

# St. Joseph School

41 West Street  
Rockville, CT 06066

## Student and Parent Guidelines



### Mission Statement

Saint Joseph School is a community of believers and learners  
United in providing excellence in Catholic education.  
St. Joseph School offers student academic opportunities  
In a nurturing, Christian environment.

## To the families of Saint Joseph School,

Welcome to the 2010-11 school year. This start of the new school year is a wonderful opportunity to work together to show our true Catholic identity. By working and walking together in the footsteps of Jesus Christ, we can make this educational year a positive one for all our students - a year of academic excellence and gospel values.

Together we will achieve our goal of providing a Catholic education that develops students spiritually, intellectually, emotionally, morally, and physically. We want to provide an environment where home and school are joined to nurture each child's gift, facilitate academic growth, and deepen their relationship with God. As we begin the 2010-11 school years, let's work together to make this school year successful for everyone involved in this community. And let's celebrate together at the close of the year all God has done in the students of Saint Joseph School.

Please read these guidelines with your children and help them to understand how they are designed for their good. Then, commit together to respect the policies by signing and returning the acknowledgement provided. Thank you!

*Kathleen Peck*  
*Principál*

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Parents, please read the handbook with your SJS child(ren), sign and return the acknowledgment to the school before the Parent Back to School Night on September 29.

I have read the Student and Parent Guidelines and agree to respect the policies of St. Joseph School.

Signature of Student\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_

## **SCHOOL ENVIRONMENT**

What is the purpose of a Catholic school? His Holiness, Pope Benedict XVI succinctly answered this question when he addressed a gathering of Catholic educators in 2008. "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth." In a Catholic school all dimensions of education are presented in light of the gospel of Jesus Christ. A Catholic school education seeks to educate not only the mind with a love for truth but also to touch the hearts and form the consciences of its students to pursue what is good, right, and just.

Saint Joseph School seeks to provide this kind of education, rooted in the wisdom of the Church's teaching on faith and morals, recognizing that each child who enters our doors is imbued with a dignity derived from his or her Creator. Our commitment is to provide a rigorous student-centered academic and faith-filled school environment where all children flourish and grow spiritually, intellectually, emotionally, morally, and socially. Recognizing that parents are the "first and primary educators" of their children, we partner together as a community of students, faculty, and families, living and growing in the example of Jesus Christ, to foster and support learning.

SJS students learn to live their faith through Religion class, the study of Sacred Scripture, reception of the Sacraments, prayer, service, and through the living curriculum of daily interactions with a faculty and staff called to serve God in Catholic education.

## **NON-DISCRIMINATION POLICY**

It is the policy of St. Joseph School, Rockville, Connecticut to promote equal educational opportunity for all students and to prohibit discrimination because of race, color, national origin, sex, and physical disability. As a Catholic school, Catholic children are given preference in admission. Non-Catholic students are welcomed as space is available.

The school pledges to avoid discriminatory actions and instead, seeks to foster equal human and educational relations.

## **VISITORS**

St. Joseph School welcomes inquiries and visits to the school. Parents considering St. Joseph School as the school of choice for their children are encouraged to arrange a day for their child/children to visit, experience a typical school day and meet some SJS teachers and students. We recommend a half day visit, during which visiting students will also be given a tour of the school by our student hosts. You can make an appointment by calling the school office at (860) 875-4943.

Parents should not go upstairs to the classrooms during the school day (7:30 - 2:00). Having unannounced adults upstairs when children are in the building is a safety concern. This also can be disruptive to the learning environment. If you are bringing something to your child, please leave it in the office and we will gladly deliver it for you. If you would like to visit your child's classroom, we welcome you to do so by making an appointment through the office.

## **SCHOOL HOURS**

Students may not arrive at school before 7:00am. Before-School supervision is provided from only from 7:00 - 7:30 am. All students arriving between 7:00 and 7:30 am, including Pre-K students, should report to the main building. At 7:30 they may go to their classrooms. Pre-K students arriving from 7:30 - 7:50 should go directly to the Pre-K building. School begins promptly at 7:50 am. Dismissal is at 2:00 p.m. After school care is available (See "Saint Joseph Shepherd Program").

## **ABSENCE OR TARDINESS**

Students who arrive after 7:50 are considered tardy. They must report to the office for a tardy pass before going to their classroom. Students will wait outside the office until Morning Prayer is over, then he or she may report to the classroom. Please note that the number of tardies to school is recorded on the child's report card and his/her permanent record along with absences.

A parent should call the school by 8:30 am to report their child's absence that day. Upon return to school, the student must bring a signed note regarding the nature of the absence. These notes are kept on file. Absences with no note will be marked as "unexcused." Students will be given the time to make up missed work equal to the number of days absent. A doctor's note of confirmation should be sent in following a prolonged (3 days or longer) absence.

Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

### **ST. JOSEPH SHEPHERD (SJS) PROGRAM (After-School Care)**

The SJS Program is an after school child care program, available on a regular or as needed basis on school days. It is operated by the school and housed in the Pre-K building. Hours of the program are 2:00 to 5:30 p.m. Students are served a snack. They do homework and play indoors/outdoors. The fee is \$5 per hour per child; charges apply to the nearest half hour. Parents pay weekly, with payment expected on the last day of the week during which the child participates.

### **EARLY DISMISSAL and VACATIONS**

Regular attendance at school is very important. We know that on rare occasions, family opportunities arise which require a child to miss school. However, parents should try to avoid extended vacations when school is in session. Absences from school and early dismissals interrupt the learning atmosphere of the classroom and cause children to miss needed information. If you know in advance that your child is going to miss school for more than a day, please inform the office in writing. Parents may request make up work but teachers must have sufficient notice to prepare a student's work. The student will be responsible to make up all missed work.

### **CALENDAR/SCHOOL CLOSINGS**

St. Joseph School follows the Vernon Public School calendar regarding vacations, holidays, school cancellations, early dismissals, etc. SJS also participates in an alert system in which parents are notified via an automated message system of any late openings, early dismissals, or other emergencies.

### **TRANSPORTATION**

The towns of Vernon and Ellington provide school bus service for resident students in Kindergarten through Grade Eight. Students may not ride buses across town lines.

Parents should direct questions about bus routes to (860) 875-6675 - Ellington; (860)-875-2826 - Vernon.

Bus dismissal for Ellington bus students is 1:45 pm. Dismissal for Vernon buses is at the regular dismissal time of 2:00 p.m.

### **DISMISSAL**

Students are dismissed from the school at 2:00 pm to the safety cones at the top of the west driveway near the Pre-K building where they board the Vernon buses or cars. Parents should form car lines from the east side of the parking lot and follow the buses out the Maple Street exit. (Please note that Maple Street is a one way street flowing toward Union Street). **Parents are not allowed to walk children from the cones past the exiting cars to parked cars in the middle of the lot. Students will be delivered to the car by a safety patrol student or teacher.** Parents must place a sign in the right window of their car labeled with the child's name and grade. This will help the pickup time to move more smoothly. If students are being picked up by adults other than the parent, the school must have signed permission from the parent naming alternate pick-up drivers. Those drivers should be prepared to show a photo ID. These procedures are to ensure the safety of all our students.

### **REGISTRATION**

Re-registration and new registration for students takes place in early spring. Current students will be given priority for re-enrollment before new registration is opened. Siblings of current students will be given priority for new enrollments.

New Pre-Kindergarten/Kindergarten children must be four/five years of age respectively by January 1 of the coming year in order to register. The registration process involves a developmental screening.

See the admissions policy for more information.

## RESPECT, REVERENCE, RESPONSIBILITY

In all areas of learning, discipline is foundational in the development of the whole person. Growth in self-discipline and a loving respect for God and all persons is encouraged and nourished through the code of conduct of the school. Parents, faculty and students work together to create a Catholic school environment where students are learning to be disciples. Discipline for students should be corrective, not punitive, with emphasis on developing responsibility within the child for his or her actions.

Basic components of the respectful environment include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon a desire to live as Jesus taught us, students:

- Will be honest and commit to integrity
- Will be respectful and courteous toward all teachers and adults
- Will refrain from harassment of any kind
- Will use respectful language
- Will speak respectfully to and about others
- Will respect all school and personal property
- Will refrain from any deliberate disruption in the school
- Will adhere to school policies (e.g., dress code, cell phone, internet, etc.)
- Will, at all times, whether at school or in the community (physical or online), conduct themselves in a manner which reflects the Catholic values of the school
- Will be take responsibility to actively participate in learning and complete all school work
- Will reverence God, never taking His name in vain, and respecting His presence in the Mass

No Bullying! St. Joseph takes a "zero tolerance" view of bullying. If a student is caught bullying another student, he or she faces suspension. Work missed during this time cannot be made up.

Serious or repeated breaches of the code of conduct can warrant suspension or permanent exclusion from school.

Students are under school jurisdiction from the time they leave home to the time they return. The school may discipline students for off-campus behavior which has a detrimental effect on the on-campus educational environment or which threatens the safety of school property, or the welfare of the staff and other students, including threats or cyberbullying on social websites such as Facebook. Possession, sales or use of alcohol, drugs, tobacco products, or any other controlled substance, on or near the school campus, at a school activity, or on the school bus is strictly forbidden. Violation of this regulation may result in immediate expulsion from school. Weapons, or facsimiles, of any kind are not tolerated. Serious offenses will be reported to the police.

## **ACADEMICS**

The core curriculum of Religion, Language Arts, Mathematics, Social Studies and Science are taught in all grades. Upper grade students also have foreign language. There is a strong emphasis on Reading readiness and Phonics in the lower grades. In addition, students have technology, foreign language, art, music, physical education, and library.

### **FUTURE MUSICIANS INC. (FMI)**

This program is open to students in Grades 4-8. Weekly instrument lessons and band are offered and the students participate in several concerts. Students provide their own instruments or a rental option is available.

### **TEXTBOOKS**

The school provides textbooks and workbooks for every student. If a book is lost or damaged beyond reasonable wear, the responsible student pays for it. Students should cover their books at the start of the school year. A supply list is furnished to each student prior to the start of the school year.

### **ACADEMIC EVALUATION**

There are several methods involved in evaluating students at St Joseph School.

- **TESTING** is an important phase of the educational program. This includes formative assessments such as informal daily oral and written quizzes, rubric checklists, project assessment as well as summative assessments such as formal unit/chapter tests, projects, research

papers, etc. developed by the teacher. Annual standardized testing required by the Diocese of Norwich occurs in September.

- PROGRESS REPORTS are issued half way through each marking period. They show parents how well the student is progressing or what help or adjustments are needed to improve grades, effort, and participation.
- REPORT CARDS are issued to all grades at the end of every trimester of the school year.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled during the months of November and April. The teacher is able to report on the student's school performance, and at the same time receive insight from the parent on problems that might be confronting the child at home. Additional parent/teacher conferences may be scheduled at the request of the parent or teacher at any other time during the school year.

### **CONFIDENTIALITY**

The school office will not give phone numbers or addresses of school families and teachers without the consent of persons involved.

### **HOMEWORK**

Homework is an extension of the learning that takes place in the classroom. It is the teacher's responsibility to assign purposeful homework; the parents' responsibility to provide the best time, place, and encouragement for homework; and the student's responsibility to complete homework thoroughly on time with his or her best effort. Homework provides practice that reinforces new classroom learning, introduces new concepts, and/or offers opportunities for independent study, research, and creative thinking. It also instills good study habits.

The amount of time associated with homework varies from grade to grade. The following schedule outlines the recommended time associated with homework by grade level:

<u>GRADE</u>	<u>TIME</u>
Kindergarten	10 Minutes
Grade 1	15 Minutes
Grade 2	15 Minutes to 30 Minutes

Grade 3	30 Minutes
Grade 4	1 Hour
Grade 5	1 Hour to 1.5 Hours
Grades 6, 7, & 8	1 Hour to 2 Hours

## **ACADEMIC INTEGRITY**

Students are expected to conduct themselves in accordance with Christian values of honesty, trust, respect, and responsibility. Students are to act in a manner worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with INTEGRITY. Students who engage in academic dishonesty should expect serious consequences. Cheating, plagiarism, and inappropriate collaboration are examples of academic dishonesty.

Cheating includes, but is not limited to:

- Copying another's, or letting someone else copy your, homework, project, art work, written assignment, or inappropriately discussing an assignment with another student without the consent of the teacher.
- Stealing test questions or another student's test answers.
- Copying another student's test answers or letting another student copy your answers.
- Giving or receiving test questions and answers inside or outside of class.
- Using or possessing unauthorized study aids during a test.
- Violating teacher's test procedures in a way that compromises the validity of the testing situation.

Plagiarism is using another person's writing as one's own, or failing to credit the sources of one's writing.

Consequences for violation of this policy:

- A parent - teacher and/or administrator conference is required.
- An alternative assignment or re-completion of the original assignment or evaluation may be given.
- A failing grade or a Zero may be given by the teacher.
- Repeated incidents of cheating will result in suspension.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on an evaluation of academic, social, and emotional growth. Decisions are made by the principal after consultation with the teacher.

## **GRADUATION**

- A passing grade in the core subjects which include:
  - Language Arts (reading, English, vocabulary, writing)
  - Math
  - Social Studies
  - Science
  - Religion
- Completion of a minimum of 10 hours of approved community service to be completed during the eighth grade year
- Graduation requirements must be satisfied prior to the issuance of a diploma. Participation in promotional exercises will be limited to those who are receiving a diploma.

## **PRE-KINDERGARTEN PROGRAM**

Children in the Pre-K program are part of an academic-based program which prepares them for Kindergarten. They are encouraged to develop their spiritual, intellectual, physical, and social strengths. The Pre-K program follows the regular school calendar and attendance policies.

Children must be four years of age on or before January 1st of the academic year and perform satisfactorily on a developmental screening assessment.

Bus transportation is not provided for Pre-K children.

## **STUDENT WELLNESS POLICY**

St. Joseph School recognizes that student health and success in school are interrelated. We cannot achieve our primary mission of education if students are not healthy and fit physically, spiritually, mentally, and socially. Therefore, we will support wellness, good nutrition, and regular physical activity as part of the total learning environment.

We ask that families support positive dietary and lifestyle practices with the following suggestions:

- send in healthy snacks (fruits and vegetables)
- send in a nutritionally balanced lunch
- make sure that a complete breakfast is eaten
- limit sedentary activities
- encourage physical exercise
- make sure your child(ren) has a good night's sleep
- keep your child home if they are ill
- attend church regularly
- pray daily
- provide a structured environment for completion of homework

### **HEALTH SERVICES**

A weekly fluoride rinse program is available at a one-time charge to students in Grades K-6. Vision screening is done in Grades K-6; hearing screening in Grades K-8; postural screening in Grades 5-8.

### **MEDICATION**

If a family is unable to schedule medication around school hours and a child must receive it at school:

1. The school nurse must receive a written authorization from a parent and the doctor. The medicine must be in the original pharmacy container.
2. The container must be clearly identified as to the name, type and dosage of the medication.
3. The prescription must be current.
4. A responsible adult must deliver the properly labeled medication to the school nurse.

In case of an emergency or illness, each student is required to have an updated emergency card on file at the school office.

### **LUNCH PROGRAM**

School lunches are available in St. Joseph Church Hall once a week, usually on Thursdays. The Lunch Program is served by volunteer school parents. The HSA runs this program and provides ordering information in September.

## **COMPUTER USAGE**

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

## **DRESS CODE**

School uniforms and gym wear are dress code requirements.

<b><u>BOYS</u></b>	<b><u>GIRLS</u></b>
<b>Pre-K and Kindergarten</b> Khaki Pants Long or Short Sleeve Maroon Polo Optional Maroon Cardigan	<b>Pre-K and Kindergarten</b> Khaki Skort or Khaki Long Pants Long or Short Sleeve Maroon Polo Optional Maroon Cardigan
<b>Grades 1-8</b> Khaki Pants Long or Short Sleeve Blue Oxford Shirt Striped Tie Grades 5-8 Solid Tie Grades 1-4 A belt should be worn Optional Maroon Vest or Cardigan Optional Fleece Vest or Jacket (can be worn during the school day)	<b>Grades 1-4</b> Plaid Jumper or Khaki Pants Long or Short Sleeve Pink Blouse Optional Maroon Cardigan Optional Fleece Vest or Jacket (can be worn during the school day)
	<b>Grades 5-8</b> Plaid Box Pleat Skirt or Skort or Khaki Pants Length should be at the knee Long or Short Sleeve Pink Blouse Maroon Vest Optional Maroon Cardigan (worn w/out Vest) Optional Fleece Vest or Jacket (can be worn during the school day)

**Optional Summer Uniform to be worn 1<sup>st</sup> day of school through October 15<sup>th</sup> and 1<sup>st</sup> day after April vacation through last day of school.**

Khaki Shorts or Pants with Short Sleeve Maroon Polo

### **Gym Uniform**

Maroon Shorts or Sweatpants with Logo

Maroon Mesh Gym Short optional for grades 6-8

Grey T Shirt or Sweatshirt with Logo

White Cotton Socks

**ALL UNIFORM COMPONENTS MUST BE PURCHASED FROM DONNELLY'S UNIFORM APPAREL AS THEY HAVE THE APPROPRIATE STYLES AND LOGOS.**

### **Footwear and Legwear**

Shoes must be black or brown and of good quality.

No backless shoes or boots are allowed.

Sneakers are allowed only on gym days.

Khaki or Maroon Socks or Tights

### Hair and Jewelry

Boy's haircuts should be traditional with restrictions on bizarre and trendy cuts. Length of hair must be above the collar. They may not wear earrings. Hair accessories for girls should be simple. Earrings are restricted to studs or hoops of not more than one inch in diameter. No more than two holes per lobe may be adorned. No other piercings are allowed. Makeup is not allowed. Girls in Grades 5-8 may wear nail polish that is tasteful. Any other jewelry worn by either girls or boys must be simple. Only traditional hair colors are acceptable.

Willingness to comply with the dress code reflects a respect for the school and proper authority and contributes to self-discipline and a unified community.

### UNIFORM ORDERS

Regular and Physical Education school uniforms are purchased at

**Donnelly's School Apparel**

**1-800-498-0045    Manchester store: 860-533-1795**

**333 Niantic Avenue  
Providence, RI 02907**

**Burr Corners  
Tolland Tpke & Buckland St.  
Manchester, CT 06066**

[www.donnellysclothing.com](http://www.donnellysclothing.com)

### CELL PHONES

During school hours students may have a phone with them for emergency purposes; however it must be kept in their backpack and turned off.

### SECURITY

The school doors are locked during the school day. The West Street front door is used only during fire drills and an emergency. Students are instructed never to open the door for outsiders. To gain access to the school, visitors ring the doorbell in the rear of the school building. Any non-student is expected to check in at the office. Parents are not allowed up to the classrooms without office approval, this includes after hours retrieval of items from a classroom. Check in at the office first.

### ASBESTOS MANAGEMENT

St. Joseph School is required by Section 19a-333-1 through 13 of the *Regulations of Connecticut State Agencies, Asbestos-Containing Materials in Schools* to inform parents/guardians that the school is inspected every six months to determine and changes in the condition of identified asbestos-containing building materials. The

school is re-inspected by an accredited asbestos inspector every three years, following the same criteria used in the original inspection.

St. Joseph School maintains a complete, updated copy of the Asbestos Management Plan in the school office. The plan is available for inspection by parents/guardians during regular school hours. This notice is mandated by state law and should not be construed to indicate the existence of hazardous conditions in the school.

## **OTHER ACTIVITIES**

### **MASSES**

Students celebrate Mass at St. Joseph Church at 8:00 AM on the First Friday of each month, as well as other Holy Days of Obligation and Feast Days. All students attend and parents are welcomed.

### **ALTAR SERVERS**

The purpose is to train boys and girls for church service and to direct their attention and love toward liturgical services. Students in Grades 3-8 may participate.

### **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by the classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to community resources.

Parents will receive notices of field trips well in advance of the trip date and will be asked to sign permission forms. Money may be requested from each student to help defray the cost of transportation or facility admission fees. Parents are encouraged to participate as chaperones in field trips and other school activities. Teachers invite chaperones on the basis of availability and need.

## **EXTRA-CURRICULAR ACTIVITIES**

Many activities are offered each year in which our students may participate. The activities are designed to promote strong values in community service, leadership, social skills, teamwork, and cultural appreciation. The activities depend on volunteer advisors and coaches. Our ability to offer these activities each year is determined by the availability of those volunteers as well as student interest. Our most popular activities are:

- Student Council
- Drama Club
- Children's Choir
- Basketball
- Soccer
- Golf
- Children of Mary

### **HOME AND SCHOOL ASSOCIATION (HSA)**

The parents/guardians of St Joseph students are members of the HSA. The objectives of the organization are:

- To be a supportive organization to advance and support the educational, social, spiritual, physical, and cultural development of the children.
- To assist in meeting the financial needs of the school by working to provide a portion of the budgeted income for the school.
- To keep parents informed of current events and future activities.

HSA annual dues are collected at the beginning of the year. This money is used to establish basic HSA funds for the purchase of supplies and products that are used at HSA events throughout the school year. HSA sponsors many activities throughout the year which rely on parent volunteers. Each parent is requested to sign up to volunteer for several activities.

### **Expectations for Parent Participation**

Tuition only covers a portion of the figure that represents the per pupil cost to operate St. Joseph School for the coming year. The remainder comes from donations and parent fundraising. All parents are expected to participate in the fundraising efforts of the Home and School Association (HSA).

- A. **Grocery Card Purchases:** All families are asked to purchase \$1,000 in grocery cards throughout the school year which breaks down to \$100.00 per month. When you purchase a grocery card through the school, the face value of the card is for the same amount you purchased (in other words: a \$25.00 grocery card purchase allows you to purchase \$25.00 worth of groceries at the store). A percentage of that purchase is then given back to St. Joseph School. We have been able to raise thousands of dollars every year. This is a great fundraiser because **IT DOESN'T COST ANY MONEY TO OPERATE AND DOES NOT REQUIRE ANY OF YOUR PERSONAL TIME** except to purchase your normal groceries with grocery cards instead of cash or check. Grocery cards are available from Stop & Shop, Shaw's, Big Y, and Adam's Polish Deli. Grocery cards can be used to purchase anything the store sells, including gas where available.
- B. **Hours of Service to the HSA:** All families are asked to donate 15 hours of service throughout the school year. There are many opportunities to provide these hours throughout the year. There are many opportunities that don't require time away from home, such as: collating paper work, clipping Campbell's Soup Labels and Box Tops, and making phone calls. There will be at least one fundraiser during the school year that requires mandatory participation from all families.