

# ST. JOSEPH SCHOOL PARENT HANDBOOK



## MISSION STATEMENT

*The school community of St. Joseph gathers together in Christ to explore the richness of our faith, in our study of the created world and our part in it. We educate our students to become responsible, spiritual young adults who are respectful of themselves and others and who use their gifts and talents to make positive contributions to our church and world.*

### PURPOSE AND USE OF HANDBOOK

This book exists to foster the efficient operation of the school. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians. Parents will be required to submit, to the school, written acknowledgment of having received and read this book.

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal; may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

## **AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

## **ADMISSION REQUIREMENTS**

### *Non Discrimination Policy*

Catholic schools in the Diocese of Metuchen admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national, ethnic origin, or the sexual orientation of a student's parents/guardians in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. (This policy is in keeping with Internal Revenue Procedure 75-50).

In complying with this Policy, the following Procedures shall be observed:

- Children from another Diocese are eligible to apply for admission to a Catholic school in the Diocese.
- Priority is given to families who are active members of the parish(es) that sponsor the school.
- Parents who are active in one parish of the Diocese are eligible to apply for admission to a school sponsored by another parish.
- Children of other religious denominations are eligible to apply for admission to a Catholic school in the Diocese.
- New admissions must present an original birth certificate, baptismal certificate, and documented proof of immunization.
- The school reserves the right to objectively determine if the student demonstrates the potential to be academically successful in the program of studies.

St. Joseph School is a private elementary school operated by St. Joseph Parish that provides education from Grade Pre-Kindergarten through 8.

### *Entrance Requirements*

Pupils must be ages 3, 4 and 5 as of October 1<sup>st</sup> of the year of admission to Pre-K and Kindergarten respectively.

The school retains the right to test any applicant and not to accept such student if the teacher and principal agree that the best interest of that student would be met by a delay of one year in the introduction to the educational process.

Transfer students shall be admitted on a conditional basis. The statement of "Conditional Acceptance of Enrollment" that is assigned by their parent indicated that they recognize the right of the school to terminate the enrollment if they have not properly informed the school of the reasons for the transfer, or if during the first two marking periods of enrollment a child behaves in a manner which, in the judgment of the school, disrupts the orderly operation of the school.

## **OFFICIAL DOCUMENTS REQUIRED FOR ADMISSION**

The following documents are required of all applicants to the school:

- Birth Certificate
- Baptismal Certificate (only for Catholic students)
- Social Security Number
- Record of Immunizations

DPT – a minimum of four doses

OPV – a minimum of three doses provided at least one dose is given on or after the fourth birthday.

MEASLES VACCINE – one dose administered on or after the first birthday.

RUBELLA VACCINE – administered on or after the first birthday.

- Children who were immunized before the first birthday are to be reimmunized.
- Mumps vaccine – one dose administered on or after the first birthday. Children who were immunized before the first birthday are to be reimmunized.

*AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED. NO REQUESTS FOR RELIGIOUS EXEMPTIONS WILL BE CONSIDERED.*

### **ATHLETIC ASSOCIATION**

The St. Joseph Athletic Association is an extra-curricular activity that provides basketball and cheerleading activities for parish and school students from grades 1 to 8.

The goal of the Athletic Association is to provide a healthful activity for our student athletes whereby they may develop both body and mind. We recognize that participants in our program are in their formative and impressive years which make the program so important. Teaching fair play, teamwork, self-discipline, loyalty, and courage is the primary goal; winning the championship, is secondary.

Behavior and grades will determine continued participation in this activity.

### **ATTENDANCE**

**TARDINESS:** Successful students are on time and prepared for class. These are the most important qualities employers look for in workers, and students are expected to meet this standard at St. Joseph School. Students arriving in the building after 8:00am are late for school and should report directly to the School Office for a late slip for presentation to their teacher. Tardiness is very disruptive to a class. If students are habitually tardy, their parents will be notified by the principal. Habitual tardiness will preclude recognition for perfect attendance for any student even if that student is never absent. Being on time demonstrates courtesy and respect for others.

**ABSENCES:** it is to be understood that most students will be absent for legitimate reasons during the course of the school year. Excessive absences, however, can result in reduced learning, which will be reflected in the grades given in various subjects. Excessive absences of 19 days or the equivalent of 19 days including tardiness can be cause for a student to be retained in the current grade for another year. On the days that a student is to be absent, the parent or guardian shall call the school prior to 9:00am to inform the school of the absence. The number for such notification is 732-541-7111. This is required so that we will not worry about the safety of students not reporting to class on any particular day. If a child is absent and we do not hear from the parent, every effort will be made to get in touch with the parent to ascertain the whereabouts of the student.

In addition to calling the school to report the absence on the day of the absence, parents must, on the day that the student returns, send a note to the school explaining the reason for the absence – a doctor's note is required after 3 days absence.

If work is to be sent home for an absent student, the school must be notified of the desire for such prior to 9:00am. Work will be gathered by the teacher and available at 2:00pm to be sent home with a sibling or neighbor or picked up at the school office by the parent.

Family vacations during the school year are strongly discouraged. They hinder the student's educational progress. Make-up work will be assigned upon the return of the student to school. Make-up work must be completed within a designated time period. All tests must be made up within a week after a student's return. No school work will be given to a child before a scheduled vacation.

Students must be in school at least 4 hours to be counted present for a half day. Any student being excused for medical or other reasons will have their attendance record noted accordingly.

Any student who is absent from school because of illness or disciplinary action will not be permitted to take part in extracurricular activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

#### **BEFORE AND AFTER SCHOOL PROGRAM**

St. Joseph School recognized the need of many parents for supervision of their children at times other than during regular school hours. The Before and After School Program has been established to offer such assistance.

The Before School Program will run from 7:00am until the opening of school. On delayed opening days there will be NO Before School Program. The After School program will run from dismissal of school until 6:00pm.

On those days when the school is closed early because of an emergency, such as a snow storm, there will be NO After School Program.

Children who are not provided with transportation home at regular dismissal time will be placed in the After-Care Program at the hourly rate. Students who participate in an after school activity will be placed in After Care at an hourly charge in the event that they are not provided with transportation home when the activity has ended.

The After School Program ends at 6:00pm. Habitual arrival after 6:00pm may require parents to find other arrangements for the afternoon care of their children.

#### **BIRTHDAY CELEBRATIONS AT ST. JOSEPH SCHOOL ARE FOODLESS.**

Many children look forward to celebrating their birthdays with their classmates. Birthday celebrations are important and classroom teachers will recognize each student's birthday within the classroom. If your child's birthday falls during the summer months, the teacher and student will select a special date for the celebration.

If parents wish to do something extra that does not involve food, drinks, or classroom interruption, they may select from the following suggestions:

- Donate a book to the library in your child's name.
- Donate a book to their child's classroom. The child may want to read it to his/her classmates.
- Send in inexpensive favors for the class, such as stickers, pencils, erasers, or bookmarks.

Please note that it is not necessary to provide anything extra for a child's school celebration. Distributing gifts or gift bags of any kind to classmates will not be permitted. Bouquets of balloons and other celebratory decorations will not be permitted in school as they can be distracting to students' learning.

**PLEASE REMEMBER:** NO FOOD can be sent in. Goodie bags will be returned to sender, if goodie bags contain food. The teacher cannot give it out for food safety reasons.

### **BUS CONDUCT**

Bused students will line up in the gymnasium at dismissal time. They will be led to their bus by their teacher. For the safety of all, orderly, polite conduct must be maintained on the buses at all times. Misconduct may result in temporary or permanent denial of transportation. Permission for a student to go home in any way other than the normal for a particular student will require written permission from the student's parent or guardian or the parent must call the school office prior to 1:45pm.

### **CALENDAR AND SCHEDULE**

A monthly calendar will be given out to the students at the end of each month which will include any unanticipated occurrences.

### **REGULAR SCHOOL DAY SCHEDULE**

7:00 – 7:55am Before School Program  
7:55am School Bell Rings  
2:15pm Dismissal – After School Program Begins  
6:00pm After School Program Ends

- For delayed opening days – you will be contacted via the Honeywell Instant Alert System.

### **EARLY DISMISSAL DAY SCHEDULE**

7:00 – 7:55am Before School Program  
7:55am School Bell Rings  
12:00pm Dismissal – After School Program Begins  
(The exception is an in-school emergency closing)  
6:00pm After School Program Ends

Students are expected to be present every day that school is in session. They should report to the school between 7:45am and 7:55am. Students arriving before 7:45am (unless arriving by bus) are to report to the Before School program room and will be billed accordingly. In a like manner, students not picked up by a parent at dismissal time will be sent to the After School Program and the parents will be billed accordingly.

### **CELL PHONE POLICY**

Cell phone use is prohibited during school hours. Cell phones must be turned into the Main office at the start of the day and picked up at dismissal. This is the student's responsibility. If cell phones are left in backpacks or are on students, they will be sent to the office to be picked up only by the parent.

Cell phones are for before and after school emergencies. They are not to be used at recess. It is extremely important that the school monitor all calls going to and from students during school hours.

Failure to follow rules may result in the loss of cell phone privileges.  
The school is not responsible for lost, stolen or damaged cell phones.

### **CLASS TRIPS**

Class trips to museums or other points of educational benefit will be planned throughout the year. All such trips must be approved by the principal. Each trip will be chaperoned by one or more teachers with the assistance of parents as necessary.

Students must meet the following conditions in order to participate in educational trips:

- All school work is complete and up to date.
- The student is dressed properly for the occasion.
- The student has returned the required permission slip.
- The student is not on suspension at the time of the trip.
- The student has paid any fee required for the trip.
- The parent is current with tuition obligations.

Every effort will be made to keep the cost of educational trips to a minimum. Parents will, however, have to bear the cost of the trips. For certain trips, efforts may be made to do fundraising. In those cases, fairness dictates that all students and parents participate in the fundraising efforts. If monies collected for a trip have been expended or committed for the bus rental, etc., there can be no refund to students who do not participate in the trip.

### **COMMUNICATIONS**

Effective communication is the single – most important factor that assures a positive relationship between the home and the school. Several modes of communication exist to help keep parent informed on policies, activities, upcoming events and student progress. Regular forms of communications include the Monthly Newsletter, Parent Teacher conferences, H.S.A. meetings, progress reports, Power School and the schools' website.

### **COURT ORDERS AFFECTING PARENTS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent must supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations. In the absence of a court order, custody cannot be denied to a parent.

### **CURRICULUM**

The curriculum of St. Joseph School has been developed in accordance with the directives of the curriculum guidelines of the Diocese of Metuchen. The curriculum has taken into consideration the individual needs of the students of the school and the Standards of the State of New Jersey.

While the study of Religion as a subject is important, the attempt to have the students understand and accept Catholic beliefs and practices is a critical part of their development. Non-Catholic students are welcome at St. Joseph School. Such students are expected to understand and agree that the school exists

to educate in a framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

### DETENTION

Since many violations of the rules and regulations deprive other students of learning time, it seems appropriate that the penalty should deprive the offending student of his or her time. At the discretion of the teachers, detention may be used as such a disciplinary action.

Two (2) detentions in one marking period will warrant an X in Self Discipline on the report card.

For morning detention, written notice of at least one day shall be given to parents. The parents shall sign and have the student return such notification. Detentions are served on Fridays.

### DISCIPLINE

Discipline is often a difficult but necessary virtue. We desire that our students understand the need for discipline and acquire responsibility and maturity through self-discipline. The proper attitude toward discipline on the part of a parent and student is essential in order that the child may grow spiritually, mentally and emotionally.

St. Joseph School conforms to the Discipline Policy promulgated by the Department of Education, Diocese of Metuchen, which is reprinted below:

"Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept the consequences of these choices."

Students are expected to be respectful of others and of other's property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school, act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

School authorities shall follow procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise, or supersede the specific language of that document.

- *Physical violence or the threat of physical violence*
- *Bringing weapons to school*
- *Bringing drugs to school*
- *Threatening another person with weapons, drugs, and/or violence*
- *On-going bullying and/or even one instance of bullying that presents an imminent danger to others*
- *Brings to school toys or other objects that can be dangerous or used as a weapon.*

If a student engaged in any one of the aforementioned acts, the Memorandum of Agreement requires that the principal or his/her designee:

- *Call the local police department immediately upon being informed of the student's violation of this policy.*
- *Call the parents to inform them of what has transpired.*

- *Call the appropriate administrator in the Catholic Schools Office and,*
- *Suspend student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office.*

### **DISPLAY OF CHRISTIAN BEHAVIOR**

St. Joseph School is operated by St. Joseph Parish, not only to advance children in academic and physical matters, but to develop their spiritual life as followers of the teaching of Jesus Christ. Therefore, all students at St. Joseph School are expected to show the public display of conduct appropriate for members of the faith.

Students will respond immediately and in a polite manner to any directive given by a member of the school staff. In class, students are expected to cooperate with procedures instituted by their teachers for creating an atmosphere conducive to learning

### **STUDENT ATTIRE AND UNIFORM EXPECTATIONS**

Except for those days on which the school has given permission for other attire (such as dress down day) each student is required to wear a complete, clean uniform

Gym uniforms are to be worn by all the students on the days they have physical education classes.

#### **Winter Uniforms**

**PK3** - Green uniform sweat suits for winter.

Hunter nylon gym shorts with school tee

Shirt for summer uniform.

(Sept 1 thru Oct 31)

(April 15 thru June 15)

Sneakers and white ankle socks everyday

**GIRLS PK4** – plaid jumper with white uniform blouse

**OR** white turtleneck

Jumper length to mid-knee or longer

Green twill pants w/green twill vest/sweater

White Blouse or white turtleneck

Green knee socks

Green or black tights during cold weather

Only green school sweater is to be worn

NO sneakers – only dress shoes

**BOYS PK4** – green school uniform pants

White long sleeve polo shirt

Green school sweater/vest

Socks to the ankle or above

No ties for PK4 boys

NO sneakers - only dress shoes

**GIRLS K-4** – Plaid jumper with white uniform blouse **OR**

White turtleneck Jumper length to mid-knee or longer

Green uniform slacks w/long sleeve blouse or turtleneck

W/green sweater/vest

Green knee socks

Green or black tights during cold weather

Only green school sweater is to be worn

**BOYS K- 4**– Green school uniform pants

uniform white button down collar shirt

Green school sweater/vest

Belt worn at the waist

Socks to ankle or above

Green tie (purchase extra)

NO sneakers – only dress shoes

NO sneakers – only dress shoes  
(Please wear appropriate undergarments with tops)

**GIRLS grade 5-8**– Plaid wrap around pleated  
Kilt knee length or longer  
Or khaki slacks  
White uniform blouse w/Wine V neck sweater/Vest  
Wine colored tights during the cold weather  
Wine knee-hi socks  
NO sneakers – Black/Brown dress shoes  
(Please wear appropriate undergarments with tops)

**BOYS grade 5-8** – khaki pants  
White button collar dress shirt  
Wine V neck sweater/Vest  
Stripe uniform tie (purchase extra)  
Belt worn at the waist  
Crew socks  
NO sneakers – Black/Brown dress shoes

Summer Uniforms  
(Optional for the months of Sept.1 – Oct 31<sup>st</sup> and April 15 – June 15)

Girls & boys in Pre-K through 4:

- Green or khaki walking shorts
- White golf shirts
- White socks to ankle or above
- Sneakers or loafers

Girls & boys in Grades 5 – 8:

- Khaki walking shorts
- Wine golf shirts
- White socks to ankle or above
- Sneakers or loafers

#### **PRE-K THROUGH GRADE 8: JEWELRY**

**GIRLS:**

- One pair stud earrings only
- Cross necklace or Catholic medal
- one finger ring only

**BOYS:**

- No earrings
- Cross necklace or Catholic medal
- one finger ring only

#### **EMERGENCY CLOSING PROCEDURES DELAYED OPENINGS, EARLY DISMISSALS**

St. Joseph School follows the decision of the Carteret Board of Education concerning school closings and early dismissals. When weather or emergency conditions necessitate a delayed opening of the school or that the school is closed for the day. Notification will be sent out via the Honeywell Instant Alert system. If your district has delayed opening for the public school students, your transportation to St. Joseph School will be delayed. Your child will not be marked late because of such a delay. On days that our school has a delayed opening, we will begin school at 9:15am.

If for any emergency reason it should become necessary to dismiss the students prior to the regular dismissal time, every effort will be made to contact the parent or the designated emergency person. If a parent or other responsible adult cannot be reached for a particular child, the instructions given by the parent on the form filed in the office for such an emergency will be followed.

#### **EMERGENCY CRISIS PLAN**

St. Joseph School has in place an emergency crisis plan which has been customized for our school. The school faculty has received in-service training and is prepared to follow the policies indicated in the event of an emergency situation.

## EVALUATION OF THE STUDENTS

Report cards are issued so that students and parents can know how well students are learning the material presented in a particular class. They are issued four times during the school year. Kindergarten students will only receive report cards in January, April and June. Power School enables all parents to access their child's progress at any time.

## EXPULSION

Certain extreme violations of the behavior expected of the students may, in the best interests of the student body, necessitate the permanent removal of the offending student from the school. These violations shall be exemplified by, but not limited to, the carrying of a weapon, arson, gross disorder, intentionally causing injury to another, defacing or destroying school property, gambling, or the possession or use of drugs or alcohol.

The principal, when he/she considers it to be appropriate, shall recommend such a drastic action to the pastor. He, as the spiritual leader of the community, shall make the final determination regarding expulsion. No refund of tuition or fees will be made to the parent for services not rendered to an expelled student.

## FIRE DRILLS

Fire drills are held according to the regulations of the State of New Jersey. Absolute silence must be maintained during the drills so that the students can hear instructions given by the staff.

## GOVERNMENT PROGRAMS

The State of New Jersey provides services for the students enrolled in St. Joseph School. The following are provided:

Health Service – The services of a physician, dentist, and nurse are provided by the State of New Jersey through the Carteret Board of Education, which contracts for these services with the Middlesex County Educational Services Commission.

Chapter 192 – 193 – These funds provide for the identification and help of any student needing supplementary assistance. Service is rendered by employees of the Middlesex Regional Educational Services Commission. No services are provided without the specific approval of the parent.

These services include:

- Examination by a child study team so as to identify students eligible for classification.
- Remedial instruction in Math, Reading/Writing. This is provided for students whose MAPS scores indicate a need.
- Supplemental instruction – this is remedial instruction which addresses particular needs of a classified student.
- Speech correction – all incoming students are screened and sessions are scheduled for students needing help.

## GRADING SYSTEM

Parent-teacher conferences are available at any time and can be made at the request of either the parent or the teacher. The grading system, appropriate to the grade level, is explained on the report card.

## HEALTH SERVICES

MEDICAL SERVICES – Children will receive screening surveys for height, weight, vision, hearing, scoliosis, and dental conditions. Results will be maintained on the student's permanent health record and parents/guardians will be informed in writing of any atypical results.

ILLNESS – The parent or a person designated by the parent will be called to take home any child becoming ill or injured in school. No student will be sent home alone. Emergency forms should be kept up to date when phone numbers are changed. If an illness necessitates the student being absent please see the section earlier in this book entitled "ABSENCES."

## HOME SCHOOL ASSOCIATION (H.S.A.)

Close cooperation between the home and school is most important. To help achieve this, there is a Home School Association at St. Joseph School. The purpose of H.S.A. activities is to aid in the financial support of our school and promote a sense of community. In order that this aim be accomplished, it is necessary that all parents/guardians contribute to and support all activities. The H.S.A. budget helps to offset the financial obligation of both the family and the parish. All parents are invited to be active, full members in the H.S.A. This year a full program of social activities for the family has been planned. These activities, together with the new fundraising ideas that are being implemented should make this a very successful year. Please join us – our children are our future!

## HOMEWORK

Constructive homework is a vital part of a successful learning experience. Teachers expect students to complete assignments and turn it in on time. Teachers will use homework assignments to give the students the opportunity to continue the development of the skills taught in class. Every attempt will be made to make the amount of work assigned consistent with the abilities of the students and the other demands that we recognize are placed upon them.

Parents have an important part in the supervision of the student in doing homework. They are expected to regularly review the work their child does at home. If a teacher requires that an assignment be signed, parents are expected to be sure that it is complete and presented in a manner of which they and their child can be proud. Since homework is an important part of a student's education, the school hopes that other activities will not interfere with the proper completion of homework assignments.

## HONOR ROLLS

Honor rolls are established so as to officially recognize those students in Grades 4 through 8 who deserve praise for the work they have done. Honor roll students demonstrate self-discipline, observe school and class rules and accepts responsibility for actions. For these reasons, the following group will be given such honor at the times when report cards are issued. Grade 4 will be eligible at the beginning of the third marking period.

### *PRINCIPAL'S HONOR ROLL*

All A's, A+'s, without checks for behavior.

### *TEACHER'S HONOR ROLL*

A's & B's without checks for behavior.

### *FINAL EXAMS*

Final exams will be taken by students in grades 5, 6, 7 and 8 so as to have them review the work that they have done and to prepare them for this experience in high school. Students in these grades will be given exams in at least 3 core curriculum subjects.

### **LUNCH PROGRAM**

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or candy. Parents/students may not bring lunches from carry-out restaurants.

### **MEDICATION**

Every effort should be made to arrange medication schedules so that medications are not given during school hours. If it is necessary for a student to receive any medication during the school day, the parent/guardian must complete a medication form and submit it together with a written statement from the physician. The medication must be in a prescription bottle with the student's name, medication identification, exact dosage, time to be given, and date. This bottle must be brought to the school office immediately upon arrival at the school.

Medication must not be brought back and forth to school on a daily basis. Ask your pharmacist to distribute the medication in two prescription bottles if the medication must be given at home and at school.

*COMMUNICABLE DISEASE* – For the protection of all the students, the school should be notified of any communicable disease occurring in the family of a student. Students should not be sent to school when suffering from an undiagnosed rash, or within 24 hours of vomiting and fever.

*PRESCRIPTIVE EYE WEAR* – If a student has the need for prescription glasses, it is the responsibility and obligation of the parent to see that the student comes to school with them.

### **PARENTS AS PRIMARY EDUCATORS**

Parents have begun their child's education in infancy. Saint Joseph School is an extension of this process. The entire faculty has dedicated itself to the education of students entrusted to them, thus becoming partners with parents during these formative years, preparing their children for the future. How well they will benefit from St. Joseph School's educational program depends on their attitude and on their willingness and eagerness to learn and cooperate.

Children of elementary school age are very impressionable and often mirror attitudes and examples of their parents. Recognizing this, the parents are asked to discuss school personnel and policies with appropriate respect when in the presence of their children.

It is very important that there be complete unity in authority between teacher and parent. It is also essential to withhold judgment on what appears to be a grievance until all the facts are known. Parents are asked to keep in mind the following:

- Get the facts from the proper person, not from other parents or students.
- Contact classroom teachers FIRST.
- Discuss the problem with the teacher as soon as possible.
- Contact the Principal, if necessary.

This procedure is stressed because in most cases, the problem can be resolved with little difficulty.

## **PARENT'S ROLE IN EDUCATION**

Just as the parent looks to the school to provide the facilities and the trained personnel essential to the child's proper development, so the school looks to the parents to assume active responsibilities which cannot be delegated to others. No school can be wholly effective in teaching the virtues of religion, honesty, respect for authority, consideration for the rights and the property of others, and adequate standards of personal morality and integrity unless these principals have been established at home. If parents have confidence in the school, cooperate with its program, show respect for school authority, and show integrity, it is likely to be reflected in wholesome attitudes on the part of the children. To help children develop the skills necessary to succeed to the best of their ability, parents must take seriously their obligation to educate their children in an atmosphere which teaches community, doctrine, and service.

## **PARENTAL OBLIGATIONS (FINANCIAL OBLIGATIONS)**

The rate of tuition is established by St. Joseph Parish in accord with diocesan guidelines. The income generated by such tuition pays for only part of the expense of educating the students. The remaining money comes from parish subsidies and fundraising done for the school.

No student will be permitted to participate in field trips, special school day events, or graduation ceremonies until all financial obligations are met.

Families who are members of St. Joseph Parish are expected to be active in the life of the parish. This includes attendance at Mass each weekend and the offering of their time and talents to the church. In addition, they are expected to utilize the envelopes issued to parishioners. Two tuition scales are maintained by the school. One rate has been established for parishioners of St. Joseph Parish, another for all other families.

St. Joseph School reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments during the preceding semester or, in the cases where the preceding semester was the last semester of the school year. To require full tuition payment in advance of re-registration, or registration of a sibling. In addition, the school reserves the right to withhold a student's school record when the family fails to satisfactorily meet tuition payments.

## **PARENTAL RIGHTS TO SCHOOL RECORDS**

St. Joseph School abides by the provisions of applicable law with respect to the right of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parents with access to the student's essential academic records.

## **PERSONAL GROOMING**

Haircuts will not be extreme or faddish. Hair should be its natural color, clean and neatly arranged. The principal reserves the right to determine that a particular haircut or type of haircut is not acceptable in the school. Make-up, lipstick, nail polish and artificial nails will not be permitted.

## **POLICY ON BULLYING**

### ***INTRODUCTION***

The mission of St. Joseph School is to help students to understand the Catholic faith, live this faith and to extend this faith to others in love. We recognize that all members of our school community have a right to be treated with respect and dignity. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment. Bullying and intimidation are actions that are

contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student. We seek to provide an environment in which moral values are taught which help in forming Christ-like character.

### ***SCOPE OF POLICY***

This bullying policy is to be applied to Kindergarten through Grade 8. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. This is already addressed in the student handbook under discipline.

This policy will not apply to Pre-School because it is recognized that these children are very young and are learning social skills. Unkind acts that occur at this level will be handled by the child's teacher. The teacher will work with the student, family and principal (as needed) to address these situations. Bullying is not acceptable behavior at St. Joseph School, en route to and from school, or at school sponsored events. Bullying is defined as the intimidation of others by the real or threatened infliction of written, verbal, physical or electronically transmitted acts, emotional abuse or through attacks on the property of another. Bullying in violation of school policy must be "repeated against the same student over time". An isolated incident, however egregious, is not "bullying". Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim.

### ***BULLYING BY DEFINITION***

Bullying, harassment or intimidation means any of the following: any intentional written, verbal, electron (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - Wire, radio. Electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **LOCATION**

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services.) Conduct that occurs off-campus, e.g. harassment over the internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

### **INTERVENTION**

We expect that students' behaviors should reflect the child's age, level of development and maturity. Consequences will take into consideration these factors. Consequences for students who have committed acts of bullying may range from behavioral interventions up to and including suspensions or expulsion. The disciplinary actions shall balance the need for accountability with the need to reach appropriate behavior and may include:

1. Be denied recess time.
2. Be assigned a writing exercise examining behavior to be signed by parent.
3. Receive a detention.
4. Separation from peers within classroom to extent possible.
5. In-school suspension.
6. Out-of-school suspension.
7. Expulsion.

**NOTE:** Disciplinary actions will NOT necessarily be taken immediately solely on the basis of a report made by a student or a parent/guardian. Investigation of the report will take place prior to any disciplinary action.

The principal and teachers are responsible for receiving reports of acts of bullying. Acts of bullying can be reported to any school employee who will in turn report the act. The principal or designee will conduct a prompt and thorough investigation of the alleged incident of bullying. In doing so, the principal or designee will determine if the incident violates the school policy.

With parental support we would like to see our students develop the skills needed to stand up for themselves or for the student being bullied, and refrain from joining in bullying behavior.

### **PROMOTION / GRADUATION**

Any student who has an average of F in a major subject for the year must attend an approved summer session and receive a passing grade in order to be promoted to the next grade level. Eighth grade students who fail a major subject for the year must satisfactorily pass the subject in an approved summer session before they receive a diploma. Students with unresolved failures may not be permitted to return to school in the fall and will not be promoted to the next grade.

### **RESTITUTION**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost text books before any final reports, transcripts, or diplomas are presented.

### **SCHOOL INSURANCE**

All students are covered by the Diocesan School Insurance Policy. Also, a separate (optional) policy is offered to students from Bollinger each September.

### **SCHOOL MASSES AND THE SACRAMENT OF PENANCE**

The students and faculty of the school will attend Mass as a community. The days for this activity will be chosen so as to allow the students and faculty to observe and benefit from particular feasts or celebrations of the liturgical year. Other masses and prayer services will be celebrated by individual classes. Students in Grades 3 through 8 will be given the opportunity to receive the Sacrament of Reconciliation during both Advent and Lent.

### **SERVICE OBLIGATIONS**

All school families are required to participate in the fund-raising activities of the school and H.S.A. These activities will include the purchasing of SCRIP and other ways of generating funds. Families who opt to pay the prescribed fee in lieu of service must make such arrangements and pay the appropriate fee on the dates due. St. Joseph School reserves the right to deny registration for the following year of any student or a sibling of a student whose family fails to satisfactorily meet service obligations during the preceding year.

### **SUSPENSION**

If a particular infraction of the rules or regulations is an open defiance of authority and jeopardizes other students, it may result in the removal of the student from class. The principal shall determine the length and type of suspension in consideration of the seriousness of the offense and the grade of the student.

### **IN-SCHOOL SUSPENSION**

A student is assigned to a work station other than his or her regular classroom for the duration of the suspension. All work that would have been done in the regular classroom is to be completed.

### **OUT OF SCHOOL SUSPENSION**

A student is not allowed into the building during such a suspension. All work that would have been done in the regular classroom is to be completed.

### **TECHNOLOGY POLICY**

St. Joseph School follows the Ethical Use of Technology Policy as established by the Diocese of Metuchen. All parents must sign and return to school the Ethical Use of Technology Policy Agreement which is sent home during the first week of school. Unauthorized tampering with computers or emails on the part of students is considered a serious offense and may result in temporary or permanent loss of computer privileges as well as other consequences.

### **TELEPHONES**

Students do not call home to have a forgotten item brought to school. Forgotten items do not constitute an emergency; they reflect a lack of personal responsibility. Please train your child to have school materials organized the night before, ready to go in the morning. Please be sure your child knows where he/she is to go after school.

Please do not call the school to give students messages. Only in an emergency will a message be delivered to a child. Classes will not be interrupted; a child may not leave class to come to the phone.

### **TEXTBOOKS**

The state provides funds to the Carteret Board of Education to provide some textbooks to the students in the school. Parents complete an annual request form for these textbooks. Textbook pages are not to be underlined or highlighted.

### **VISITATION TO THE SCHOOL**

Parents are urged to attend any assembly, Mass, prayer service, or other public activity in which their child is involved. In addition to these public activities, parents are expected to attend parent conferences so as to learn about the progress for their child and the expectations of their child's teacher.

While communications between parents and school personnel are very important, these communications cannot interfere with the classroom teaching. Therefore, parents should request appointments with the teachers when they have questions regarding their children or something that is going on in the school. Parents should send a note to the teacher asking for a phone call or an appointment. Parents may also email the teacher with a request. Anyone visiting the school must enter through the security doors located by the main office. All must sign in/out and receive a visitor's pass. This is both to assure the safety of the students and avoid interference with teachers who are teaching.

<b>NO PARENT OR GUARDIAN MAY GO TO A CLASSROOM DURING SCHOOL WITHOUT THE EXPRESS PERMISSION OF THE OFFICE.</b>
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### **VOLUNTEERS**

For all of the many volunteers that keep our school running, the Diocese requires that you attend a safe environment program called "Protecting God's Children", must be finger printed and fill out the volunteer form. While participation is voluntary, diocesan policy precludes any volunteer from offering their services during the school year without this training. The Virtus Education Program calls for a background screening and attendance at a 2 ½ hour workshop. All parents who wish to chaperone on a field trip must have completed this program ahead of time.

### **WEDNESDAY WEEKLY UPDATES**

In order to improve the communications between home and school, an effort will be made by the school to combine most of the notices being sent home into the Wednesday Envelope. When you receive the envelope, please review the enclosures and then sign and return the envelope the next day. You will use the same envelope for the entire year. There will be a \$1.00 charge for all envelopes that have to be replaced. Please cooperate in returning all forms to school on the day designated.

### **WEEKLY MASS PARTICIPATION**

Participation in the communal celebration of the Sunday Eucharist is a testimony of belonging and of being faithful to Christ and to His Church. The faithful give witness by this to their communion in faith and charity. Together they testify to God's holiness and their hope of salvation. They strengthen one another under the guidance of the Holy Spirit. Children are urged to use weekly collection envelopes to help them to be trained in the spirit of charity.

### **WITHDRAWAL FROM SCHOOL**

Parents must notify the main office in writing several days in advance of the date they intend to transfer their child to another school. All unpaid fees are to be paid at this time and text books and library books

must be returned. School records are not issued to parents. They are mailed to the new school on request from the principal of the new school.

### **SEARCH AND SEIZURE POLICY**

In order to protect the safety, health, property, values, and welfare of the members of the school community, the school reserves the right to call for a search of the student's locker, book bag, desk, automobile, any other object on the school property or the person. Such searches will be with reasonable cause, in the sole opinion of the school administrator, that contraband, illegal substances, or in appropriate objects are concealed. Any unauthorized items found may be seized. Additionally, students desks and lockers, which are at all times under the joint control of the school and student to whom the desk or locker is assigned, may be searched by school administrators at any time, for any reason or for no reason at all.

### **USE OF SCHOOL LOGO**

The design of the school logo must remain intact. No alterations, additions or deletions to any part of the logo are permitted. Any individual, organization or company wishing to use the logo for any purpose must obtain permission to do so from the principal and pastor.

### **CUSTODIAL AND NON-CUSTODIAL PARENTS**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that outlines the non-custodial parents' rights of access to the child, restraining orders, etc. The custodial parent must provide an updated court order at the beginning of each school year. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

I acknowledge receipt of the Handbook containing the policies, rules and regulations for St. Joseph School. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the Handbook. I acknowledge the procedures in place for my child to bring a cell phone to school.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

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Name of Student *(please print the name of the youngest child)*

Grade

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Signature of Parent/Guardian:

Date: