

SAINT JOSEPH SCHOOL

90 Pickering Street Needham, MA 02492

781-444-4459



Student Handbook

2021-2022

Contents

90 PICKERING STREET NEEDHAM MA 02492 781-444-4459.....	1
STUDENT HANDBOOK	1
2021-2022	1
FORWARD.....	3
HISTORY OF ST. JOSEPH PARISH SCHOOLS	5
FACULTY AND STAFF (with phone extensions)	6
NON-DISCRIMINATORY POLICY	8
GOVERNANCE	8
POLICIES AND PROCEDURES	9
SCHOOL UNIFORMS	11
HEALTH SERVICES.....	13
BEHAVIORAL EXPECTATIONS	14
DISCIPLINE PROCEDURE	17
Step One –	17
Step Two –	18
EMERGENCY PROTOCOLS	20
GENERAL INFORMATION.....	20
SCHOOL CANCELLATION AND DELAY INFORMATION.....	22
BEFORE CARE PROGRAM & AFTERCARE PROGRAM.....	22
ROOM PARENTS.....	23
CHANGE OF ADDRESS/EMAIL.....	23
CELEBRATING YOUR CHILD’S BIRTHDAY	23
BUSES/BUSING PROGRAM	23
CARPOOL (DROP-OFF AND PICK-UP).....	24
LUNCH PROGRAM.....	26
LOST & FOUND.....	27
ADMISSION POLICY	27
TRANSFER STUDENTS.....	29
PARENTAL INVOLVEMENT/COMMUNICATION.....	30
TUITION PLAN AND POLICY	30
ACADEMIC PROGRAM	33
HOMEWORK.....	38

REPORTING TO PARENTS	38
TESTING	39
RETENTION POLICY	39
SUMMER READING/MATH	39
EXTRA-CURRICULAR	Error! Bookmark not defined.
PARENTS AS PARTNERS	40
COMMITTEES AND ASSOCIATIONS	40
FUNDRAISING	42
ENVIRONMENTAL EFFORTS	42

FORWARD

Dear Parents and Students:

Welcome to Saint Joseph School. In choosing our school, you have demonstrated a commitment to the values and philosophy of Catholic education.

This handbook has been compiled to meet the needs of the school for a summary of uniform directives. The material presented includes our mission and values, policies and procedures, logistical details, and other pertinent information.

It is hoped that many issues may be resolved by referring to the accepted policies indicated in this handbook. Students and parents are expected to adhere to all written policies. Please do not hesitate to contact me to discuss any questions or concerns you might have.

Mrs. Lauren Solomon
Principal

SAINT JOSEPH PARISH, NEEDHAM, MA

Rectory: 1382 Highland Ave., Needham, MA 02492
781-444-0245

Pastor: Father Bryan Parrish
Business Manager: Rosanne Timmerman
Secretary: Mario Clavell

SAINT JOSEPH SCHOOL

School Address: 90 Pickering Street., Needham, MA 02492
Main Office Telephone: 781-444-4459 (*Press 1 then Press 0*)
Student Absence Line: 781-444-4459 (*Press 1 then Press 2*)
Office Fax: 781-444-0822

HISTORY OF ST. JOSEPH PARISH SCHOOLS

In 1939, the Sisters of Charity of Halifax came from the Academy of the Assumption in Wellesley Hills to supervise the religious education program of the youth of the parish. In 1954, Cardinal Cushing granted permission to begin construction of the school building. The sisters began teaching Saint Joseph School classes with kindergarten and three first grade classes. The school grew in great numbers in the following years, sometimes with as many as 60 students in a class! In 1995, inspired by the vision and commitment Father James J. Haddad, a new middle school building was constructed for grades 6, 7, and 8. The middle school, named for Monsignor James. J. Haddad, is a lasting legacy to the pastor whose vision made the school possible.

During the summer of 2001, the convent was further renovated to accommodate all four kindergarten classes in a state-of-the-art early childhood center. In April of 2002, the doors to a newly constructed parish center, housing a regulation size gymnasium, two science labs, a dining hall and a technology lab, were open to be used primarily by the students and teachers of the middle school. Following renovations in the elementary school, we began the school year in September 2002 with a new library/media center and an elementary computer lab. In 2013, we welcomed our first pre-kindergarten class in the early childhood building. In 2017, we broke ground on a \$3 million renovation, creating a climate-controlled space on our lower level, an updated multi-purpose warming kitchen and gathering space known as "The HUB," a state-of-the-art STREAM lab connected by a glass wall to our library, and a new playground. In September of 2019, we welcomed our first preschool class.

Beginning in the 2020-2021 school year, we combined the early childhood, elementary, and middle schools back into one, unified school. Saint Joseph School numbers 500 students in 30 classes. More than 50 qualified and certified teachers instruct students in basic curriculum subjects, as well as STREAM, art, music, Spanish, library, and physical education.

Saint Joseph School is accredited through the New England Association of Schools & Colleges

FACULTY AND STAFF (with phone extensions)

Principal	Mrs. Lauren Solomon
Head of School	Dr. Joseph Barnes
Director of Technology & Systems	Mrs. Ines Posada
Admin. Assistant	Ms. Nancy Confort
Guidance Counselor	TBD
School Nurse	Mrs. Kathy Brett
School Nurse	Mrs. Mary McCarthy
Custodians	Mr. Frank Kent
	Mr. Sean Dempsey
Early Childhood Admin. Assistant	Mrs. Kim O'Brien
Preschool 1	Mrs. Maria Banda
Preschool 2	Mrs. Carie Vaughan
Pre-kindergarten 1	Mrs. Sarah Bracken
Pre-kindergarten 2	Mrs. Lisa O'Mara
Pre-kindergarten aide 1	Ms. Meghan Daly
Pre-kindergarten aide 2	Mrs. Ashley Jonasson
Kindergarten 1	Ms. Rachel Sullivan
Kindergarten 2	Ms. Alessia Viscomi
Kindergarten 3	Mrs. Joanne Lalicata
Kindergarten Assistant	Ms. Aoife Gilvarry
1A	Mr. Bill Cullinane
1B	Mrs. Jill Curley
1C	Mr. Joseph Giroux
1 st Grade Teaching Assistant	Mrs. Sara Cugini
2A	Ms. Caroline DeLuca
2B	Mrs. Alison Wescott
2C	Ms. Molly Newman
2D	Ms. Katelyn Murphy
2 nd Grade Teaching Assistant	Mrs. Caroline Petrino
3A	Ms. Rina Federico
3B	Mrs. Libby Spigelman
3C	Ms. Meghan Horne

4A	Ms. Teddi Cowden
4B	Mr. Kevin Rodis
4C	Ms. Marissa Balsamo
5A	Mrs. Kristen Fiumara
5B	Mrs. Maryann Dawson
5C	Mrs. Susan Howard
6A	Mr. Michael Kiessling
6B	Mrs. Virginia Topham
6C	Mr. Tom Hourihan
6D	Mrs. Annie Peras
7A	Ms. Courtney McCabe
7B	Ms. Emily Spence
8A	Mrs. Mary Corcoran
8B	Mrs. Bridgid Coyle
Language Arts (Gr. 7-8)	Ms. Lauren Crispi
Art	Ms. Robin Harris
STREAM	Ms. Elizabeth Powers
Phys. Education (Preschool – Gr. 5)	Mr. Phil Beranger
Health & Wellness (Gr. 6-8)	Ms. Lisa Kavjian
Library	Mrs. Mary Ann Brady
Library	Mrs. Susan Brady
Music	Mrs. Jude Pratt
Spanish (Preschool- Gr.4)	Mrs. Dina Schlager
Spanish (Gr.5 -8)	Ms. Courtney McCabe
Learning Center	Mrs. Meg Schell
Learning Center	Ms. Melissa Doran
Aftercare Director	Mrs. Clare Palmatier
Director of Admissions & Mktg.	TBD

NON-DISCRIMINATORY POLICY

GOVERNANCE

“The Catholic school is an expression of the educational mission of the parish with which it is associated and of the diocese. Therefore, the pastor is responsible to the Bishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as the parish council serves with the pastor on behalf of the total community, so the parish school board serves with the principal for the good of the school community. Today’s Catholic school principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish.” (Archdiocese of Boston School Consultative Board Guidelines, pg1)

PASTOR

“The pastor is the canonical administrator and spiritual leader of the parish. He is the one who empowers the people to act in a consultative manner. The pastor is the agent of the civil corporation and the enactor of local policy.” (Archdiocese of Boston School Consultative Board Guidelines, pg. 7)

PRINCIPAL

“The principal is the spiritual and instructional leader of the school and is responsible for the operation of the school program. The principal’s responsibilities are assumed in accord with Archdiocesan and local policies”

SCHOOL CONSULTATIVE BOARD

Archdiocesan Policy 5110 states: “Each school in the Archdiocese of Boston should establish a school consultative board to aid the pastor and the principal in developing and implementing local school policies.”

Saint Joseph School has assembled a consultative board to advise the pastor and principal on matters of school policy, finance, advancement, maintenance, public relations, and marketing.

Members will be sought who have expertise in the areas of finance, curriculum, advancement, building maintenance, and parent volunteerism. Members will serve three-year terms.

The consultative board acts as a unit. Individual members are not authorized to speak on behalf of the board, school, pastor, or principal. The board will choose its officers, a chairperson, who will be responsible for setting the agenda, and a secretary for recording minutes and disseminating information when needed.

Meetings will take place at regular intervals throughout the school year. The pastor or principal may call special meetings should there be a need.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

The school must be notified if a child is to be absent. There are two ways you may go about reporting your child(ren) absence. You may either send an email or leave a voicemail. The email address is: attendance@saintjoes.com, or please call the office by 8:00 a.m. to report your child's absence. Simply dial: 781-444-4459 (press 1, then 2) and follow the instructions on the recording. Parents should notify the teacher in writing if you know of an absence in advance. Preschool, Pre-K and Kindergarten parents should also call 781-444-4459 ext. 151 to report an absence.

Absent students must complete homework assignments and test "make-ups". If a student is absent for **one day** only, it is **not necessary** to send for the homework assignments for that day. When the student returns to school the next day, he/she may get the assignment. When absence exceeds five days, arrangements may be made to get assignment(s) at **dismissal**.

Teachers will assist students with make-up work for appropriate absences, but it is the responsibility of the student to request such help and to submit all assigned work. When a student is absent due to suspension, the teacher is not required to send home books and give assignments.

After a student has missed an accumulation of seven days in one trimester, the parent/guardian may be contacted to confirm the number of absences as a reminder of the potentially serious consequences of extended absences.

After ten days, a conference may be held with parents, school counselor, principal, Head of School, and teachers to discuss causes and remedies for the absenteeism.

When a student misses 21 days a year without serious reason (*e.g. serious illness*), then an incomplete may be given at the end of the year and the student may be required to either attend summer school or repeat the year depending upon the effect the absenteeism has on the student's performance.

A student who is absent from school **MAY NOT** participate in any after school program.

Family Vacations: Families are strongly encouraged to schedule family vacations during school vacation weeks. Absences before and after vacation week and/or during non-vacation weeks disrupt the learning process for the individual student and the class at large. Students who are absent for vacation reasons may not receive assignments, take home textbooks, and may not be allowed to make up any missed assignments, tests, or quizzes. Teachers are under no obligation to give this work in advance.

TARDY POLICY

Please notify the school in advance if you know your student will be tardy and his or her approximate time of arrival. Students should report in at the 90 Pickering Street entrance/office before heading to their classrooms.

Students are considered officially tardy after 8:15 a.m.

RELEASING STUDENTS

Orthodontist appointments may be made during school hours. Other dental and medical appointments should be scheduled after school hours except for emergencies.

A student will not be released from school during the school day without the written or e-mail request of a parent or guardian. Students will be released only to parents or to one authorized by them. Parents report to the 90 Pickering Street office to pick up students as they will be dismissed from there only. Should a student return to school prior to the end of the school day, he or she should sign into the main office before returning to class.

VISITS TO SCHOOL

For the safety of all in the building, all visitors (*including parents*) must report to the front office and sign in and wear a visitor's badge while in the building. Any parent wishing to visit a classroom must make arrangements with the teacher prior to the visit.

After the first day of school, parents are asked to refrain from escorting their child to their homeroom.

SCHOOL UNIFORMS

School uniforms promote a sense of school identity and community. We expect students to be in full uniform daily except for identified free dress down or "tag days." Uniforms with the former Monsignor Haddad Middle School colors and logo are no longer acceptable as part of the official school uniform.

Please Note: Preschool and Pre-K students are required to wear a modified school uniform. Please see the Early Childhood Building Handbook for details.

GIRLS: Plaid jumpers with white peter-pan style blouses. Girls may also wear a plaid skort (skirt for 6-8 grade) or khaki shorts, with a navy logo polo shirt throughout the year. Skirt length must not be higher than 1.5 inches from mid-knee.

They may wear navy or white knee socks, ankle socks, or tights. Girls are allowed to wear navy leggings during cold weather. Girls also have the option to wear khaki uniform pants.

BOYS: Khaki pants and a navy logo polo shirt. Boys may wear shorts from the first day of school until November 1st and after April vacation. The Saint Joe's fleece or navy sweater are the acceptable outerwear.

SWEATERS: worn in class **must** be navy blue for both boys and girls or the navy fleece full zipper jackets or vests (*with school emblem*) may be worn. Fleece half zipper pullovers with the school emblem may be worn.

GYM UNIFORMS: Regulation gym uniforms will be worn by all students in grades K-8 in place of regular school uniforms on gym day.

- Navy blue nylon shorts with school emblem
- Navy blue sweatpants or navy yoga pants with school emblem
- A Saint Joseph School light gray tee shirt with school emblem and/or a navy sweat shirt with school emblem
- Socks and sneakers.
- Uniforms must be ordered from Land’s End and have the logo “screened” or “sewn” on.
- You may not add your own logo to the gym clothes.

Uniform pieces must be purchased through:

Land’s End Co. **1-800-469-2222** or visiting our custom online shop.
Our preferred school number is **9000-5442-0**

JB Pride.

<https://www.jbprideuniforms.com/>

1-844-527-8643

School code is 101.

SCHOOL POLICY FOR MAKE-UP, JEWELRY, POLISH, HAIR LENGTH & COLOR, ETC.

During school hours, make-up, foundation, blush, etc. may **NOT BE WORN**. Regarding jewelry, pierced earring studs only and one chain necklace may be worn. Long necklaces, layers of necklaces, or layers of bracelets may **NOT** be worn. Long drop earrings or loop earrings may **NOT** be worn.

Boys may not wear earrings.

Apple watches or other watches/devices with Wi-Fi access etc. may **NOT** be worn.

Students may not color their hair with unusual colors. Students may not wear their hair in unusual styles. Length of boys’ hair must be above the collar. (All guidelines will be determined by the principal.)

ELECTRONIC DEVICES AND CELL PHONE USAGE

The use of cell phones by students is prohibited during, before, and after school hours in the school building unless the student has the permission of a teacher or a staff member. The student must stay with the teacher or staff member while they make the call or text.

Students are required to keep their **cell phones in their locker, shut off for the entire school day**. Their phones should be placed in their backpack, when preparing to leave school. Students should not be carrying their phones while they are still in the school building. If the student is observed using a cell phone in the building, without permission, the cell phone will be confiscated and the parent will have to pick it up in the principal's office.

Cellphones are prohibited from use during school trips. Students may use a digital camera or "throw away camera" for picture taking on school trips. Cellphone cameras and electronic tablets are NOT allowed. Exploratory week trip media usage will be addressed prior to the trips.

A general rule: No electronic devices are permitted in school. This includes electronic gaming devices, tablets and readers. If a student has an electronic device, it will be taken to the office where a parent or guardian will be contacted.

FIDGET TOYS

Students are **NOT** permitted to bring "fidget toys" to school unless it is approved by the principal, school counselor, and teacher.

BOOK BAGS

Book bags or backpacks are necessary to transport books to and from school. In school, backpacks must be stored in the student's locker or in the location specified. Opportunities during the school day are scheduled for students to visit their lockers to drop off and retrieve books. Smaller "switching bags" for students in grades 5-8 will be provided by the school.

HEALTH SERVICES

Nursing services are provided for Saint Joseph School by one full-time registered nurse and one part-time registered nurse. Medical guidance is offered by a volunteer physician from Saint Joseph Parish. State mandated health screenings are provided for students in the following areas: vision, hearing and scoliosis.

MEDICATION POLICY

Should your child need medication during the school day, parents must follow these procedures. Our school requires that forms must be on file before we begin to give any medicine at school. Forms may be obtained in the health office. No medication should be with a child.

DAILY MEDICATION AND STANDING ORDERS FOR OCCASIONAL MEDICATIONS (INCLUDING INHALERS AND OVER-THE-COUNTER DRUGS):

These may be given if a consent form signed by the parent or guardian **and** a signed medication order form from your child's physician or nurse practitioner is on file. This order must be renewed as needed **and** at the beginning of each academic year. No more than a thirty-day supply of medicine should be delivered to the school.

MEDICINES 10 DAYS OR LESS

These may be given if medicine is in the original pharmacy bottle and parents have signed the appropriate forms in the office. Your child's physician does **NOT** need to sign this.

All medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or responsible adult whom you designate. Please ask your pharmacy to provide separate/duplicate bottles for school and home use.

Over-the-counter medications **WILL NOT** be dispensed unless the parent and doctor sign the appropriate forms.

MEDICATION/FIELD TRIP POLICY

In the event of a field trip, the school will delegate and train an appropriate person to administer the medication.

RETURNING TO SCHOOL

Students may return to school **AFTER** 24 hours of:

1. being fever-free
2. beginning an antibiotic medication regime
3. being properly treated for strep throat

BEHAVIORAL EXPECTATIONS

The primary goal at Saint Joseph School is to help its students grow spiritually, intellectually, physically, and socially in a safe, nurturing Christian environment. Consideration for the rights and well-being of others, cooperation with all members of the school community, which includes staff, students, and parents, and

respect for oneself and others are the basic principles guiding behavior at Saint Joseph School. Conduct unbecoming of a Christian student will result in a disciplinary action. Standards of behavior go beyond the school day and school ground, to whenever a child is identifiable as a student of Saint Joseph School. This applies to field trips, extra-curricular activities, social-media, and commuting to and from school. Students dressed in a Saint Joseph School uniform may be accountable for actions outside of the school day.

An atmosphere that is conducive to appropriate educational, emotional, personal, and spiritual growth requires mutual respect and cooperation on the part of the school community.

By registering at Saint Joseph School, a parent accepts and supports the disciplinary philosophy and the school's expectations of each student and thereby agrees to foster behavior in his/her child conforming with this philosophy.

Disobedience and misconduct in school, during school activities, while riding the bus, or any serious infraction occurring outside of school will be cause for disciplinary actions. The school has an internal policy on how an issue will be handled depending on the circumstance.

Students may not use cell phones during the school day. Students should also not have kindles, personal iPads, or Apple watches in school.

ISSUES IN THE CLASSROOM

Parents should discuss issues or concerns about student performance first with the child's teacher. If further discussion is required, the parent, teacher, counselor, principal, and Head of School will meet to discuss the issue and possible resolutions.

STUDENT BEHAVIOR

1. Respect for others must be maintained at all times.
2. Students are responsible for the proper care of all school materials and property.
3. Students are responsible for replacing lost school articles and for compensating any damage to school property, books, etc.
4. Students are responsible for taking good care of textbooks and workbooks.
5. Students are responsible for maintaining an assignment notebook.

6. Gum-chewing is prohibited on school property.
7. Articles which may be either hazardous to the safety of others or which may interfere in any way with school procedures are strictly forbidden.
8. Money or valuables should not be left unattended.
9. All payments brought to school must be in an envelope which is clearly marked with the student's name, classroom, the purpose, and the amount.
10. Any unlawful act happening on school grounds or on buses makes the responsible student subject not only to any penalties which a court might prescribe, but also to suspension or dismissal from Saint Joseph School.
11. There is one critical difference between public and parochial schools in the matter of student searches. The 4th Amendment by virtue of its interpretation and application through the 14th Amendment requires "state action" and Catholic schools are not state agents involved in "state action." The considerable body of search and seizure law that has developed for the public schools is inapplicable to Catholic schools.
12. Courts have fairly and consistently held that the "probable cause" standard for searches is inapplicable to student searches and only "reasonable suspicion" is required. But even this lesser standard does not apply to parochial schools.
13. Parents will be notified immediately when a child becomes ill during school time. We ask that parents not send a child to school if he/she shows any signs of illness.
14. For pre-planned absences or removal of students from school, parents must notify the teacher and school office in advance.
15. Use of electronic devices, including cell phones, are prohibited during school hours and before and after school activities, unless specifically authorized by a teacher or an administrator. Acceptable use policies are included as addendums to this handbook and must be signed and returned.

INFRACTIONS

As it is impossible to anticipate every possible occurrence, this list is intended to act as a guideline of infractions that warrant disciplinary action. These types of disciplinary offenses include, but are not limited to:

- 1) Academic Dishonesty (*copying another student's work, plagiarism, cheating*)
- 2) Disrespectful conduct or attitude
- 3) Misuse or destruction of school property or that of others
- 4) Lack of adherence to individual classroom rules
- 5) Continued failure to observe uniform code

- 6) Lack of adherence to adult directions and requests
- 7) Disruptive behavior (*inappropriate interruption while others are speaking, passing notes during class, etc.*)
- 8) Forgery of parent/guardian signatures
- 9) Leaving school grounds without permission

More serious infractions may result in detention, suspension, or expulsion of a student. If needed, further disciplinary action may be determined by the principal. More serious infractions may be, but are not limited to:

1. Physical altercations
 - a. Foul language, gestures, or actions
 - b. Harassment of fellow students*
 - c. Stealing
 - d. Drug or alcohol use/abuse
 - e. Vandalism of any kind
 - f. Tampering with school computers
 - g. Bullying behaviors including cyber bullying (*see below*)
 - h. Threats of any kind (verbal, written, cyber, drawn, or implied) will be responded to immediately.
 - i. Smoking/vaping
 - j. Stealing
 - k. Possession of weapons, including small pocket knives and water guns

*Harassment takes many forms and may be transmitted through any type of media.

The school Administration reserves the right to initiate the appropriate level of disciplinary response, depending on the nature and severity of the infraction, as well as the age of the student.

DISCIPLINE PROCEDURE

Because of the wide-range of possible infractions and the individual seriousness therein, we have outlined two steps of suggested procedural response. As always, the Administration reserves the right to determine the most appropriate response.

Step One –

Infractions of classroom rules will be initially responded to by the teacher. Understanding that the classroom teachers have the best “pulse” on student behavior and social issues/conflicts, each teacher will clearly define his/her

behavioral expectations guidelines (and consequences), based on the age appropriate, developmental maturity of their students.

Initial consequences will be established by the teacher and may include:

- *temporary separation from the class*
- *written apology*
- *use of behavior chart*
- *after school "in-class" detention*

Simply stated, our general style of discipline focuses on **(1)** identifying the conflict **(2)** talking it through with the child(ren) involved **(3)** helping the children make better future decisions. For the most part, this model is effective, and conflicts can be resolved in a timely and effective manner, often with intervention of the teacher.

At times, more significant accountability or consequence is necessary. In these cases, the teacher will contact the parent/guardian, the principal, Head of School, and the school counselor to inform them of the situation. A discipline form may be filled out, sent home to be signed, and filed.

Step Two –

In the case of a more serious infraction, the incident will immediately be brought to the attention of the principal, Head of School and/or the school counselor. There will be an investigation of the incident and a determination of an appropriate response. A discipline form may be filled out, sent home to be signed, and filed.

A student may be required to:

- *Apologize*
- *Serve a detention*
- *Make restitution for any damages*
- *Be suspended*
- *Be expelled*

DETENTION

Students may receive an **After-School Detention** for violation of school rules. Detentions are held on **an assigned afternoon** from **2:40-3:10 or 3:30** (for students from grades 3-8) and are supervised by the assistant principal.

A detention form or discipline form must be signed by the student and his/her parent or guardian and returned to the main office. Participation in extra-curricular activities does not excuse a student from detention.

Although detention is typically reserved as a consequence for misbehavior, students may receive detention for violation of school uniform code, hallway or cafeteria misbehaviors, and chronic failure to complete homework (*see Homework Policy*).

SUSPENSION

Suspension is defined as a temporary dismissal of a student from school for up to 10 days. Suspension shall be within the jurisdiction of the school principal. It is to be used only after the school personnel have made reasonable efforts to assist students to adjust to the social and academic requirements of the school environment. The pastor is informed in every instance.

Out-of-school suspension - A student who receives a two or more day out-of-school suspension will not be allowed in the school during his/her suspension. During this time, the student will not be allowed to make up any work and will receive a “0” for missed work. In order for a student to return to school, a formal meeting including the student, parent, school counselor, Head of School, and principal with a signed agreement reinstating the student will need to occur.

Expulsion - If a child has been suspended and the inappropriate behavior continues the child may be expelled from the school. The final decision would be made jointly by the pastor, principal, Head of School, and guidance counselor.

BULLYING BEHAVIORS

The Steps to Respect Bullying Prevention Program, which is used at St. Joseph School defines bullying as “unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.” This includes physical aggression, threats, teasing, harassment, and exclusion, as well as cyber-bullying. Saint Joseph School **will not tolerate** bullying behavior.

In compliance with the Massachusetts Anti Bullying Law of 2010, Saint Joseph School has developed and implemented a comprehensive Bullying Prevention and Intervention Plan. This plan clearly outlines the school’s response plan to any school-related bullying situations. The complete plan is posted separately on the school web-site.

Please review the Saint Joseph School Bullying Prevention and Intervention Plan.

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORMS are available to parents as well as school staff.

EMERGENCY PROTOCOLS

EMERGENCY FORMS

Emergency forms are sent home at the beginning of the school year so that parents may indicate what telephone numbers are to be used for them at work or at home in case of an illness or injury to a child. Parents are also asked to designate a neighbor or relative who may be responsible for their child in the situation where neither parent may be located at home or at work.

EMERGENCY EVACUATION OF SCHOOL

In the event that the school must be evacuated for safety reasons, bomb scares, heating problems or hazardous weather conditions, students will be directed to the church. Parents will be notified through our emergency response system. It is necessary, therefore, that adequate information be on file on the emergency forms.

GENERAL INFORMATION

SCHOOL HOURS

First Bell: 8:00 a.m.

Morning Prayer: 8:15 a.m.

Early Childhood Building: 8:00 a.m.– 2:30 p.m.

Grade 1-8: 8:00 a.m.- 2:40 p.m.

The first bell for students rings at **8:00 a.m.** Students will be considered tardy if they arrive after **8:15 a.m.** and are not seated for prayer.

CHANGE IN REGULAR DISMISSAL PLANS:

Any and all changes in your child’s regularly scheduled dismissal plan must be made in writing to the classroom teacher. This is very important!

DISMISSAL/FACULTY MEETINGS – EARLY RELEASE DAYS:

Faculty meetings are typically held monthly from **12:15 to 2:30 p.m.** On those days, school is dismissed at **12:15 p.m.** The Early Childhood Building dismisses at

12:05. Please check your monthly calendars for exact dates. On **Early Release Days** there will be **NO LUNCH**. Dismissal for Early Release Days will follow the same order as dismissal on full school days.

COMMUNICATION:

Clear and frequent communication between school and home is essential. We are constantly striving to improve our methods to maintain effective communication. Weekly, monthly, and yearly communications help parents to plan ahead and to be informed of current happenings. The following methods of communication help to ensure an effective home and school connection.

NEWSLETTER:

Updated newsletters will be e-mailed to each family and posted on the school web-site (www.saintjoes.com), which contains important information from the principal, details about upcoming events and meetings and classroom news.

EMAIL BLASTS:

Every Friday, all preschool through grade 5 classroom teachers will send out an electronic blast which keeps parents informed of the learning and activities going on in the classroom.

SCHOOL WEB-SITE:

The school web-site serves two main purposes. First, it provides an overview of every aspect of the school for those interested in learning more about Saint Joseph School. Secondly, it offers current updates for people interested in the day-to-day happenings at our school.

SCHOOL CANCELLATION AND DELAY INFORMATION

As a general rule, Saint Joseph School follows all NEEDHAM PUBLIC SCHOOL cancellations and delays.

However, in the event that NPS does not cancel and Saint Joseph School principal determines that weather conditions make traveling unsafe, we will notify parents and guardians of our decision to close school via:

A text message to your cell phone through our emergency contact system and a No-School announcement on our website and social media pages.

Bottom Line: In most cases, we WILL FOLLOW Needham's decision. Should we choose to over-ride their decision, you will be notified by text and web-site no later than 6:15 a.m.

Please note: Parental discretion is always advised as to attendance in inclement weather.

Two-Hour Delay Clarification:

- If a two-hour delay is announced, school will start at **10:00 am**.
- However, if a two-hour delay is announced on a previously scheduled ½ day, there will be **NO CLASSES** at Saint Joseph School.

BEFORE CARE PROGRAM

Saint Joseph School offers a teacher supervised "Before Care" program between 7:15 a.m. and 8:00 a.m. in the HUB. School doors will not be opened before 8:00. Any student arriving BEFORE 8:00 a.m. MUST participate in the program. Cost is \$3.00 per day/per student. You may use this drop-in service any day.

AFTERCARE PROGRAM

Saint Joseph School offers a staff supervised Aftercare Program between 2:40 p.m. and 6:00 p.m. Students in grades 1-8 stay in the elementary building until 4:20 p.m. and then walk to the Early Childhood Building with a staff member. Students must sign up before attending. Forms are available online. There is no nursing staff on duty during Aftercare hours. Staff members are trained in CPR, first aid, and AED.

ROOM PARENTS

Room parents are an aide to the teacher in communicating with other parents regarding non-academic activities in the classroom. They assist the teacher in relaying messages and coordinating special activities and parties when requested. Some of their duties include helping with pizza days, Teacher Appreciation Day, finding chaperones for field trips, and emailing other class parents for various purposes.

Room parents are chosen from those that volunteer by completing an online form from the website. They are chosen by the Room Parent Coordinators in coordination with the principal and teachers. Room parents may not use their distribution lists for anything not approved by the classroom teacher or principal.

CHANGE OF ADDRESS/EMAIL

Any change of address, telephone number, or email which occurs during the school year must be reported to the school office immediately. Please do not use e-mail distribution lists for anything not directly relative to school.

CELEBRATING YOUR CHILD'S BIRTHDAY

On their special day the birthday child will be allowed to attend school in regular clothes (appropriate, casual dress, please). The child's birthday will be mentioned on their special day during morning announcements.

Children who celebrate their birthdays over the summer may make arrangements with their teachers to celebrate their "half" birthdays during the year.

No invitations for off-campus parties should be distributed at school.

Please do not send in food items for your child's birthday. We thank you in advance for being sensitive to the students in the class who have food allergies.

BUSES/BUSING PROGRAM

Bus transportation is provided **FREE** to Needham students in the following categories **(1)** those who live 1.5 miles or more from school, **(2)** those who live in areas designated as "hazardous" by the School Safety Committee.

Saint Joseph students who do not meet the above criteria for **FREE** transportation may apply for "**FEE BASED BUSING**" transportation to and from school as desired. A seat on the bus is purchased for an entire school year for transportation

both to and from school. Application forms are sent home in the spring from the Needham Public Schools; Transportation Coordinator to apply for either **FREE** or **FEE-BASED** bus service. Students who are eligible for **FREE** transportation or who have applied in time for a “**FEE-BASED SEAT**” will be notified by the Needham Transportation Department. Students will receive a bus pass, an outline of the bus route, and a list outlining the “Rules and Regulations for Bus Conduct”. Please review these rules with your child(ren).

Students may not ride home from school for a “play date” on a bus other than their own assigned route.

- ❑ If you are eligible, you will be receiving a packet before school begins, containing the following (1) Bus pass (2) Your personal bus route.
- ❑ Bus parents may consult the Needham newspapers for all bus schedules and information concerning bus routes and estimated route times.
- ❑ For safety sake, the entire length of the school building on both Pickering and May Streets must be free from ALL vehicles.
- ❑ All kindergarten **BUS** students will be dropped off directly at the Early Childhood Building on Highland Ave.
- ❑ Because of the increased and unavoidable congestion at dismissal (*both Elementary and Middle School*), it is **imperative that** all students, staff, and parents cross at the official intersections with the crossing guards.

Any other questions should be directly addressed with the Town Transportation Office. Please call 781-455-0400 ext. 234.

CARPOOL (DROP-OFF AND PICK-UP)

In an effort to maintain an effective system and to ensure ultimate safety for all children, we ask for 100% parental cooperation. It is imperative that EVERYONE follows the carline regulations in order to maintain (1) safety for the children, (2) respect for the neighbors, (3) orderly traffic patterns for the town.

All car line students **MUST** be dropped off/picked up in the SCHOOLYARD car line (*exception: kindergarten students and those involved in a car pool with Preschool, Pre-K or kindergarten students*). Drop-off and pick-up of students is prohibited on Highland, May, Oakland, and Pickering Streets. These policies have been designed for the safety of the children and will be enforced.

DROP-OFF – GRADES 1-8

- All cars must enter the schoolyard by way of Highland Ave. and exit onto Pickering St., making a right turn **ONLY** at the end of the driveway.
- Morning drop-off must be orderly and safe by forming a *single* line along new building and dropping children off at the walkway.
- If you need to come into the building for any reason, kindly park along the fence on the right.
- All cars must proceed through the schoolyard as quickly as possible to avoid a back-up on Highland Ave.

DROP-OFF – Early Childhood Building STUDENTS

- Preschool, Pre-K, and Kindergarten students must be escorted to the door of the building. Parents may park in designated areas only. Parents may **NOT** park in the Administration parking lot on Oakland Ave. or in the Administration circle on Highland Ave. Older students may be crossed with the crossing guard at Pickering and May while you escort your preschool, pre-k or kindergarten student into the Early Childhood Building.

PICK-UP STUDENTS IN GRADES 1-8

- There will be five (5) car lines formed in the school yard for pick up. The first three are for drivers with elementary school students only. The remaining two (2) lines (*closest to the parish center*) are for those carpools with Middle School students.
- All cars must enter the school yard by way of Highland Avenue and exit onto Pickering Street, making a right turn only at the end of the driveway.
- Please follow the direction of the staff member when you are instructed to go to your car. Cars will not be allowed to move until all parents are in their cars with their child(ren).
- Once all students are safely in the parked cars, a staff member will direct the front of the line to begin exiting the schoolyard by way of Pickering Street.
- The staff member will then allow the cars in the lane furthest from the school to move. Please do not block the lane. If your child has not come out of school, please circle around the building.
- Staff members will periodically stop the traffic flow so that your children may go to your car. Please do not call them to come to your car while the traffic is moving. Please do not leave your car. We will assist your child if necessary to get to your car.
- Please drive slowly and carefully while in the school parking lot.

- Please do not leave your car idling in the car line.
- Please do not use a cell phone while you are operating a vehicle in the car line,
- If you have a relative or friend picking up your child, please share school pick-up protocol.

Early Childhood Building students and those involved in a car pool with Preschool, PreK, and Kindergarten students:

- Preschool, Pre-k and Kindergarten students must be retrieved at the rear of the Early Childhood Building. Parents must meet their child directly. You are asked to not linger in the area for everyone’s safety.
- Elementary school students in grades 1-8 who are in a carpool with a Preschool, Pre-k or Kindergarten student will also be escorted to Mary’s Garden area for pick-up.
- You may meet the child(ren) at Mary’s Garden area and escort them back to your car.
- It is imperative that **NO ONE** park on the residential side of Oakland Ave at dismissal or any other time of the day.

NOTE:

- To maintain positive, good-neighbor relations, please adhere to all no parking signs.
- All Needham residents are encouraged to take the bus to help minimize traffic problems around drop-off and pick-up.
- Those who do use the car line are encouraged to car pool.
- No parking is allowed in the Stephen Palmer lot.

LUNCH PROGRAM

Pizza days are scheduled on most Fridays. Watch the newsletter for details about when the program will begin.

LUNCH SCHEDULE

Subject to change

11:00-12:00 Preschool recess and lunch

11:30-12:30 Pre-k recess and lunch

12:40-1:40 Kindergarten recess and lunch

10:50-11:10 grade 1 recess 11:10-11:40 grade 1 lunch

11:15-11:35 grade 2 recess	11:40-12:10	grade 2 lunch
11:50-12:10 grade 3 recess	12:10-12:40	grade 3 lunch
12:25-12:40 grade 4 recess	12:40-1:10	grade 4 lunch
1:30-1:45 grade 5 recess	1:00-1:30	grade 5 lunch

LOST & FOUND

All lost and found items are stored in the front office. Weekly, the items are purged and items without identification will be added to our uniform swap or discarded. Please make sure to label your child’s things with his/her name.

ELEVATOR

The use of the elevator is restricted to adults and students who have a medical reason for its use. Should a student have a medical condition that would warrant the use of the elevator, he/she must present a note from home to the health office. On occasion, students may use the elevator if given permission from a teacher or from the school office.

ADMISSION POLICY

Saint Joseph School admits students of any race, color, nationality and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.

We do not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Students entering the school for the first time are required to bring a birth record, baptismal record, and all immunization records. All new students must have a recent physical exam, documented within twelve months prior to entering school. Students entering from another school are required to bring their last report card and copies of their most recent standardized testing. Other records will be requested from the school the student formerly attended. Screening tests will be administered to each new applicant from kindergarten through grade 8. Students must be three years old by September 1st to enter preschool, four years old by September 1st to enter pre-kindergarten, five years old by September 1st to enter kindergarten, and six years old by September 1st to enter grade one.

Archdiocese of Boston ~ Catholic Schools Admission Policy

Introduction

In creating the Catholic Schools Admission Policy, we are guided by the words of the Holy Father, by Canon Law and by the United States Conference of Catholic Bishops:

“No child should be denied his or her right to an education in faith, which in turn nurtures the soul of a nation.” (Address of His Holiness Benedict XVI to Catholic Educators in Washington DC, April 17, 2008.)

“As important as a sound Catholic school education is for the new immigrant and the poor, it continues to be of prime importance to those children and grandchildren of the generations who earlier came to our shores. Our Catholic schools have produced countless numbers of well-educated and moral citizens who are leaders in our civic and ecclesial communities. We must work with all parents so they have the choice of an education that no other school can supply—excellent academics imparted in the context of Catholic teaching and practice.” (“Introduction,” *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, United States Conference of Catholic Bishops, Inc., 2005.)

"The Church has in a special way the duty and the right of educating, for it has a divine mission of helping all to arrive at the fullness of Christian life. Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education. Education must pay regard to the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of society. Children and young persons are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and a right use of freedom, and be formed to take an active part in social life." (Code of Canon Law, Title III, Catholic Education, Canon 794-795.)

“Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church.” (“Why We Value Our Catholic Elementary and Secondary Schools,” *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, United States Conference of Catholic Bishops, Inc., 2005.)

“While we look with pride to the many successes and achievements of our Catholic elementary and secondary schools, the entire Catholic community must now focus on the future and the many challenges we face...We must then move forward with faith, courage, and enthusiasm because Catholic schools are so important to our future...In addition, Catholic schools should be available to students who are not Catholic and who wish to attend them. This has been a proud part of the history of Catholic schools in the nineteenth and twentieth centuries. We must continue this outreach in the new millennium.” (“The Challenges of the Future”, *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, United States Conference of Catholic Bishops, Inc., 2005.)

The Policy

The goal of our Catholic School is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community and give service to others. Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered “academically qualified” if they meet a school’s written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

TRANSFER STUDENTS

When a student transfers, parents will be asked to sign a release form for the transfer of all school records. A complete transcript of the student’s grades, test scores, and health records will be mailed as soon as possible to the new school.

PARENTAL INVOLVEMENT/COMMUNICATION

Saint Joseph School involves every one of us and the success of our program, in part, relies on the contributions made by our parents. Tuition brings in only a portion of what it costs to provide the quality Catholic education we try to offer your children. Parents are urged to take the opportunity to be with the children by volunteering your talents in the school and classroom or to assist with fundraisers. Volunteer solicitations are completed online every year. Several fundraisers are overseen annually by the Development Office and are described in a later section. Contact the Development Office for more information at: **(781) 444-4459 x114**.

TUITION PLAN AND POLICY

The following rates are for the 2021-2022 School Year

SAINT JOSEPH SCHOOL
90 PICKERING STREET
NEEDHAM, MA 02492-3195
781-444-4459

Tuition Rates for 2021-2022 Academic Year

Kindergarten and Grades 1-5

In Parish		Out of Parish	
First/Only Child- Grades K-5			
Total	\$9,190	Total	\$9,750
Additional Children- Grades K-5			
Total	\$8,890	Total	\$9,450

Grades 6, 7, & 8

In Parish		Out of Parish	
First/Only Child- Grades 6-8			
Total	\$11,200	Total	\$11,825
Additional Children- Grades 6-8			
Total	\$10,900	Total	\$11,525

Preschool and Pre-Kindergarten

	In Parish	Out of Parish
Total	\$10,675	\$11,235

Note: Discount for additional children in family does not apply to Preschool or Pre-Kindergarten

Note: To qualify for Parishioner Tuition rates, a family must be registered with the Parish and have contributed to the Offertory regularly during the current and previous year.

PAYMENT PLANS

OPTION 1: PAYMENT IN FULL by July 1. The one-payment tuition plan will receive an initial Invoice Statement from FACTS Management Co. This payment is made directly to FACTS (no fee required).

- A. Make a secure payment on-line (www.factspayment.com) using your bank account
- B. Mail you payment to FACTS (check or money order)

OPTION 2: SET UP BUDGETED PAYMENT PLAN. Payments to begin July 5th. You will receive an Invoice Statement from FACTS to set up monthly, quarterly, or semi-annual Payment Plans online (www.factspayment.com)

FINANCIAL AID

The schools do offer need-based grants to qualifying families. Families wishing to apply for Financial Aid must complete the necessary paperwork. Financial Aid forms are available online.

TUITION POLICY

- 1) For a student to enter Saint Joseph School in September, tuition must be current as of September 1st of that year.
- 2) For students to receive final report cards, tuition must be current.
- 3) If a student is withdrawing from the school, payment for the month enrolled is still due.

If for any reason a parent chooses to transfer a student from Saint Joseph School, the following tuition refund policy will be honored:

Transfer before July 1 **FULL REFUND**
less registration fee and book/supply fee

Transfer between July 1-October 1 **70%** of tuition *less registration fee and book/supply fee*
(those on monthly, quarterly, and semiannual plans forfeit all paid tuition to date)

Transfer between Oct.1 and Dec. 31 **30%** of tuition *less registration fee and book/supply fee*
(those on monthly, quarterly, and semiannual plans forfeit all paid tuition to date)

After December 31 **NO REFUND**

REGISTRATION FEE

A registration fee of **\$500** per child is due no later than March 20th. This non-refundable fee will be applied to the tuition.

BOOKS

Books and supplies are included in the cost of tuition. Once distributed, the books are the responsibility of the student. If a student loses a book, he/she must report the loss to the office. If the book cannot be located, the student will be charged the replacement cost of the book.

All books must be covered by students to protect them from wear and tear. Books must be covered with brown paper or with fabric covers. During the year, book covers must remain free from graffiti.

Writing in non-workbook textbooks is a serious offense. Students will be required to replace the book in the event of this mistreatment.

ACADEMIC PROGRAM

CURRICULUM

The Catholic School must be distinguished by its unique curriculum which strives to integrate religious truths with life. The curriculum is designed to provide instruction not only in human knowledge and skills, but also in religious truths and values.

It is the teacher's responsibility to provide this integration using materials and his/her own knowledge and ability. Based on the belief that children learn best by making connections and tapping into the multiple intelligences, our curriculum incorporates and is enhanced by the integration of technology and the exposure to cultural enrichment.

As instructional leader, the principal must determine a well-balanced curricular program which includes academic and religious orientation, and which stresses the importance of service to the school community as well as to the larger local community.

CLUBS & ACTIVITIES

Saint Joseph School offers a co-curricular program to enable students the opportunity for healthy socialization at all ages and grade levels. Our philosophy to teach to the whole child drives our extensive offerings in many areas. It is recommended that each student participate in at least one club or activity during the school year. Offerings change from season to season and year to year.

For a student to participate in any after-school program, including clubs, dances, and skiing, he or she must have been present in school for at least one-half day on the day of the activity. A student may be excluded from participation in the co-curricular program of the school if financial obligations to the school have not been fulfilled.

DANCES

During the year, school dances may be offered as evening activities for grade seven and grade eight students. The student council and parent volunteers organize dances.

The dance is limited to Saint Joseph School grade 7-8 students, students from invited schools, and pre-registered guests of our students. It is always expected that proper behavior be demonstrated. Should a student's behavior be deemed disruptive to the dance, the parents will be called, and the student will be asked to leave after the parents have arrived. Students will not be admitted to the dance after the announced time for the closing of the doors unless a prior arrangement has been made. No student will be permitted to leave prior to the announced end of the dance. Students may invite two guests from outside of the school. Students who invite guests must take responsibility for their guests' behavior. These guests must be registered two days prior to the dance.

In order to attend a dance, the student must be in school on the day of the event.

CHRISTIAN SERVICE

In keeping with the school's mission statement, students in grades 6-8 are encouraged to volunteer their time in service to others. While each student should strive to perform service as frequently as their commitments permit, a minimum number of service hours has been established for each grade per academic year. Sixth graders must perform at least 8 hours. Seventh graders must perform at least 12 hours. Eighth graders must perform at least 15 hours. Some opportunities for service, through the school and parish, will be announced during the academic year. Because these opportunities are limited, students should seek service opportunities outside of the school community.

Service is the selfless giving of oneself to benefit others with no expectation of recognition, reward, or acknowledgment. There are many types of volunteering that will qualify as service hours. Some good examples of service include volunteering at homeless shelters or food pantries, assisting elderly neighbors with various tasks, visiting the elderly, volunteering at Charles River Arc, and helping with Church activities. Service does not include acts in return for compensation or acts that students are otherwise obligated to perform, such as chores at home, responsibilities to family members, or altar serving only once on the weekend. If, however, a student receives compensation for their service and then donates that money to charity, the hours worked would count toward service. Any questions regarding what work

qualifies as service should be referred to the religious education teachers who oversee the performance of service hours.

Students are expected to keep track of the number of service hours they have performed as well as the kind of service they have performed during each academic year. Parents are urged to assist their children in monitoring service hours and finding service opportunities. When possible, parents should join with their sons and daughters in their volunteer efforts. At the end of May, students will report their service hours to their religion teacher. Parents will attest to the veracity of this report by signing it.

Christian Service Hour Requirements:

<u>Grade:</u>	<u>Hours</u>
Six	Eight
Seven	Twelve
Eight	Fifteen

SPECIAL EDUCATION

Saint Joseph's staff includes a fully qualified and certified special needs teacher and a part-time certified special education teacher to assist students with moderate special needs. These teachers work with individuals or groups of students either in the school's Learning Center or in the student's classroom. Only students who have been identified with a learning disability and have received an official Individual Education Plan (*I.E.P.*), or a 504 plan will be considered for Special Needs Services at Saint Joseph's. If you have a concern about your child's learning style, progress and/or abilities, please contact his/her classroom teacher, assistant principal, or the principal.

MUSIC

The music and performing arts program offers grades Preschool through 5 a weekly class that meets between twenty and forty minutes depending on the grade level. The program encompasses introduction to music theory, singing, musical genres, rhythm activities, stage movement, and elements of theatre and dance.

Integration of the performing arts with grade level classwork is facilitated whenever possible.

Saint Joseph's offers group and semi-private instrumental lessons for students in grades 4 and 5. Additionally, instrumental students are invited to participate in the school band.

TECHNOLOGY

Saint Joseph School integrates technology through our STREAM program for grades Preschool through 8 and in the classroom with the use of iPads, smartboards, student laptops, Chromebooks, and Apple TVs. There are two iPad carts each with a class set of tablets. There are student laptops for gr. 3, 4, and 5 students.

Students are instructed in the following areas:

- Appropriate technology terminology
- Office software tools
- Creative and curriculum-based software
- Keyboarding
- Internet safety
- Cyber-bullying policies
- Appropriate use of the internet for research and knowledge

Technology literacy is based on the Massachusetts Frameworks and the National Education Technology Standards.

We, as a faculty, strive for a balanced approach to technology by integrating iPads and/or laptops into our curriculum at least once a week, but no more than three times a week.

ART

The art program enhances student visual perception and creative expression through the study of artists, cultures, and works of art. The elements and principles of design are explored and applied through Art History and personal imagination. Students boost their design skills, art vocabulary, and art appreciation. Connections are made and enhanced with other curriculum areas of study to reinforce concepts, skills, and general knowledge.

PHYSICAL EDUCATION

Gym class is a regular part of the school curriculum and every child is expected to participate in gym class unless excused by a note from a physician. Students from

preschool to grade 8 participate in gym periods ranging from 30 to 40 minutes depending upon the grade.

LIBRARY

The Saint Joseph School Library Media Center is a learning center staffed by one full-time and two part-time librarians. It exists both to promote literacy and the enjoyment of reading, and to support the curricular needs of the members of Saint Joseph School community. Our goal is to offer students and faculty access to a wide variety of materials in several formats, including books, periodicals, databases, the Internet, video, and audio. Students in grades K-5 receive instruction and borrow books during their scheduled library class each week, and they may come to the library to exchange books or research a topic any time during library hours. Preschool and Pre-K receive a weekly visit from the librarians.

Books and magazines with more mature content or difficult readability level are labeled with “blue tape.” The librarians do their best to monitor student withdrawals but cannot be responsible for every book a child takes out. Parents are encouraged to review and approve all books that their child borrows from the library.

All borrowed books must be returned to the library. The cost of books that are lost or not returned will be charged to the student (parent).

BIRTHDAY BOOK CLUB

As part of the school’s emphasis on the value of literacy, the library staff (with volunteers) runs a Birthday Book Program. We believe that making a book donation to the library as part of a child’s birthday celebration sends a strong message about the importance of reading. In addition, this program supplements the library budget and allows the librarians to purchase extra books and other materials. You may participate in the program in one of two ways:

- 1) Near the date of your child’s birthday, a volunteer will contact you or you may pre-pay for your child’s Birthday Book at the beginning of the year. For more details see our website.
- 2) Donations may be set up anonymously or as a remembrance for a loved one or as a gift in the name of a teacher or family member for birthdays or holidays. Please contact the librarians for further information.

HOMEWORK

Homework is assigned to help the student:

- A.** Become more self-reliant
- B.** Learn to work independently
- C.** Improve the skills that have been taught in class
- D.** Complete certain projects that require individual and creative effort

The amount of time which different students in the same grade spend doing homework may vary. However, the following table provides guidelines as to the amount of time the typical student will spend daily on homework:

<i>Grade 1</i>	<i>10-20 minutes</i>
<i>Grade 2-3</i>	<i>30-45 minutes</i>
<i>Grade 4-5</i>	<i>45-75 minutes</i>
<i>Grade 6-7-8</i>	<i>60-90 minutes</i>

Homework which is properly designed and planned to meet the needs of individual students has a definite place in the educational program. A student will not be allowed to call home if he/she has forgotten his/her homework.

REPORTING TO PARENTS

In Grade 2-5, report cards are issued to parents three (3) times a year (*December, March, and June*). Each report includes information on the student's academic achievement, attitude, behavior, and attendance. Additionally, Progress Reports are issued three (3) times during the year to update the parent on the student's academic and behavioral progress.

All grades will schedule a parent/teacher conference in December. Preschool, Pre-k, kindergarten and grade one teachers will have an additional conference in early Spring. They receive 3 report cards as well.

We strongly encourage all parents to consult with teachers concerning their child's progress. Conferences may be made by appointment, but classroom instruction may not be interrupted.

TESTING

NWEA MAP will be used for all students in kindergarten through grade five for school-wide testing.

RETENTION POLICY

There are occasions when a recommendation for retaining (or repeating) a student in a particular grade is appropriate and in the best interest of the individual child. Ideally, the school and parents/guardians will mutually agree to retain the child. In some cases, parents may choose not to accept the school's recommendation and the school may agree to promote the student to the next grade. In these cases, the current teacher will submit written documentation, indicating his/her strong recommendation for retention. Should the same recommendation be made in the following academic year by the next teacher, the school reserves the right to enforce retention from the school.

FIELD TRIPS

Educational field trips are encouraged. The principal, in collaboration with teachers, will decide on the suitability of the trip. A fee will be charged to cover the cost of the event. Field trips are a privilege, not a right. Students must comply with all school behavior policies and expectations in order to participate in a field trip.

Parents will be solicited to help chaperone the field trips. Most field trips use bus transportation. Special arrangements will be made for students with medical needs. Permission in writing must be obtained from parents/guardians in order for a student to participate. Parents must have completed a CORI form in order to chaperone.

SUMMER READING/MATH

Students are encouraged to read daily during the summer. Students are required to return their reading logs the first week of school.

Students in grades 1-5 are required to return their math packets the first week of school.

Students in grades 6-8 have a math workbook and specific reading assignments to complete in the summer.

PARENTS AS PARTNERS

As partners in the educational process at Saint Joseph School, we ask parents:

To set rules and limits so that your child:

- Gets to bed early on school nights
- Arrives to school on time and is picked up on time at the end of the day
- Is dressed according to the school's dress code
- Completes assignments on time
- Completes ongoing requirements of nightly reading
- Comes to school with nutritional snacks and lunches each day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that students pay for any damage of school books or property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To inform the school of any special situations regarding the student's well-being, safety, or health
- To complete and return any requested information promptly
- To support religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems.

COMMUNICATIONS

In the event that a parent would like to discuss a problem or situation with a teacher, he/she should first contact the teacher via e-mail. Teachers are available to meet with parents for a limited amount of time after or before school. They will be glad to meet with you if a meeting is scheduled in advance. It is best that an attempt be made for conflicts to be worked out between the teacher and the student or parent before involving the principal.

All school information, including the calendar, will be posted on the school's website www.saintjoes.com Important announcements will be e-mailed to parents who provide e-mail addresses.

A general parent meeting will take place at the beginning of each school year. In September, parents are invited to a "Parents Back to School Evening" when

teachers outline their curriculum and expectations. In late October, for grades 6-8, students will have a day off from school and teachers will be available for parent conferences from 8:00 AM until 3:00 PM. These dates are posted on the school calendar.

Please refer back to page 7 & 8 for a full list of faculty and staff and contact information.

COMMITTEES AND ASSOCIATIONS

PARENT SCHOOL ASSOCIATION (PSA)

The Parent-School Association was established to better manage and oversee the rapidly expanding number of volunteer programs at Saint Joseph School. The PSA covers volunteerism at for all grade levels. Volunteers, committee chairs, and officers are solicited in the spring prior to the upcoming school year.

The officers and committee chairs hold “*monthly meetings*” in the Hub, where information about upcoming programs and school activities is shared. The principal, Head of School, and director of development attend these meetings and provide additional information to the officers and committee chairs. These meetings are open, and parents and guardians of Saint Joseph School students are welcome to attend. Communication to parents about upcoming PSA meetings or events is done via the newsletters for both schools.

DEVELOPMENT OFFICE

The Development Office exists to advance the mission of the school through fundraising and volunteerism. The director of development provides leadership, direction, and management to secure financial resources and other support for the schools while working closely with the pastor, principal, parish business manager and PSA volunteers.

Saint Joseph School does not have a mandatory volunteer hour program. However, it is an expectation that each family will recognize the importance that fundraising and volunteerism play in the overall well-being of the school and will support these activities through volunteerism and contributions.

FUNDRAISING

To keep the rate of tuition as affordable as possible, the school offers opportunities for fundraising. All fundraising activities are evaluated and coordinated through the development office. New ideas are welcome. It is helpful if new ideas are presented in writing with potential revenue and details addressed and delivered to the development office.

ENVIRONMENTAL EFFORTS

In our best attempt to do our part in being environmentally conscious and proactive, Saint Joseph School is committed to increasing awareness among the students, their families and the school community at large and to establish protocols and recommendations for becoming better “Keepers of the Earth.” Although we cannot enforce these guidelines and suggestions, every member of the Saint Joe’s community is encouraged and expected to participate.

1. Recycling bins are placed throughout the entire school building
2. A paper re-cycle dumpster is available for appropriate use in the school yard

Carry-In/Carry Out Café:

Parents are encouraged to send in snacks, lunches, and drinks in re-usable containers. The policy has two main goals – to cut down on the amount of food being wasted (by allowing parents to observe what their child is actually eating) and to reduce the amount of trash we use at school.

“Messy” items, such as partially eaten yogurts, fruit, puddings, applesauce, or juice boxes, may be thrown away in the school trash.

<p>Saint Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to parents in writing.</p>
