

SAINT JOSEPH SCHOOL

2011-2012

PARENT & STUDENT HANDBOOK



Green Edition
Please see inside for details!



Accredited by the New England Association of
Schools and Colleges

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the NAEYC Academy
for Early Childhood
Program Accreditation



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Introduction:

St. Joseph School is a Catholic, co-educational school that serves students in preschool through grade eight. The purpose of this booklet is to inform parents and children of the school regulations, policies, and general information regarding the programs and services offered by the St. Joseph School.

History:

In 1908, the Sisters of the Sacred Hearts of Jesus and Mary began a teaching ministry in classrooms located in the original St. Joseph Church structure in Fairhaven, Massachusetts in the Diocese of Fall River. When a new church was built in 1924, the original structure was redesigned to serve exclusively as a parochial school. Under the guidance of the Sisters of the Sacred Hearts demands for admission to the parish school grew. This resulted in the construction and dedication of a new school building in 1964. Currently, St. Joseph School continues to provide a quality Catholic education for children in grades preschool through eight.

Philosophy:

St. Joseph School is a Catholic learning community that is an integrated part of a larger faith based parish community that is dedicated to proclaiming the love of God as found in the Sacred Hearts of Jesus and Mary. Our school seeks to provide a quality Christian education that meets the academic and spiritual needs of our students.

The school community is dedicated to promoting a Catholic faith environment in which the student's growth as a person is central to all its work. Our faculty is composed of individuals whose common purpose is "To Teach as Jesus Did." We are committed to the vision and values of Christ's way of life.

St. Joseph School supports the efforts of families to provide a quality Catholic education based on Christian values. In partnership with parents, the child's primary educator, we seek to model the principles of Jesus and nurture the child's intellectual, religious, spiritual, social, civic, psychological, moral, physical, cultural, and aesthetic growth.

Our school environment fosters love of God, respect for oneself and others, compassion, justice, and service. Learning experiences challenge students to grow in understanding and appreciating their human worth, to take responsibility for their own learning and development, and to care for the world in which they live. The school encourages students to develop responsibility towards themselves and others and fosters respect for all persons and the world around us. Guidance in making good choices based on Catholic values is integrated throughout the curriculum.

Mission Statement:

St. Joseph School is a Catholic learning community devoted to the Sacred Hearts of Jesus and Mary and dedicated to providing a quality spiritual and academic education based on faith, values, and excellence that meets the needs of our students and our families.

Vision:

All children will learn and grow in a faith-based environment that is nurturing, safe, and encouraging. Students will grow in their faith, develop their God given talents, learn the values that will help them to make meaningful choices, become active lifelong learners, and seekers of God's truth.

With parents as partners, we strive to build a Catholic Faith community that models the teachings of Jesus and empowers each child to:

- Become a faithful witness of Jesus Christ.
- Develop their individual, God-given talents and seek academic and aesthetic excellence.
- Become an independent and life-long learner.
- Become a global citizen in service to the common good.

State License Requirement:

St. Joseph School is operated by the Dioceses of Fall River and is not required to be licensed by the state. The statutory definition of a day care center (M.G.L. c.28A, s.9 and 102 CMR 7.2) specifically excludes “any part of a private organized educational system, unless the services of such a system are primarily limited to kindergarten, nursery or related preschool services.” Although our preschool component is not required by the state to be licensed we are accredited and follow the regulations and guidelines from the Commonwealth of Massachusetts for operation.

Statement of Policy:

“All Schools in the Diocese of Fall River are subject to the policies of the Dioceses of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.”

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720

Admissions Policy:

“The non-public schools of the Diocese of Fall River admit students of any race, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools...and do not discriminate on the basis of race, national and ethnic origin in administration of their educational policies, scholarship and loan programs, as well as athletic and other school administered programs.”

St. Joseph School encourages a school climate of respect, inclusion, and equality.

Parents of students entering for the first time shall provide:

- Birth Certificate
- Baptismal Certificate
- Medical immunization records required for school entrance.
- Non-refundable registration fee

Parents complete an application form and state any medical, physical, emotional and academic needs that may require special attention. Students being considered for admission need to submit copies of the last report card and any individual and/or state test results if available. An interview with the principal is also a requirement.

All acceptances are conditional and rooted in the student’s ability to adhere to the rules and regulations as outlined in the student handbook and the school’s philosophy. If a disagreement develops regarding a student or parent’s ability to support the school’s philosophy and policies, the administration reserves the right to ask to have your child/children transferred to another school. Further condition is dependent upon the school’s ability to provide the appropriate academic program that meets the needs of each child. The principal shall make final decisions in all matters requiring discernment. Priority for admission is given to parishioners.

Absence and Attendance Procedure:

Regular school attendance is essential to successful performance in school. Both school and home have the responsibility to encourage regularity of attendance. Valid reasons for absences are illness, death in the family, religious holidays and other reasons for absence approved by the principal. Medical and other appointments should be made during non-school hours whenever possible. Non-acceptable absences are those activities that can be conducted after school hours.

When a child is absent on any given day, parents are required to call the school at 508-996-1983 before 9:00 a.m. The school office has an answering machine to take your information, so calls may be made throughout the night if more convenient. If the parent has not called the school by 9:00 a.m., the parent or person designated on the Emergency form will be contacted by 10:00 a.m. Parents are reminded to update emergency telephone numbers as needed during the school year.

Every Student is expected to be in school on time and to attend all classes everyday. It is the responsibility of parents to ensure the regular attendance of their children. The Massachusetts General Laws (Chapter 76, Section 2) specify that a student under sixteen years of age may not be absent more than seven (7) days within any period of six (6) months. A student absent for five or more successive days is required to present a doctor's certificate stating the reason for the absence and permission to attend school again.

If a student is absent, it is the student's responsibility to complete and submit work within the deadline set by the teacher. Students not attending school field trips must be in school on that day.

Parents who elect to remove their children from school during non-scheduled vacation weeks are in violation of Massachusetts's law. If a student is removed from school during non-scheduled vacation weeks, ***our teachers do not provide schoolwork and/or prepared lessons in advance.*** Even if all written work is made up, valuable instructional time has been lost and cannot be recovered. **Effective instruction requires discussion, group activities, and in-school practice. These learning opportunities cannot be replicated for students who have been absent.**

Arrival: Preschoolers and Kindergarten meet their teachers between 8:00 a.m. and 8:15 a.m. at the northeast entrance. Grade 1-8 classes begin at 8:00 a.m. Students in Grade K-8 must be seated in their classroom before **8:15 a.m.** or they will be considered tardy. After eight (8) consecutive late slips are issued in one semester the principal and/or teacher will contact the family to work out an arrival plan.

Dismissal: Preschool and Kindergarten classes are dismissed between 2:00-2:10 p.m. Grades 1-8 are dismissed by 2:30 p.m. (see pg. 20 for specific times). Early dismissal is generally at 12:00 p.m. unless otherwise noted. Kindly refer to the monthly school calendar for specific information on early release days.

Children remaining on school grounds or in the building after dismissal will be placed in extended care and the parents will be billed for the service.

When and if a child has to be dismissed during the school day, it will be necessary that the parent or guardian call for the student at the office. No child will be allowed to leave on his/her own since the safety of the child is foremost.

Administrations Right to Amend Handbook:

The school administration (principal) retains the right to amend the handbook. Parents will be given prompt notification of any changes made. Any situation not included in the handbook will be handled at the discretion of the principal.

Age for School Entrance:

School entrance age shall be the same as that determined by the public school district in which the Catholic school is located. A child must be:

- 2.9 years of age by August 31st for entrance into the Preschool program
- Five years of age by August 31st for entrance into Kindergarten

Before and After School Supervision:

There is no supervision on the playground before or after school. Extended care and Breakfast Program are available for families who required this service. **NO STUDENTS ARE TO BE IN THE HALLS, ENTRANCES, OR SCHOOL YARD UNATTENDED.**

Before School:

A Breakfast Program will be offered. The only cost to this program is the cost of breakfast! Breakfast is available from 7:30 a.m. to 8:00 a.m. daily. A school classroom aide will walk all students attending the breakfast program to their classroom at 8:00. **NO OUTSIDE FOOD IS ALLOWED.**

Bullying:

The Diocese of Fall River and Saint Joseph School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on and off school property, during or outside of school hours.

1. Definitions:

- **“Bullying”** is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the right of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 s. 370)
- **“Cyber-bullying”** is 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, data or intelligence 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. Cyber-bullying shall also include” the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include 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 included in the definition of bullying. (Massachusetts General Laws c. 71 s. 370)
- **“Retaliation”** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 s. 370)
- **“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 s. 370)
- **“Aggressor”** is a student who engages in bullying, cyber-bullying or retaliation.
- **“Target”** is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.
- **“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 s. 370)

Regarding the location of bullying, the legislation states that **Bullying shall be prohibited:**

1. On school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school.
2. At a location, activity, function, or program that is not school related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a

hostile environment at school for the victim infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school-related activities, functions or programs. (Massachusetts General Laws c. 71 s. 370)

2. **Formal Procedure for Reporting:**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. The investigation will provide for the following:

- **Safety of the target:**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation:**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement:**

- a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents and guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. Notice of Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

3. **Investigation:**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

4. **Determinations:**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

1. Determine what remedial action is required, if any.
2. Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of the student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

5. **Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation:**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

6. **Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**
7. **At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

**** Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.**

Cafeteria/Lunchroom Rules:

- Students are to enter cafeteria quietly; go to assigned seating and wait to be called to lunch line.
- Students may talk in a quiet, respectful, conversational tone during lunch.
- Students are expected to use appropriate manners and display good eating habits.
- Students are to remain seated, no running allowed in cafeteria.
- Students are expected to clean up after themselves.
- Students are not allowed to bring food or beverages outside for recess.
- Students are to line up quietly and orderly when requested to do so.

Unacceptable behavior will result in disciplinary action.

Microwaving of food items brought from home is **not allowed**. Please use “hot” thermos for necessary items.

All “**forgotten**” lunches must be delivered to the office. Parents may not bring lunch directly to students. **No fast-food meals (McDonalds, Burger King, Wendy’s etc.) are to be brought to school.** Non-compliance will result in the child eating in the office.

St. Joseph School does not have the facilities to provide “safe allergy free meals” to students. The parent/guardian is responsible daily for providing an allergy free lunch for their child. Personnel will be made aware of students with such allergies. A peanut/nut or specified allergen free lunch table will be provided. Peanut/nut or specified allergen free lunch table will be washed thoroughly with soap and water between each lunch shift.

Calendar:

Calendar is available on website: www.saintjosephschool.org.

Care of Books:

Students are expected to use textbooks and school materials with care. Textbooks must be covered at all times. Please see the teacher to find out which way will be allowed for each classroom. All textbooks must be transported to and from home in a backpack. Students are expected to pay in full for textbooks, library books, etc they damage or lose. The school administration will determine the cost of lost or damaged books. The price may also reflect shipping and handling fees.

Cell Phones and Electronic Devices:

Cell phones and Electronic devices (laptops, ipads, ipods, gameboys, DS’s, etc.) are not allowed in school. Students are not allowed to use cell phones or electronic devices in the school building or on school grounds, before, during or after school. Students may carry a cell phone in his/her locker or backpack at the request of the parent. **During the school day, cell phones must be turned off**, not just silenced. Prohibited use of cell phones for students on school property/ at school events includes, but is not limited to: taking pictures or videos, web access, text messaging – including texts to/from other students or parents, alarm, calculator and date book functions, game functions, calling student to student or to anyone other than a parent/guardian, use of Bluetooth or other earpiece devices. **Violation of this policy will result in confiscation of the cell phone or electronic device. Multi-Violation may be cause for suspension.**

Saint Joseph School is not liable for lost, missing, stolen, or broken cell phones or electronic devices.

Civil Rights/Legal Rights:

Lockers are the property of the St. Joseph School. Middle School students are assigned lockers and combination locks. Lockers should be kept locked. Nothing of value belongs in lockers. With reasonable suspicion that the contents of a locker is not in the best interest of the school, the principal has the right to search any locker, area or enclosure where illegal or harmful materials may be stored. Permission to search and seize materials is not needed in these instances. If illegal drugs, tobacco, alcohol, or harmful materials are found, this information shall be given to police or proper authorities. Parents will be notified as soon as possible.

Computer Network and Internet Acceptable Use Policy:

Rules for Use of School Computers

All students in grades Preschool through Grade 8 have regular use of the computer lab and classroom computers. St. Joseph School is connected to the Internet. Each student shall require parental consent to use computers. Every parent is asked to carefully read and review with your child/children the contents of the computer contract from the Diocese of Fall River Policy regarding computer systems and Internet Acceptance Use and Agreement.

Parents/Guardians of students in grades Preschool through 4 are required to sign the contract and return it to school for your child to use computers. The document is to be signed by both parents and students in grades 5-8 and be returned for your child to use computers.

Conduct:

Discipline is fundamental to Catholic education and Catholic life. Worthwhile discipline teaches and directs students to become loving Christians who act and react constructively and in accord with Christian charity and Gospel Values. Every effort will be made to nurture individual responsibility, self-discipline, and self worth. Courtesy and respect for the dignity of all are expected of all individuals in the school community at all times.

The St. Joseph School vision is to create a caring and safe learning environment that exemplifies the Sacred Hearts charism and provide a school climate in which all can learn, work, cooperate, and pray in peace. All teachers have established classroom behavior guidelines based on our RESPECT model that are posted in each classroom. As a result, each student is held accountable for his/her own actions and must accept the consequences of those actions. Parents will be contacted when a student's behavior is interfering with the learning environment.

St. Joseph School is a Catholic school where respect for every member of the community is expected. Conduct that maintains school order and discipline, that protects the safety and welfare of others, and that promotes a positive reputation of our school is required. These expectations apply to any student who is on school property, in attendance at school, and at all school sponsored events and activities. Inappropriate conduct, language, rudeness, disrespect either spoken or written is not permitted. Any infraction is subject to administrative action.

Substance abuse: Drugs consist of anything illegal by the Commonwealth of Massachusetts (alcohol and tobacco are included) and therefore are not permitted at St. Joseph School. Any child in possession of or under the influence of any drug will have the drug

confiscated and their parents and the police will be notified immediately. Disciplinary action will be at the discretion of the principal and proper legal authorities.

The following are meant to serve as general guidelines for disciplinary actions. The respective classroom teacher maintains classroom discipline. However, the principal reserves the right to issue a detention at his/her discretion. Suspension and expulsion is the sole responsibility of the principal. **All actions outside the school are punishable inside the school including over the Internet, cell phone or other electronic devices.**

Behaviors that may cause detention, suspension, or expulsion:

Continuous attitude of disrespect.

Arguing with authority

Changing grade on papers or report card

Dangerous behavior to oneself or others

Forgery of parental guardian, or other person's signature

Harassment of any type, including Internet or Cyber Bullying

Insolence, disrespect and/or insubordination

Leaving a classroom or school grounds without permission from the teacher and/or principal

Possession or transmission of dangerous or controlled substances, materials, and/or weapons on school grounds.

Profanity, crude or vulgar language
Stealing or borrowing without permission
Threatening, fighting, intimidating or causing bodily harm to any person
Vandalism of personal and /or school property
*This list is not inclusive.

If a student, over the course of time, refuses to comply with school policies, further disciplinary action may result. The Pastor and the principal reserve the final authority in all matters of discipline.

Actions which may merit a detention or lunch detention if not improved:

Cheating, lying
Disrespectful and/or inappropriate behavior at Mass, functions, in class and on school grounds
Refusal to follow directions of a member of the faculty, staff, or administration
Repeated incomplete or missing assignments
Use of inappropriate language
Uniform infractions

CORI:

The Diocese of Fall River requires all employees and volunteers to attend a Diocesan Workshop on Abuse Prevention and submit to a Criminal Offender Record Information (CORI). New Massachusetts's law requires that the CORI form information be verified with a Photo-ID, (i.e., State License, Passport, Student ID) by a designated school official. Please contact the office for dates of upcoming CORI Workshops.

Curriculum:

Religion: The Loyola Press Christ Our Life (2009) Religious Education Program provides daily instruction in the Catholic faith with application to everyday life. Children attend Mass monthly, participate in Liturgical Celebrations, sacramental programs and prayer. Children develop an understanding of Scripture to learn God's faithfulness and love and understand the values inherent in the charism of the Sacred Hearts Congregation.

Reading/Language Arts: The Scott Foresman Reading Program (2009) encourages independent reading and provides phonics and literature based instruction. Loyola Press's Voyages in English (2008) provides a grammatical foundation and beginning writing skills in the lower grades that are further developed through the middle school. The middle school Prentice Hall Literature Program (2009) is used along with the Holt Language Handbook.

Mathematics: The Scott Foresman Mathematics Program (2010) develops critical thinking skills, problem solving strategies, mathematical principles, and real life applications. Middle School students are preparing for accelerated high school curricula with the Prentice Hall (2008) Mathematics Program.

Science: The Scott Foresman Hands on Science Kits for grades K-2 (2007) Science Program (2009) for grades 3-5. The program includes four areas of study- Life, Physical, Earth, and Human Body Science. Middle School students prepare for advanced high school curricula with Science Explorer (2009) from Prentice Hall.

Social Studies: Elementary students learn about Community, Regions, the Ancients, and the United States using Scott Foresman Social Studies (2009). Middle school students focus on World Geography, Ancient History, and American History using Textbooks from Pearson Prentice Hall (2006 and 2009).

Computer Literacy: A computer lab with individual workstations offers opportunity for hands on learning and discovery for all our students. Computers are located in each classroom. St. Joseph School is connected to the Internet.

Physical Education: One is provided the opportunity to improve their motor skills and body coordination and learn and apply rules of good sportsmanship.

Art: Students in grades Preschool through 8 participate weekly in creative and artistic experiences.

French: Students in grades Preschool through 8 participate in foreign language education.

Music Students in grades Preschool through 8 participate weekly in music theory and movement.

All teachers have copies of the Massachusetts Curriculum Frameworks and work to integrate these standards in their teaching.

Detention:

Detentions are issued as needed and served in various assigned, supervised locations on Monday through Friday from 2:30 p.m. to 3:30 p.m. after parental notification and return of a signed detention slip.

Failure to return a detention slip on the following day will result in an added detention.

Dress Code:

The students show pride in their appearance and in being a member of the student body at St. Joseph School by following the regulations outlined for each grade. Their attire contributes greatly to their attitude in school and the respect they earn throughout the community. **Students must be in full uniform every day unless otherwise specified.** Dress uniform is required for certain special occasions that are announced in advance and on the school calendar.

All students in grades K-8 are expected to wear the school uniform that can only be purchased from Donnelly's Uniform Company. *Shoes must be Bass Tan Exeter shoes offered by Donnelly's or Bass Stores. * *The only exception to the uniform shoe policy is a prescriptive note provided by a physician. Flip flops are not allowed in any grade level due to safety issues.*

The uniform is to be worn in a respectful manner and with a sense of pride and dignity.

General Guidelines:

No oversized clothing – all items must fit properly.

No colors other than those specified

No signature or designer clothing.

Shirts are to be tucked in at all times.

Ties are to be tied for all dress uniform days.

No torn clothing.

Skirts and jumpers: no shorter than two inches above the knee at all times.

In the event of excessive heat, students may be allowed to remove sweater or vest at the discretion of the teacher/principal.

Non-Uniform Days are a privilege. Students are expected to wear appropriate attire, discretion of the Principal.

- Please refer to SJS Non-Uniform and Personal Items Policy on pages 11 & 12.
- No crop, tank or halter-tops (midriff may not be exposed)
- No clothing with rips or holes
- No short shorts or miniskirts
- No clothing displaying immortal and/or unchristian words, characters or logos.
- No deviation from other aspects of uniform code (jewelry, makeup, hair, etc.)

Jewelry:**Boys**

- are not allowed to wear an earring or earrings. (If student comes to school with an earring he will be asked to remove it.)

Girls:

- with pierced ears may wear small earrings.
 - No large dangling earring.
 - Hoop earrings are to be no larger than a nickel.
 - No more than two earrings per ear with traditional placement on ear lobes only.
 - No ear cuffs.
 - Other types of “body piercing” are prohibited for all.
- No large jewelry (Necklaces, Rings or Bracelets)
- No expensive jewelry should be worn.

Make-up:

- No make up or glitter.
- No false eyelashes.
- Only light colored nail polish allowed. No black, dark or fluorescent colored nail polish.
- No false nails.
- No nail art, nail jewelry, nail decals or nail stickers.
- No permanent or temporary tattoos may be worn.
- Cologne, perfume, lotions, hair products, etc. are to be used in moderation, due to the potential allergic reactions of other students. Products may not be used in school or brought to school.

Hair:

Haircuts and hairstyles must be traditional, simple and combed. Any student whose hair is deemed unacceptable and distracting from the learning environment may be excluded from class and the student’s parent will be notified. Three days will be given to rectify the problem. If not corrected during this time frame, the student may be suspended until problem is rectified.

Boys:

- Must have traditional, combed haircuts.
- No unusual hairstyles such as Mohawks, shaved heads, spikes, tails, lines or carvings.
- Hair must be trimmed around ears and may not extend below natural hairline along sides of the head and at nape of neck.
- Hair may not be worn in front of eyes
- No facial hair (beards, goatees, mustaches etc.).
- If highlighting or color is used, only 1 level lighter than natural color is acceptable.

Girls:

- Hairstyles must be combed and neat.
- Beads and hair wraps are not allowed.
- Colored hairpieces and feathers are not allowed.
- Hair may not be worn in front of eyes.
- If highlighting or color is used, only 1 level lighter than natural color is acceptable.

Non-uniform Items and Personal Items Policy:

Any items displaying immoral and /or unchristian words, characters or logos will not be allowed on school property or at any activity sponsored by St. Joseph School. This includes clothing items, notebooks, book covers, backpacks,

a pencil cases, or any other personal items brought to school or to a school activity by the student.

The administration reserves the right to determine what words and character logos are inappropriate for young people in our Catholic Christian environment. Any students not in full compliance may be excluded from class until the parent has come to school to pick up the item.

**Girls Daily Uniform:
(Grades K-5)** Dusty Tan bucks
Uniform Jumper
Gray Cardigan Sweater (must be worn on dress uniform days November 1st – April 1st)
Navy blue knit shirt or turtleneck
Navy blue knee socks or navy blue tights
Gray twill slacks (November 1st - April 1st)
Gray Pleated Twill Shorts (April 1st - November 1st)

**Girls Dress Uniform:
(Grades K-5)** White blouse, round collar (in place of navy shirt)
Navy Crossover tie
All items listed in daily uniform with the exception of the gray twill slacks and shorts.

**Boys Daily Uniform:
(Grades K-5)** Dusty tan bucks
Navy blue knit shirt
Gray pullover sweater (must be worn on dress uniform days November 1st – April 1st)
Navy or white crew socks
Gray twill pants with black or brown belts – Grades 2 - 5
Gray Pleated Twill Shorts (April 1st - November 1st)

**Boys Dress Uniform:
(Grades K-5)** White oxford button down shirt (in place of navy shirt)
Navy blue tie
All other items listed in daily uniform with the exception of the Gray twill shorts.

**Girls Daily Uniform:
(Grades 6-8)** Dusty tan bucks
Uniform skirt
Navy blue knee socks or tights
Navy blue sweater vest (must be worn daily November 1st – April 1st)
White polo knit shirt
Khaki slacks (November 1st - April 1st)
Khaki Pleated Twill Shorts (April 1st - November 1st)

**Girls Dress Uniform:
(Grades 6-8)** White oxford button down shirt (in place of white knit shirt)
Navy crossover tie
All other items listed in Daily uniform with the exception of the Khaki slacks and shorts.

**Boys Daily Uniform:
(Grade 6-8)** Dusty tan bucks
Khaki slacks with black or brown belt
Navy sweater vest (must be worn daily November 1st – April 1st)
White polo knit shirt
Khaki Pleated Twill Shorts (April 1st - November 1st)

**Boys Dress Uniform:
(Grades 6-8)** White oxford button down shirt (in place of white knit shirt)
Navy tie
All other items listed in Daily uniform with exception of the khaki twill shorts.
Black or brown belts must be worn.

Dress Uniform:

Dress uniform days are identified for special occasions. Please check the school's monthly calendar for a listing of dates.

Mandatory Gym Uniform:

All students are required to wear the following gym uniform, with the *St. Joseph School* logo, and sneakers on gym days and some field trip days as requested by the teachers.

August-October:	Gym shorts* or jogging pants and t-shirts and/or sweatshirts
November-March:	Navy blue jogging pants, sweatshirt or t-shirt
April-June:	Gym shorts* or jogging pants and t-shirts and/or sweatshirts

*Please note sweatshirts, t-shirts and shorts are also available thru the school.

Preschool Dress Code:

Preschool students are required to wear the gym uniform only on gym days and field trip days when requested by the teacher. Play clothes and sneakers are recommended for all other activities.

Early Childhood Program:

St. Joseph School is dedicated to serving the best interests of the young child by understanding and supporting the developmental needs of each child and by modeling respect, kindness, and love. We strive to provide learning experiences that enhance a child's self discovery and the development of a positive self-esteem.

Extended Care:

A safe environment is provided for our students in Grades Preschool-8 who need to arrive at school before school hours and remain after the school day. Activities provided under the supervision of faculty and staff includes free play, snack, and homework time. Breakfast Program hours are from 7:30 a.m. to 8:00 a.m. The only cost is the cost of breakfast.

After school hours are from 2:30 p.m. to 5:00 p.m. The cost is \$2.50 per ½ hour \$5.00 per hour or any portion thereof. A discount will be offered for families with two or more children using extended care three or more days per week.

Family Educational Rights and Privacy Act:

Parents and legal guardians have the right to:

- Inspect and review the student's education record.
- Request the amendment of the record to ensure that it is not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's record.

This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school related information regarding the child. **If there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

Field Trips:

Students will be given a Diocesan permission slip for parents to sign that describe the purpose and destination of the field trip. Students who fail to return this written permission slip signed by the parent/guardian **will not** be allowed to participate. All students must ride the bus to and from all field trip destinations.

Field trips are privileges and student participation may be disallowed if the student does not meet academic and behavioral standards. For the safety of all, and in order that maximum benefits are received by each participant, any student whose conduct is contrary to school regulations or who creates an atmosphere disruptive to learning may also be denied permission to participate in a field trip by the principal. Suspensions and or detentions issued during the trimester in which the field trip occurs will be considered. Students excluded from field trips are to report to school at regular time in full uniform. Absences will be considered unexcused unless a doctor's note is presented. Attendance on a field trip is a privilege.

Financial Aid:

It is the policy in the Diocese of Fall River that persons in good standing in their parish may receive a parish subsidy if they are faithful to weekly Mass attendance and contribute regularly to the parish using the budget envelopes. Parents with children in grades 1-8 must contact the pastor to apply for this subsidy. The Diocesan Saint Mary's Scholarship Fund provides financial assistance to families in need for grades K-8. Applications are available each year in the school office.

Fire Drills:

Fire Drills are conducted periodically to ensure that the students are properly instructed as to the procedures to follow should an actual fire ever exist.

During a fire drill, children are to exit in a quiet, orderly fashion. To insure your child's safety, running and talking are not allowed per order of the fire department. In the classroom, children are to follow their teacher through their assigned exit and line up outside the building in the assigned area. If the children are in the gym or cafeteria during a fire drill, they are to exit through the nearest door and line up outside the building.

Homework:

Homework assignments are important in the learning process since they provide an opportunity for students to reinforce skills that have been taught in class and for enrichment. Students will also develop skills in organization and personal responsibility.

Assignments are such that the student can complete them with only occasional help from parents. Completed homework is a class requirement and a student's responsibility. All work is expected to be done completely, neatly, and on time.

The recommended times for homework at each grade level are as follows:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	30-60 minutes
Grades 5 and 6	45-60 minutes
Grades 7 and 8	60-90 minutes

Agendas are provided to all students. All students in grades four through eight are required to use an agenda for all subjects. Children in grades one through three are encouraged to write down daily and long-term assignments so that parents can be aware of work that needs to be accomplished or studied.

Parents are asked to ensure that all homework assignments are completed.

Missing or incomplete homework may result in a detention.

Honor Roll:

EXCELLENCE BEGINS WITH YOUR GOOD EFFORT!

Grades 4, 5, 6, 7, and 8:

At the end of each marking period an honor roll based on the following criteria will be posted. An Honor Roll certificate will be issued at the end of the school year based on a student's year-end average.

Principal's List	90 or above in each subject
A Honor Roll	90 or above overall average
B Honor Roll	80 to 89 overall average

Library:

The Library Teacher will provide a weekly lesson to students in the preschool program through grade five. Students in grades six through eight will meet with the Librarian every third week.

Lunch and Breakfast:

Students may purchase breakfast and hot lunch in the school cafeteria. Parents have the option of paying daily or in advance. The balance is monitored by food service personnel. A monthly menu is distributed to all students, and a price list is sent

home at the beginning of the school year. Students with a lunch from home may purchase drinks or supplements to their lunch. A hot lunch with milk included is available daily with the exception of early dismissal days. Checks are to be made payable to *Fairhaven Public Schools*. Please do not send child with large amounts of money.

Medical Rules:

Each year the school nurse reviews student records and along with information provided by parents, will determine if a student requires an individualized health plan. Necessary staff members will be advised and trained on procedures.

It is crucial that parents keep the school updated concerning medical issues of students (allergies, injuries, etc.), which affect the safety, wellbeing, and/or performance of the student at school.

Auditory Screenings are administered annually for students in K through 3. Vision Screenings are done annually for children in K through 5. Physical exams are required for students to enter grades K, 4, and 7. Scoliosis screenings are provided for students in grade 5 through 8. At this time, no school nurse is available on a regular basis.

If a student is ill and sent to the nurse/principal and it is deemed necessary to send the student home, a phone call by the nurse, principal or secretary will be made to the parent. The parent/guardian/caretaker is to report to the office to sign the child out.

Administration of Medication:

- **DUE TO NEW MASSACHUSETTS PUBLIC HEALTH LAWS, NO SCHOOL PERSONNEL EXCEPT THE SCHOOL NURSE WILL ADMINISTER PRESCRIPTION AS WELL AS OVER-THE-COUNTER MEDICATIONS.**
- **UNDER NO CIRCUMSTANCES SHOULD STUDENTS BE GIVEN ANY PRESCRIPTIVE OR OVER THE COUNTER MEDICATION TO ADMINISTER THEMSELVES. ALL MEDICATIONS MUST BE TURNED IN TO THE OFFICE. REQUIRED MEDICATION DURING THE SCHOOL DAY NEEDS TO BE ADMINISTERED BY THE CHILD'S PARENTS. ANY MEDICATION PRESCRIBED TO BE GIVEN THREE (3) TIMES A DAY SHOULD NOT BE SENT TO SCHOOL. IT CAN BE GIVEN AT HOME BEFORE SCHOOL, AFTER SCHOOL AND AT BEDTIME, UNLESS OTHERWISE SPECIFIED BY THE PHYSICIAN IN WRITING.**
- **IF THE SCHOOL NURSE IS NOT AVAILABLE, EITHER A PARENT OR FAMILY MEMBER, WHO IS DESIGNATED IN WRITING, MUST COME TO SCHOOL TO ADMINISTER MEDICATIONS.**
- **STUDENTS WHO HAVE POTENTIALLY LIFE THREATENING CONDITIONS REQUIRING MEDICATIONS SUCH AS EPIPEN, INHALER, INSULIN – MAY SELF ADMINISTER, UPON SUCCESSFUL DEMONSTRATION OF THE ABILITY TO DO SO AND COMPLETION OF A PERMISSION FORM BY THE STUDENT'S PARENT. THESE MEDICATIONS MAY BE KEPT IN THE OFFICE, OR IN THE STUDENT'S CLASSROOM.**
- **YOUNGER STUDENTS AND THOSE WHO DO NOT HAVE THE ABILITY TO SELF ADMINISTER WILL STILL REQUIRE A PARENT/FAMILY MEMBER TO COME TO SCHOOL TO ADMINISTER TIMED MEDICATIONS.**

Please note: In case of a life threatening allergic reaction, a trained staff member is able to administer an EpiPen injection.

National Junior Honor Society:

Membership in the Sacred Hearts Chapter of the National Junior Honor Society is limited to students in grades 6, 7 and 8. Selection is both an honor and a responsibility. Students that are selected are expected to demonstrate the qualities of scholarship, service, leadership, character, and citizenship.

Parent-Administration Cooperation:

The education of a student is a partnership between the parent and the school. School Administration reserves the right to request the withdrawal of a student if the administration determines the partnership has been irrevocably broken and reserves the right to require the withdrawal of the student.

Parent-Teacher Organization:

The mission of the St. Joseph School P.T.O. is to ensure effective communication between parent, teachers, and the administration and to participate in activities that support the education of all the children at St. Joseph School. Meetings are held monthly. **All parents are encouraged to participate on the subcommittees that work on special projects throughout the year.**

Parent-Teacher Communication:

St. Joseph School encourages communication between parents and teachers. Beginning this year, St. Joseph School is becoming a "Greener" school. As a means of maintaining positive communication with each family all vital forms and information will be e-mailed and posted on the St. Joseph school website at www.saintjosephschool.org. All students will also be provided with a "Take Home Tuesday Envelope" which will contain information that cannot be sent via e-mail. We encourage each family to check their e-mail on a regular basis and to ask your child for the Tuesday envelope and review any information that is contained therein. Other notices may also be sent whenever needed.

Parents are strongly urged to contact the teacher whenever the need arises. Your child's teacher will provide his/her contact information. Conferences may be scheduled by making a written request to your child's classroom teacher or by calling the office and leaving a message. Please allow the teacher sufficient time to investigate a situation and confer with you. If you are displeased with the teacher's resolution of your situation you may contact the administration. If you feel the matter has been resolved in an unsatisfactory manner at this level you may contact the pastor.

Parent Support:

The school will participate in a number of activities throughout the year to raise funds to defray the costs not met by tuition and subsidy. We ask that each family actively participate in these events that earn required funds to support our efforts for a quality education for all our students. Parents are also invited and encouraged to participate in a wide range of volunteer activities to support the educational experience provided to our students.

Party Invitations / Class Birthday Celebrations:

Invitations for student parties may only be distributed in school if an entire class is invited. This is to avoid any hurt feelings. If you are unable to invite all boys or all girls, invitations may not be distributed on school property. The teacher must distribute all invitations. **No classmate's names or addresses will be given out at any time by anyone working at St. Joseph School.**

Students celebrating a birthday may share a simple snack (cupcakes, brownies, cookies, please no cakes) with classmates. The sharing of the snack is to remain in the classroom of the person celebrating the birthday. Please refrain from providing balloons, favors or trinkets. Large displays and costumed characters are not appropriate.

Phone Calls:

Generally, students are not allowed to make or receive telephone calls during the day. Only emergency calls are allowed. Permission to go to a friend's house is not an emergency. St. Joseph School has Caller ID service. If you have a private number and you are trying to telephone the school, you must first dial *82 to unlock your number. After the call is ended, your private number will be reactivated.

Photo Release:

Photographs of St. Joseph School Students are taken throughout the year. On occasion, some photographs with accompanying names, are used for publication in newspapers, brochures, Internet etc. ***A Photo Release form must be signed and returned stating whether their child's photo and name may or may not be used.**

President's Education Award:

This award is presented to students in grades 1- 8 that meet the following criteria at year-end.

- Grade Point Average: 90 average: The overall average of 90 or above for the year
- Test Scores: Standardized achievement, test battery at 85th percentile. The battery must be from the current academic year and include both verbal and mathematical skills.

Progress Reports:

Students will receive a progress report identifying strengths and weaknesses in his/her various subjects in the middle of each trimester. Progress reports for students in Grades 1 - 8 are sent home in October, January, and May. Progress reports for students in Kindergarten will be sent home in November and March. Progress reports for students in Pre-School will be sent home in November and June. These reports are for school home communication only and are not placed in the student's cumulative folder. Parents are requested to sign and return these reports promptly.

Appointments should be scheduled with the teachers first to discuss any questions or concerns and then with the administration.

Religious Activities:

St. Joseph School offers liturgies, prayer experiences, Sacramental preparation, and instruction on the Congregation of the Sacred Hearts to foster each child's development of faith and Catholic values. St. Joseph School provides religious instruction that is age appropriate for faith development. Our program seeks to supplement the instruction that takes place in the homes and faith communities of the children.

Respect of Property:

Students are expected to be respectable of school property.

- Students may not write in textbooks
- Students writing on walls or damaging property will be required to do clean-up work. Defacing walls, fixtures, desks or school property of any kind may also result in fines used to repair damage.
- Computers and other technology are to be used for the benefit of all students. Damage to a computer or software through improper use or vandalism will be subject to a fine for damage or replacement. Students are only permitted to access their own saved work on the computers – accessing, copying, tampering with or destroying another student's saved work is subject to detention or other disciplinary actions, including suspension of computer privileges.
- Students should keep their classrooms, desks, playground, bathrooms, and gym clean and orderly.
- Gum may not be chewed on school or church property or at any school activity.
- No food or candy is to be taken out into the playground.

Report Cards:

Report cards for students in grades 1 – 8 are sent home in November, March, and June. Report cards for students in Kindergarten are sent home in January. Parents are requested to sign and return these promptly.

Safety and Security:

St. Joseph School will make every effort to keep children safe. We ask your cooperation with the following:

- All visitors must report to the **main entrance** for admittance into the building during the school day. Please ring the bell, identify yourself, and state the purpose of your visit.
- Once in the building all visitors will report to the main office, sign in on the daily log, and obtain a visitor's pass.
- No one is allowed to walk beyond the double doors in the main hallway without an escort.

- Parents are not allowed to interrupt a class while it is in session. Appointments for teacher conferences may be made through the office.
- Students shall not open any entrance for any visitor.
- Parents employing extended care services should employ the front or back doors of the main hallway.

The school also has an Emergency Safety Procedure Manual, which is available for parent review.

School Cancellation:

St. Joseph School follows the schedule for the Fairhaven Public Schools for all weather related school cancellations.

St. Joseph School subscribes to School Reach, an automated phone messaging system, which will contact all families in the event of a cancellation of school due to weather. In the event of inclement weather or other school cancellation, please listen to the following radio stations for specific NO SCHOOL announcements: WBSM, WNBH, WFHN, Channel 4, Channel 6 Channel 7, Channel 12 and Channel 56. All school cancellations will also be placed on our website www.saintjosephschool.org.

School Hours:

St. Joseph School is open from 7:30 a.m. to 5:00 p.m. Monday through Friday.

Parents are asked to bring their child/children to the school playground as near as possible to the arrival time of 8:00 a.m. since there is no supervision of students provided before school unless in breakfast program.

Standardized Testing:

The IOWA Test of Basic Skills is administered in Grades 2 through 7 and the Cognitive Abilities Test in Grades 3, 5, and 7. These tests are used to evaluate the child's ability and achievement in basic learning areas. The results are examined by the faculty to evaluate individual pupil performance and to analyze grade and school data to identify strengths and weaknesses in curricula in order to continually improve the quality of programs being offered. The scores are sent home to parents and included in the student's cumulative record.

Student Learning Expectations

Our students will:

- Demonstrate a basic knowledge of Catholic Church teachings and practice.
- Be committed and responsible Christians that make Christ-like decisions.
- Foster a sense of belonging to the Catholic Community by taking part in Liturgical celebration, sacramental programs, prayer and understanding of Scripture and God's faithfulness and love.
- Demonstrate knowledge and appreciation of diversity.
- Become responsible and committed learners, effective communicators and presenters, and creative thinkers and critical problem solvers.
- Seek academic and aesthetic excellence by demonstrating confidence, self-motivation, and perseverance.
- Develop their individual talents and a desire for life long learning.
- Demonstrate mastery and application of knowledge and skills gained.
- Develop cooperative and collaborative skills in learning and in resolving conflicts.
- Demonstrate respect for God, Church, authority, self, others and property.
- Participate in service learning activities that support the common good.

Telephone Numbers: School: 508-996-1983

School Fax: 508-996-1998

St. Joseph School Office Hours: 8:00 a.m. to 3:30 p.m. Monday through Friday

Traffic Policy:

The safety of our children at arrival and dismissal is paramount. We would like to thank you in advance for following the School's traffic policy as stated below.

MORNING DROP OFF 8:00 – 8:15 School Safety Zones

- All students will enter the school by the Northeast playground door.
- Any student that arrives after 8:15 must enter by the main entrance

Parents **may not** park in the Drop Off Only Zones. These areas are for drop off only.

CROSSWALK ON HOMESTEAD

Parents are requested never to block the crosswalk. This is for student use only.

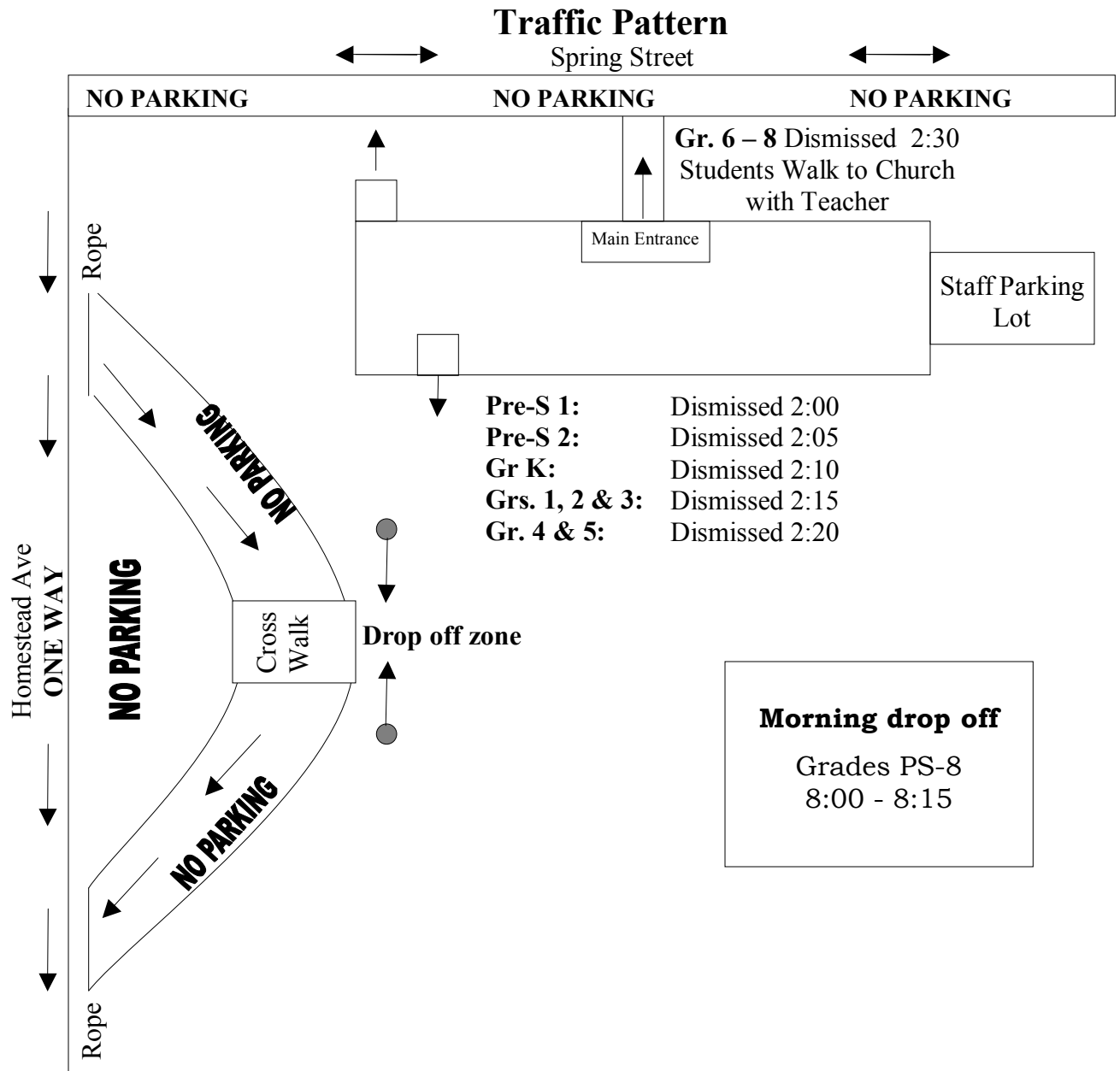
- Homestead is a one-way (going north) from 8:00-9:00 a.m. and 2:00-3:00 p.m. **ONLY**
- Handicapped Parking is available in the driveway west of the school.
- Please be respectful of our neighbors on Spring Street and Homestead Ave. by not parking or obstructing other private driveways.

Afternoon Pick-Up:

- Preschool will be dismissed 2:00 & 2:05 and Kindergarten will be dismissed 2:10. The students will exit the building from the Northeast playground door.
- Grades 1-3 will be dismissed 2:15 and exit from the Northeast playground door.
- Grades 4 & 5 will be dismissed at 2:20 and exit from the Northeast playground door.
- Grades 6-8 will be dismissed at 2:30. Students will walk to the Church led by the Middle School Teachers.
- Parents are encouraged to remain outdoors at time of dismissal.

****PLEASE PLAN TO ARRIVE AT TIME OF OLDEST CHILD'S DISMISSAL. YOUNGEST CHILD WILL REMAIN IN CLASSROOM UNTIL OLDEST SIBLING IS DISMISSED.**

Please View Chart on following page.



****PLEASE PLAN TO ARRIVE AT TIME OF OLDEST CHILD'S DISMISSAL. YOUNGEST CHILD WILL REMAIN IN CLASSROOM UNTIL OLDEST SIBLING IS DISMISSED.**

Tuition:

The tuition, related fees, and fund raising assessments are determined yearly by the Principal and Pastor and are based on the per pupil cost of maintaining the school and providing a quality education. The parent/guardian is responsible for full payment of tuition, fundraising assessment, and all fees. There is a \$20 charge for returned checks.

**THE ADMINISTRATION RESERVES THE RIGHT
TO MAKE NEW POLICIES WHEN NECESSARY.**

St. Joseph School Middle School Behavior Policy

Middle School Behavior Policy

St. Joseph School, like all schools, has rules that members must abide by to ensure the institution's ability to succeed in its mission. The rules exist for the common good of all St. Joseph School students and staff. St. Joseph School is a Catholic school and as such is committed to the intellectual, emotional, spiritual, physical, cultural, ethical, and social growth of each student. The rules of the school have been designed to create a school climate in which this growth is possible. The underlying foundation of such an atmosphere is a mutual respect between students and staff and between the students themselves. A model of respect for the needs and rights of others ensures a learning environment and social support structure required for each individual to put forth his/her very best effort.

In addition to the need for regulations and policies, every successful institution has benefits for those who fulfill the requirements that have been put forth. In this fashion the Saint Joseph School Middle School Behavior Policy works on two levels. First and foremost, it is the intention of this policy to show appreciation for good behavior through acknowledgement, praise, and merit based incentives. It is our belief that the optimal way to encourage students in good behavior is to make it known immediately when praiseworthy behavior is seen. Therefore, in addition to the necessary list of regulations and consequences, the following pages contain the outline of a policy of positive reinforcement that will be in place in the Saint Joseph Middle School.

This Middle School discipline policy should be reviewed as a supplement to the school handbook and the policies herein do not supersede any policy found in the handbook. This policy's purpose then is to provide information specific to the Middle School's implementation of the policies provided in the school handbook. It should also be understood that the school rules found both here and in the school handbook are not all encompassing and situations may arise that require disciplinary actions as determined by the administration.

Positive Reinforcement

A school by its very nature as an instructional institution is set up to help students learn to behave and perform in ways that are beneficial to themselves and the world around them. When students are able to see the merits of their positive actions, they are more likely to repeat those actions and foster a positive self-image. The school by necessity must correct inappropriate behavior, but ultimately, it's the school's goal to cultivate and reward positive behaviors. If students feel that their efforts are appreciated, they are more likely to enjoy their learning experience. Students should be aware of the school's expectations and should be made aware when they have reached those expectations. In this way, students can proceed forward in their social lives and academic pursuits with dignity and assurance.

The following is a list of incentives that will occur as a result of positive action from students.

1. Students will have the opportunity to earn free time once a week, for demonstrating good citizenship, and positive behavior as well as completing all work assignment and academic obligations. Students not meeting these expectations will be required to use that time for completion of assignments.
2. Teachers may send home notice of students' performance academically or socially from time to time. A phone call home or a letter to inform parents that a student is doing well is another way the teachers can reward good performance. It is important to have feedback from teachers on positive occasions so that parents as well as students realize when the students are meeting a teacher's expectations.
3. Completion of homework consistently and conscientiously will be rewarded on an individual basis. Each teacher will have his or her own system in place to show appreciation for a student's hard work. In this way, homework will not only have a positive impact on a student's grades and in class understanding, but it will also help students to understand how much their teachers appreciate their hard work and dedication.

4. When students behave in such a manner that it is clear to their teachers they respect their fellow classmates, it allows teachers the opportunity to make instruction more creative. Group projects can make it more exciting for students to learn in all subject areas. The Middle School teachers have already discussed several such options and if the Middle School climate permits, there will be opportunities for students to work in an environment that they will most likely find stimulating and rewarding.

Consequences for Negative Actions

- I. **Verbal Request:** A verbal request to change a behavior will be made in the case of any behavior problem in or out of class that is not an immediate threat to the well being of others or the teacher's ability to instruct. Most student behavior problems can be solved reasonably at this level.
- II. **Discussion Outside/After Class:** If a student fails to respond to verbal request(s), the teacher may choose to discuss the problem with the student individually. The purpose of this type of discussion is for the teacher and a student to come to an agreement on why a certain behavior has been a problem and what must be done to avoid future consequences.
- III. **Personal Detention:** Personal detentions are issued by individual teachers to correct behavior, which cannot be modified by a simple warning or discussion. This will include disrespect and lack of missing assignments. Detentions will be one hour in length and will be served after school on the date that is on the detention slip. Detention slips will be signed by the teacher and must also be signed by the parent(s) before the detention is served. These detentions will not be recorded on the report card. They are to be served for the teacher who issued them and that teacher will keep the signed detention slip for their records and reference. With the 4th personal detention an office referral to the Principal will be made.
- IV. **Contact Parent/Reflective Essay:** If a student's behavior requires immediate discussion with parents or if behavior(s) that resulted in personal detention have not changed, the teacher will contact the parents either by phone call or in a letter sent home. The teacher and the parents may then decide that a conference is necessary and a date will be set to meet at mutual convenience before or after school.
At this time it is also important that the student be aware of the need for improved behavior and they will therefore be given a written assignment. The student must write a five paragraph essay detailing the reason(s) why their behavior was detrimental to the learning environment and/or school climate and how a shift in behavior could better benefit themselves and the rest of the school. The format of this essay is attached. The essay will be read by the teacher who makes the assignment. When it is completed satisfactorily it will be kept with the teacher's records.
- V. **Office Referral:** In some instances it may be necessary to send a student out of the classroom to prevent further disruption. This can happen in incidents where a student continues to disrupt the class despite other forms of teacher intervention. Office referrals can also occur if a student's initial negative behavior is of a serious enough nature to warrant removal from the classroom. School detention or other disciplinary action may result from an office referral.
- VI. **School Detention:** School detentions are to be signed by the principal and the parent(s) in addition to the teacher who issues them. These detentions are for more serious infractions or for behaviors that occur outside of the classroom while in the care of a faculty or staff member that is not a Middle School teacher or substitute teacher. School detentions may also be issued for less serious offenses that have persisted despite attempts to change students behavior with warnings, personal detentions, or parent contact.
Like the personal detention, the school detention will be one hour long after school on the date provided on the detention slip. However, unlike personal detentions will be recorded on the student's report card and a copy of the detention notice will be kept in the office file. At this point, the principal may have discussed the behavior with the student and may choose to call a parent conference to discuss student behavior and future consequences if the behavior persists.

VII. **Contract, Suspension, and Expulsion:** If a student over the course of time refuses to comply with school standards and policies, further disciplinary action may result. The principal reserves the right to make decisions on suspension, contractual agreements, and expulsion. Any of these three options may be chosen by the principal if a student's behavior is persistent or in any way damaging to the school's mission or climate. The pastor and the principal reserve the final authority in all matters of discipline.

The following is a list (not all inclusive) of possible actions the principal may take:

- **Contract:** A behavior contract is a final attempt to modify the behavior of a student. The contract will be signed by the parents, the student, and the principal. Contracts are approved by the Diocese of Fall River. The contract will specify the school's expectations and the exact consequence that will occur if those expectations are not met.
- **Suspension:** The principal may choose to suspend a student's attendance in class if she sees fit. Suspensions will be held either in school or out of school based upon the principal's decision. A student is responsible for completing all work missed during a suspension.
- **Expulsion:** If a student's behavior is deemed dangerous to the school, any of its members, or the ability of the school to function effectively in its mission, a student may be asked to leave the school.

Reflective Essay Format

Please answer the questions below using the format for a five-paragraph essay that applies to all school assignments.

Why was your behavior inappropriate and what can you do to prevent yourself from repeating this behavior?

You **must** provide a specific example from the Bible that is relevant to your writing.

Some areas to reflect upon that will provide you with adequate material for writing are: (these questions are not mandatory but rather are meant to help you format your essay.)

1. How did my behavior affect other students? (their feelings? their ability to learn?)
2. How did my behavior affect my teacher or principal? (their feelings? their ability to teach/protect the rights of others?)
3. What is the purpose of the rule that I broke? What would happen if everyone were to disregard that rule?
4. What long-term consequences can I expect if I continue this behavior? (academically? disciplinary? socially?)
5. In what ways would I improve myself as a person by preventing this behavior from occurring in the future?

**THE ADMINISTRATION RESERVES THE RIGHT
TO MAKE NEW POLICIES WHEN NECESSARY**

