



# PARENT/GUARDIAN AND STUDENT HANDBOOK

2016 - 2017

## ADDENDUMS, MODIFICATIONS OR CHANGES TO SCHOOL POLICIES AND PROCEDURES

The pastor and principal reserve the right to amend or change school policies and procedures during the school year at any time, and after consultation with the school board. The school community will be notified in a timely manner in the event of this occurrence

## **PHILOSOPHY, MISSION AND BELIEFS**

Christ is the reason for this school. He is the unseen but ever present teacher in its classrooms. He is the model of its faculty and the inspiration of its students.

### ***Mission Statement***

Saint Joseph School provides excellence in Catholic education by forming the uniqueness of each child for life long discipleship and dedicated leadership in the Church, community and the world.

*We strive to listen like Joseph. To live like Mary. And to love like Jesus.*

### ***Policy on Non-Discrimination:***

Saint Joseph School admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

## **ABSENCES**

Parents and Guardians must call the school to report a child's absence prior to the start of school. Please leave a message. If a child has NOT been reported, the school secretary will call the homes of those who are absent. When a student returns to school after having been absent, the student must bring a note from home explaining the absence (required by Massachusetts Law).

## **ACCREDITATION**

Saint Joseph School is accredited by the New England Association of Schools and Colleges (NEASC). This ongoing process challenges the school to maintain a program of excellence and accountability. Faculty members are required to be certified by the Commonwealth of Massachusetts and in Religious Education by the Archdiocese of Boston.

## **ACCEPTABLE INTERNET USE**

Students may have the opportunity to access and use the Internet. With access to computers and people all over the world, also comes the potential availability of materials that we morally find objectionable. While using the Internet, students have the responsibility to adhere to the Code of Conduct consistent with this handbook. Safety and security firewalls do not allow access to questionable and objectionable websites or information.

Students will also be instructed not to give out any personal information over the Internet. Use of the Internet will be done only with the permission and/or supervision of a school staff member.

## **ADMISSION POLICY**

Saint Joseph School admits students without regard to race, color, or creed. Siblings and parishioners are accepted first. Non-Catholic students are required to attend religion class, all religious celebrations, and liturgies. Non-Catholic students do not receive the sacraments of the Catholic Church.

## **ADVANCEMENT**

Tuition alone does not cover the cost of educating each student at Saint Joseph School. Working with the Director of Advancement and the Advancement Office is extremely important for the growth, stability and viability of our school. We strongly encourage your active involvement in our advancement and fundraising efforts.

There are some fundraising events, which require your participation and are needed to assure your child's or children's enrollment:

Every family is to sell 10 calendars for the Calendar Drive. If a family does not participate, \$100 will be added to a family's tuition bill.

Every family is to participate in the Spring Candy Sale. If a family does not participate, \$80 will be added to a family's tuition bill.

*NO money should be collected in school by teachers or students for any other purpose without permission from the principal.*

## **APPOINTMENTS WITH TEACHERS**

Parents/guardians are the primary teachers of their children. Saint Joseph School accepts the responsibility for teaching the children entrusted to us by their parents/guardians. Teachers may be contacted for an appointment about a child's progress or other relevant issues. A note, a telephone call or e-mail to ask for an appropriate time to meet is requested.

## **ATTENDANCE**

It is important that students attend school regularly and arrive on time. The learning process for all is interrupted when students are late. Students who are ill should not attend school. Family trips should coincide with scheduled school vacations. Teachers are not responsible for preparing work ahead of time for students who are absent because of vacation.

## **BICYCLES**

All students who ride a bicycle to school must walk the bicycle in/out of the school parking lot by way of the driveway between the church and the rectory.

## **BINGO**

BINGO is our major fundraiser. It is held in the school every Friday evening and is run by parents. Parents are required to work assigned BINGO time for each child in the school. The BINGO number is (781) 767-4925. If you choose not to volunteer for Bingo or fundraising activities, you will be billed a volunteer fee annually, a bill will be sent in October.

**All families are required to participate in BINGO. Every child benefits from the revenue raised at BINGO. Hours are assigned by the BINGO coordinator(s). If hours are not completed at the end of each school year, \$750 per child will be added to a family's tuition bill.**

BINGO is held in the school gym every Friday evening and is run by parents and volunteers.

- Parents are required to work (2) three-hour shifts – one per semester – for each child enrolled in school. School year is July 1 - June 30.
- Parents can arrive starting at 4:30pm and work the 3 hours between 4:30pm - 8:30pm.
- You must sign the BINGO sign-in sheet to get credit for your shift. You may not be signed in by another parent.
- Dates are assigned by the BINGO Coordinator will be posted on the Web site.
- If you are unable to attend your assigned date, either have a substitute perform it for you or you must come **within 4 weeks after the scheduled date**.
- Makeup BINGO assignments may NOT be completed in the last four weeks of school
- In lieu of working BINGO, parents may pay an additional \$750/child for tuition.
- Parents who do not work their assigned BINGO shifts between July 1 - June 30 will see a capital improvement fee of \$750 attached to the next year tuition bill.
- A list of those families who do not work their BINGO shifts will be provided to Mrs. Hawley on a monthly basis.

## **BIRTHDAYS**

Birthdays will be celebrated at the discretion of the teacher, by allowing students to dress down for the day. Students with summer birthdays may choose a day during the school year to celebrate their birthday with the permission from their teacher.

Due to the high number of allergies, baked goods or snacks of any kind are no longer permitted for birthday celebrations.

## **CELL PHONE USAGE**

Cell phones are not permitted for use by the children during school hours for any reason. They will be collected at the beginning of the day and returned at the end. Students may use them after school hours for the purpose of student/parent/guardian communication. Cell phones or other similar devices may not be used by the children during school events, such as After Care, basketball practices, instrumental lessons or school play practices, for any other reason than to contact parents/guardians. Texting, Facebooking or other means of social communication are not allowed by the students during these times. Violation of this rule will be dealt with strongly by the school's administration. The school asks parents and guardians to refrain from the same use of technology during school events, other than to photo one's own child.

## **CHILD ABUSE AND NEGLECT REPORTING**

All members of the administration, faculty and staff are mandated reporters of child abuse and child neglect. If there is reasonable cause to suspect that a child is suffering physical or emotional injury resulting from abuse or

neglect, it will be reported to the principal. After consultation with the school nurse, the reporting teacher, and any other staff members with insight on the situation, the principal will decide the correct course of action. This may include reporting the suspected abuse or neglect to the Department of Social Services and filing a written report to the Department of Social Services (Form 51A) and the Archdiocese.

### **COMMUNICATION**

The school is in the process of “going green”. The school Web site, including the school calendar, is kept current and parents and guardian are also contacted via e-mail. Communication envelopes are still being sent home on Thursday. Please check the contents carefully and send back anything that needs to be signed. Parents will also receive school news via email.

### **CONNECT**

All families are required to be registered with our school to home communication program, SJS Connect. This allows for emergency communications to families via email, text and phone. Each family will receive an enrollment form at the beginning of the year. If you have changes to your contact information throughout the school year, you must login to SJS Connect and update your record.

### **CORI REPORTS/“PROTECTING GOD’S CHILDREN”**

All people who have contact with the children of Saint Joseph School must have an up-to-date CORI form on file. These CORI Reports are processed by the Criminal History Systems Board through the Archdiocesan Office of Volunteer Resources. Adults must have a CORI on file to volunteer in the classroom, the lunchroom and/or to chaperone field trips. The same holds true for attendance at a “Protecting God’s Children” seminar presented several times a year in the community. “Protecting God’s Children” will be announced through the website and on the parish bulletin. If you choose to take this course at another parish, please bring us a copy certifying your attendance.

### **COURT ORDERED RESTRAINTS**

Unless the school has a court ordered restraint on file, a student may be released to either parent/guardian and either parent/guardian may view his or her child’s records. Parents/guardians must inform the homeroom teacher of the existence of court-ordered restraints and send photocopies of such to the office.

### **DISMISSAL DURING SCHOOL HOURS**

Students who have a valid reason to be excused from school before the end of the normal day and whose parents/guardians have requested this dismissal will be dismissed from the office. A written note from the parent/guardian is required. To ensure the safety of the child, a parent/guardian must call for the child at the school office. No child will be dismissed from any other building.

**If possible, notes requesting early dismissal should be received at least one day before the actual dismissal date.** Students dismissed before 11:15 a.m. on a full day will be marked absent for that day. Students dismissed before 10:00 a.m. on a half day will be marked absent for that day.

## **DROP-OFF AND PICK-UP PROCEDURES**

Please follow the drop-off and pick-up procedures.

- There is absolutely no parking, drop-off or pick-up of a student in the fire lane in front of the school for safety reasons other than buses or designated transportation vans.
- Students should be dropped off no earlier than 7:30 A.M. Children in Grades 1 – 8 will go directly to their classrooms. Children in Grades 1 – 8 can either be dropped off at the back of the school in the morning (K students accompanied by an older, responsible child) or walked to the front door after the car is parked in the designated area. There is no pick-up from the back of the school.
- All Early Childhood students will gather in the gym. Parents must walk these children into the gym by way of the 2<sup>nd</sup> gym door. The classroom aides will be waiting for the children, and will walk them to their classroom. No Early Childhood student should ever walk alone. Half Day Early Childhood is dismissed from the school lobby. Full Day from the same door they enter in the morning.
- Students should be picked up no later than 2:25 on regular school days. If you will be picking up a child late, please contact the office. The children will be sent to After-Care, and the cost will be added to the tuition bill.
- Please use extreme caution when entering and exiting the parking lot.
- When in the parking lot, please walk to your child. Do not allow your child to run to you.
- If a child is eligible for busing and chooses not to ride the bus, parents must notify the school in writing that the child will walk or ride in a car to school.
- Cars picking up students should exit the parking lot as quickly as possible to allow for the school bus pickup and departure.

## **E-MAIL PROTOCOL**

Parents/guardians who e-mail a teacher should follow up with a phone call to that teacher's voice mail if there is no reply/acknowledgement within a reasonable period of time. If there is still no acknowledgement, please contact the principal.

## **EMERGENCY NO SCHOOL DAYS**

In the event of inclement weather:

- Parents will be notified by e-mail, text and phone call through our communication system, SJS Connect.
- Saint Joseph School will announce school closings on television Channels 7 and Fox 25. If the Town of Holbrook has no school, Saint Joseph School will have no school. The same holds true for delayed openings.
- In the event Holbrook has school on stormy days, Saint Joseph School reserves the right to cancel school because students from other towns are currently enrolled in our school. There will also be a message left on the school answering machine concerning a school closing or a delayed opening, e-mails will also be sent to parents.

- If school has to be dismissed during the school day due to inclement weather or an emergency, an announcement will be made on the same stations.
- Students will be released from the school office in inclement weather at any time if parents/guardians come to the school and request that their children be dismissed.
- If there is no school because of inclement weather, there will be no extra curricular activities such as basketball, play practice, etc. There are no exceptions.

### **EMERGENCY CARDS**

An emergency form is sent home with every student on the first day of school. It can also be downloaded from our website. This form must be returned immediately at the beginning of the school year. For the protection of your child, it is imperative that the office be alerted to any change in this form. We need three copies of this information. One is for the child's teacher, one is for the nurse and one is for the office. Please notify the classroom teacher in writing, if there is a change of address, email, telephone number, emergency number or emergency contact.

Email and telephone numbers given on the card indicate the parent/guardian's permission for the school to contact the persons listed. If your child is sick, the school must be able to reach a parent/guardian or another designated person to pick up your child.

### **EXTENDED DAY PROGRAM**

Saint Joseph School offers an extended day program for students in full day Pre-K - Grade 8. Our goal in the Extended Day program is to provide a warm, safe and Christian environment for the children.

#### **After Care**

Students must be registered for the program, which operates on school days from 2:25 p.m. to 6:00 p.m. The cost of After Care is \$4.00/half hour. If a child is placed in After Care because they have not been picked up on time, the fee will be added to the cost of tuition. Any outstanding or unpaid bills will be added to the tuition payment and FACTS.

#### **Before Care**

Saint Joseph School also offers Before Care from 6:45am – 7:30am. The cost is \$5.00/day and is held in Ms. Choate's classroom. Contact the main office to register.

Please remember that there will be **NO** extended day program on the half-day before Thanksgiving, Christmas, and the last day of school. For information, please contact Joanne Jensen.

### **EXTRACURRICULAR ACTIVITIES**

In order to participate in basketball, cheerleading and other extracurricular activities, students must achieve passing grades in all subjects on their report cards. If a student is declared ineligible, he/she can only become eligible when the next report card is issued and all grades are passing/satisfactory. Certain disciplinary actions may also prevent students from participating in such activities.

All students involved in sports programs at Saint Joseph School must have health insurance. They must have also attended school on the day they are to play (unless otherwise approved by the principal). Conduct of all players at school, at home, at all games, must reflect the Code of Conduct of Saint Joseph School.

## EXTRA HELP

Extra help is available to all students who desire it provided class application (effort) is obvious to the teacher. Arrangements should be made with the teacher when extra help is desired. At the beginning of the school year, Middle School teachers will schedule at least one day a week when they are available to provide extra help after school.

## FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The classroom teachers instruct students in the correct exit procedure. Fire drills are scheduled and monitored by the Holbrook Fire Department.

## GRADE RETENTION

In order to move to the next grade level, students must satisfactorily complete the curriculum requirements for their current grade and be absent for fewer than 21 days. Teachers will notify parents/guardians that a child will be retained by May 1. Parents/guardians objecting to the teacher's decision should meet with the teacher and principal. The final decision, however, will rest with the principal after consultation with the teacher and the parent(s)/guardian(s). A 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> Grader must attend summer school or be tutored during the summer, if they have failed a major subject for the year. A certificate of completion must be presented when the child returns to school the following September.

## GRADUATION REQUIREMENTS

Diplomas will be awarded to students who have successfully completed the program of studies and are in good standing with the school. A list of pre-graduation activities and costs will be sent home in the spring. All tuition bills, as well as payments for lost books and damaged property, must be paid by May 1<sup>st</sup>, or the pastor and principal reserve the right to determine a student's participation in graduation activities.

## GUIDELINES FOR KEEPING CHILDREN HOME

The following medical conditions should prevent a child from coming to school:

- The student has a cold in early contagious stages (coughing, sneezing, watering eyes, etc.).
- The student has a body temperature of 99 degrees or above in the morning before school. **Children should not return to school until that temperature is normal for 24 hours.**
- Students experience vomiting or diarrhea should not return to school until 24 hours after the last episode.
- The student has a sore throat for more than 24 hours. Please consult a pediatrician because a throat culture is indicated. If there is a strep infection, the child may return to school after 24 hours of antibiotic; however, 48 hours is preferred.
- No child may attend school with an undiagnosed rash.
- If a child has chicken pox, the child should be home for 5-8 days after the last crop has appeared. A student may not return until all lesions have crusted over or completely disappeared.
- If a child has an infection such as ringworm, scabies, conjunctivitis, or impetigo, the child may return to school after 24 hours of topical (skin) treatment or 24 hours of oral antibiotics, if indicated.
- A note from a physician must be submitted if a student is absent for five or more consecutive days because of illness.



## HEALTH SERVICE

Saint Joseph School employs a full-time nurse. She is on duty from 8:00am -2:00pm every day. If a student becomes ill during the school day, arrangements may be made for the child to go home. If we are unable to reach the parent or guardian, the person designated on the emergency form will be contacted. If your child has been sent home with a fever or vomiting, they may not return to school for 24 hours after the fever and or vomiting has stopped. This assists the school in containing a virus, and also insures that your child is well enough to attend school.

For purposes of safety and effective monitoring of medication, students are not allowed to carry or self-administer any medication during the school day. While this procedure may seem like an inconvenience, it is imperative for safety that this regulation be followed.

### **Medical Records, Physicals and Immunization**

Massachusetts law requires physical examinations and updated immunizations for all students entering Pre-K, K, Grade 4 and Grade 7. This information is also required for all new students entering Saint Joseph School, regardless of the grade. The physical exam must be done within one year prior to the start of the school year. Medical records must be received by the school prior to September 1<sup>st</sup> of each school year.

### **Medications**

If a student must take any form of medication (prescription medicines as well as over-the-counter medicines) during the school day, forms filled out by the physician and the parents/guardians must be submitted to the school nurse. These forms are available from the nurse. All prescription medicines must be in the original containers. All medication (prescription or over the counter) in the original pharmacy container must be brought to the school nurse by a parent/guardian. Do not send any medication to school with your child.

Administration, Teachers and Staff, excluding the nurses, are not allowed to dispense medications of any kind.

## HOMEWORK

The purpose of homework is to reinforce what has been taught during the day/week. It assists both teachers and students. The following is a **general** rule of thumb regarding time spent each night. Although homework may be lighter on the week-ends, it will be given to students in Grades 5-8. Students in Grades 1-4 should be reading and doing math facts during the week AND on the week-end.

Grades 1-3	1/2 hour including reading and math facts
Grades 4-5	1 hour
Grades 6-7-8	2 to 3 hours

Where a student has several teachers and the homework load, excluding long-term projects, exceeds these amounts, students or their parents/guardians should inform the teachers. The same holds true if the backpacks exceed more than 20% of a child's body weight.

Apart from long-term assignments, homework will **not** be scheduled over weekends or school vacations in Grades 1-5 and should be kept to a minimum in Grades 6-8. EVERY child should be reading EVERY night for no less than 20 minutes. If a child is too young to read, a parent or older sibling should be reading to them.

Per the principal's discretion, homework will not be assigned for those nights when students return to the school

(Arts Exhibit, Sports Awards, Meet the Teacher Night, play dress rehearsal/performances, and other such activities). During the week of Stanford 10 Testing, students in Grades 2-8 will not receive homework and tests will not be given. In addition, projects or long-term assignments will not be due during that week. Participation as a player in or cheerleader at basketball games, school or C.Y.O., does not constitute a night to be excused from homework.

Students will NOT be kept in from recess to complete assignments without a note from a parent. However, assignments will be completed after school at the discretion of the teacher. Parents/Guardians are responsible for picking up children on time when they must remain after school.

### **LUNCH PROGRAM**

The Saint Joseph School Lunch Program provides hot lunches prepared daily by the cafeteria staff.

- Students are offered servings from four major food groups and the lunches meet the daily requirements established by the federal government.
- All students have the opportunity to purchase a cold or hot lunch.
- Children of eligible families may receive a free or reduced lunch.
- No fast food lunches such as Burger King, McDonald's, etc. are permitted. Students are not allowed to bring soft drinks to school.

The Saint Joseph School Lunch Program is paid for with SchoolCafe. All families must register with SchoolCafe in September and keep lunch balances up-to-date throughout the year.

### **LUNCH RECESS**

The students go outside after lunch unless it is raining or extremely cold. Children should dress appropriately for the weather conditions, and should anticipate outdoor recess.

### **PHYSICAL EDUCATION**

All students are required by Massachusetts' law to participate in the school's physical education program. If, because of medical reasons, a child cannot participate, please send a doctor's certificate indicating this to the school nurse. All students must have goggles, sneakers, cords to secure eyeglasses and other such items identified by the physical education teacher. See the paragraph under "Dress Code" for gym uniform requirements.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued three times a year (as long as tuition payments are not in arrears according to the principal's discretion) for students in Grades 1-8. Absence and tardiness as well as conduct and effort are reported as well. Kindergarten students will receive report cards in March and June. Pre-K students will receive progress reports in March and June. Teachers will communicate with parents halfway thru a term, if a child is doing poorly or has a failing grade.

Parents/guardians are asked to examine report cards carefully. A parent/guardian's signature indicates that the report has been thoroughly examined. Parents/guardians desiring more information should make an appointment with the teachers involved either by note, telephone message or E-mail. All teachers are ready and willing to consult with the parents/guardians regarding their children's strengths and weaknesses. Scheduled parent-teacher meetings will take place in December for Pre-K through Grade 8.

A+ 98-100	A 93-97	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60 - 62

## **HONOR ROLL**

Students in Grades 5 - 8 are eligible for the Honor Roll.

- To receive "High Honors," a student must achieve a 90 or better in all subjects.
- To receive "Honors," a student must achieve an 80 or better in all subjects.
- All Honors students must receive at least a "Satisfactory" in both conduct and effort, as well as in all subjects including Specials (Art, Music, Gym, and Computers).
- The general conduct grade reflects the behavior and attitude of each student in all places on school grounds and to all community members, both faculty and students.

## **RECORDS**

The Family Educational Rights and Privacy Act of 1975 allow parents/guardians to view records. The records for each child include academic transcripts, academic testing, health records, and emergency cards. If parents/guardians wish to view records, it is necessary to make a request in writing and give twenty-four hours' notice. However, no copying of records is permitted.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents/guardians have the right to expect that their children will be provided a learning environment of the highest quality. Parents/guardians, therefore, have the responsibility to:

- Foster in their children positive attitudes towards self, others, school and community.
- Develop in their children a respect for authority.
- Prepare their children to assume responsibility for their own behavior.
- Recognize that the school staff acts on behalf of parents/guardians while their children are in school or involved in school-related activities.
- Support administration and staff in the implementation of the Code of Conduct.
- Ensure that their children attend school on a regular basis and are prepared to learn.

## **STUDENT LIFE**

The Parent Organization serves to strengthen the link between the home and the school and promotes social and athletic activities for the students and parents/guardians in the school environment. The PO sponsors and staffs a variety of activities and organizes volunteer programs within the school. Parents/guardians are asked to join the PO and participate as time and talents permit. A listing of PO sponsored programs is given at the beginning of the school year and updated on the school Web site.

## UNIFORM POLICY

The official Uniform Company is **J. B. Pride, 1471 Main Street, South Weymouth, MA; (781) 812-2561, [www.jbprideuniforms.com](http://www.jbprideuniforms.com)**. The School Code for St. Joseph School is 064.

The school's dress code stems from the mission of Saint Joseph School. The school strives to celebrate each child's individuality by recognizing their God-given talents and abilities. Deviations from the dress code can be a distraction from the actual important differences among students. In addition, many of our students will be asked to conform to a similar dress code in high school. Conformity now will alleviate some hard-learned lessons later. All students attending the school are to be in full uniform at all times unless permission has been granted from the principal to do otherwise. There is no uniform requirement for Pre-K. Comfortable clothes are encouraged.

Please contact Rosa Hutchinson if you need specific information on your child's uniform. Please contact the school office if you are in doubt about any item before making a purchase.

We ask parents/guardians to supervise the uniform and not permit inappropriate alteration of it. All students are expected to adhere to the uniform regulations as stated below. If for any reason a student is unable to wear the required uniform for a day to two, a note should be written to the classroom teacher explaining the reason for not wearing the uniform.

### GIRLS

#### **Kindergarten to Grade 6**

- *Uniform jumper* – must be worn at the knee or below.
- *Navy Pants* – only those sold on J.B. Pride Web Site (November 1 – April 1)
- *Blouse* – white or yellow (round collar) long or short-sleeved.
- *Sweater* – uniform sweater only – crew neck, V-neck or cardigan – green or navy
- *Socks* – knee socks, ankle socks or tights – navy, green or white
- *Shoes*
  - Kindergarten – 3
    - No sneakers or sneaker-like shoes - except on gym day
    - Rubber-soled shoes only
    - No heels, platform, sling-back, open-toe shoes of any kind
    - No flip flops or boots
  - 4 – 8
    - No sneakers or sneaker-like shoes - except on gym day
    - No platform, sling-back, open-toe shoes of any kind
    - No flip flops or boots
    - Heels may be no higher than 1 1/2 inches
- *Warm Weather Option* – September – November 1 and April 1 - June
  - Navy SJS skort with blue or white SJS short-sleeved polo shirt

#### **Grade 7 - 8**

- *Plaid Skirt* – must be worn at the knee or below.
- *Blouse* – white oxford blouse with button-down collar long or short-sleeved
- *Sweater* – wine sweater embroidered with SJS, V-neck pullover, or vest
- *Socks* – wine or navy knee socks or tights – opaque or cable
- *Shoes*
  - No sneakers or sneaker-like shoes - except on gym day
  - No platform, sling-back, open-toe shoes of any kind
  - No flip flops or boots
  - Heels may be no higher than 1 1/2 inches

- Girls may not bring a purse to school
- *Warm Weather Option* – September – November 1 and April 1 - June
  - Navy embroidered SJS skort with white or wine SJS short-sleeved polo shirt

## **BOYS**

### **Kindergarten to Grade 6**

- *Uniform pants* – navy blue plain or corduroy (no jeans or baggy pants)
- *Shirt* – uniform knit shirt, light blue, long or short-sleeved
- *Sweater* – uniform sweater only – crew neck, V-neck, cardigan or vest – navy
- *Shoes*
  - No sneakers or sneaker-like shoes - except on gym day
  - No work style boots should be worn
- Belts must be worn at all times
- Boys may not wear hats.
- *Warm Weather Option* – September – November 1 and April 1 - June
  - Blue shorts with blue SJS short-sleeved polo shirt

### **Grade 7 - 8**

- *Uniform pants* – navy blue dress pants (do not have to be purchased from JB Edwards)
- *Shirt* – white oxford shirt – long or short-sleeved
- *Tie* – regimental striped tie
- *Sweater* - crew neck, V-neck, pullover or cardigan – navy
- *Shoes*
  - No sneakers or sneaker-like shoes - except on gym day
  - No work style boots should be worn
- Belts must be worn at all times
- Boys may not wear hats.
- *Warm Weather Option* – September – November 1 and April 1 - June
  - Blue shorts with maroon SJS short-sleeved polo shirt

## **GYM UNIFORM**

- Sweat suit or T-shirt & shorts with sneakers
- Shorts may only be work ONLY until October 1 and after May 1

## **MAKEUP & JEWELRY**

- Makeup is not permitted during the school day including eye-makeup.
- Only clear nail polish may be worn.
- Only clear chapstick may be worn.
- Students should not wear jewelry to school except for small, post-type earrings. No more than one earring per ear. Dangling and large hoop earrings are not allowed.
- Students may wear watches.
- Boys are not allowed to wear earrings of any kind, or chains.
- Tattoos are not allowed.
- Facial piercings are not allowed.

## **HAIR**

- Conservative haircuts that are suitable with the concept of uniforms are required.
- Hair must be natural color.
- No bleached, dyed hair or colored hair is permitted.
- Boys hair must be kept short and neat. Hair must not fall below the eyebrow, cover the ears or touch the collar and can not have shaved “skin head” type hair cuts..

- No sideburns or facial hair allowed.
- No faddish haircuts are permitted.
- The principal may determine whether or not a hairstyle is appropriate for school.

### **OTHER NOTES**

- For all students, the sweaters listed on the J.B. Edwards website are the ONLY sweaters that may be worn in school.
- Sweaters for grades K – 6 are OPTIONAL.
- For grade K – 6, the navy pants listed on the J.B. Edwards website are the ONLY pants that may be worn in school.

### **DRESS DOWN DAYS**

Periodic dress-down days are held. The following are not acceptable dress for these days:

- Tank Tops
- Shorts or skirts that are more than 2 inches above the knees
- Sandals or flip-flops
- No high heels
- Ripped or torn clothing
- Inappropriate writing, sayings or pictures on shirts
- Flannel pants
- Cropped tops – all tops must cover the midriff and navel completely
- Pajamas
- Neither hats nor boots may be worn inside the buildings
- No make-up or hoop earrings
- Inappropriate location of writing

*These clothes are also unacceptable for field trips, play practice, or any other activities at Saint Joseph School.*

### **SCHOOL DISCIPLINE**

#### **Overview**

Saint Joseph School's Pre-K - Grade 8 educational structure strives to foster an atmosphere that focuses on developing self-discipline and behavioral responsibility. These are seen as key factors in helping students direct their own efforts effectively toward educational growth and worthy citizenship. A Code of Conduct utilizing a system of progressive discipline has been developed outlining a discipline and behavioral responsibility program.

The word “discipline” is derived from the word “disciple,” which means “to teach.” Too often, those in education and management feel that discipline is exclusively a method of “punishment.” Although punishment is sometimes the result of certain forms of discipline, it is not really the primary purpose of discipline.

Any student who acts in a manner inconsistent with the Saint Joseph School Code of Conduct, as outlined in this handbook, will be subject to Progressive Discipline. Responsibility for imposing proper discipline rests in the first instance with the student's teacher. Situations involving serious discipline or repeated occurrences will ordinarily be reviewed with parents/guardians and the principal.

#### **General Standards Of Behavior**

Appropriate behavior is an external demonstration of our mission and good manners. Appropriate behavior is expected at all times. Students must conduct themselves in an orderly fashion in the classroom, at recess, during lunch, in lines, in the lavatories, in all areas of the school and grounds, going to and from school and any school related activities.

Respect for the rights of others is of paramount importance.

Well-disciplined behavior is an essential ingredient that supports learning and insures the safety of all members of the community.

Students must show respect and act with courtesy at all times in their words and actions to the clergy, school staff, parents/guardians, volunteers and each other.

Students must display honesty in their daily interactions the clergy, school staff, parents/guardians, volunteers, and each other.

Private, public and school properties are to be treated with care and respect.

Students' behavior will be in keeping with the philosophy of the school's mission at all times.

### **Progressive Discipline**

The following chronicles the ordinary progression in the disciplinary process at Saint Joseph School, but **the Administration reserves the right to impose any level of discipline depending on the nature or severity of the infraction. Immediate expulsion, given the gravity of an offense, may be imposed at the discretion of the principal and at any time.**

#### **Progressive Discipline – Stage I**

Violation or infractions, as outlined in the handbook, will be handled by the classroom teacher and will result in the following progression of the discipline action.

- A. Verbal warning from classroom teacher/administrator, or
- B. Subsequent “minor” infractions or a single egregious one may include loss of privileges and a written notice

#### **Progressive Discipline – Stage II**

Students who repeatedly disregard the standards of conduct of the Saint Joseph School community will be subject to the Stage II disciplinary procedure, which will require a meeting with the students, the parents/guardians and the principal.

#### **Progressive Discipline - Stage III**

Students who have progressed through Stage II of the Progressive Discipline process and still show a consistent disregard of the standards of conduct of the Saint Joseph School will be subject to Stage III, which includes a meeting with the principal and parents/guardians to discuss further disciplinary action. At this time, a suspension ranging from 1-3 days will be imposed and/or a Behavior Contract will be entered into with the student and parents/guardians and the school. This contract will state that if the student's behavior does not improve significantly, the student will be asked to leave Saint Joseph School for the remainder of the school year.

During an academic based suspension (e.g., cheating), the offender will receive zeroes in class work, quizzes, homework, and tests.

## **Specific Disciplinary Regulations**

The offenses mentioned below are major infractions of the school disciplinary code and may result in suspension for a minimum period of one to three days, expulsion and could result in legal prosecution. Any student facing a suspension will be given notice of the charges and the parents/guardians notified.

A student in violation of any of these policies, in addition to school disciplinary action, will be referred to the appropriate authorities.

- Possession of weapons (knives, guns, etc.)
- Striking a teacher, administrator, staff member, aide or volunteer
- Fire – starting or attempting to start a fire in a school building or on school grounds
- Bomb scares, turning in a false fire alarm, willfully discharging a fire extinguisher
- Violation of the civil rights of any member of the school community including but not limited to pejorative references to ethnicity, religion, culture, physical limitations, gender, and/or gender preference
- The use, possession, or sale of alcohol, tobacco, tobacco products and/or drugs on school grounds
- Willful physical assault (serious fighting)
- Vandalism of any kind, including but not limited to writing on books, walls, doors, desks, chairs, and other parish property
- Tampering with any school computer or computer program
- Any and all other serious offenses, single or repeated, resulting in emotional discomfort or physical danger to other students or staff, significant damage to parish property, or disruption of the educational process, may be a suspendable offense, if not a cause for expulsion for the rest of the school year or longer.

## **Other Infractions**

Discipline up to and including suspension and expulsion may be meted out to students who commit the following single offenses:

- Bullying
- Disobedience or disrespect to school staff or volunteer
- Truancy, tardiness for classes, or skipping classes or leaving the school without permission or deliberately staying behind in an unsupervised area
- Entering the school without permission or supervision before or after school or on days off
- Being in an unauthorized part of the building
- Dishonesty or deliberate lying
- Cheating on tests or copying of homework
- Discrimination or any sort of physical or verbal harassment
- Biting, spitting, temper tantrums, or any physical contact which includes hitting and slapping
- Loitering in the lavatories or the hallways
- Not obtaining permission to use the lavatory at times other than those designated by a teacher
- Throwing of snowballs or other objects
- Using vulgar language or making obscene gestures
- Not paying for any lost book
- Theft of individual or school property



- The use of pagers, cell phones, text messaging, Ipods, Ipads or electronic games on school grounds is not permitted without the expressed permission of a teacher or administrator.
- Eating in class or not observing snack-time rules
- Throwing food/other objects in the cafeteria
- Chewing gum or eating any kind of candy
- Consistently not completing homework assignments
- Disruptive behavior in class - speaking out, passing notes, etc.
- Running in the corridors
- Wearing hats inside any of the school buildings
- Failure to bring back required school notes, progress reports or parent signed papers on time
- Littering
- Using obscene language

### **SCHOOL HOURS**

School hours for students in Grades Pre-K - 8 are 7:40am – 2:25pm. Students will be marked tardy if they are not in their classrooms by 7:40am. (Bus students are exceptions to this rule).

Upon arrival, all students will enter the building and go directly to either the gym or their classrooms where teachers will be waiting to supervise them. At 7:40 a.m., teachers in Grades 1-8 will escort their students to the gym to Morning Prayer

Early release is at 11:30am.

### **SCHOOL BUSES**

Riding a school bus is a privilege enjoyed by students in grades K – 6 who live in Holbrook and are beyond a reasonable walking distance from school. The Town of Holbrook School Department schedules buses and routes. St. Joseph School follows this schedule. The safety of all passengers is a major concern of the Bus Company, school authorities and parents/guardians. Improper behavior or actions, which interferes with the safe conduct of the school bus will be reported, investigated and acted upon by the school and/or bus company.

The following are some general rules:

- Acceptable public manners and conduct must be observed at the school bus stop.
- Students, upon dismissal, must walk to their busses.
- Upon boarding a bus, students must be seated. Undue noise, throwing of objects, pushing, shoving, or wrestling are positively prohibited for reasons of safety for all passengers.
- Littering or defacing of the bus is an egregious offense.
- Students are not to stand up on a school bus until the bus comes to a complete stop and the driver opens the door.
- After being discharged at a school bus stop, students must cross the street if necessary in front of the bus. They must cross far enough ahead of the bus so that the driver may adequately observe them.
- The emergency door is used for emergency exit only. Children must not touch safety equipment on the bus.

Students must understand that a school bus is an extension of school property and that the same code of conduct with appropriate consequences will apply for bus misbehavior as it applies to school misbehavior.

Depending on the severity of the offense, in addition to the stages of Progressive Discipline stated previously, revocation of the bus privilege is possible. Depending upon the severity of each case, such revocation may be temporary (one week), extended (one month), or permanent (the remainder of the school year).

**NOTE:** The rules concerning behavior on school buses also pertain to field trip buses.

### **SEXUAL HARASSMENT - STUDENTS**

Saint Joseph School is committed to making the school free from sexual harassment. This means that the school prohibits harassment made by someone from or in the school. Sexual harassment includes but is not limited to such actions as unwelcome sexual advances; requests for sexual favors; pejorative comments regarding sexual preference; and verbal, visual, or physical conduct of a sexual nature by someone from or in the school.

The school prohibits conduct that has the purpose or effect of having a negative impact on the student's emotional well being, academic performance, or of creating an intimidating, hostile or offensive educational environment.

The school further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Sexual harassment or the perception of it should be reported to a school administrator as soon as possible.

### **THE LEARNING CENTER**

Acceptance into The Learning Center program is based on an appropriate educational evaluation, followed by an educational plan drawn up by a school district or other pre-approved person or agency. In certain instances, a primary teacher may recommend a student for additional support. If you are concerned about your child, or have questions about the testing process, please direct your inquiries to the classroom teacher, Mrs. Hawley, Mrs. Tolson or Miss Barnes.

### **TUITION**

Tuition rates are approved by the pastor, after consultation with the School Board and the Parish Finance Council in March prior to the start of the school year. Once the final rates are determined, parents/guardians must choose one of these payment options:

- |           |   |
|-----------|---|
| Option I  | Paid in full directly to the school by June 1   |
| Option II | Contract with FACTS Management Company to pay tuition via automatic debit from your bank account. |

Report cards will not be distributed to students whose families are in arrears until payments are made and/or checks have cleared. In addition, parents may be asked to keep their children home until arrangements have been made for tuition payments. Please speak to the principal to discuss extenuating circumstances to avoid these types of situations. The pastor and principal must approve any exceptions to the tuition policy.