

St. Joseph School
Bristol, Connecticut

“To Love and Learn Without Distinction.”



Student & Family Handbook
2018-2019

Table of Contents

Topic	Starting Page
Letter from the Pastor	3
Welcome Letter from Principal	4
Vision Statement, Mission Statement, School History	5
Parent/Guardian Roles	7
Faculty and Staff	8
School Board Members, Home and School information	8
School Policies:	9
• Admission, Attendance	9
• Tardiness, Vacations	10
• Health Services, Inclement Weather	11
• Mandated Reporting, Volunteers/VIRTUS training, Email Communication, Tuition/Fee breakdown	12
• Tuition Contract and Policy	13
• Financial Aid, Curriculum Overview	14
• Academic Achievement	15
• Grading	16
• Standardized Testing, Homework	17
• Grade Promotion, Retention, Academic Probation	18
• Placement of Students, Book Bags, Damaged Property, Lost and Found, School Supplies, School Store, Technology & Internet Policies	19
• Transportation: Busing and Car Riders	21
Code of Conduct:	21
• Student Expectations	21
• Discipline Code	22
• Consequences (Behavior, Homework, Dress Code)	23
• Detentions and Suspensions	24
• Bullying, Out of School Misconduct	25
• Procedures for Reporting Conflict, Plagiarism	25
• Inappropriate Items for School, Cell Phones, Gum Chewing, Illegal Substances	27
Dress Code	28
• Girls	28
• Boys	28
• Co-Ed	29
Emergency Response Procedures	29
Student Life/Co-curricular Activities:	30
• After Care, Before Care, Band, Clubs	30
• Scouts, Field Trips, Library, Liturgy, Visitors, Service Learning, Hot Lunch	31
• Sports	32
Asbestos	32
Webpage	32
Revision/Amendments	33
Acknowledgement of Receipt and Review of Student/Family Handbook- MUST BE RETURNED TO MAIN OFFICE	34

August 2018

Dear families:

Welcome to Saint Joseph Catholic School! The Church teaches us that "parents are the principal and first educators of their children" (CCC 1653). We are honored that you have chosen to partner with us in this profound responsibility. It is a sacred trust and I pledge that we will hold the dignity and well-being of your children in the highest regard.

As your pastor, I will seek to be a good shepherd for you and your children. This begins with loving care, grows through understanding, faith, and prayer, and comes to fulfillment by the grace of the Holy Spirit alive in your hearts. This is going to be fun!

I, along with the principal, teachers and staff, will be active in the daily life of our parish school community. We are in this adventure together: shaping the hearts and minds of your children to be followers of Jesus Christ "for the kingdom of heaven belongs to such as these." Of course, your children are more than the future Church, they are the "young Church." Yet, a great future lies before them as they encounter Christ and are formed and educated to become the next generation of passionate and committed civic, corporate, and religious leaders. Each of them is uniquely called by God to develop and offer their gifts in the service of the world; to contribute to the common good and make a significant and lasting difference.

I thank you for entrusting your child to our care and education. I know that your child's education and future are very important to you. Please be assured that we will work very hard to ensure the best education for your child so that a strong foundation is in place for the future. Your children are a gift from God and our vocation to educate is a work of great love. Ultimately, our common goal is for your children to be truly happy. May God be with us in this high calling!

Peace in Christ,

Rev. Iván Ramírez

WELCOME TO THE ST. JOSEPH SCHOOL FAMILY!

We hope the contents of this handbook will provide each student and family with a better understanding of our school policies. Please take the time to read and discuss its contents with your child or children.

We believe that within our school community everyone has certain rights. At St. Joseph School each student has the right:

- to learn and study in a quiet, cooperative atmosphere
- to share in a variety of learning experiences
- to question, in a polite way, both academic and personal matters
- to be respected at all times by everyone
- to have privacy within one's own assigned space
- to be treated as an individual who learns at one's own pace and who is held responsible for one's own actions.

With these rights go these corresponding responsibilities:

- to help create and maintain a good learning environment for all
- to speak at all times in a courteous manner
- to respect all personal and school property
- to accept the challenge of proclaiming God's word, building a Christian community and serving the needs of others.

One of St. Joseph's School's goals is to educate the whole child. With this in mind, there is no better approach to education than as a team. St. Joseph School faculty and staff look forward to working with you to educate, guide, and nurture all our children. We look to families, community members, and our faith community to work with us in giving every child the opportunity to learn, grow, and be successful!

Thank you for giving us the opportunity to work together for your children!

Sincerely,

Eric Frenette
Principal
St. Joseph School

**ARCHDIOCESE OF HARTFORD
EDUCATION FOR A LIFETIME
VISION STATEMENT**

The fundamental purpose of Catholic Schools is to advance the educational mission of the Church! Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

**ST. JOSEPH SCHOOL
MISSION STATEMENT**

The Mission of St. Joseph School is to provide the highest quality of spiritual and academic education in order to meet life's challenges by developing integrity, respectfulness and resourcefulness in a faith filled environment.

The Saint Joseph School community is dedicated to providing a warm and nurturing atmosphere in which each unique individual can progress with confidence to develop a passion for learning.

It is our sacred responsibility to help each student reach his or her highest potential in order to be better prepared for a productive secular and spiritual life, in a more technological world.

Saint Joseph School accepts students without regard to race, creed, color, or nationality to all programs activities, rights, and privileges that are offered.

ST. JOSPEH SCHOOL: A Tradition of Faith in Education

In 1903 the doors of Saint Joseph School were open to its first classes. The Sisters of Saint Joseph, who were to direct the school for the next eighty-three years, welcomed students in grades one through four. The Sisters recognized the school to be a product of the parishioners who hungered for a Catholic education for their children.

The founding of Saint Joseph School is credited to the fourth pastor, Father Thomas J. Keena, who established the institution as the first parochial school in the City of Bristol. It was an institution open to Catholics of all nationalities. This factor set a precedent for what continues to be Saint Joseph's ideology in matters of Catholicity.

Through the guidance of the Sisters of Saint Joseph and the support of the Pastor and Parish, Saint Joseph grew. One grade was added each year until there were a total of eight. In June of 1908 Saint Joseph proudly held commencement exercises for its graduation class.

A half-century later, as the city grew and Catholicism spread, a need for school expansion became apparent. In 1958 a second first grade was added and the school's history repeated itself through the doubling of one grade each year. By 1966 doubled classes existed at each academic level.

The growth of school population heralded the demand for a new school building. Construction began under the leadership of Rt. Rev. Msgr. James P. Kerwan, who was the administrator of the

parish at that time. The new school building as well as a convent was dedicated on November 13, 1960.

Faced with a declining enrollment, the school reduced the number of classrooms to one per grade level in 1970. A decade later a Kindergarten was opened to offer a complete elementary education.

In the spring of 1987 the Sisters of Saint Joseph ended their tenure at the school, under the direction of Rev. James Leary and Rev. Thomas Shepard, co-pastors, Mark J. Monnerat was appointed the first lay principal of the school. At this time, an all-lay faculty as well as a newly established school board directed Saint Joseph School.

The 85th anniversary of the school's existence and its service to the community was celebrated in 1988. On April 9th of that year, over seven hundred alumni returned for a grand reunion. In order to continue the school's message and solidify school ties, alumni volunteers helped to establish a newsletter, *The Guardian*. The alumni declared the school to be the "guardian of faith and knowledge," and this publication was established to serve as a means to preserve the history and tradition of their educational roots. *The Guardian* is published three times each year and is mailed to alumni, past parents, grandparents, and friends of Saint Joseph School.

In September of 1988 Saint Joseph School once again adapted to the changing times with the addition of a Pre-Kindergarten program. A Student Council was also introduced to aid the students in the development of leadership skills and in the understanding of the electoral process.

Auxiliary Bishop, the most Rev. Paul Loverde, D.D., V.G., was in attendance on October 20, 1993 when Saint Joseph School celebrated the 90th anniversary of its founding.

In 2003 the school reached a milestone by celebrating its 100th Anniversary of Catholic education. For the first time in its 100- year history, the school introduced full-day Kindergarten while continuing its very successful half-day program. The first fully equipped computer lab with Internet capabilities was built through donations.

As we celebrated our 110th anniversary in 2013 we have updated our computer lab and added 60 chrome books for our students in grades 5 through 8.

After 28 years of dedicated service to the St. Joseph community, Mark Monnerat retired as principal in 2015. Eric Frenette, an alumni of St. Joseph School Class of 1998, joined the school family as principal for the 2015-2016. Mr. Frenette is a former school counselor in the public sector and a licensed practicing counselor in the State of Connecticut.

Starting in the fall of 2015 and ending in May 2017, St. Joseph School faculty and staff underwent an intensive Self-Study in compliance with their New England Association of Schools and Colleges (NEASC) re-accreditation process. In May of 2017, St. Joseph School welcomed a NEASC Visiting Committee who reviewed and confirmed the school's Self-Study. The final report concluded that St. Joseph School is active and effective in fulfilling its mission to provide the highest quality of spiritual and academic education to all students. St. Joseph School was awarded their ten year reaccreditation in the summer of 2017.

Through the dedication of faculty and administration, the guidance of the priest-director, the generosity of the parish, the sacrifice of the parents, and the goodwill of the students; Saint

Joseph School holds firm in its traditional values. Saint Joseph School delights in its history, traditions, and the more than thirty-five hundred graduates who have passed through its doors.

PARENTAL/GUARDIAN ROLES

Saint Joseph School believes that the parents are essential to the learning process of their children. Students need a lot of direction, guidance, and support from their parents. Accepting this fact, parents should consider the following:

- Provide school supplies and a place to study
- Promote active participation in weekly liturgy
- Help set academic goals
- Insist on daily attendance
- Attend all parent programs
- Participate in parent-teacher groups
- Encourage a healthy lifestyle
- Help improve organizational skills
- Monitor homework
- Encourage independent problem solving
- Promote active learning
- Support the school and teachers
- Communicate with your school
- Work with your school to resolve problems
- **RESPECT FOR PEERS, STAFF, TEACHERS AND PRINCIPALS**

Parents are held to the same standard as students with regard to respect for teachers and principals. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

ST. JOSEPH SCHOOL FACULTY & STAFF

Rev. Ivan Ramirez	Pastor
Mr. Eric Frenette	Principal
Mrs. Kimberlee Donahue	DRE
Ms. Ashley Hill	Pre-K3
Mrs. Nancy Marchak	Pre-K4
Mrs. Jennifer DiMauro	Kindergarten
Mrs. Catherine Roy	Grade 1
Mrs. Trudy Ravita	Grade 2
Ms. Amanda Wishart	Grade 3
Ms. Brianna Serio	Grade 4
Mrs. Kathryn Hinrichs	Grade 5
Mrs. Kathryn Laferriere	Grade 6/Middle School Spanish & Science
Mr. Robert Houle	Grade 7/Middle School Mathematics
Mrs. Jodie Jandreau	Grade 8/Middle School Language Arts
Mrs. Mary Saucier	Classroom Aide
Mrs. Cherie Hylan	Classroom Aide
Mrs. Carol Atwood	Art
Mr. Michael Pirog	Physical Education
Mrs. Karen Nappi	Administrative Assistant
Mrs. Sam Sears	Health Aide

ST. JOSEPH SCHOOL BOARD MEMBERS

Rev. Ivan Ramirez - Pastor	Jim Foley	David Roach
Eric Frenette - Principal	Sam Vasile	Jim Basquil

HOME AND SCHOOL ASSOCIATION

To facilitate communication between the home and school, St. Joseph School has an active Home & School Association. This volunteer Association is the fundraising and event planning arm of the St. Joseph School community. This partnership between parents and the school greatly benefits each and every student. We encourage all parents to attend our general meetings that are held monthly during the school year and to share your talents and time with this organization. The Home & School Association requires all families to:

(1) to buy or sell \$150.00 in raffle tickets and (2) pay or earn a **mandatory** fundraising assessment fee, which includes earning \$200 in SCRIP profits. The total amount you are responsible for is based on your tuition contract/commitment policy.

Scrip Program: Participation is **mandatory** for every family. This program is flexible and allows you to use scrip for all your needs. Each family must earn an annual profit of \$200.00 for the school. The Scrip year runs from May 1st through April 30th. In May each family will be billed for unearned profits. Any unpaid balance at the end of the school year will be added to next year’s tuition. You may begin earning tuition credit at 50/50 with each Scrip purchase you make once your entire fundraising assessment fee has been made. Scrip tuition credit is non-transferable.

Participate in our fundraisers: Profits made from various fundraisers you participate in throughout the May 1st through April 30th year will be applied towards your required fundraising assessment. Monies spent at Auction, the Golf Tournament, and Raffle are EXCLUDED.

Volunteer your time: Volunteer time is no longer required by Home and School. For those who do volunteer, your time can be used to reduce your fundraising assessment fee. Every hour volunteered will be valued at \$5.00.

Annual raffle: Participation in the annual raffle is mandatory for every new and current Pre-K through 8th grade family. You are required to sell \$200.00 in tickets. You may buy out your tickets for \$200.00. You are responsible for returning all tickets stubs and money on the assigned date. You will be billed for tickets left unsold.

****Please see the Home and School Association Handbook for more detailed information****

SCHOOL POLICIES

ADMISSION

Saint Joseph School admits qualified students of any race, creed, color or nationality to all programs, activities, rights, and privileges that are offered, however, being a private school, we may not be equipped to fully serve students with specific needs that require services beyond our resources.

All candidates must submit an application which will be reviewed by the administration and pastor. An interview with the student and/or family may be requested.

To enroll in our Pre-K program students must be age appropriate. Students must be three years old by October 15th and fully toilet trained. Students attending Pre-K 4 program must be four years old by October 15th and students entering Kindergarten must be five years old by October 15th. All families interested in attending St. Joseph School should make an appointment to visit the school.

ATTENDANCE

Schools have attendance policies that encourage regular attendance, while allowing students to be absent if they are ill or other excused purposes. If your child is going to be absent for more than two days, schoolwork is expected to be done at home. Communication with the classroom teacher and school principal regarding missed work is the responsibility of the student or family. Visit St. Joseph school's website and their classroom teacher's site or email the teacher directly for daily work. A student is responsible for any work missed due to absence. Upon returning to school, the student is to speak with the classroom teacher(s) involved to schedule make-up time for missing work.

Yearly school calendars and monthly calendars are sent home via students backpacks and are also found on Saint Joseph School web site.

School hours at St. Joseph are:

- 7:55 AM to 2:30 PM -Monday, Tuesday, Thursday, and Friday
- 7:55 AM to 2:05 PM -Wednesday

School office hours are 7:30am- 3:00pm Monday-Friday.

REGULARITY OF ATTENDANCE AND PUNCTUALITY ARE OF PRIME IMPORTANCE. If for any reason a student will be absent from school, a parent is required to call the school by **8:30 AM** to confirm such absence.

FREQUENT ABSENCES WILL RESULT IN A MANDATORY PARENT/GUARDIAN MEETING AND/OR LEAD TO NOTIFICATION OF STATE SERVICES THROUGH A FWSN (Families With Service Needs) REFERRAL. Prolonged or frequent absences (30 days or more in a year) could also result in retention of a student.

All student records are kept in files in the school office. Any student transferring to another school must have a parent/guardian sign a release form to have their records transferred.

TARDINESS

ANY TIME AFTER 7:55AM IS CONSIDER TARDY. CONSISTENT TARDINESS IS DEFINED AS 5 DAYS IN ANY CALENDAR MONTH.

CONSISTENT TARDINESS MAY RESULT IN LOSS OF PRIVILEGE (SUCH AS RECESS, SPECIAL SCHOOL-WIDE EVENTS, FIELD TRIPS, OR FREE DRESS DAYS), MORNING DETENTION, OR A MEETING WITH PARENTS/GUARDIANS, PRINCIPAL, AND PASTOR . CONTINUED TARDIES WILL RESULT IN MORE SERIOUS CONSEQUENCES.

Tardy students may be held in the Main Office until after Morning Prayer and Announcements.

A parent/guardian should notify the Principal, either in written or by phone, requesting permission for “special” absences or tardiness prior to said absence or tardy.

PARENTS MUST MAKE A SPECIAL EFFORT TO SCHEDULE MEDICAL AND DENTAL APPOINTMENTS OUTSIDE OF SCHOOL HOURS. Frequent interruptions to classroom schedules caused by students coming and going are very disruptive to the class.

Consistent absences or tardies may require school administration to contact State services (FWSN) to file a formal complaint of delinquent school attendance.

VACATION

ALL FAMILIES MUST ADHERE TO THE SCHOOL CALENDAR FOR VACATIONS. If excessive snow days should occur during the school year, the April vacation will be utilized to

make up the days. This will avoid going late in June. This decision will be determined by the principal prior to the start of February vacation.

Family vacations during normal school days are not encouraged and **DO NOT** count as an excused absence. If unavoidable, students must get all work they will miss **PRIOR** to being absent. **Missed work is expected to be turned in and completed upon return to school.**

HEALTH SERVICES

A full-time health aide is provided by Bristol/Burlington Board of Health and is on duty each day to provide primary first-aid services, to facilitate emergency health care arrangements, to maintain student health records and to notify parents or guardians when a student is too ill to remain in school. **It is of utmost importance that you do not send your child to school if he/she is not feeling well upon waking in the morning. Doing so contributes to the spread of disease, putting your child and his/her classmates at risk.**

Any medication that a child may need during school hours must be handed in to the Health Aide by the parent or guardian with written doctor permission. Medication should be in a new, unopened container unless otherwise specified by the Health Aide. Medications will need to be signed out by a parent or guardian on the last day of school.

Any student requiring an in-school Health Plan will be required to attend a meeting with representation from Bristol/Burlington Board of Health and school administration.

INCLEMENT WEATHER INSTRUCTIONS

In the event of INCLEMENT WEATHER, the school follows the Bristol Public School announcements regarding SCHOOL CANCELLATION, LATE OPENING AND EARLY DISMISSAL. Announcements are broadcast on WTIC 1080 AM radio and major TV stations, **WFSB- Channel 3 reports school closings and delays on television and on their web site, wfsb.com.** PLEASE DISCUSS EARLY DISMISSAL TRANSPORTATION ARRANGEMENTS WITH YOUR CHILD PRIOR TO COMING TO SCHOOL IN THE MORNING.

WHEN EARLY DISMISSAL IS ANNOUNCED, CHILDREN WILL BE DISMISSED AT 12:30 PM.

For your convenience, St. Joseph School uses School Messenger. It sends instant notifications of school closings or delays to subscribers' phones. The phone numbers listed on your registration form are used for School Messenger. If you would like additional or alternate numbers to be used, please contact the school office.

PLEASE refrain from calling the school as these calls tie up the phone lines for emergencies.

THE INCLEMENT WEATHER SCHEDULE FOR GRADES K-8 IS AS FOLLOWS:

On a 2 hour delay:

9:55 AM to 2:30 PM (Monday, Tuesday, Thursday, and Friday) (regular 2:30 PM buses)

9:55 AM to 2:05 PM (Wednesday)
(regular 2:05 PM buses)

CHILD ABUSE and MANDATED REPORTING

St. Joseph faculty and staff abide by the Connecticut State Laws and the Archdiocese of Hartford policies and procedures for the Protection of Children and Youth. All school employees are mandated reporters by Connecticut State Law.

Each year all students grades K through 8 will participate in the Archdiocese of Hartford's Child Lures Prevention program. This program is designed to educate and inform children of safety measures and identifies resources in and out of school where they can go for support and assistance.

VOLUNTEERS / VIRTUS TRAINING / BACKGROUND CHECKS

The Hartford Archdiocese requires all persons who volunteer or work with children to be trained in the Virtus Program; a program which provides training about the protection and safety of our children. All St. Joseph School family members need to complete Virtus Training in order to volunteer in the school. Anyone who helps with school lunches, field trips, school monitors, scouts, or any other volunteer work in the school must participate in this program, as well as apply for a background check through the Archdiocese. You only need to attend the program once and upon completion of the program will be asked to return a signed form, stating you attended and understand all the policies. Background checks will be renewed every ten years. Please note failure to complete the Virtus Program and/or apply for background check will affect your ability to volunteer in the school.

EMAIL COMMUNICATION

We provide paperless communications through your e-mails for families who want this service. This serves as a connection between the school office and families. Every Tuesday, an e-mail from the school office will be sent with a variety of information and friendly reminders for the week. There may be attachments for you to open or requests to use the school web site for additional forms or flyers. Please make sure you provide your e-mail to the office each year and notify the main office throughout the year of any changes. If you do not have access to this, the office will send home a large manila envelope to the oldest child with all the latest news and flyers.

TUITION

Tuition rates are established by the Bristol Catholic Elementary School Board. Since 1995, our tuition payment plan has been handled by the SMART Tuition Plan. The SMART Plan charges a small annual service fee.

All tuition must be kept current and up to date. If a family fails to keep tuition up to date, they will not be allowed to enter St. Joseph School in the fall. If payments are not up to date in the fall, students will not be allowed to return in January.

Annual Fees, Assessments, Payment Options:

- \$50 New Family registration fee.
- \$100 **per student** commitment fee to be applied to tuition.
- \$250 Assessment from Parishes of Non-parishioners.

Fundraising Fee Schedule (based on your oldest child):

- Each family is required to earn or pay a \$300.00 (including \$200 in Scrip) fundraising assessment fee.
- Each family is required to sell or pay for \$200 in Raffle tickets.

H&S assessment fee and/or Raffle ticket payment can be pre-paid, applied to tuition installment payments.

- Tuition is payable through **SMART Tuition** which offers 4 payment plans:

PAYMENT PLAN	TIMING of PAYMENT
Pay in Full	July 15 th
3 monthly installments	July 5 th / 20 th , September 5 th / 20 th , November 5 th / 20 th
10 monthly installments	July 5 th / 20 th through April 5 th / 20 th
11 monthly installments	July 5 th / 20 th through May 5 th / 20 th

SMART offers options of payment by check, credit card, or automatic withdrawal from bank accounts.

Bristol Catholic Elementary Schools
Tuition Policy/Contract

1. When children are registered at a Bristol Catholic Elementary School, a commitment is made to fulfill a financial responsibility toward the school.
2. A payment plan is provided affording options, making tuition payments reasonable and timely.
3. **Tuition Payments are non-refundable.**
4. Tuition is determined by Parish status which includes regular attendance at Mass by a family and support of the Church by using the Offertory envelope system or online giving. If your Parish indicates “inactive” family status the non-affiliated tuition rate will be invoiced.
5. The school’s operating budget is closely tied to anticipated enrollment figures. It is **imperative** that any family who anticipates difficulty in meeting payment deadlines informs the principal **immediately** so that alternative payment dates can be arranged.
6. Delinquent tuition notices will be sent to those families who have fallen behind in fulfilling their financial obligation to a Bristol Catholic Elementary School. An initial conference may also be scheduled by the principal with families who continue to have outstanding tuition. On a case by case basis individual situations of economic hardship may be presented to the Tuition Review Board which consists of the pastor, or his priest delegate, the principal, and at the discretion of the pastor, may include one or more members of the Bristol Catholic School Board.

7. In order for the Review Board to evaluate legitimate cases of economic hardship and to attempt to distinguish between ability to pay and unwillingness to pay, the parent of students for whom payment is delinquent may be asked to provide information that would justify the outstanding charges.
8. If the Tuition Review Board determines that based on the delinquent balance that enrollment should be terminated, this action may not be implemented until the end of the current marking period. No student will be suspended or expelled from school during the course of the current marking period because of parental unwillingness to pay tuition or fees.
9. No student will be allowed to enroll for the new school year if tuition and any school fees remain outstanding from any prior years. This includes tuition and/or any outstanding fundraising fees (Home & School activity or Scrip card amounts).

Financial Aid for Families

Families in need of tuition cost assistance can submit an application for financial aid. Tuition assistance is given to families based on current family financial need and available funds. The Main Street Foundation also offers families financial aid through a separate application process. The pastor and school principal will review each application and grant financial aid on a case by case basis. **Financial aid offered one year does not guarantee aid offered for following years.**

CURRICULUM OVERVIEW

St. Joseph School accepts as its mission and recognizes as its responsibility the education of the child within the context of a Catholic, Christian, Family-centered environment.

The faculty is charged to be caring and creative as it nurtures the individual abilities and unique learning styles of its students. Our curriculum enables the greatest potential development of each individual in all areas of growth.

The overall curriculum for each subject area is created and disseminated by the Archdiocese of Hartford's Office of Catholic Schools to all Catholic schools within the Archdiocese.

Curriculum includes formal instruction and the informal events experienced by students in the process of schooling as needed to address the requirements of the Archdiocese of Hartford courses of study. School personnel strive to challenge the students to acquire knowledge that leads to a lifestyle of social justice, academic excellence, and positive self-esteem.

The development of strong basic reading and mathematical skills and the religious education of the students are at the foundation of our program. The additional academic areas of English grammar, writing, spelling, science, and social studies are complemented by technological and research skills. Strong emphasis is also placed on inter-disciplinary learning, whereby skills learned in one academic area are applied and reinforced in other academic areas and curriculum.

We encourage cooperative learning activities, multi-cultural and global awareness experiences, and integration of literature and mathematics throughout the curriculum.

At the very foundation of all that we are and do, we strive to make real the following statement:

Christ is the reason for this school
 The unseen but ever-present teacher in its classes
 The model of its faculty
 The inspiration of its students!

ACADEMIC ACHIEVEMENTS

REPORT CARDS: are issued three (3) times a year or on a trimester schedule. The report cards focus on three important areas reflecting our philosophy of education: academic effort and achievement, attitude and conduct, and overall study habits. A permanent record card is filed in the school office.

The major subjects include: Religion, Reading and/or Literature, Math, Language Arts, Science, History, and Social Studies (including Geography).

The grading system for Grades 4-8, as established by the Archdiocesan School Office, is as follows:

A+	100-98	C+	79-77
A	97-94	C	76-73
A-	93-90	C-	72-70
B+	89-87	D	69-65
B	86-83	F	Below 65 (Failing)
B-	82-80		

Marks for academic achievement are letter grades based on numerical marks in daily work, tests and homework. Honor cards are awarded for Grades 6-8 on the following basis:

First Honors	4 A's in major subjects, no grade below a B in any other subject.
Second Honors	No grade below a B in major subjects.
Honorable Merit	A "Certificate of Merit" will be awarded to those students who demonstrate constant, praiseworthy effort in all subject areas.

A "U" (Unsatisfactory) on the report card automatically removes the student from the Honor Roll. Detention automatically removes a student from the Honor Roll.

The grading system for Grades 1-3, established by the Archdiocesan School Office, is as follows:

- 5 Consistently exceeded grade level expectations for this term.**
 - This is not to be confused with an “A”. This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
 - The students at this level have mastered **95-100%** of the objectives taught at a mastery level.
- 4 Consistently achieved developmentally appropriate skills and/or expectations for this term.**
 - This indicates consistent performance at achieving grade level mastery. This is where we would expect all student to achieve in a given grade level.
 - Students at this level have demonstrated a mastery of **87-94%** of objectives taught.
- 3 Approaching mastery of developmentally appropriate skills and/or expectations for this term.**
 - Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
 - Students at this level have demonstrated a mastery of **80-86%** of objectives taught.
- 2 Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.**
 - This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
 - Students at this level have demonstrated a mastery of **70-79%** of objectives taught.
- 1 Difficulty meeting developmentally appropriate skills and/or expectations for this term.**
 - Indicates student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
 - Consistent support and intervention strategies required to meet expectations.
 - Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.
- I Incomplete work for this term.**
 - The students did not do enough work or submit enough work to assess a level of mastery.
 - Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining incomplete.

STANDARDIZED TESTING

The Archdiocese of Hartford's Office of Catholic Schools requires the following testing program:

Spring IOWA TEST OF BASIC SKILLS FORM A

ALL STUDENTS IN GRADES 3-7 TAKE THE FOLLOWING IOWA TESTS:

Vocabulary
Reading Comprehension
Spelling
Capitalization
Punctuation
Usage and Expression
Math Concepts/Estimation
Math Problems/Data Interpretation
Math Computation

In addition to the above,

GRADE 3: Listening and Word Analysis Tests

GRADES 4 & 6: Maps and Diagrams and Reference Materials

GRADES 5 & 7: Science and Social Studies and Cognitive Abilities Tests

Grade 5—CogAT Level C Form 6

Grade 7—CogAT Level E Form 6

HOMEWORK

The value of homework to the child depends upon his or her interest in continuing the learning experience. The student gains values from homework when he/she understands these facts:

- Homework serves as a positive reinforcement of material learned during class time and is closely integrated with in-class goals and objectives.
- Homework develops time management and priority goal setting in students.
- Students in upper grades are, on occasion, provided with long-term, multi-step homework assignments; the purposes of such assignments are the development of research skills and promotion of time-organization abilities.

As a school, we believe that homework should be meaningful and directly related to the curriculum goals and objectives for the benefit of the student. We follow NEA (National Education Association) guidelines in terms of overall time spent on homework:

Grade Level	Expected Time Period of Homework (a day)
Grade 1	10-20 min.
Grade 2	20-30 min.
Grade 3	30-40 min.
Grade 4	40-50 min.
Grade 5	50-60 min.
Grade 6	60-70 min.
Grade 7	70-80 min.
Grade 8	80-90 min. (time may vary due to extended or long-term projects to be spaced out by student.)

From a school perspective, academics are the priority over extra-curricular activities. Extra-curricular involvement is a privilege, not a right. A student's extra-curricular obligations are not taken into account in expectations of homework completion.

PROMOTION

It is the policy of Saint Joseph School to promote students who have been successful academically and socially, as well as emotionally. Students are required to pass courses recognized as the program of study of Saint Joseph School. This program follows the recommended guidelines given to the school by the Archdiocese of Hartford. Students are evaluated for the knowledgeable acquisition of required skills and are awarded report cards three times annually.

At the early childhood level, students are promoted based upon successful program accomplishments in age-appropriate areas of social and academic development. At the primary level a student's work must be declared satisfactory (60 being the numerical pass/fail grade) in order for promotion to occur. In grades 4-8, a numerical grade of 65 is required for the advancement to occur.

If, at any time, it is decided by the school that a student should not be promoted, a formal team meeting will be held by the principal with school personnel and the family. The school's referral and recommendation will be formally documented.

RETENTION

Students who fail to meet the requirements will be recommended to not advance to the next grade level at a formal team meeting with involved school personnel and the family. The principal, teachers and parents/guardians must work together for successful advancement. Communication is essential at all levels of our program.

Prolonged or frequent absences (30 days or more in a year) could result in retention.

ACADEMIC PROBATION

Students who do not meet grade level requirements at each trimester and progress reporting mid-trimester will not be allowed to participate in any extracurricular activities, as seen fit by school

administration. Communication between teacher and parent is essential in all academic, social, and emotional areas.

PLACEMENT OF STUDENTS

New students are evaluated so as to place them in appropriate grade levels in the classroom. The school makes use of placement test results, available standardized testing results, and former academic records to help place the students in the proper academic learning groups within the classroom. The teachers utilize pertinent information to maximize each student's potential.

BOOK BAGS

Children are to carry their books to and from school in some form of protective covering. **Each book should be covered.** A book cover **must** be replaced if damaged or removed.

LOST TEXTBOOKS / DAMAGED FURNITURE /SCHOOL PROPERTY

If a child loses a book, the child is responsible for the replacement cost of the book. Additionally, if any furniture or school property is damaged, families will be responsible for replacement.

LOST AND FOUND

All lost and found items will be placed on the lost and found area in the front foyer of the school. At the end of the school year all items not recovered will be donated to charity or lost uniforms will be placed in the St. Joseph Uniform Swap Program.

SCHOOL SUPPLIES

Parents shall receive a list of necessary school supplies for their child or children from their teachers at the beginning of the school year. Materials are available in house at the School Store, but can also be purchased elsewhere. Some items may not be available at the School Store.

SCHOOL STORE

The School Store is open every day. We carry copy books and homework agendas. We have a supply of pencils, pens, crayons, glue, folders, and rulers. These items are available to be purchased throughout the school year to replenish any necessary school supplies.

TECHNOLOGY AND INTERNET POLICIES

St. Joseph School – Acceptable Use Policy for Technology Resources (Computer lab/chromebooks)

The Office of Catholic Schools Archdiocese of Hartford strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. St Joseph School will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences. I/we understand that any

conduct that is in conflict with these responsibilities is unethical and will result in termination of network access and possible disciplinary action.

Expectations: Any student who is a user of SJS technology resources is expected to use the resources for educational purposes only. Any use of the school provided technology resources and the Internet should always reflect academic honesty, high ethical standards, and moral responsibility.

Students must promise to follow these rules in order to use technology and technology related resources in the school.

1. I will use technology to learn about or complete assignments.
2. I will use the Internet only under approval or supervision of a teacher or other designated adult.
3. I will only look for information on the Internet that is school related.
4. I will abide by the Code of Student Conduct while using the Internet at school.
5. I will use good manners when using technology.
6. I will always be polite when writing messages.
7. I will not give any name, address, or phone number, my school's name, address or phone number, or the names, addresses, or phone numbers of others.
8. I will not waste time and resources.
9. I will not use the Internet to buy or sell things.
10. I will use only my own password when logging onto the Internet.
11. I will not share my password with anyone.
12. I will read only electronic messages that are sent to me.
13. I will not bully or send hurtful messages.
14. I will not copy words or pictures from the Internet without permission.
15. I will protect and safeguard all school property.
16. I will report abuse or theft of school property to my teacher.
17. I will be responsible for all I do while using technology at school.
18. I will tell an adult if I see another student breaking the rules.
19. I will never tamper with any computing device or network, security measures or content filtering.
20. I will lose my technology privileges and there may be other consequences if I fail to follow these rules.

Chromebook Responsibilities:

Chromebook Repair Costs: Students are expected to safeguard and protect the Chromebook assigned. Students are responsible for all damages to their assigned Chromebook when the damage is caused by abuse or beyond normal wear and tear.

Replace Damaged Chromebook\$ 279.00

Replacing Screen\$ 90.00

Replacing Keyboard/touchpad\$ 52.00

Replacing Power Supply (Charger, cables)\$ 32.00

Other replacement parts 100% of cost to SJS

Shipping to Repair Center \$25

TRANSPORTATION

BUS SERVICE

Buses are provided by the Bristol Public School district. Bus route schedules are published in The Bristol Press approximately one week prior to the opening of school. It is mandatory that all St. Joseph School students riding the buses comply with the rules and regulations of the bus company and the Bristol school district. **Violation of any rules or regulations may result in the loss of bus service. Proper conduct should be displayed at all times. No student may leave the school yard while waiting for a bus. Upon leaving the school yard, a student forfeits the right to ride the bus on that day. Problems may be referred to First Student Bus Company at 860- 584-2225**

Bus Rider Arrival: Buses will drop off students behind school in the morning where students will either enter west staircase or gather in school yard (weather permitting).

Bus Rider Dismissal: Bus riders will exit the front of the school and onto buses waiting on Center Street in front of school.

CAR RIDERS

ARRIVAL: Parents/guardians are asked to park along one-way section of Queen Street (in front of church) or Queen Street lot (on corner of Queen and Center streets) only. Students are to gather behind school in school yard prior to 7:55am (weather permitting) or enter west staircase if students are indoors due to rain or cold weather.

DISMISSAL: Parents/guardians should park along one-way section of Queen Street (in front of church), the Queen Street lot (on corner of Queen and Center streets), or in the section of the school lot on west side of school. **DO NOT DRIVE** behind the school past the west staircase or through the entrance on Goodwin Street near Parish Center. **PLEASE** do not block entrances to staff parking lots in front of the school. Do not park in **“Faculty & Staff”** lot directly across from the school. Do not park or stand along Center Street in front of the school. In the interest of the safety of our children, please adhere to these requests.

Parents/guardians are to wait for their child(ren) outside the west staircase in back of school.

CODE OF CONDUCT

STUDENT EXPECTATIONS

Students and families are expected to act as representatives of St. Joseph School and its values at all times. Students are to treat faculty, staff, and fellow students with respect and charity. Catholic values are to be lived out. To follow Jesus is to live one’s life treating others as they want to be treated. Students are expected to follow all classroom and school rules, act in fairness and respect toward all people, and respect the school and other’s properties.

St. Joseph School students are expected to:

1. Accept the leadership and authority of principal, teachers, and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with school staff and volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable and appropriate language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Be in the school building before or after school only with permission of a teacher or the principal.
9. Be in proper school attire while on school property.
10. Show consideration and care for school property.
11. Complete all assignments on time.
12. Return any tests or assignments requiring a parent/guardian signature.
13. Obey all rules and regulations pertaining to transportation.
14. Assume responsibility for learning:
 - a. Be attentive in class.
 - b. Always try your best.
 - c. Come to school prepared and ready to learn.
 - d. Be organized.
 - e. Use time wisely.
 - f. Cooperate with peers and teachers.
15. Refrain from bringing personal electronics or valuable possessions for non-educational purposes, except with special permission from a teacher or the principal. The school will not assume any responsibility for such items.
16. Refrain from using cell phones at any time while on school grounds except with specific permission from a teacher or the principal.
17. Walk at all times, especially in the hallways and classrooms.
18. Students should eat and drink while seated and at designated times.
19. Refrain from bringing to school anything that might be considered a weapon or dangerous. Failure to comply may result in expulsion.
20. Live out the model of Jesus by loving your neighbor, especially with those whom you do not always agree or get along with.

DISCIPLINE CODE

In order to provide students with a safe environment that encourages learning, St. Joseph needs to have rules regarding student conduct and behavior. The consequences for not following the rules range from a conference with a teacher and/or principal to expulsion. The severity of the consequences generally depends on the seriousness of the offense and the past history of the student(s) involved and will be determined by the School Administration and/or Pastor. **If, in the opinion of the school and/or Archdiocese of Hartford, student or parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.**

CONSEQUENCES

The school's administration will consider the seriousness and cause of the offenses as well as the attitude of the student and other factors when determining the consequences for students.

Teachers have discretion to utilize the following steps:

- Loss of privilege.
- Conference with the student and/or family.
- Student Discipline Reflection Form.
- Referral to the principal.

If behavior is referred to principal, the following consequences may occur, depending on the severity of the offense:

- Behavioral agreement
- Loss of privilege
- Daily or weekly reports to parents
- Student Discipline Reflection Form
- Detention
- In-school suspension
- Out of school suspension
- Expulsion

There are three areas of behavior/discipline policies: student behavior, homework, and dress code. These three areas have specified student consequences and procedures to ensure a merciful response to students while still holding them to high expectations. Student infractions and the appropriate consequences are intended to be a learning experience for the child in order to prevent reoccurring behavior in the future.

Behavior:

While it is impossible to write a list of every possible misbehavior that could occur on school grounds, students are expected to follow classroom and school rules, show respect for all, and refrain from behavior that could injure themselves or others and/or damage school or personal property. **Serious offenses will be handled directly by the Principal and include, but are not limited to, fighting, bullying, and plagiarism. These such offenses could result in suspension or expulsion.**

If a student is found to have committed a "minor offense" of classroom or school rules, a Student Reflection Form will be completed by that student and the teacher or staff. The forms include a description of the misbehavior, why it was wrong, and what can be done next time to avoid such an infraction. The student and parent/guardian are to sign the form and return the next day to the Main Office. Three such citations within one marking term can result in a Morning Detention or loss of privilege (see Morning Detention description below).

Examples of behaviors not permitted by students:

- Throwing objects in the classroom
- Classroom disruptions or inappropriate behavior
- Defiant behavior
- Disrespect of others or their property
- Defacing or destroying school property

- Lewd or obscene behavior
- Use of profanity, obscene, or abusive language or gestures
- Inappropriate behavior during lunch or recess
- Hurtful language or actions toward others
- Lying or cheating
- Taking of others' property without consent

Homework:

Students arriving to school without completed daily homework or assignments will have to complete such homework or assignment during recess or other free time that day. Grades for larger assignments that are late or missing will be impacted according to the specific teacher policy for late or incomplete large assignments. Frequent or habitual incomplete homework will result in a Morning Detention, mandated attendance to Homework Club, or loss of privilege. It is critical that students track homework assignments in their planners and come to school ready with supplies and assigned work each day.

Dress Code:

It is the family's responsibility to ensure each student has the necessary and appropriate items to comply with the school's dress code policy. Items are available in the school's Uniform Swap. Consequences pertaining to violations of the dress code policy will be made at the principal's discretion and will take into account possible circumstances beyond the student's control. If a student comes to school violating the dress code policy, a phone call home will be made to inform the parent/guardian of the infraction. The student, if possible, will be given item(s) from the Uniform Swap to comply with the policy. If the same infraction is repeated a second time by the student within a marking term, the student must be brought appropriate items from home to comply with the dress code policy and could result in loss of recess or privilege. A third offense of the same infraction within a marking period could result in a Morning Detention or a parent/guardian conference with the Principal and Pastor.

DETENTION & SUSPENSION

St. Joseph School has the right to give a Morning Detention to a student depending on the severity of the behavior or after three infractions within the same marking term. Suspensions will handed out by the Principal, as appropriate. **Fighting is an automatic in-school suspension for both parties involved, at the principal's discretion.** The severity of behavior will dictate the length of suspension. A student does not have to have received three violations before receiving the detention or suspension. If a student receives a detention or suspension, he/she will not be eligible for the honor roll that marking period. A suspension in the eighth grade year will prevent a grade eight student from receiving an honor cord at graduation.

Morning Detention will be assigned in advance and families will be notified. Students are to arrive at the front door at the Main Office for 7:25am. Students will serve their detention with a teacher or staff member. Students will reflect on a Scripture verse and write a reflection based off the reason for their detention. Morning Detention will run from 7:30am to 7:55am. **An unexcused absence from an assigned Morning Detention will result in a meeting with the Principal and Pastor and could lead to suspension or expulsion. Arriving late to a Morning Detention will result in a subsequently scheduled Morning Detention.**

BULLYING

Bullying is prohibited in all Catholic schools of the Archdiocese of Hartford. It must not be tolerated during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ and our school's culture of mercy.

Definition of Bullying:

- A. "Bullying" means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
 - a. causes physical or emotional harm to such student or damage to such student's property;
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c. creates a hostile environment at school for such student;
 - d. infringes on the rights of such student at school; or
 - e. substantially disrupts the education process or the orderly operation of a school.

- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Harassment can be a problem for students. Parents should talk to their child(ren) about what to do if he/she ever witnesses or hears about a student being harassed. If your child complains about being harassed, find out exactly what happened, and then talk to your child's teacher or principal. Harassment is a violation and will not be tolerated.

Forms are available to report bullying in the Main Lobby and online. Anonymous reporting is available as well. Students are encouraged to report any perceived act of bullying promptly to a teacher or principal or parent/guardian.

OUT OF SCHOOL MISCONDUCT

Students are required to follow the behavior code of St. Joseph School at all times. Improper behavior exhibited outside of school grounds can lead to severe consequences. In such cases, students are subject to discipline, up to and including suspension and expulsion from school. Seriously disruptive behavior, such as fighting, threatening, verbal or physical abuse that results in consequences from outside sources, can result in **IMMEDIATE** suspension and/or expulsion. A student found to be in possession of a firearm or deadly weapon **will be expelled** unless said expulsion is modified on an individual basis.

PROCEDURES FOR REPORTING STUDENT, FAMILY, AND/OR TEACHER CONFLICT

In the event that a student (or family) has a concern or conflict with another student, family, or teacher that falls outside the scope of bullying, we ask that the following procedures be followed for reporting.

Conflict with other student:

- If parent/guardian finds that a conflict or concern has arisen between student and a peer, please initially notify your child's teacher. The teacher is the best source of unbiased information regarding student interactions. Without their involvement, it is difficult to resolve any issue. The teacher will inform the principal and will work with all parties to resolve the issue.
- If problem or concern persists, please notify the principal of your continued concerns. The principal will then directly collaborate with all parties involved.

Conflict with other family:

- If a conflict or concern arises with another family in the school that is unable to be resolved personally, please immediately inform the principal of your concern. Our goal is to limit miscommunication or increased tensions among families from spreading into the classroom or school environment.

Conflict with teacher:

- If a student or parent/guardian has a concern with a teacher or classroom practice, please, initially, contact the teacher directly. The teacher is in charge of the classroom and, often times, communication is all that is needed to resolve an issue.
- If communication with teacher does not solve the issue or leaves you with further questions, please contact the principal directly.

The goal of these procedures is to create continuity, consistency, and communication at all levels. As a Catholic school, we work as a team for the education of our students. We must all work together to resolve any conflicts, concerns, or inconsistencies that arise.

PLAGARISM

Plagiarism is cheating. It is the improper use, or failure to acknowledge another person's writing or ideas. It can be as simple as the inadvertent omission of quotes or references when citing another source or as dishonest as copying an entire paper verbatim and claiming it as your own work. Using parts of a response found online, copying parts or whole portions of a classmate's work, or paraphrasing someone else's ideas and passing them off as your own are examples of plagiarism.

The consequences are severe and may include a grade of "0" on a portion of and/or the entire assignment and/or further disciplinary action. The teacher will refer all suspected incidents of plagiarism to the principal. Discipline will be decided on a case by case basis, depending on age appropriateness, intent, and frequency of behavior.

INAPPROPRIATE ITEMS FOR SCHOOL

No student shall possess or use a remotely activated device unless the child has obtained written permission from the principal. The following items are not permitted at school: chewing gum, MP3 players, I-pods, cellphones, laser pointers, radios, electronic games, dice, healies, water guns, or any other items which might disrupt the school atmosphere or create a safety issue.

Students are strongly encouraged to keep all personal toys at home. Additionally, please note that the school will not be responsible for toys, games, or other items brought to school by students. The above items may be confiscated if brought to school. If an item is confiscated, a **parent will need to pick up the item in question.**

CELL PHONES

St. Joseph School students are NOT ALLOWED to use cell phones or other personal technology at any time while on school property without established permission from a teacher or the Principal. This includes before or after school, in the bus line, or in Before or After Care.

Middle School students (6-8) are allowed to bring cell phones to school as long as they place them in their teacher's "Cell Phone Holder" at the beginning of the day. Teachers will allow students to use their phones during allotted time, such as break and lunch. If a student is found to be having a cell phone on their person or in their desk or using their cell phone during unsanctioned times, the cell phone will be confiscated and turned in to the principal.

Non-middle school students (PK-5) should not bring cell phones to school. If absolutely necessary, cell phones must remain off and kept in backpack throughout the school day.

GUM CHEWING

Gum chewing is not allowed in the school building or on school property **at any time. This merits a violation.**

SMOKING/ DRUGS/ ALCOHOL

Smoking, drugs, and alcohol are forbidden in the school building or on school property. Any student found to be in possession of any of these items will be immediately expelled.

DRESS CODE

GIRLS

Grades K thru 4:

- jumper with white oxford blouse, white lacoste style polo or turtleneck(white, black, gray or forest green).
- mandatory green sweater vest with logo (weather permitting per Principal) or green sweater with khaki pants, shorts, skirts or skorts. (belt with pants and shorts at all times)

Grades 5 thru 8:

- khaki skirts, skorts, shorts or pants(skirts, skorts, and shorts must be knee length) and worn with white oxford blouse or white lacoste style polo shirt or turtleneck (white, black, gray, or forest green),
- mandatory green sweater vest with logo must be worn at all time. (exceptions with extreme hot weather, per principal)
- Slacks and shorts—khaki with belt to be worn at all times
- Socks—knee or ankle socks-white, forest green, brown, gray, or black (solid colors only, **must be above ankle, sport socks allowed with sneakers only.**)
- Tights-white, black, gray, brown, or forest green, (solid colors only) Leggings are not allowed under skorts or skirts.
- Shoes— any tan or brown shoe (non-skid bottoms), classic tan suede bucs or black/white saddle shoes. Brown or tan Sperry shoes or Vans are allowed. NO slipper style shoe. No boots any style worn in classroom.
- Khaki uniform shorts may be worn from the first day of school until the last day of October and first day in May until the last day of school. Shorts **must** be knee length and worn with appropriate blouse/shirt. Sneakers may be worn only with shorts or on gym day. Belts must be worn with uniform shorts.
- No form-fitting bottoms (leggings or jeggings, etc.) to be worn as pants on free dress days.
- Make-up of any type is not allowed during school hours. It is also suggested that use of jewelry be kept to a minimum and keeping in style with the uniform.

BOYS

Grades K-8:

- Shirt—white knit lacoste style—long or short sleeve, or white turtleneck
- Pants & shorts—khaki twill or docker style, no big pockets (**belt to be worn at all times**)
- Socks— solid white, brown, forest green, or black no other colored socks (**SPORT SOCKS allowed with sneakers only**)
- Khaki uniform shorts may be worn from the first day of school until the last day in October and the first day in May until the last day of school. Shorts **must** be knee length and worn with appropriate shirt. Sneakers may be worn only with shorts or on gym day. A belt must be worn with uniform pants & shorts.
- Mandatory green sweater vest with logo or green sweater must be worn at all times (exceptions with extreme hot weather per principal)
- Shoes— any tan or brown shoe (non-skid bottoms), classic tan suede bucs, Brown or tan Sperry shoes or Vans are allowed, no boots.
- **BOYS—EARRINGS ARE NOT ALLOWED!!!**

CO-ED

Extreme coloring of hair (blue, green, etc.) is unacceptable. Parents will be alerted that any student who comes to school with trendy hair coloring will be suspended. Boys' length of hair is not to exceed mid-ear. No extreme hair styles (Mohawk, etc.)

GYM - Students should wear heather gray or forest green shirts, shorts, sweat shirts, or sweat pants for gym. St. Joseph logo is optional. In warm weather, our heather gray or forest green St. Joseph t-shirt or a **plain** heather gray or forest green t-shirt can be worn- Short sleeve or long sleeve. Heather gray or forest green gym shorts (Capri style shorts) may be worn until the last day in October and the first day in May. **There are no symbols or designs on gym clothes; shirts, sweatshirts, shorts or sweatpants.**

When we have Free Dress or Dress Down Day, please follow same rules regarding time frame for shorts/capris. Shorts, skorts or skirts must be knee length. No Tank Tops. No sandals, No flip –flops.

Do not use free dress pass on days when we have Mass. Uniforms are mandatory on those days.

If your child is not dressed properly you will be notified to bring in a change of clothes immediately.

All uniform clothing may be ordered / purchased through:

- **Dennis Uniform Company:** www.dennisuniform.com (school code = DNR)
- **Land's End Phone:** www.landsend.com/school (school code = 9000-3766-4).
- **Tommy Hilfiger:** www.globalschoolwear.com (school code = STJO18)

***Clothing that follows the above stated dress code regulations may be purchased at any other clothing store.**

EMERGENCY RESPONSE PROCEDURES

Fire alarm signals: Used for routine fire drills and for the rapid evacuation of the school if necessary. If the fire drill alarm is activated, normal fire drill evacuation procedure will occur. As usual in fire drills, if students are to return to the school building, the principal will ring a hand held bell to signal a safe return to the building.

Internal Lockdown: Principal will announce classroom code via the intercom system. All windows will be closed. Any students in the hallway will be taken to the nearest classroom by the teacher, School administrator and staff will check all restrooms etc. for students and place them in safe area. All exit doors and classroom doors are locked. The class roll books will be checked to account for all students. The office will call via intercom to assess that all students are accounted for and principal will announce when safe.

Internal lock down- weather related: Principal will announce classroom code via intercom system. All students and teachers will exit classroom and sit on the floor in the corridor outside their classroom. School administrator and staff will check all restrooms etc. for students and

place them in safe area. Classroom doors to remain closed but not locked. The class roll books will be checked to account for all students. Students will remain quietly in hallway as long as possible. Principal will announce when safe to return to the classroom.

SCHOOL EMERGENCY PLAN

Health aide will give immediate first aide. An adult or teacher instructed by the health aide will go to the main office to begin the following chain of events.

- Secretary to notify principal and call 911. She then will call the appropriate code over the intercom system with location of emergency.
- Principal will call parent and request that they come immediately to the school or go to hospital E.R.
- Secretary will wait outside for ambulance
- Secretary makes announcement for students to remain in their class rooms
- Health aide will call Health Department to notify them of emergency to request more nursing if needed.
- Health aide or R.N. will call E.R. to relay additional information to hospital regarding status of student/staff member.

STUDENT LIFE / CO-CURRICULAR ACTIVITIES

AFTER CARE

Saint Joseph provides care for your children after school until 5:30 pm for an additional daily fee. Students from Pre-K 3 (all day program) through 8th grade can attend. Pre-registration is required prior to beginning Aftercare. Aftercare Registration Forms are sent home to parents at the beginning of the school year or may be requested through the school office any time during the year.

BEFORE CARE

St. Joseph School provides Before Care starting at 7am. Students will be with a faculty member until the first bell at 7:55am, at which time students will join their classmates for the start of the day. Students may participate in this program as needed by family. No prior registration is required. For more information, please contact the Main Office.

BAND

St. Joseph School is proud of its school band. Weekly lessons are provided by *Future Musicians, Inc. (FMI)* to students in grades 4-8 and students participate in both the Christmas and Spring concerts. Registration occurs each fall with information regarding the cost of lessons and instrumental rental provided at the time of registration.

CLUBS

St. Joseph School offers various clubs that meet throughout the year. Clubs range in interest and may vary from year to year due to student interest and teacher availability.

SCOUTS

Students who belong to any Scouting group may wear their Scout uniform to school on any meeting day.

FIELD TRIPS

Throughout the school year teachers and students will enjoy trips to interesting, educational places. The students will be encouraged to explore science museums, appreciate arts exhibits, and visit city and state buildings. Parents are required to fill out a permission form to allow their child(ren) to participate.

LIBRARY

St. Joseph School offers complimentary instructional resources in its school library and technology center. Children of all grade levels are provided materials as desired for instructional or recreational reading.

LITURGY

When a Holy Day of Obligation falls on a school day, students will attend Mass during school time. Throughout the school year, students will also plan and participate in other school-wide special liturgies. **Uniforms must be worn.**

VISITORS

All visitors and parents are required to report first to the Principal's Office to sign in when visiting the school. **Lunch monitors must also report to the office, sign in, and proceed to the classroom only after the bell rings to end the last class period before lunch. Monitors are not to wait outside the classrooms.** (See lunch schedule.)

SERVICE LEARNING

Every second Tuesday, of the month, St. Joseph 8th grade students provide lunch for the senior citizens in our community. Parent volunteers and students work together to set up the lunch tables, serve food and clean up after the meals are done. Entertainment may also accompany the lunch by our student band.

HOT LUNCH

Throughout the year there will be a variety of lunches prepared the Culinary Department at Bristol TEC. Notices of these lunches will be on the monthly calendar. Students who do not wish to purchase Hot Lunches are to bring a lunch from home. **Parents are pleased asked not to bring in special lunches for their children (such as McDonalds, Burger King, Taco Bell, etc.).**

	Lunch Schedule	Recess Schedule
Pre-K & Kindergarten	11:45-12:15	11:15-11:45
Gr. 1-4	11:45-12:05	12:05-12:20
Gr. 5-8	12:05-12:20	11:45-12:05

Please be aware of children with food allergies. If a classroom has a student with a particular allergy, certain regulations may be placed on student lunches brought from home.

Fresh milk is available daily. Purchase of milk is made through payment due in September.

“Lunch Slips” will be sent home monthly and can also be found on the school web site. **Please return these slips in a timely manner.**

SPORTS

St. Joseph School sponsors the following team sports or activities: softball, baseball, girls basketball, boys basketball, girls soccer, boys soccer, and cheerleading.

Student participation on a team is dependent upon social behavior, athletic ability and academic performance. It is the right of the principal to deny a student’s participation in a team sport based on academic performance or personal behavior.

A yearly physical is required for any student participating in school sports.

ASBESTOS

In compliance with the AHERA regulations, we are required to inform all of the students, parents, faculty, and employees of St. Joseph School associated with the school of the Asbestos Inspection Report and Management Plan. The plan is on file in the school office and is available for review by any parent, teacher, employee, during normal business hours of the school. Please make your request for reviewing this file to the principal.

ST. JOSEPH SCHOOL WEB PAGE

St. Joseph School web address is: <http://school.stjosephbristol.org>

School office email: schooloffice@stjosephbristol.org

The school website is updated periodically throughout the school year. Information includes our school policies and procedures, activities, calendars, and communications. We encourage you to visit our site regularly for communications.

REVISION/AMENDMENT OF HANDBOOK

St. Joseph School reserves the right to revise or amend this Handbook. Notice of revisions or amendments will be sent to parents/guardians via email communication with hardcopies sent home with students.

Amendments/Revisions:

- **June 2016 (revision)**
- **August 2017 (revision)**
- **July 2018**

**ACKNOWLEDGEMENT of
Receipt and Review of Student/Family Handbook**

Please sign, detach, and return this page to the Main Office by second week of school year.

I have read the 20__ - 20__ Student/Family Handbook and agree to follow the school policies and procedures as stated.

Family Name: _____ (Print Please)

Parent/Guardian Signature **Date**

Parent/Guardian Signature **Date**

Student Signature **Date**

Student Signature **Date**

Student Signature **Date**

Student Signature **Date**

**SIGNED FORMS DUE TO MAIN OFFICE BY SECOND WEEK OF
SCHOOL YEAR.**