.
- White, light blue, and pale yellow polo tops must be monogrammed in navy script.. Monogramming is to be completed by businesses recommended by the school.
- Hem length for uniform skirts and shorts may not be more than two inches above the knee.
- Pants must be an appropriate length – Not any shorter than the top of the shoe or longer than the bottom of the shoe. **Pants may not be rolled up.**
- Shirts are to be worn tucked into pants and skirts, and pants are to be worn at waist level with a belt.
- Parents are asked to mark students' clothing with their names to avoid losses.
- If an undershirt is worn, it must be a crew-neck or v-neck solid white undershirt. The sleeves may not exceed the length of the uniform shirt. Turtlenecks are not permitted.
- No tight fitting pants.

#### Middle School Girl Tops:

- Light blue, light yellow, or white short-sleeve polo, embroidered
- Light blue, light yellow, or white long-sleeve polo, embroidered
- Short sleeve Oxford dress shirt- light blue
- Long sleeve Oxford dress shirt- light blue
- Navy button-down knit cardigan sweater (no zippers or hoods or ruffles)
- Navy fleece zip-up jacket (purchased through the school only)

#### Middle School Girl Bottoms:

- Navy blue uniform pants (tight-fitting pants and leggings/jeggings are not permitted)
- Navy blue skirt , no more than two inches above the knee
- Navy blue uniform shorts
- No cargo style pants- No extra wide or low waist pants or any other non-uniform styles allowed.

- Solid or braided, black or brown leather belt - no grommets

### **Middle School Boy Tops:**

- Light blue, light yellow, or white short-sleeve or long-sleeve polo, embroidered
- Short sleeve Oxford dress shirt- light blue
- Long sleeve Oxford dress shirt- light blue
- Solid navy knit sweater vest
- Solid navy knit sweater
- Navy fleece zip-up jacket (purchased through the school only)

### **Middle School Boy Bottoms:**

- Navy blue uniform pants (no cargo style)
- Navy blue uniform shorts (no cargo style)
- Solid or braided, black or brown leather belt - no grommets

### **Middle School Socks and Shoes:**

- The Saint Joseph School, Lands' End uniform shoe choices are preferred.
- Dress Shoes
  - Close-toed, leather, rubber-bottomed solid black, navy, or dark brown non-sneakers are permitted.
  - No glitter or metallic shimmer permitted.
- Sneakers
  - Solid navy, black, or white sneakers with all trim, emblems, labels, or words matching the shoe color.
  - The entire shoe should be a solid approved color (navy, black, or white).
  - The shoe's sole should match the shoe color, with the exception that white soles are permitted on any approved shoe color.
  - White, black, or navy shoelaces are permitted and must match the shoe color.
  - Middle school students may wear solid black or white Converse All Star brand shoes (not boots or high tops) with the white sole and toe.
- Shoe Clarifications
  - No moccasin-style shoes, slippers, high-heels, wedges, light-up shoes, boots, high tops, sandals, or Heelys.
- Socks
  - Solid white, or navy, crew socks that cover the ankle, are permitted.
  - Words, emblems, or designs are not permitted.
  - Girls may wear solid white, navy, knee socks or tights.

### **Makeup & Jewelry**

- Girls in grades 7-8 may wear one color nail polish or French manicures. No fake or artificial nails are permitted. No excessively long nails are permitted. No decals or symbols may be applied to the nail. Chipped nail polish is not permitted.
- Light foundation or cover up is permitted.
- Tinted or colored lip products, mascara and eye shadow are not permitted.

- Girls may wear small stud or small hoop earrings. No dangling earrings are allowed. No more than two piercings are permitted in each ear.
- Students may wear a watch – watches with computer screens, sound effects, music, or flashing lights are not permitted. No smart watches.
- Students may wear a necklace with a small religious Christian medal or cross.
- Students may wear one ring.
- No bracelets are permitted. (A religious bracelet may be approved on an individual basis)
- Fitbits are permitted.
- The school is not responsible for the loss of any items. It is recommended that students refrain from wearing anything that is valuable or has sentimental value.

## School Spirit Days

Each Friday of the school year is designated as a School Spirit Day. On a School Spirit Day the choices for attire are:

- School uniform
- An official school spirit-wear shirt with the uniform pants/shorts/skirts/skort
- An official school spirit-wear shirt with solid blue denim jeans, solid blue denim shorts, solid blue denim skirts (no more than two inches above the knee). Students may not wear jeggings or leggings. No tight pants. No jeans with holes or rips are allowed, nor are frayed hems.
- School sponsored activity shirts purchased through or provided by the school may be worn (examples: sports team shirts, choir shirts, etc.)
- The regular uniform shoe, sock, makeup, and jewelry guidelines apply.

## Dress Down Days

On Dress Down Days, the following guidelines apply:

- No clothing, shoes, or accessories are to have any emblems that are or could be considered violent, referencing drugs, alcohol, tobacco, or any illegal substances. This includes logos or brands that include guns, knives, or skull and cross bones.
- Hem length for dresses, skirts, skorts, and shorts may not be more than two inches above the knee.
- Shirts must cover shoulders and midriff-baring shirts are not allowed. Necklines may not allow any cleavage to be showing. No spaghetti-straps or sleeveless tops.
- Jeggings and leggings may not be worn unless worn under a knee-length top or dress.
- No tight pants. No jeans with holes or rips are allowed, nor are frayed hems.
- Open-toed shoes and high-heels may not be worn.
- The regular uniform jewelry and makeup guidelines apply.

### For reference only

\*\*\*In the case that your student(s) reports to school dressed inappropriately, you will be contacted to correct the situation. If you cannot be reached or provide a timely solution, a uniform item will be provided from the uniform closet \*\*\*

## APPENDIX U3

### High School Uniform (Grade 9)

#### General Student Appearance

- All students must be well groomed and maintain a neat personal appearance.
- Hair should be neatly styled. Radical or fad haircuts and hair extensions are not permitted. Hair color should appear natural. Hair is to be out of students' eyes, and boys' hair should be above shirt collars.
- Hair accessories may not be distracting or oversized (no animal ears or large adornments).

#### Uniforms

- Uniforms should be purchased from Lands' End to ensure the proper uniform is worn.
- Uniforms must be neat, properly fitting, and in good repair (clean, no holes and/or fraying seams). Shirts that are discolored, stained, or yellowed are not acceptable.
- White, light blue, and pale yellow polo tops must be monogrammed in navy script. Navy polos must be monogrammed in white. Monogramming is to be completed by businesses recommended by the school.
- Hem length for uniform skirts and shorts may not be more than two inches above the knee.
- Pants must be an appropriate length – Not any shorter than the top of the shoe or longer than the bottom of the shoe. **Pants may not be rolled up.**
- Shirts are to be worn tucked into pants and skirts, and pants are to be worn at waist level with a belt.
- If an undershirt is worn, it must be a crew-neck or v-neck solid white undershirt. The sleeves may not exceed the length of the uniform shirt. Turtlenecks are not permitted.
- No tight fitting pants.

#### Middle School Girl Tops:

- Light blue, navy blue, light yellow, or white short-sleeve polo, embroidered
- Light blue, navy blue, light yellow, or white long-sleeve polo, embroidered
- Short sleeve Oxford dress shirt- light blue and white
- Long sleeve Oxford dress shirt- light blue and white
- Navy button-down knit cardigan sweater (no zippers or hoods or ruffles)
- Navy fleece zip-up jacket (purchased through the school only)
- Navy Land's End Blazer with school logo -must be worn with oxford shirts only, and with any uniform bottoms
- Navy blue cross tie, required to be worn for Mass, with Oxford shirt and blazer.

#### Middle School Girl Bottoms:

- Navy blue or gray uniform pants (tight-fitting pants and leggings/jeggings are not permitted)
- Navy blue or plaid skirt , no more than two inches above the knee
- Navy blue or gray uniform shorts
- No cargo style pants- No extra wide or low waist pants or any other non-uniform styles allowed.
- Solid or braided, black or brown leather belt - no grommets

#### **Middle School Boy Tops:**

- Light blue, navy blue, light yellow, or white short-sleeve or long-sleeve polo, embroidered
- Short sleeve Oxford dress shirt- light blue and white
- Long sleeve Oxford dress shirt- light blue and white
- Solid navy knit sweater vest
- Solid navy knit sweater
- Navy fleece zip-up jacket (purchased through the school only)
- Navy Land's End Blazer with school logo -must be worn with oxford shirts only
- Plaid tie, required to be worn for Mass, with Oxford shirt and blazer.

#### **Middle School Boy Bottoms:**

- Navy blue and gray uniform pants (no cargo style)
- Navy blue and gray uniform shorts (no cargo style)
- Solid or braided, black or brown leather belt - no grommets

#### **Middle School Socks and Shoes:**

- The Saint Joseph School, Lands' End uniform shoe choices are preferred.
- Dress Shoes
  - Close-toed, leather, rubber-bottomed solid black, navy, or dark brown non-sneakers are permitted.
  - No glitter or metallic shimmer permitted.

#### **Sneakers**

- Solid navy, black, or white sneakers with all trim, emblems, labels, or words matching the shoe color.
- The entire shoe should be a solid approved color (navy, black, or white). ○ The shoe's sole should match the shoe color, with the exception that white soles are permitted on any approved shoe color.
- White, black, or navy shoelaces are permitted and must match the shoe color.
- Middle school students may wear solid black or white Converse All Star brand shoes (not boots or high tops) with the white sole and toe.
- Shoe Clarifications
  - No moccasin-style shoes, slippers, high-heels, wedges, light-up shoes, boots, high

tops, sandals, or Heelys.

- Socks
  - Solid white, or navy, crew socks that cover the ankle, are permitted.
  - Words, emblems, or designs are not permitted.
  - Girls may wear solid white, navy, knee socks or tights.

### **Makeup & Jewelry**

- Girls in grades 9 and up may wear nail polish or French manicures. No fake or artificial nails are permitted. No excessive length permitted. No decals or symbols may be applied to the nail. Chipped nail polish is not permitted.
- Light foundation or cover up is permitted.
- Tinted or colored lip, mascara, or eye shadow products are not permitted.
- Girls may wear small stud or small hoop earrings. No dangling earrings are allowed. No more than two piercings are permitted in each ear.
- Students may wear a watch – watches with computer screens, sound effects, music, or flashing lights are not permitted. No smart watches.
- Students may wear a necklace with a small religious Christian medal or cross.
- Students may wear one ring.
- No bracelets are permitted. (A religious bracelet may be approved on an individual basis)
- Fitbits are permitted.
- The school is not responsible for the loss of any items. It is recommended that students refrain from wearing anything that is valuable or has sentimental value.

### **School Spirit Days**

Each Friday of the school year is designated as a School Spirit Day. On a School Spirit Day the choices for attire are:

- School uniform
- An official school spirit-wear shirt with the uniform pants/shorts/skirts/skort
- An official school spirit-wear shirt with solid blue denim jeans, solid blue denim shorts, solid blue denim skirts (no more than two inches above the knee). Students may not wear jeggings or leggings. No tight pants. No jeans with holes or rips are allowed, nor are frayed hems.
- Open-toed shoes and high-heels may not be worn.
- The regular uniform jewelry and makeup guidelines apply.

### **For reference only**

\*\*\*In the case that your student(s) reports to school dressed inappropriately, you will be contacted to correct the situation. If you cannot be reached or provide a timely solution, a uniform item will be provided from the uniform closet \*\*\*

## **APPENDIX A**

### **#5310 DWC Attendance Policy**

The DWC DoCS promotes regular attendance and punctuality as necessary for success in school. Research shows that daily school attendance positively impacts students' social, emotional, and cognitive development. We also recognize that there may be circumstances that prevent a student's attendance, such as illness. This policy sets *minimum* attendance expectations. Each school shall establish a system for monitoring student attendance and provide additional guidelines for attendance and consequences for absences.

#### **Compulsory Attendance**

It shall be the policy of the Diocese of Wheeling-Charleston Department of Catholic Schools that students enrolled in the Catholic schools follow the compulsory school attendance laws of West Virginia. Compulsory school attendance begins with the school year in which the sixth birthday is reached prior to July 1 of such year or upon enrolling in a full-time publicly funded kindergarten program and continues to the 17th birthday or for as long as the student continues to be enrolled in a school system after the 17th birthday. (WV Code 18-8-1a).

#### **PreK / Preschool Programs:**

##### ***Collaborative Catholic School Preschool Programs (4-year-old programs only):***

Students who are enrolled in a public-school collaborative 4-year-old PreK program located within a Department of Wheeling-Charleston Catholic school are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. To enroll in a 4-year-old program, the child must turn four years old by July 1 of the year of enrollment. The school principal or program director, based on consultation with the program teacher and parent(s)/guardian(s), shall have the discretion to consider circumstances for any child who may not meet attendance expectations or need an adjusted schedule.

##### ***Private Catholic School Preschool Programs (non-collaborative with any WV school district):***

Students enrolled in private preschool programs within the Catholic schools shall adhere to each program's established attendance expectations based on their schedules. However, chronic absenteeism can result in disruptions to the learning and socialization processes and environment. Principals and/or preschool directors/teachers of private preschool programs shall make

meaningful contact with parents/guardians of students who are chronically absent to determine if continued enrollment is in the best interest of the child.

### **Disenrolling after the age of 17:**

Any student who chooses to discontinue his/her education will be disenrolled from his/her school. School staff will work with the student and his/her family to encourage continuing his/her education through graduation.

All school dropouts shall be reported to the county board of education in which the student resides.

### **Truancy and Chronic Absenteeism**

The principal and/or his/her designee(s) shall investigate the cause for a student's truancy and/or chronic absenteeism. Truancy or chronic absenteeism shall be considered excessive at ten percent (10%) or more school days missed at any point in the school year.

### **Duties of the Principal**

It shall be the duty of the principal of each school, whether public or private, to make meaningful contact and provide prompt reports to the Attendance Director, or proper assistant director, of all cases of Unexcused Absences arising within the school which require the services of an attendance worker. (WV Code 18-8-5).

### **Attendance Reporting/Recording**

Each school will utilize diocesan attendance reporting systems to record attendance for each student. Each school shall establish guidelines and expectations for reporting/recording school attendance based on the following:

#### **1. Reported Attendance**

- A. Full-day attendance credit for being present at least .74 of the school day.
- B. Half-day attendance credit for being present at least .50 of the school day.

## **2. Excused Student Absences**

- A. Absences that result from school-approved curricular/co-curricular activities
- B. Personal illness or injury of the student. A written excuse must be provided.
- C. Personal illness or injury of the student's parent, guardian, custodian, or family member. The excuse must provide a reasonable explanation for the student's absence caused by the illness or injury in the family.
- D. Medical or dental appointment with valid written excuse from physician or dentist.
- E. Documented chronic medical conditions or disability that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.
- F. Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.
- G. Calamity, such as a fire or flood.
- H. Death in the family.
- I. Judicial obligation or court appearance involving the student.
- J. Military requirements for students enlisted or enlisting in the military.
- K. Personal or academic circumstances approved by the principal. This may include college visits up to one (1) day for juniors in their second semester, and up to three (3) days for seniors with satisfactory attendance.

L. The Diocese determines the following situations as excused absences provided that absences of students with disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and the Federal and State regulations.

If the student's absences exceed two (3) days, the absences shall be unexcused unless written verification from a physician supports a longer time period.

## **3. Absence During the School Day for Appointments**

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a

student is to be absent for part of the day:

- A. the student shall have a statement to that effect from his/her parents;
- B. the student shall bring a signed statement from the doctor, dentist, lawyers, counselor, etc. to the effect that s/he reported promptly for the appointment;
- C. the student shall report back to school immediately after his/her appointment if school is still in session.

#### **4. Unexcused Absence**

- A. Any absence not specifically included in the definition of excused absence.
- B. No excuse or documentation provided within 2 days of any previously excused absence.

#### **5. Tardy**

Any student who arrives at school after the start of the school day or is late reporting to his/her assigned location during the school day shall be marked as tardy. A tardy may be excused or unexcused and shall be determined by the school based on their daily minutes/schedules. Each school shall have a written policy regarding guidelines and consequences for accumulated tardies.

### **Process and Procedures to Ensure Satisfactory Attendance**

Principals and/or his/her designee(s) shall develop and implement a system of support to encourage satisfactory attendance. This system of support shall include a progression of intervention and support as follows:

1. After three (3) **consecutive** unexcused absences, the principal and or his/her designee(s) shall contact the parent(s)/guardian(s) of the student to review expectations and determine supports that may be employed to improve attendance. This may be through a telephone conversation, electronically or at a scheduled in-person meeting.
2. After five (5) **total** unexcused absences, the principal and or his/her designee(s) shall again make meaningful contact with the parent(s)/guardian(s) requiring an in-person meeting to discuss the reasons for the unexcused absences and ways to improve the student's attendance. At that meeting, the principal and/or his/her designee(s) shall inform the parent(s)/guardian(s) that continued unexcused absences may lead to failure or dismissal from the school.
3. In the case of ten (10) total unexcused absences, note the law below:

In the case of ten (10) total Unexcused Absences during the school year, the Attendance Director or assistant director may file a complaint against the parent, guardian, or custodian before a magistrate of the county. Jurisdiction to enforce compulsory school attendance laws lies in the county in which a student resides and in the county where the school at which the student is enrolled is located. When the county of residence and enrollment are different, an action to enforce compulsory school attendance may be brought in either county, and the magistrates and circuit courts of either county have concurrent jurisdiction for the trial of offenses arising under this policy. If it appears from the complaint that there is probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall be issued to any officer authorized by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian or custodian may be charged in a complaint. Initial service of the summons or warrant issued pursuant to WV Code 18-8-4 shall be attempted within ten (10) calendar days of the receipt of the summons or warrant and subsequent attempts shall continue until the summons or warrant is executed or until the end of the school term during which the complaint is made, whichever is later.

4. The principal and/or his/her designee shall use his/her discretion to determine the appropriateness of including a student in any of these meetings or conversations with parent(s)/guardian(s).
5. All communication related to attendance concerns shall be documented and filed in the student's cumulative folder.

### **Makeup Work**

Each school shall include a "Makeup Work Policy" that meets the following *minimum*:

- Students shall have an opportunity to makeup work for excused or unexcused absences.
- This makeup work shall be completed within one (1) day minimum for each day missed.

Each school shall also outline procedures for makeup work due to anticipated absences.

### **WVSSAC Attendance Policies**

All schools shall follow student attendance and participation rules and regulations as outlined in the *West Virginia Secondary School Activities Commission (WVSSAC) Rules and Regulations Handbook*.

### **School Attendance as Condition for Licensing for Privilege of Operation of a Motor Vehicle**

Any student at least fifteen (15), but less than eighteen (18) years of age, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an out-of-state school, or who is properly enrolled in an Exemption A, B, or K non-public school may request from the Attendance Director or chief administrator of the appropriate school system documentation of enrollment/attendance status. This documentation must be provided on a form approved by the WVDE for presentation to the West Virginia Division of Motor Vehicles (herein WVDMV) when making application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.



## Saint Joseph Catholic School Wellness Policy

At Saint Joseph Catholic School, we value student health and wellness. The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are directly linked to students' ability to achieve academically. Saint Joseph Catholic School is committed to providing an environment conducive to childrens', teachers' and staff wellness. This policy outlines Saint Joseph Catholic School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

### **Wellness Committee**

The Wellness Committee consists of committed school and community stakeholders including parents, students, representatives of the school food authority, the physical education teacher, the school nurse, school administrators and any other community members interested in development, implementation and annual review of the local wellness policy. The Wellness Committee will meet at least twice annually. The Wellness Committee will establish goals for and oversee development, implementation, periodic review and update of the Saint Joseph Catholic School Wellness Policy.

### **Nutrition**

Saint Joseph Catholic School will provide a clean, safe and pleasant environment during meal times allowing for adequate nutrition and hydration.

As a Sponsor of the National School Lunch and Breakfast programs, Saint Joseph Catholic School will meet the nutritional standards established by the US Dietary Guidelines for Americans (USDA) and the National School Lunch and Breakfast programs. Parents are encouraged to confidentially utilize the "free and reduced" meal programs if so qualified.

Following WV State Guidelines, students will be provided a minimum of 10 minutes for breakfast and 30 minutes for lunch.

### **Guidelines for All Foods and Beverages Available During the School Day**

Saint Joseph Catholic School shall operate and provide food service in accordance with the USDA's National School Lunch Program (NSLP) standards.