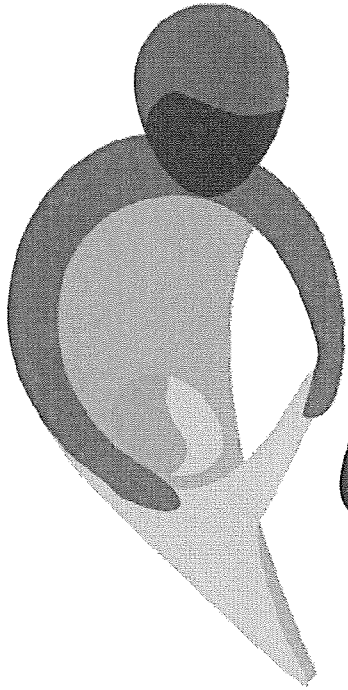


School Board Policies



Saint Joseph

Catholic School

5320 Babcock Street NE
Palm Bay, Florida 32905
Phone: (321) 723-8866
Fax: (321) 727-1181
www.st-joe-school.org

MISSION STATEMENT

Saint Joseph Catholic School offers Pre-Kindergarten 3 through Eighth Grade students the high academic standards and curriculum of the Diocese of Orlando. We recognize each student as a unique individual created in the image of God. Our community welcomes, educates and challenges children to become lifelong learners and followers of Jesus Christ.

Table of Contents

<u>Policy Name</u>	<u>Policy Number</u>
Academic/Physical Education	10
Acceptance Use of Technology.....	20
Admittance.....	30
Athletic Coach & Parent School Policy.....	35
Attendance.....	40
Bloodborne Pathogen Exposure Control Plan	50
Clinic.....	60
Communications	70
Discipline	80
Dress Code	90
Extended School Care	100
Field Trips.....	120
Homework.....	130
Insurance.....	140
Library/Media Center.....	150
Lost and Found.....	160
Lunch Program	170
Management Plan for Hazardous Material	180
Medication	190
Parental Concerns.....	200
Physical Education	210
Registration/Student Placement	220
Report Cards	230
Sexual Harassment.....	235
School Hours	240
Service Hours Contract	250
Special Learning Programs.....	260
Faculty Supervision Before and After School.....	270
Support Groups and Parent/Teacher Groups.....	280
Tuition	290
Tuition Assistance	300
Tuition Criteria/Category I and II	310
Visits to the Classroom	320
Animals in the Classroom.....	340

Revision: 8

Effective Date: 01/2014

Athletics & Extra-curricular Activities

Philosophy:

To regard and accept the students at their own unique level of ability and achievement while encouraging them to have healthy expectations of themselves, along with respect, fairness and self-control towards team/club members, opponents and coaches and club leaders.

To practice and exhibit good sportsmanship and school spirit in the best interest of the team or club.

To achieve basic skills and to develop a healthy attitude towards competition.

To foster a spirit of camaraderie and to accept victory humbly and defeat with dignity.

Policy:

1. The selection process for team members shall be consistent with the school philosophy. Students are to be selected for a team following try out sessions based upon ability to qualify. The selection process for club members shall be consistent with the school philosophy and rules & standards of the activity. Students are to be selected for a club following try out sessions or a selection process based upon ability to qualify.
2. Opportunities for students to improve their ability and skills in sports will be provided through athletic programs based upon student needs and availability of coaches. Opportunities for students to participate in clubs will be provided through programs based upon student needs and availability of club leaders.
3. It shall be the responsibility of the parents to purchase uniforms as required for each program.
4. Proper conduct and respect are required. Unruly or disrespectful behavior during events, practices, games home or away will result in a suspension. Continued problematic behavior, after warning, will result in dismissal from the sport or activity. It is the parents' responsibility to provide adult supervision for their child while at an extracurricular school function on or off campus. Children may never be left alone and unsupervised.
5. All students must be properly dressed and on-time for their sport/activity. We follow the Florida High School Athletic Association (FHSAA) rules in most sports. If the Coastal Catholic League (CCL) designates exceptions, they will be posted on our website. Students staying after school for an extracurricular activity may not leave school grounds without an authorized adult and must stay with the coach/activity leader at all times. Students may not wander around the campus once school has been dismissed.
6. Disciplinary actions are generally of a minor type involving the student and the coach/activity leader. If a problem continues to occur or is of a serious nature,

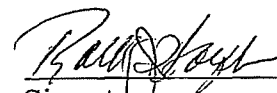
the coach/activity leader will contact the student's parent in an attempt to resolve the problem. If the issue cannot be resolved, the athletic director will be called in to handle the problem. In rare cases, if the problem still persists, the principal will act as a mediator to resolve the problem.

Academic Standards for Athletics & Extra-curricular Activities

1. Any student participating in the Catholic Coastal League (CCL), intermural or intramural sport or school-sponsored extracurricular activity must have acceptable grades in all subjects, including conduct on his/her report card or progress report.
 - a) Parents will be given information and materials regarding expectations before commencement of the extracurricular activity.
 - b) During an extracurricular season grades will be checked each Tuesday to determine participation for the following week. The determination will remain intact until the following Tuesday.
 - c) Any student with any grade below 70% will be put on Probation. This status means that the student would continue to practice/participate with his/her team or club and is requested to attend all team/club functions, to sit out and not be permitted to dress out or participate. Any exceptions to be made will be made by the administration. In activities other than sports the consequences of a warning or probation status will be determined by the Principal with the activity's director.

Rationale:

Education, athletics and extracurricular activities are achieved through the training and development of knowledge, mind, and character. When this development is endangered, the parent (s) and the school should work together in discouraging obstacles that may affect the student's education and general welfare.



Signature

Revision: 2

Effective Date: 01/2014

Acceptable Use of Technology

Policy:

1. User Responsibilities –

- a. All persons will show care and respect for computer hardware, software and infrastructure and do their utmost to avoid accidental damage.
- b. All persons will abide by school rules for appropriate use of the internet as outlined in the Diocese of Orlando/Office of Catholic Schools Student Technology Responsible Use Policy and will not attempt to bypass internet filtering technologies, for instance by setting up proxy servers.
- c. All persons will respect copyright laws. This excludes use of P2P software (torrenting) to download copyrighted materials regardless of whether installed on a personal device or school-owned device.
- d. All persons will ensure that computers in their stewardship are updated in terms of operating system updates and protected by up to date antimalware/real time protection software.

2. Unacceptable Uses –

- a. It is unacceptable to take malicious actions against other users, their files, computers, devices.
- b. It is unacceptable to give out passwords for any accounts assigned, for example network access.
- c. It is unacceptable to deliberately misuse computing resources, for example excessive use of network bandwidth, or wilful damage to equipment.
- d. It is unacceptable to use the schools technology resources or network to access, download or disseminate defamatory, abusive, threatening or otherwise offensive materials, messages or media
- e. It is unacceptable to install devices and services that conflict with the school's technology infrastructure, specifically wireless routers, repeaters or proxy servers.

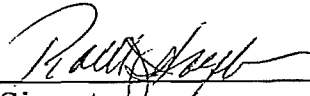
Rationale

In support of the mission of the school, access to information resources (computers, network and network equipment) is provided. These tools allow for sharing of ideas, information and knowledge, but inappropriate use can infringe upon the rights of others and the security of the network. Acceptable use should always be legal and ethical, reflect academic honesty, uphold the standards of the Diocese of Orlando and show restraint in the consumption or use of shared resources. Acceptable use should demonstrate respect for intellectual property, copyrighted titles, ownership of data, system and network security and for the individual's right to privacy and freedom from harassment or annoyance.

Scope

This policy applies to employees, faculty, students, guests, and any other user who uses the network or computers, whether belonging to the School or personally owned.

Users of St. Joseph Catholic School technology resources must abide by the acceptable use policy described here, as well as relevant State and Federal laws, regulations and contractual obligations. Use of these resources is a privilege which may be revoked.



Signature

Revision: 4

Effective Date: 01/2014

Admittance


Policy:

All children entering St. Joseph School are subject to the policies and regulations of the Diocese of Orlando, Brevard County, and the state of Florida.

In addition to the policies and regulations, *new students* are expected to:

- Submit a birth certificate/visa or passport.
- If applicable a baptismal certificate.
- Submit a report card from a previous school if transferring.
- Submit a current physical (within the last calendar year) and an up to date immunization record.
- Be interviewed along with his/her parents by the Principal.
- Take an evaluation and/or skill assessment test.
- Support and abide by the decisions, policies, regulations, and philosophy of the school.
- Submit a non-refundable registration fee at the time of registration.
- Meet with the pastor.

All students registering for re-admission must have all school debts incurred within the current year paid prior to re-registering for the next school year or prior to release of school records to another entity. Exceptions to this will only be made by the approval of the Principal or Pastor. All students must submit a newly completed Registration Package.



Signature

Revision: 6

Effective Date: 01/2014

Athletic Coach & Parent School Policy

I. School Philosophy

We, the School Community of St. Joseph, regard and accept each student as a unique individual created in the image of God. As coaches and parents we will work together to create a Christian environment in which our students will develop and grow spiritually, intellectually, physically, and socially.

II. Guidelines for all Coaches and all Sports

1. Coaches will go through an informal meeting or interview with the athletic director.
2. If more than one coach is involved, the athletic director will meet with all coaches involved to determine their roles and responsibilities.
3. Coaches will meet with the parents prior to beginning of the season to let parents know of team expectations and policies.
4. Coaches and the athletic director will also meet with the team to discuss rules and regulations.
5. All coaches, parents, and team members will be required to sign a contract stating that they have been informed and will obey the rules and policies concerning athletics at St. Joseph.

III. Coaching Requirements and Policies

1. All coaches and volunteers who will be working with the children of St. Joseph must be fingerprinted, background checked and approved before they may begin their duties.
2. Coaches must have bloodborne pathogen training prior to coaching their team.
3. Coaches must take the online course to certify them in dealing with Concussion/Heat Related Illnesses prior to initiating practices.
4. Volunteers must submit a written request to the athletic director for the sport they wish to coach. The athletic director will make recommendations to the Principal who will make the final determination on coaching positions.
5. Due to possible injuries at sports activities, coaches shall be knowledgeable in first aide and bloodborne pathogens.

IV. Guidelines for Parents

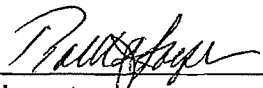
1. If parents have concerns regarding their child(ren), they will express their grievance to the coach in a professional manner. If a resolution is not

Policy Number 35

continued

reached, then the athletic director should be notified. If the problem still persists, then the Principal will mediate a solution.

2. Parents are not to confront a coach with a problem during practice, before, during, or after a game but are to make an appointment with that coach to talk about the problem.



Signature

Revision: 3

Effective Date: 12/98

Reviewed: 12/2013

Attendance

Policy:

When a student returns to school after an absence, the Principal shall require a note or other means of verification from the parent or guardian regarding the student's absence. The arrival of a student after the school day begins should result in a tardy being assigned to the individual. Tardiness will be dealt with as stated in the Student Handbook.

Rationale:

Faithful and daily attendance at school is extremely important to the educational growth and development of each and every child and is taken very seriously. Illness and matters of serious importance, such as death in the family, are valid reasons for being absent from school. However, keeping children out of school for any other reason needs the prior approval of the Principal to be considered a valid absence. Whenever possible, doctor and dental appointments should be made after school hours.



Signature

Revision: 1

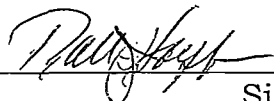
Effective Date: 12/98

Reviewed: 12/2014

Bloodborne Pathogen Exposure Control Plan

Policy:

It is the policy of the School Board of St. Joseph Catholic School (SBSJS) to provide a safe environment for its employees and students. This document sets forth the requirements necessary to minimize exposure to bloodborne pathogens and to protect employees and students from the threat of disease via such exposures. Its publication is in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030; HRS 10D-104 and DEP 17-712. In addition the Biomedical Wasteplan Policy is available upon request.



Signature

Policy Number 60

Revision: 3

Effective Date: 1/2014


Clinic

Policy:

Parents will be called if their child is admitted to the clinic, except when the child has a minor injury such as a small cut that requires only a Band-Aid. The Principal will make every effort to contact the child's parent or guardian in the case of an emergency.

Rationale:

This issue should be handled with extreme care. Although the children are in the school's care during school functions, parents have a legal and moral right to be made aware, if possible, of any endangerment to their child's physical well-being. The Principal, or staff, should make final decisions in emergency situations **ONLY** when the parents cannot be contacted.



Signature

Revision: 3

Effective Date: 01/2014

Communications

Policy:

The school must have a regular source of communications with the parents. Communications to parents may consist of progress reports, report cards, scheduled group parent/teacher meetings, school bulletins and newsletters, individual parent/teacher meetings, and electronic communications such as email, and website.

Rationale:

It is expected that parents will take advantage of these avenues and respond when appropriate. Turmoil can be avoided through simple instruments of communication which ensure openness and promote cooperation.



Signature

Revision: 2

Effective Date: 2/2015

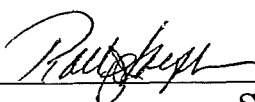
Discipline

Policy:

All students should be made aware of the school rules and of probable disciplinary actions. The decision to enforce disciplinary action is to be made by the Principal based on the student's behavior and/or respect consistent with published school policies. Thorough consultation with the child's parents and teacher(s) is important. Severe behaviors may require disciplinary action that is swift and may not necessarily be progressive. Examples of such behaviors are included in the handbook, but every behavior may not be listed.

Rationale:

St. Joseph School exists first and foremost to build a Christian Faith Community among students entrusted to its care. All students are therefore expected to conduct themselves in a courteous, kind, loving, and respectful manner befitting young Christians. Discipline is essential for the development of self-control, character, orderliness, and efficiency. Progressive discipline is preferred and will be used whenever possible.



Signature

Policy Number 90

Revision: 3


Effective Date: 12/98

Reviewed: 11/13

Dress Code

Policy:

The school uniform, as outlined in the Student Handbook, is compulsory for grades Pre-K to 8. **"NO UNIFORM TODAY"** (a.k.a. **"NUT DAY"**) may be provided throughout the school year when designated by the Principal. The Principal is responsible for enforcing the school dress code.



Signature

Revision: 5

Effective Date: 01/2014


After School Care

Policy:

Parents must sign up for this additional school service. This program must be self-supporting. After School Care hours are 3:00 P.M. to 6:00 P.M. Billing options are explained in the After School Care Handbook which is updated annually and provided to parents at the start of each school year.

Rational:

The After School Care Program is designed to meet the needs of working parents. The convenience and peace-of-mind that this program provides are offered exclusively to students of St. Joseph Catholic School.



Signature

Revision: 3

Effective Date: 02/2015

Field Trips

Policy:

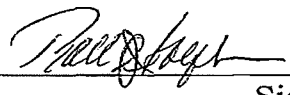
Field trips and other uses of community resources are encouraged. The Principal/Teachers/Parents chaperoning students on field trips off school grounds shall be responsible for the students in their care until such time that the field trip returns back to school grounds where normal school policies regarding student's care would then apply.

All persons who volunteer to drive to and from school sponsored field trips or sporting events are required, by **DIOCESAN POLICY**, to meet the following requirements:

- Driver must be 25 years of age.
- Driver must have a valid Driver's License - copy of License in School Office
- Driver must have a current insurance policy that covers \$100,000 for bodily injury, \$300,000 total bodily injury for each accident, and \$50,000 for property damage.
- Vehicle must have a working seat belt for each child in the car.
- No siblings allowed if chaperoning.
- Driver must have cleared fingerprints on file with the School Office.
- Per Diocesan Policy, teachers and school staff members may not drive any students to or from a field trip without the permission of the Superintendent or the Principal.
- Drivers must follow federal safety guidelines on age/weight of a child sitting in the front seat of cars equipped with passenger airbags.

Rationale:

Field trips are an excellent hands-on enhancement to a child's formal education when planned in conjunction with classroom studies.



Signature

Revision: 1

Effective Date: 1/2014

Homework

Policy:

Students at St. Joseph School are encouraged to read with supervision every school night. Homework should be assigned on a regular basis.

Rationale:

Homework is seen as an extension and reinforcement of the schoolwork. Reading outside of school is a vital tool in a child's educational growth.

A handwritten signature in cursive script, appearing to read "Paul [unclear]", written over a horizontal line.

Signature

Revision: 1

Effective Date: 11/89

Reviewed: 02/2015

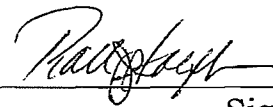
Insurance

Policy:

The school accepts no financial responsibility for accidents occurring on school grounds.

Rationale:

Accident insurance is mandatory by the Diocese of Orlando and is included in the registration fee. Additional insurance is available to the parents.

A handwritten signature in black ink, appearing to read "Randy", is written over a horizontal line.

Signature

Policy Number 150

Revision: 2

Effective Date: 03/2015

Library/Media Center

Policy:

The Library/Media Center is to be kept generally as a location for research, study, reading and appropriate use of available technology resources (See School Board Policy Number 20). Lost and damaged books are the responsibility of the student who checks them out of the library, and his/her parents.

Rationale:

The Library/Media Center is considered an extension of the classroom.



Signature

Policy Number 160

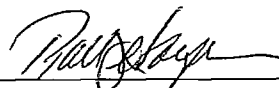
Revision: 3

Effective Date: 1/2014

Lost and Found

Policy:

There will be a Lost and Found area on the school premises. Periodically, unclaimed items will be donated to local charities.



Signature

Policy Number 170

Revision: 1

Effective Date: 12/98

Reviewed: 02/2015

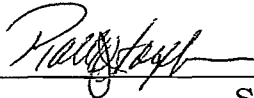
Lunch Program

Policy:

Normally, hot lunch will be provided on a daily basis. Hot lunch prices will be approved by the School Board.

Rationale:

Good nutrition is an important part of the development of the mind. The hot lunch program should function with this ideal as part of its goal.



Signature

Policy Number 180

Revision: 0

Effective Date: 12/98

Review Date: 01/2017

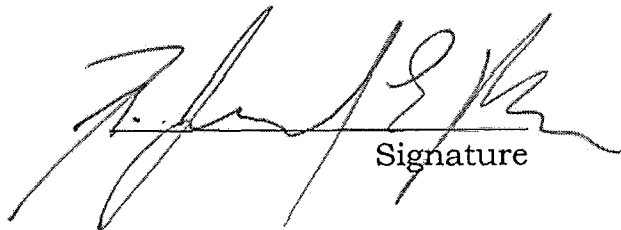
Management Plan for Hazardous Material

Policy:

In accordance with the Asbestos Hazard emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos Containing materials as developed by Law Engineering is available without restriction for inspection at the School's administrative office.

Rationale:

To provide procedures and guidelines for the inspection and or removal of hazardous material from our school grounds.


Signature

Revision: 3

Effective Date: 12/12/16

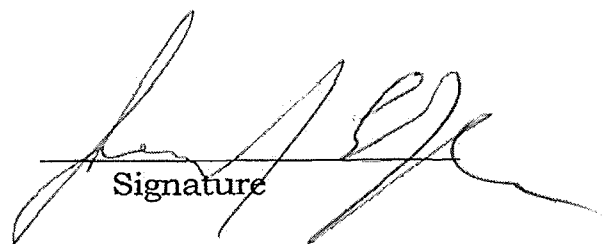
Medication

Policy:

A child who must receive medication during school hours can only receive it after the submission of an Administration of Medication Form by his/her parent or guardian. The medication must be administered by a Staff member, unless it is an inhaler with parent permission or epi-pen. An entry shall be logged in the Medication Dispensing Journal if a staff member administers the medicine. If an epi-pen must be used, appropriate procedures will be followed.

Rationale:

In most cases, children cannot be held responsible for dispensing their own medication, nor can the school overlook the legal ramifications of unapproved dispensing of medicine to its students.


Signature

Revision: 3

Effective Date: 05/2015

Parental Concerns

Policy:

Concerns should be discussed *first* with the teacher involved. If the concern is not satisfied, an appeal may be made to the principal. School concerns of a more general nature should be addressed to the principal. Any questions regarding policies may be brought to the Board in accordance with **ARTICLE V, SECTION 5** of the **School Board Constitution**.

Rationale:

Every effort should be made to settle difficulties at the level closest to the child. The School Board is not a grievance board.



Signature

Revision: 3

Effective Date: 05/2015

Physical Education

Policy:

A well-planned and balanced program of physical fitness will be provided for each child in grades K-8. Sickness or injury may necessitate a student's temporary absence from P.E., however all students will be included and expected to participate. A P.E. uniform is required.

Rationale:

Physical Education plays an important role in the development of the total person. It is the responsibility of the school to attend to each child's physical development. The program should be designed to meet the requirements of each age and the needs of each individual.



Signature

Revision: 2

Effective Date: 05/2015

Registration/Student Placement

Policy:

Registration of the current student body normally occurs during March.

All financial debts incurred must be paid and service requirements for the current school year must be fulfilled in order to register.



Signature

Revision: 5

Effective Date: 06/2015

Report Cards

Policy:

Report Cards – All Diocesan Elementary schools use a consistent report card format which was developed in conjunction with the implementation of the Common Core State Standards. For all grade levels, report cards are issued at the end of each trimester (12 weeks).

Diocesan Report Cards

Grades Pre-K-2 – utilize a Standards Based Report Card (SBRC) which will report student proficiency on grade level standards using a Report Card Key. The Key is as follows:

P = Proficiency


DP = Developing Proficiency

EP = Emerging Proficiency

IP = Insufficient Progress

AP = Advanced Proficiency

Grades 3 – 8 – receive report cards with averages for each core subject. Additionally, each teacher will provide feedback on performance related to *Behaviors of a Learner* as are described on the report card. These behaviors are Responsibility, Participation, Assignment Completion, and Interpersonal Skills. These Learner Behavior scores will also be used as Honor Roll criteria. Special area classes will utilize the student proficiency scale as well.



Signature

Revision: 1

Effective Date: 06/2015

St. Joseph Sexual Harassment Policy

I. Philosophy

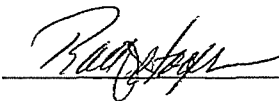
The philosophy of the school is to regard and accept students at their own unique levels of ability and achievement, while encouraging them to have healthy expectations of themselves. Respect, fairness and self-control towards other children, team members, opponents and coaches are expected. Sexual harassment in the form of inappropriate behavior or language, either at school or during extra-curricular and sports activities, will not be tolerated. Such behavior will be subject to disciplinary action. The Diocese of Orlando strictly prohibits harassment of any individual because of sex, race, religion, color, national origin, age, sexual orientation or disability. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and the teaching of the church. Maintaining an environment free of discrimination and harassment is the responsibility of every teacher, volunteer, coach, and administrator.

II. Guidelines for Dealing with the Inappropriate Behavior and Language of Sexual Harassment

1. If a teacher, coach, staff member, volunteer or student is aware of behavior or language that could be considered inappropriate, that individual must report the incident immediately to a school administrator.
2. If the inappropriate behavior or language problem continues, appropriate consequences will be administered.

Rationale:

The purpose of this policy is to provide guidelines and procedures in order to prevent sexual harassment of any child or person at St. Joseph School.



Signature

Revision: 5

Effective Date: 08/2017

School Hours

Policy:

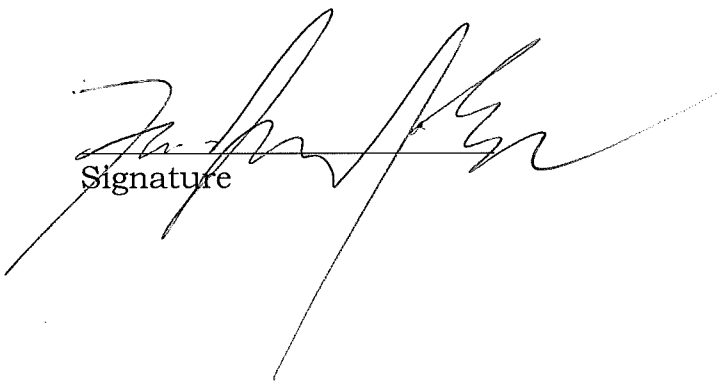
The school day begins at 8:00 A.M.

Voluntary PreK (VPK) ends at 11:00. Parents have the option for students to be dismissed at 12:30 or 2:50 P.M. for an additional fee.

Kindergarten through 4th Grade classes are dismissed at 2:50 P.M.

Grades 5 through 8 are dismissed at 3:00 P.M.

Students will have an early dismissal no more than one Wednesday of selected months for Teacher Professional Development Sessions.


Signature

Revision: 2

Effective Date: 11/89

Reviewed: 12/12/16

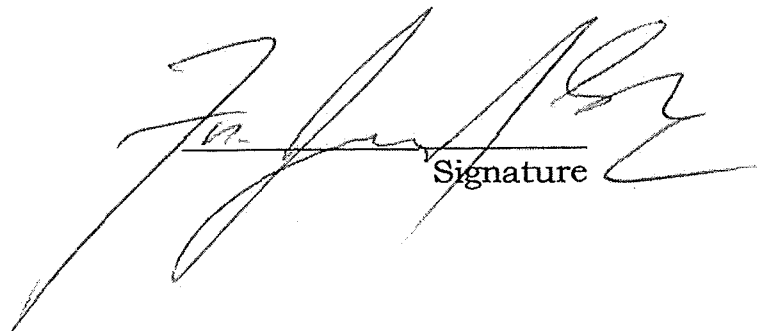
Special Learning Programs

Policy:

Saint Joseph Catholic School recognizes the advantages of special learning programs. Students who qualify for federal, state, and county funded programs are encouraged to participate.

Rationale:

The educational growth of children sometimes rests in the extra programs available to them. The promotion of this growth is an important duty that must be adhered to.


Signature

Revision: 3

Effective Date: 12/12/16

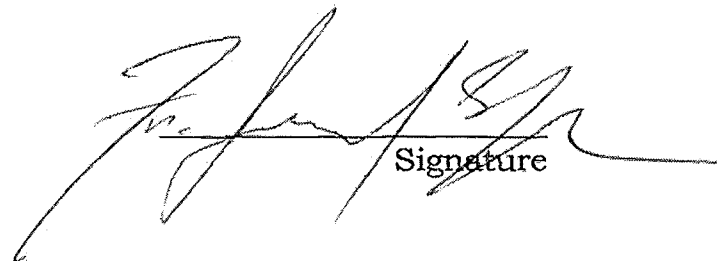
Faculty Supervision Before and After School

Policy:

Faculty supervision on school grounds extends from ½ hour before the school day begins, until 10 minutes after school's dismissal. Students not picked up at the end of supervision will automatically be placed in the Extended School Care Program, and their parents billed for that care.

Rationale:

The legal department of the diocesan Office warns that Saint Joseph Catholic School could be liable if something were to happen to any student left on the grounds by any of the faculty or staff.


Signature

Policy Number 280

Revision: 2

Effective Date: 12/12/16

Support Groups and Parent /Teacher Groups

Policy:

Support groups and parent/teacher groups are very valuable to the staff, teachers and students of Saint Joseph Catholic School. Any organizations, clubs, or associations that are formed for the purpose of a support system for Saint Joseph Catholic School must have the approval of the School Board.

The By-Laws of these groups must be made known to the School Board and approved by the Principal and Pastor before becoming official.

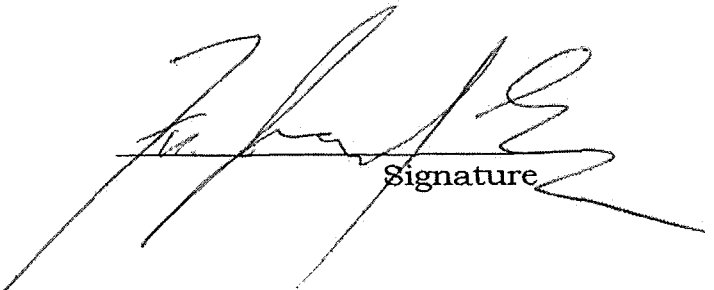
Any planned fund-raisers must be presented to and approved by the Principal and Pastor while in the planning stages.

All monies raised or derived from support systems must go through the internal school accounts and be dispersed accordingly.

All Diocesan Policies concerning support groups and parent/teacher associations must be carefully adhered to.

Rationale:

Groups formed for parent/teacher communication are a value to Saint Joseph Catholic School. Fundraising is an essential part of the budgeting process and capital improvement needs of Saint Joseph Catholic School.


Signature

Revision: 6

Effective Date: 03/2014

Tuition

Policy:

St. Joseph School Re-registration Fee will be due at the time of registration. Other fees deemed appropriate by the school may also be due at this time. The total school tuition may be paid through one of the following options:

1. One payment of the total tuition, paid by cash, check or credit card directly to the school, by July 1st before each school year begins.
2. Two payments of the tuition, paid by cash, check or credit card directly to the school, with 50% of the total tuition due on July 1st and the remaining 50% due on January 1st.
3. Monthly payments of tuition through the use of the approved tuition management program: Payments will be budgeted, at the parents' option, over 10, 11 or 12 months beginning each July. Parents will make one payment each month on their selected date. Each family will be responsible for a small fee payable when the account is established. Information about the monthly plan will be distributed to the parents and is available in the school office.

Penalties for insufficient funds are assessed as per the contract with the tuition management program. If a payment is 15 days past due, or a check is returned for "insufficient funds", an account will be charged a \$ 35.00 penalty, payable to the school. This penalty is repeated for each 15-day delinquency. Any non-payment to tuition management program will be charged an overdraft fee by the bank and a bookkeeping fee by tuition management program. There are no exceptions.

Any family 2 months delinquent in their tuition will be contacted by a school representative. Every effort will be made to negotiate a reasonable agreement for satisfaction of the debt. The negotiated solution will be signed by both the principal and the parent(s) or guardian(s). NSF fees charged to the school will be paid by the parent to refund the school. Failure to comply with the negotiated solution may result in mandatory withdrawal of the student from the school by the parent(s) or guardian(s).

Refunds for BASE TUITION will be prorated and are available only to those who have paid their tuition by the first or second payment options. Other circumstances will be left to the discretion of the administration.

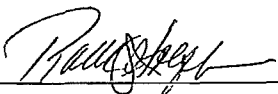
Policy Number 290
continued

The cost of the tuition is recommended by the School Board to the Parish Finance Council each year for approval.

Financial aid will be available to those who qualify.

Rationale:

The intention of this policy is to assure that St. Joseph School operates in a fiscally sound and efficient manner. This will help to avoid costs that will necessitate tuition increases.



Signature


Revision: 4

Effective Date: 03/2014

Tuition Assistance

Policy:

1. Financial aid will be given as funds allow on the basis of a number of criteria decided by a confidential committee. The intention is to offer admission to a diverse population of students.
2. The Financial Aid Application is available through the online application. Information can be found by calling the office or checking the website.
3. A deadline will be set in order to provide a timely response to families waiting for assistance.
4. The application requires a fee. Once the application has been completed, and the required fee paid, the evaluation of the application will begin. Upon receipt of the results, the Tuition Assistance Committee will meet to prioritize and determine the amount of aid allocated to qualifying families. All efforts will be made to respond in a timely manner.



Signature

Revision: 3

Effective Date: 02/2017

Tuition Criteria

Policy:

Families are assigned tuition categories according to the criteria listed below. Categories will not be reassigned. If families cannot afford the tuition assigned, they are encouraged to apply for financial aid through our FACTS system.

Proof that a family is eligible will be the responsibility of the family by providing the following to the school with your re-registration paperwork.

- End of Year donation letter from the Parish
- Copy of proof of volunteer hours from the Church
- Copy of proof of volunteer hours from the School

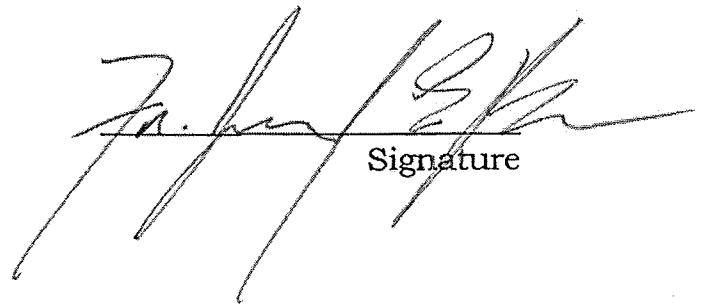
- **CATEGORY I:** Cat 1 families will do all of the following:
 - be registered parishioners of SJS which they attend regularly
 - use offertory envelopes to contribute financially to the parish or to confirm attendance - requested/suggested annual donation is \$1000
 - be actively participating members of the SJS community by volunteering no less than 50 hours at the School or Church

- OR**
 - be registered parishioners of another Catholic parish and participate so that the parish will submit a letter of support pledging to donate \$1000 to be submitted during the calendar year of enrollment
 - volunteer 25 hours at the School

- OR**
 - be congregation members of a religious institution which they attend regularly, and submit a letter of verification from that institution on letterhead
 - contribute financially to Saint Joseph Catholic Church - requested/suggested annual donation is \$1000

- be actively participating members of the SJS community by volunteering no less than 50 hours at the School or Church

- **CATEGORY 2:** If a family does not meet the requirements for the Category 1 tuition rate, that family will be Category 2. All Category 2 families are expected to volunteer 25 hours for the School.



Signature

Policy Number 320

Revision: 3

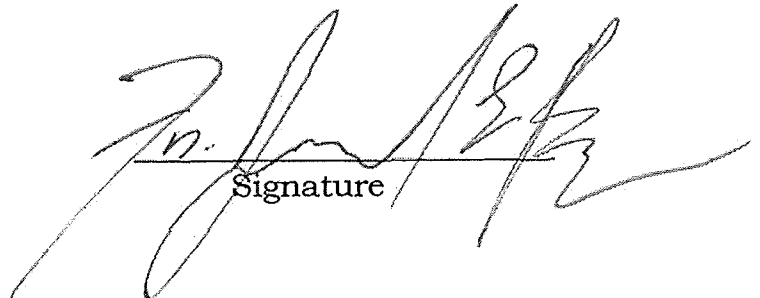
Effective Date: 12/98

Review Date: 02/2017

Visits to the Classroom

Policy:

Parents/Visitors may not go to the classroom when class is in session unless previous arrangements with the Principal have been made. Before entering the classroom, visitors must report to the main office for sign-in and receipt of a visitor's badge before proceeding onto school grounds.


Signature

New Policy

Effective Date: 12/01

Review Date: 02/2017

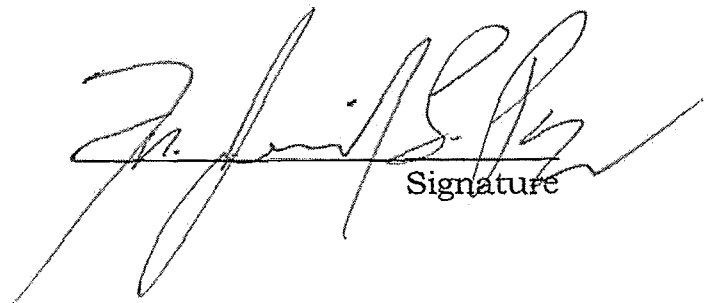
Animals at School

Policy:

Any live animal brought onto school property by faculty, staff, or students requires a prior written request to the principal and consequent written permission by the principal.

Rationale:

The purpose of this policy is to protect the students from exposure to live animals, which may be disruptive and/or dangerous.

A handwritten signature in black ink, appearing to be "J. Smith", written over a horizontal line. The signature is stylized and cursive.

Signature