

SAINT JOSEPH SCHOOL PARENT/STUDENT HANDBOOK 2023-2024



MISSION STATEMENT

The school community of Saint 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

The health and safety of Saint Joseph's school community is a top priority. As a private school, Saint Joseph School's administration and security team is afforded the decision-making power to create policy that is in the best interest of the entire community. As such, based on health, safety, security, or other circumstances, this policy may be edited, as necessary. Parents will be notified of these changes and amendments to the handbook

ACCREDITATION

Saint Joseph School is accredited by Cognia, formerly AdvancEd (<https://www.cognia.org/>) Cognia and is a parish school under the auspices of the Diocese of Metuchen.

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.

Saint 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 1st 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
 1. DPT – a minimum of four doses
 2. OPV – a minimum of three doses provided at least one dose is given on or after the fourth birthday.
 3. MEASLES VACCINE – one dose administered on or after the first birthday.
 4. 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.

ADDRESSING DISPUTES WITH THE SCHOOL

The School and parents should strive to communicate with one another in an open and collaborative manner. It is the goal of the School to address parent concerns regarding their child’s experience in the school. In turn, there may be times the School must raise issues pertaining to a student that are related to disciplinary, educational or social issues.

Recognizing that students are best served when families and the School can find mutually agreeable solutions to resolve differences or problems, it may sometimes not be possible to find a solution or compromise to accommodate the needs of the School and the student or their family. It is agreed by the School and the family that it is not an effective manner of communication to bring third parties into the conversation as it impedes collaboration and creates an adversarial relationship.

It is the policy of the School and the Diocese of Metuchen that in the event a family engages an attorney, the student cannot remain in the School as it represents a complete and irrevocable breakdown of the relationship between the School, the student and the family. Accordingly, the student must immediately withdraw from the School. The student is not eligible to be re enrolled at a later time.

ABSENCES AND ATTENDANCE:

Absences and Attendance from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes **“requiring children to regularly attend school.”** (N.J.S.A. 18a:38;25-25)”

Under N.J.S.A. 18A:7F-9, schools must be in session for 180 days. To receive the maximum benefit from classroom and instructional participation it is important that a child report to school each day. Regular attendance is essential to the learning process and establishes good work habits.

There are no excused absences. If a student is not in school for whatever reason, legally they are absent.

An accumulation of eighteen (18) days absent in a school year is considered excessive and often has detrimental implications on a child’s scholastic and social progress. **Retention may even be considered when such an excess number of days are missed from school.** *8th Grade students who are absent 18 or more days, will not be excluded from 8th grade final exams, regardless of their GPA (Grade point average)*

Vacations during the school year are strongly discouraged. The student will be given the opportunity to make-up work should a vacation occur. However, the school will not prepare assignments in advance.

The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student’s current academic achievement and to encourage mature adolescent behavior in the future. Absence and lateness become a part of the student’s permanent record.

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 18 days or the equivalent of 18days 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.

- Saint Joseph School cannot succeed in the paramount task of providing an education for students unless they are present for scheduled classroom learning activities

- 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.

The staff recognizes that consistent attendance in the classroom is an integral and essential part of a student's learning process for the following reasons:

1. The teacher explains, interprets, and adds to the information given in the classroom each day.
 2. Certain classroom activities such as discussions, laboratory experiences, the use of technology, invited speakers, and group projects add to the class content.
 3. The student has a responsibility to participate in the class learning process and to contribute to the learning environment on the basis of his/her questions, comments, and insights.
- It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from the school.
 - Assignments are maintained on the Teacher Page of the school website, Class Dojo and in Google Classroom.
 - Homework may be requested after a second day of absence.
 - Short term excuses from physical education will be granted only upon a written statement from a parent/guardian or doctor.
 - Excuses from physical education for a long-term illness must have a written statement from the child's physician.
 - In the event of an extended absence for illness is necessary, parent/guardian must contact the school for arrangements for necessary classwork, assignments or home instruction.
 - Upon returning to school, a doctor's note must accompany the child. At times, the school nurse may verify the doctor's note by contacting the physician.
 - When a student is absent, please call the nurse before 8:30 a.m. (732-541-7111).
 - Parents/Guardians will be called at home/work/cell if we have had no communication concerning the absence.

- By following this process, you can be assured that your child has arrived safely at school.
- A note stating a reason for absence is also required when the child returns to school.
- If a child is absent for three (3) or more consecutive days a doctor's note is required to return to school. Frequent absence from school requires a doctor's note stating the cause of the absence.
- Habitual absence and tardiness may result in a referral to the Division of Child Permanency and Protection.

Please Note, that excused or unexcused absences count as a physical day of not being present in school. With an excused absence: such as a doctor's or dentist's note, it will be commented within the report card comment section, however, it will still carry the weight of not being present in school.

TARDY and TRUANT: Punctuality is very important. 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 Saint Joseph School. **Students arriving in the building after 7:55am are late for school and should report directly to the School Office to be signed into school by a parent/guardian.** 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.

(Please note when a child arrives late to school, parents/guardians must park their vehicle and walk their child into school to sign them in.)

ATHLETIC ASSOCIATION

The Saint Joseph Athletic Association is an extra-curricular activity that provides sports activities such as basketball, track, volleyball, cheerleading, etc... for parish and school students from grades 1 to 8. (when applicable)

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.

ARRIVAL & DISMISSAL PROCEDURE

Arrival and dismissal procedures are subject to change due to COVID restrictions.

Pre-School Students

- Parents are to enter the parking lot closest to the apartments.
- All preschool students are to enter through Door #6. (Midpoint of the front of the building facing the lawn)
- Preschool students will be met each morning by their teacher and instructional aides.
- Preschool arrival time is between **7:40am -7:55am.**

- Please wait with your child by the doors for the teacher and the instructional aid to admit your child into the building
- Dismissal for the afternoon is 2:15pm.
- Parents and guardians will be required to pick up their students at the car line inside the Multi-Purpose Room. (Enter Doorway #3)

Preschool students who have siblings may arrive together and enter the school building using Doorway #6.

Kindergarten – 8th Grade Students Arrival

- Parents are to enter the parking lot across from CVS and pull up to the Multi-Purpose Room doors. (Door #3)
- Students arriving by morning car line are to wait for the teacher to approach the vehicle, open the car door closest to the building to exit the vehicle, and then enter through the Door #3.
- Students are NOT to exit from their parent's/guardian's vehicle, unless they are directly parallel to the Multi-Purpose Room doors. (Door #3)
- Students are not permitted to be dropped off in the parking lot and walk to the Multi-Purpose Room doors. (Door #3)
- If arriving late, (7:55am or after) parents/guardians are to proceed to park their vehicle in an appropriate parking space and walk their child to the main entrance way, Door #1, and into school. Door #3 will close at 7:55am. If you are to arrive as the door is closing, you will have to park your vehicle and walk your child/children to the main entrance, Door # 1, and sign your child into school.

Preschool students who have siblings may arrive together and enter the school building using Doorway #6.

Preschool – 8th Grade Departure by Car

- All vehicles must be appropriately parked.
- All Preschool – Grade 8 car line students will be escorted by their teachers to the Multi-Purpose Room.
- *Parents are to enter through door #4, show identification, and walk to the classroom line his/her child/children are located.*
- Parents are to sign out their child/children during dismissal, if applicable.
- *Parents and students are to exit through doorway #3*
- All drivers are asked to use extreme caution when entering and/or leaving the parking area.

Student Walkers:

- Students will walk to the closest gate entrance depending upon the direction they are coming from.
- Students will proceed to Door #6 ((Midpoint of the front of the building facing the lawn)

Daily changes in student dismissal upon parent request

- Anytime a parent alters the method in which the student will go home at the end of the day, the parent must inform the school in writing of the departure change; phone calls alone cannot be accepted. Parents are to either send in a written note or email the school secretary, and follow up with a phone call.

EAGLES BEFORE AND AFTER SCHOOL PROGRAM

Saint 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 SAINT 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.

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
8:00am School Begins
2:15pm Dismissal – After School Program Begins
6:00pm. After School Program Ends

For delayed opening days – you will be contacted via the K12 Swift Instant Alert System.

EARLY DISMISSAL DAY SCHEDULE

7:00 – 7:55am Before School Program
8:00am School Begins
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 **7:40am and 7:55am**. Students arriving before 7:45am (unless arriving by bus) are to report to the Eagles Before School Program and will be billed accordingly. In a like manner, students not picked up by a parent at dismissal time will be sent to the Eagles After-School Program and the parents will be billed accordingly.

CARE OF SCHOOL PROPERTY

All students are required to take reasonable care of the school building, furnishings, books, technology, and instructional materials at all times. Each child is required to have clean book covers on his/her books. If any book is torn or defaced, payment must be made for the replacement. Bookbags are to be used by all students for carrying school items to and from school. Placing marks or destroying school property is inexcusable and subject to disciplinary action. Payment may also be required.

CELL PHONE/TELEPHONE POLICY

Cell phone use is prohibited during school hours. Cell phones must be silenced at the start of the day and put away in a student's bookbag/backpack. This is the student's responsibility. If cell phones are visible and being used during the day by a student, the cell phone will be taken away and a parent(s) will have to pick it up at the main office after school hours. Cell phones are for before and after school emergencies. They are not to be used at recess.

Failure to follow rules will result in the loss of cell phone privileges.

The school is not responsible for lost, stolen or damaged cell phones.

Students will not be taken from class for telephone calls. Students who violate the cell phone policy are subject to disciplinary action.

Use of the school telephone by students is limited to emergency calls only. Calls for permission to go to a friend's home or ask a parent/guardian to bring in a forgotten item from home will not

be permitted. Children should be prepared for school on a daily basis. Personal cell phones are discouraged. Cell phone use will be permitted with permission from a staff member and in an emergency only. To promote the safety of students, all other phone calls are to be made from the main office.

Telephone messages for students will only be accepted in case of an emergency. Students will not be taken from class for telephone calls.

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.

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 sponsor a fundraising event. 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.

COMMUNICATION

Communication is a means to developing a mutual understanding between home and school. This plays a vital role in the development of the child, as well as fostering a sense of family within the school community. The following points will help to develop this harmonious relationship:

- The Catholic Church and Saint Joseph School recognize parents/guardians as the primary educators of their children. The education of our students is a partnership between the parents/guardians and the school.
- When in doubt regarding a school regulation, please contact the school office to clarify the regulation in question.
- Faculty members will be happy to make arrangements for a conference with any parent/guardian at a time that is convenient for both parties. Arrangements may be made through the teacher or the school office.
- Parents/Guardians may not disturb a student or a member of the teaching staff during the school day. Items that the child has forgotten may be left at the main office
- When entering the school, parents/guardians must come to the main office.
- Parents/Guardians need to communicate with their children's teachers directly when/if difficulties arise, whether they be academic or disciplinary in nature, before contacting the principal.
- Appointments with the principal may be made by contacting the main office.

HOME-SCHOOL COMMUNICATION

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 parents and students informed on policies, activities, upcoming events and student progress. Regular forms of communications include:

- Principal’s weekly email to families
- Monthly/Yearly Calendar
- Class Dojo
- Google Classroom
- Student Folders
- Parent Teacher conferences,
- Home School Association Meetings
- Progress reports
- Power School
- Saint Joseph Schools’ website
- Faculty Members email(s) to parents/guardians
- Teacher’s Web pages
- Telephone Calls to parents/guardians
- K12 Swift Alert System

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.

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.

CURRICULUM

The curriculum, based on technologically and developmentally appropriate practices, is governed by the Diocese of Metuchen and is in keeping with the National Standards and Benchmarks for Catholic Elementary Schools. Saint Joseph School upholds high standards for student learning through a well-rounded, value enriched curriculum that is reflected in standardized test scores and high placement. Diocesan, National, NJ Student Learning Standards, and Next Generation Science Standards are achieved through the various academic programs offered. The standards

are the platform to ensure that our students receive an excellent education as well as providing a framework for instruction. Teachers are responsible to follow the scope and sequence of the curriculum and to ensure they meet the needs of every student. In order to maximize instructional time and facilitate the transfer of skills and understanding, teachers are encouraged to integrate curriculum into all areas of study. The subject areas of study include: Religion, Integrated Language Arts, Math, Science, Social Studies, Physical Education/Health, Technology, World Language, Music, Art, Media, Library Research and Character Education.

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 spiritual development. Non-Catholic students are welcome at Saint 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

Detentions are held once a week from 2:15pm – 3:15pm *or as assigned by the teacher or the Principal*. A notice of detention will be sent home with students for parental/guardian signature prior to being served if after school detention is required. Detention slips must be signed and returned to the teacher assigning the detention to avoid further consequences. Two detentions in any one marking period will be deemed as excessive and may carry additional consequences:

- Loss of privileges
- Parent/Teacher conference initiated by the teacher (via telephone, email or on site) with parent/guardian and teacher
- Report card may reflect a conduct grade of X in one or more of areas of Personal Growth/Behavior and could prevent the student from being on Saint Joseph School's Honor Roll. (Please note this is not the only measure to determine whether or not a student is eligible for Saint Joseph School's Honor Roll)

Detention may be assigned for the following reasons, but not limited to;

- Failure to complete classwork or homework
- Cheating
- Excessive tardiness to school
- Disrespect exhibited to other students, staff, or school volunteers
- Violations of the current dress code
- Possession of unauthorized items such as electronic devices, cameras and toys
- Behavior which interrupts the educational process of others
- Miscellaneous offenses handled by the principal
- Violation of the cell phone policy
- Violations of the Acceptable Use Policy
- Use of plagiarism in one's assignments

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.

Saint 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.*

The Administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

DISPLAY OF CHRISTIAN BEHAVIOR

Saint Joseph School is operated by Saint 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 Saint 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 students on the days they have physical education classes.

PreK3 & PreK4 Uniforms

- Hunter green nylon gym shorts with SJS logo gym shirt for fall and spring.
- Hunter green uniform sweat pants for winter with SJS logo sweatshirt and/or gym shirt
- Sneakers and white ankle socks everyday

Summer Uniforms

(Optional for the months of Sept.1 – Oct 31st and April 15th – June 17th)

Girls & boys in Kindergarten through 4th Grade:

- **FlynnO'Hara (only)** khaki walking shorts
with belt
- Green polo shirts with logo
- White socks to ankle or above
- White sneakers or loafers only
- **FlynnO'Hara (only)** khaki pants with
with dress shoes only

Girls & Boys in Grades 5 – 8:

- **FlynnO'Hara (only)** khaki walking shorts
with belt
- Maroon polo shirts with logo
- White socks to ankle or above
- White sneakers or loafers only
- **FlynnO'Hara (only)** khaki pants
with dress shoes only

***Please note, students are to wear their Winter Dress uniform for all Masses, regardless of the time of year, unless otherwise stated by the administration.**

Winter Uniforms

Girls K-4

- **FlynnO'Hara** plaid jumper with white uniform blouse
OR white turtleneck only
- Jumper length to mid-knee or longer
- Green polo shirts with logo
- **FlynnO'Hara** khaki pants
with blouse and green sweater/vest with logo)
or green polo shirt with logo
- Green knee socks
- Green tights during cold weather

Boys K-4

- **FlynnO'Hara** khaki pants
with the uniform white button-down
shirt
- Green sweater/vest with school logo
- Green polo shirts with logo
- **FlynnO'Hara** green tie
- White or black socks to ankle or above

- (Please wear appropriate undergarments with tops)

For students in grades kindergarten through fourth grade, the school sweater and/or vest is to be worn with the school logo. Khaki pants and walking shorts must be purchased from FlynnO'Hara. With the winter uniform, dress shoes are required.

GIRLS Grade 5-8

- Plaid wrap around pleated kilt
- Kilt knee length or longer
- FlynnO'Hara Khaki pants with belt
- Maroon V-neck sweater/Vest w/ school logo
- White uniform blouse worn with sweater/vest
- Maroon polo shirts with logo
(not to be worn to Mass)
- Maroon colored tights during the cold weather
- Maroon knee-hi socks

BOYS Grade 5-8

- FlynnO'Hara Khaki pants with a belt
- White button-down collar dress shirt
- Maroon V-neck sweater/Vest w/school logo
- Stripe uniform tie (Must wear with sweater/vest)
- Maroon Polo shirts with logo
(not to be worn to Mass)
- White or black dress socks

- (Girls are to wear appropriate undergarments with tops)
- ***For both girls and boys please note dress shoes are to be worn with all winter uniforms, sneakers are not permitted.***

ELECTRONIC DEVICES

IPOD's, Gameboys, Nintendo Switch, iPads, smartwatches, etc. are not to be brought to school. More than anything these items cannot be replaced if lost or damaged and are better left at home. Cell phones or other electronic devices used for texting or any other type of communication are prohibited as well. If any parent/guardian wishes his/her child to have a cell phone or other device for emergency use, it must be stored in the locker or turned off in the child's backpack during the day. Please do not text your student during the day. Call the office and leave a message if plans change and you need to reach him/her.

EMERGENCY CLOSING PROCEDURES

DELAYED OPENINGS and EARLY DISMISSALS

Saint Joseph School will follow the decision of the Carteret Board of Education concerning school closings and early dismissals; however, Saint Joseph School may act independently of this decision when the administration feels it is necessary for the safety and well-being of the Saint Joseph School Community. This may occur 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 K12 Swift Instant Alert system. If your district has a delayed opening for

the public-school students, your transportation to Saint Joseph School will be delayed. Your child will not be marked late because of such a delay.

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

Saint Joseph School has in place an emergency crisis plans 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/EMERGENCY DRILLS

In compliance with New Jersey State Law, fire and emergency drills are held monthly throughout the school year. Families will only be notified by the school in the event of a real emergency situation. Please be sure that all contact information (home, work, cell phone numbers, e-mail, etc.) on file with the school is current and accurate. Students are trained to move quickly and quietly to designated locations. All fire equipment is inspected and maintained according to NJ state law requirements.

GOVERNMENT PROGRAMS

The State of New Jersey provides services for the students enrolled in Saint 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 MAP Testing 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.

HARRASSMENT, INTIMADATION, and BULLYING POLICY

The mission of Saint 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.

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.

Conflict vs. Bullying Conflict is different than bullying. Not all disagreements and fights are bullying. Conflict is a normal part of human interaction and arises frequently in our day to day lives. Part of learning to be independent and grown up is learning how to deal with and respond

appropriately to conflict at home, at school, and in your community. Recognizing the difference between conflict and bullying will help students, parents and teachers know how to respond.

Conflict is:

- A disagreement; an argument ·
- All parties have equal power to solve the problem ·
- All parties have an equal interest in the outcome and are equally involved
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

Bullying is:

- Not a disagreement, the behavior is one-sided
- A repeated form of mistreatment where the victim cannot defend him/herself
- An imbalance of power – usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person
- Usually involves repeated acts of harassment, harm or humiliation
- Causes a change in the school climate for the student who is the victim

Differences in Addressing Conflict and Bullying Conflict is an important part of growing up but bullying is not. Conflict teaches children how to give and take, how to come to an agreement and how to solve problems. When it comes to conflict, children need to learn conflict resolution and resiliency skills. These skills promote listening and working together to come to an agreement or plan to move forward.

Bullying is different. It is about the bully making a choice to intentionally hurt another person with the goal of exercising power over them. When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. Bullies usually do not negotiate with others. They want power and they blame others for their actions. Even if an adult can get them to apologize, bullies will often retaliate when no one else is around. As a result, it is crucial to recognize the difference between conflict and bullying.

The most common form of student incidents is identified as teasing: which is intended to provoke or make fun of someone in a playful way. Teasing can turn into verbal bullying or taunting. This behavior is intended to distract, disturb, offend, sadden, anger, bother, irritate, or annoy the recipient. Because it is hurtful, it is different from joking and is generally accompanied by some degree of social rejection. This behavior will be addressed under the same guidelines as bullying.

The School prohibits any act of harassment, intimidation, or bullying of a student or staff member. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment.

Harassment, intimidation, or bullying means any gesture, written, verbal, or physical act, or any electronic communication that:

- Can be reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
- Takes place on school property, at any school sponsored function, social media or on a school bus that substantially disrupts or interferes with the orderly operation of the school or rights of other students; 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, and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property,
- or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning a student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

REPORTING

All acts of harassment, intimidation, or bullying shall be reported verbally or in writing first to the classroom teacher as soon as possible. The teacher will then report the incident to the Principal or designee as soon as is practicable from when the school employee, vendor, student or volunteer witnessed or received reliable information regarding any such incident. Students may also use Stopit, a mobile application provided by to anonymously report such acts. The school principal or designee shall immediately initiate an investigation. If the reporting took place verbally or in writing the school principal or designee will create a Stopit incident.

A school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school's policy, is immune from a cause of action for damages arising from the reporting of the incident or any failure to remedy the reported incident.

The school's employees, students or volunteers are prohibited from engaging in reprisal, retaliation or false accusation against a victim, witness, and one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal, retaliation or false accusation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.

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.

INVESTIGATION

The Principal or designee will interview the students who made the accusation and the student who is accused of committing the act(s) as soon as the report is received. Additionally, the Principal will interview any adult who was or may have been present when the act(s) took place. The Principal, as part of the interviews, will inquire as to the names of any witnesses to act(s) and interview them. If there is any documentary evidence (i.e. text messages, social media, photos) the Principal will request copies. The Principal will keep written notes of the interviews.

Confidentiality for all students involved will be maintained to the extent possible. The students involved or staff involved will be instructed not to discuss the incident in order to preserve the integrity of the investigation. The parents, police and any other appropriate agency shall be informed by the Administration if the accusation meets the criteria for reporting to law enforcement and deemed exclusive of pastoral discretion.

Parents shall be notified verbally and in writing within 48 hours of the start of an investigation. The investigation shall be completed as soon as possible, but no later than 10 school days from the date of the report of the incident of harassment, intimidation or bullying. Upon completion of the investigation, the principal will determine consequences of the incident report. All statements and evidence of the investigation will be updated and/or attached to the Stopit incident report. The parents will be advised verbally and in writing of the completion of the investigation and the conclusion reached. No parent will be advised as to the discipline of any child other than their own. The Principal's decision is binding.

STUDENT SUPPORT

The administration and faculty will provide ongoing support for students who are subject to harassment, intimidation, and bullying, including some or all of the following:

1. The student(s) will meet with the School Counselor and/or Principal to discuss the incident and explore any feelings or concerns;
2. The School Counselor and/or Principal will assist the student in returning to the classroom;

3. Grade and homeroom teachers will be asked to closely monitor the student and provide support as needed;
 4. The school environment will be altered as needed, such as changing seats or assigning cafeteria seats;
 5. The School Counselor and/or Principal will provide social skills, including empowerment skills and responding in the moment;
 6. The student will be provided with assistance in reading or interpreting social signals, building self-esteem or identifying friends and classmates who can offer support;
 7. The administration may increase positive contact with adults in the school who can provide future support;
 8. The administration may encourage positive peer relationships and support; and
 9. The Counselor and/or Principal will be available to speak with and provide support to the students, parents and family. If necessary, encouraging professional help from community mental health providers will be recommended.
10. Parental involvement.
11. Counseling/conflict resolution

NOTIFICATIONS

If the Principal, or his or her designee, determines that Harassment, Intimidation, Bullying or Retaliation has occurred, he/she shall:

- Notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- Notify the parents or guardians of the Aggressor; and •
- Notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target.

DISCIPLINARY ACTION

Once the investigation is complete, the Principal, or his or her designee, shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Harassment, intimidation or bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the Target and other students. While conduct that rises to the level of a violation of this policy will generally warrant disciplinary action against the students responsible, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal, or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop the conduct. If the Principal, or

his/her designee, deems that expulsion is the appropriate consequence, the Principal must first contact the Office of Schools.

Disciplinary action for children in preschool and kindergarten, first and second grade will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills. Only in exceptionally severe circumstances will conduct of a young student be referred to law enforcement.

CONSEQUENCES

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this Policy.

Student Consequences may be one or more of the following:

- Loss of a privilege;
- Completion of letter of acknowledgement of action, with apology to the Target (after reviewed by the Principal and not in a case of sexual harassment or intimidation); •
- Detention;
- Reparation to Target in the form of payment for, or repair of damage to possessions;
- Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care;
- In-school suspension;
- Out-of-school suspension;
- Extended suspension;
- Expulsion.

Remedial Actions:

- Parent/Student Conference;
- Counseling with licensed counselor or psychologist at the parents' expense;
- Education about the effects of Harassment, Intimidation or Bullying;
- Behavioral agreement;
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.

HEALTH/MEDICAL INFORMATION and MEDICATIONS

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.

State health regulations require the exclusion of children from school if they are found to have certain contagious diseases. These include, but are not limited to: influenza, Covid, measles, whooping cough, strep throat, pink eye, lice, scarlet fever, chicken pox, mumps, ringworm, mono, head lice, and tonsillitis. A doctor's note will be required in order for the student to return to school following one of these illnesses. If you have any questions concerning this, please contact the school nurse.

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.”

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.

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.

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.

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 Saint 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 ROLL PROGRAM

Honor rolls are established so as to officially recognize those students in Grades 5 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. Students must obtain an A or B average in each special subject area (without a negative checkmark for behavior) to qualify for the honor roll. The student's academic grades will determine which honor roll a student is accepted too.

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.

IMMUNIZATIONS

The school is required to adhere to New Jersey State laws that pertain to students' immunizations. Student's record of immunization must be complete and up to date. Saint Joseph School does not offer exemptions to the immunization process

LUNCH PROGRAM

Students in Preschool – Grade 8 should bring lunch from home or buy lunch or snacks in the cafeteria if available. Should cafeteria service become available, parents will be notified. Children are supervised by school staff and volunteers when/if eating in the cafeteria and on the playground.

Students are expected to be courteous, respectful, and obedient. Inappropriate behavior may result in consequences, such as detention, restricted lunch in the main office, lunch in a classroom, and loss of playground privileges.

Student Responsibilities:

- Enter/exit the cafeteria quietly and orderly
- Be courteous and well-mannered
- Report to assigned tables
- Clean table area and floor of debris, and place trash in appropriate barrels

Parents/guardians are asked to avoid packing lunches in breakable containers. Glass bottles are not permitted. Parents/Guardians are not permitted to drop off "fast food" lunch items.

Saint Joseph School provides a nut free space for students in the cafeteria or the classroom and makes every attempt to keep the classrooms nut free.

MID-TERMS and FINAL EXAMS

Saint Joseph School's Middle School Program is designed to prepare its students for academic success in high school and beyond. Part of this preparation is assisting students in developing independence, accountability, proficient study habits, organizational skills, and note taking skills. These skills are applied to the 5th, 6th, 7th, and 8th grade Mid-Term and Final Exams. 5th, 6th, 7th and 8th grade mid-term exams are taken in January, 8th grade final exams are the last week in May and the first week of June, and 5th, 6th, and 7th grade final exams are completed in June. *Students in 8th grade may be exempted from final exams depending on attendance, tardiness, and having an A average in an individual subject.*

NON-TRADITIONAL INSTRUCTION (NTI)

Saint Joseph School has the right to determine if an alternate instructional approach must be taken such as remote instruction, virtual instruction, or any other means, should there be a reason that would impact the safety or well-being of the school community to be able to meet in person.

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 Saint 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.

Saint 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

Saint 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.

PARTISAN POLITICAL ACTIVITY

Saint Joseph School is a 501(c)(3) organization and therefore, cannot participate in partisan political activity. Students are not allowed to exhibit any political position, unless part of a school-based learning activity.

PERSONAL GROOMING and JEWELRY

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. ***Student's hairstyles are not to hinder a child's eye sight or cover the face of a child. Make-up, lipstick, nail polish and artificial nails will not be permitted.***

PRE-K THROUGH GRADE 8:

GIRLS:

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

BOYS:

Earrings are not permitted
Cross necklace or Catholic medal
one finger ring only

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, building, or anyone's personal property will be obligated to pay the full amount for 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.

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.

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. Saint 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

Saint Joseph School a leader in the use of technology to promote integration within the learning environment. Students receive a curriculum aligned to the national technology literacy standards. This is accomplished using a variety of technology tools including, but not limited to, 3D printers, robotics, software engineering/programming, digital cameras, mobile devices, Smartboards, Promethean Boards and a fully functional computer lab.

Students in Kindergarten through eighth use a 1:1 personal Chromebook program. These Chromebooks allow the students to access digital textbooks, create presentations, research and work collaboratively using 21st century technologies. Saint Joseph School also provides a wireless network and appropriate content filtering through GoGuardian. Students may access this network using approved devices only. Cell phones and personal unapproved devices are not permitted on the network and may not be used on school property.

Each year during the first week of school, students and parents/guardians are required to review and sign the Technology “Acceptable Use Policy”. Students will not have access to school technologies until this document has been signed by both child and parent/guardian. Safety protocols in the use of technology and digital citizenship are taken very seriously at Saint Joseph School.

If a student is found to be in breach of the Technology “Acceptable Use Policy”, corresponding consequences will ensue. The severity of the consequence will be determined using the terms of the Technology “Acceptable Use Policy” and may result in permanent suspension from all technology within the school. The use of technology at Saint Joseph School is a privilege and may be revoked if abused. Students are held personally responsible for their actions in accessing and utilizing the school’s technology resources. Students utilizing technology resources are responsible for their behavior in accordance with the school’s disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked. Policies include, but are not limited to:

- Students are not to use school technology to create or transmit text, sexting, images or audio which could be considered as damaging to another’s reputation or that is abusive, obscene,

sexually-oriented, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy.

- Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
 - Students will not post photographs of students without permission of parents/guardians.
 - Students will not intentionally damage, misuse or tamper with any hardware or software, network system or any other technology.
 - Students will not use the school technology in a fashion inconsistent with directions from teachers and staff and generally accepted network etiquette.
 - All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school.
- The school administrator reserves the right to make determinations that particular uses are or are not consistent with the mission of the school. Students are to report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information service administrator.

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.

Each student is responsible for the proper care and return of all books and equipment received from the school. Books are to be covered and marked with the student's name and grade. Anything lost or damaged beyond repair while out on loan must be paid for in full before the end of the school year. Students will be charged a \$50 fee or the full cost of current replacement for each book returned in poor/unusable condition. If the student loses a book, payment for the book must be made before a new one is given.

VANDALISM

Students and families are responsible to make restitution for any act of vandalism, including damage to schoolbooks, supplies, equipment, technology, buildings and grounds or the destruction of another student's property. Vandalism can be a cause for suspension or depending on the severity may require the assistance of the local authorities.

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.

NO PARENT OR GUARDIAN MAY GO TO A CLASSROOM DURING SCHOOL WITHOUT THE EXPRESS PERMISSION OF THE OFFICE.

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.

WEEKLY UPDATES

In order to improve the communications between home and school, parents will be notified weekly, electronically, about the school community's upcoming events, programs, and possible changes, by Saint Joseph School's administration.

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. Please note that until all financial obligations are met, school records and access to PowerSchool will be withheld.

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.

SAINT JOSEPH SCHOOL PARENT/STUDENT HANDBOOK 2023-2024



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

I/We understand that the policies, rules and regulations contained in the **Handbook** are established for the welfare and benefit of all students. I/We 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**.

Failure to comply with the policies and procedures stated in the Parent/Student Handbook may result in dismissal from Saint Joseph School.

Name and Signature of Student (Child One)

Grade

Name and Signature of Student (Child Two)	Grade
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Name and Signature of Student (Child Three)	Grade
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Signature of Parent/Guardian:	Date:
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