

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.

SCHOOL ENVIRONMENT

Saint Joseph School is committed to building a solid academic and faith-filled school environment. Its balanced curriculum addresses the developmental needs of the student for spiritual, moral, intellectual, emotional, and social wholeness. By combining the individual talents of faculty, students, and families, the ministry of the school community is to live and grow in the example of Jesus Christ.

The teaching of Religion in a Catholic School stresses how persons live by following Sacred Scripture through the study of God, His Creation and Salvation History. Students learn that prayer and the reception of the Sacraments are essential in the life of a Christian.

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 during class time and school activities. It is helpful to parents in making their school choice decision to have their child/children spend a day going to classes, lunch and recess with a student host.

Parents who have questions or who wish to avail themselves of this positive opportunity for decision-making should make an appointment with the school by calling (860) 875-4943.

SCHOOL HOURS

Students may arrive as early as 7:00 am. They will be under the supervision of the faculty until 7:30 am. School begins promptly at 7:50 am. Dismissal is at 2:00 p.m. After school care is available. Please see page 11 for further information.

ABSENCE OR TARDINESS

A parent should report an absent or tardy student to the school office no later than 9:00 am. A doctor's note of confirmation should follow a prolonged (3 days or longer) absence.

EARLY DISMISSAL and VACATIONS

Regular attendance at school is very important. Extended vacations from school or vacations that differ from the school calendar should not be taken. Early dismissals interrupt the academic atmosphere of the classroom and can lead the student to perceive a loss of important learning opportunities. Such irregular attendance should be avoided.

REGISTRATION

Registration and Re-registration for students takes place in early Spring. 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.

CALENDAR/SCHOOL CLOSINGS

St. Joseph School follows the Vernon Public School calendar for decisions regarding vacations, holidays, school cancellations, early dismissals, etc.

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 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. **Parents are not allowed to walk children from the cones past the exiting cars to parked cars in the middle of the lot.**

RESPECT

Respectful behavior is encouraged and expected toward other children and adults in the school. Defacing and/or destroying school property (books, etc.) is not tolerated. Infringement on a person's rights will have a consequence depending on the seriousness of the action.

A serious academic or behavior issue will involve a conference with the Principal, the teacher/s and the parents of the student. The consequence for serious misbehavior involving disrespect, fighting, threats, lying, stealing, cheating etc., 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. 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. Matches, toy guns, serious threats, or firearms of any kind are not tolerated. Serious offenses will be reported to the police.

CHEATING

To act dishonestly is inexcusable. Students are expected to conduct themselves in accordance with the values of honesty, trust, fairness, 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 honor and fairness. 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 to make it appear in one's writing as if another's writing is their own. This can include text, stories or narratives, thoughts or discovered facts that are not one's own, or the artistic creation or graphic/tabular presentation of others.

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.

ACADEMICS

The core curriculum of Religion, Language Arts, Mathematics, Social Studies and Science are taught in all grades. Emphasis on Reading readiness and Phonics is in the lower grades. A time schedule which differs by grade is assigned to all subjects. In addition, technology, foreign language, art, music, physical education, and library skills are also taught.

FUTURE MUSICIANS INC. (FMI)

This program is open to students in Grades 3-8. Weekly instrument lessons are offered and the students participate in several concerts.

Students provide their own instruments. A rental option is available. Students in Grades 4-8 take lessons for traditional concert instruments. Students in Grade 3 take lessons for recorder.

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.

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 informal daily oral and written quizzes, project assessment, formal unit/chapter tests developed by the teacher, and annual standardized testing required by the Diocese of Norwich.
- **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 month of November. 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 provides practice that reinforces classroom learning and opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for them to work at home and by seeing that assignments are completed.

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

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, social, and emotional growth.

GRADUATION

- A passing grade in the core subjects which include:
 - Language Arts (reading, English, vocabulary)
 - 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 may attend either five days per week or three days per week (M,W,F).

Children must be four years of age on or before December 31st 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 on file at the school office an updated emergency card.

LUNCH PROGRAM

School lunches are available in St. Joseph Church Hall ordinarily, on Thursdays. The Lunch Program is prepared and served by volunteer school parents. Annual information regarding payment procedures will be provided.

DRESS CODE

School uniforms and gym wear are dress code requirements.

<u>BOYS</u>	<u>GIRLS</u>
Pre-K and Kindergarten Khaki Pants Long or Short Sleeve Maroon Polo Optional Maroon Cardigan	Pre-K and Kindergarten Khaki Skort or Khaki Long Pants Long or Short Sleeve Maroon Polo Optional Maroon Cardigan
Grades 1-8 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)	Grades 1-4 Plaid Jumper or Khaki Pants Long or Short Sleeve Pink Blouse Optional Maroon Cardigan Grades 5-8 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 1st day of school through October 15th and 1st 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

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.

UNIFORM ORDERS

Regular and Physical Education school uniforms are purchased at
Donnelly's School Apparel
333 Niantic Avenue
Providence, RI 02907 1-800-498-0045

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, 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 anything from a classroom.**

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

Mass is offered in St. Joseph Church at 8:00 AM on the first Friday of each month as well as other days of observance. 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. Parishioners 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	Grades 4-8
Drama Club	Grades K-8
Children's Choir	Grades 1-8
Basketball	Grades 3-8
Soccer	Grades 3-8

Golf Grades 1-8
Children of Mary Grades 3-8

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.

ST. JOSEPH SHEPHERD (SJS) PROGRAM

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. Hours of the program are 2:00 to 5:30 p.m. Students are served a snack. They may do homework and play indoors/outdoors. The fee is charged to the nearest half hour for each child. Payment is expected the final day of the week during which the child participates.