



*Character. Compassion. Values.*

## FAMILY HANDBOOK

Saint Joseph School is accredited by the  
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## **MISSION STATEMENT**

The Community of Saint Joseph School nurtures our students through academic excellence, character formation and loving service in a safe, welcoming and Faith-filled environment.

## **SAINT JOSCHOOL PHILOSOPHY**

Saint Joseph School is a Catholic, multi-cultural, child-centered school striving to be a living community of faith within a safe environment. Our school seeks to permeate every educational experience within the guidance of the school with the message of love and the vitality of Jesus' presence. We are committed to nurturing individual excellence in every child.

Communication between home and school is an integral component of our philosophy. Recognizing that parents are the primary educators, we work to reinforce the education that parents have initiated. Realizing that each child comes to our school with a distinct set of values, emotions, personality, and family background, we encourage an inclusive curriculum which provides for the development of the whole child – spiritually, intellectually, physically, socially, and emotionally. We seek to instill in our community a strong sense of Christian morals and ethics, enabling each child to become a contributing member of our global society.

## ADRESSES & PHONE NUMBERS

### **Saint Joseph School**

370 Main Street

Danbury, CT. 06810

PHONE: (203) 748-6615

FAX: (203) 748-6508

[www.sjsdanbury.org](http://www.sjsdanbury.org)

**St. Joseph School Before/After Care:** Phone: 475-289-1230

### **Saint Joseph Rectory**

Rev. Samuel Scott, Pastor

8 Robinson Avenue

Danbury, CT 06810

Phone: 203.748.8177

### **Bus Information:**

Student Transportation of America

Phone: 203-778-0782

## **FACULTY & STAFF**

### **Administration**

**Principal:** Dr. Louis F. Howe, Jr.

### **Classroom Teachers**

**Kindergarten (1):** Mrs. Anne Guiry

**Kindergarten (2):** Miss Emily Burns

**First Grade:** Mrs. Diane Thompson

**Second Grade:** Ms. Joanna Vill

**Third Grade:** Mrs. Denise Pitz

**Fourth Grade:** Mrs. Corey Shehl

**Fifth Grade:** Mrs. Christine Hunton

**Sixth Grade Homeroom/MS Science/Social Studies:** Mrs. Kathleen Spina

**Sixth Grade Religion:** Ms. Arianna Carlo

**Seventh Grade Homeroom/MS Math/7<sup>th</sup> Grade Religion:** Mrs. Sharon Varian

**Eighth Grade Homeroom/MS ELA:** Mr. David Bongiorno

**Eighth Grade Religion:** Dr. Louis F. Howe, Jr.

### **Pre-Kindergarten Teachers**

**Pre K3:** Mrs. Judy Abdalla

**Pre K4:** Mrs. Susana Donatucci

**Pre K4:** Mrs. Paige Robinson

### **K-8 Classroom Aides**

Mrs. Nicole Bongiorno

Mrs. LeeAnn Miller

Mrs. Patricia O'Connell

Mrs. Ada Rountos

### **Pre-Kindergarten Aides**

Mrs. Kelly Davidowski

Mrs. Maria DeMagalhaes

Mrs. Karen Zanotti

### **Specials Teachers**

**Art:** Mrs. Amanda Koukos

**Library:** Mrs. Karen Zanotti

**Music/Theatre:** Ms. Arianna Carlo

**Physical Education:** Mr. David Bongiorno

**Spanish:** Mrs. Diana Bonanno

**Title and Tutoring Support:** Danbury Public School & Catapult Learning

### **Staff**

**Main Office:** Mrs. Paula Cucco

**Maintenance:** Mr. Luis Genao

**Finance:** Mrs. Jeanne Grenier

**Nurse:** Ms. Isabelle Silver

**Cafeteria:** Mrs. Cintia Weber

**Band:** Mrs. Catherine Cavallo (Paul Effman Music)

# **SCHOOL POLICIES & PROCEDURES**

## **ADMISSIONS**

Roman Catholic Schools in the Diocese of Bridgeport base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Diocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

We expect St. Joseph School students to participate in the programs, privileges and required practices of the school. Registration is ongoing at St. Joseph School. Students wishing to transfer can apply at any time. Admission is generally based on previous school records demonstrating the student's ability to achieve the academic, moral and social standards of our school.

All candidates for admission are required to provide a birth certificate, Baptismal certificate (if applicable) and record of immunizations.

The age requirements for admission to Kindergarten is in accordance with that of the Diocese of Bridgeport. Kindergarten students must be five years of age by January 1.

Open registration is formally held once a year. The number of openings we have available in Kindergarten through Grade 8 is calculated by the responses we receive from our existing families who are re-registering for the following year.

Before a child is accepted into Kindergarten, a screening is scheduled which is designed to determine a child's school readiness. Following an interview and evaluation of the materials, the parent will be notified about the admission status of the child.

Students are accepted into Kindergarten through Grade 8 based on the child's test performance and according to the Diocesan priority procedures as follows:

- First: Re-registrants, including Pre-K
- Second: Siblings of currently enrolled students
- Third: Catholic students whose families are active members of St. Joseph
- Fourth: Catholic students whose families are active in another Catholic
- Fifth: Non-Catholic students

**All new or transfer students are on an automatic 6 week probationary period. Final determination is at the principal's discretion.**

## ATTENDANCE

If a child will be absent from school, notify the main office via the Attendance form located on our website at [www.sjsdanbury.org](http://www.sjsdanbury.org) before 9:30am.

A child can have an excused absence from school for the following reasons:

- sickness
- sickness in the family
- death in the family
- impassable roads or extreme weather conditions
- medical appointments.

Absences due to sickness that last more than 2-days will require a doctor's note prior to returning. A student will have time to make up missed work upon their return to school. No work will be given to students while absent or ahead of time.

Absences that do not meet the above excused conditions will be mark as unexcused.

Students who have **four (4)** unexcused absences in one month, or **ten (10)** unexcused absences in a school year, are considered to be truant and may be reported to the appropriate authorities.

When a child returns to school, an absent note must be submitted to the main office via email or hard copy. Doctor's notes can be faxed to the school if needed.

Doctor or dental appointments should be scheduled for after school or on the weekends (if possible).

Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. Families who take vacations outside the school's scheduled breaks will be marked as unexcused, and any work missed (including school assessments) may not be made up. Work will not be provided to the student for non-scheduled family vacations.

If it is necessary for a child to arrive late or dismissed early, a parent or guardian **MUST** notify the school ahead of time (if possible).

**Tardiness:** Students who are tardy interrupt the learning process for your child and all other children in that classroom. Any student arriving at school after 8:35 am is considered tardy. Students arriving tardy to school must obtain a late pass from the school office to be admitted to class. Chronic lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.

**Chronic Lateness:** being late to school 3 or more days a week or a total of 10 days a quarter.

## BEFORE & AFTER SCHOOL CARE

Before and After School care is available each school day. These programs are open from **7:30 am – 8:00 am** and from **3:15pm- 5:30pm**.

After Care is available on scheduled early dismissal days from 12:30pm-3:00pm.

### **Exceptions:**

- On the first and last day of school.



- On delayed opening days.
- On early dismissal days due to weather, After-Care closes at **12:15pm**.
- When school is closed due to weather, Before/After-Care is also **closed**.

The Before and After School Program is primarily a convenience to working parents. However, it is always available for emergency purposes, (if a student misses a bus, parents are running late, traffic issues, etc.).

### **Drop-off**

The door for Before Care is the Main Door. Please ring the bell and bring your students down to the care room to be checked in. Students **SHOULD NOT** be left to go downstairs themselves.

### **Pick-up**

The door for Before Care is the Main Door. Please ring the bell and come down to the After Care room to sign out your child.

You will be required to sign up for club every 2-weeks. Due to limitations on the number of students allowed in each room, if you do not sign up for club, there may not be space available.

### **BIRTHDAY PARTIES**

Birthday parties for Kindergarten through Grade 4 may be held once a month in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may only bring **store bought** items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students. Please check with your child's teacher about any food allergies of the students in your child's class. Due to allergies, please refrain from bringing any balloons in school.

### **BOOKS**

**Textbooks:** (including consumables) are the property of Saint Joseph School and should be properly covered. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents will receive a bill for replacement.

Consumables are to be covered at the discretion of the teacher. These will be given to the student at the end of the school year.

**Books (Library):** The Saint Joseph School Library is completely computerized and contains both reading and research materials for most grade levels. The library is organized and staffed by volunteers. Students in Pre-K through Grade 5 have a set library period each week. Students in Grades 6-8 do not have a formal library class but is always available to them.

Books can be checked out by students for a one-week period. All lost library books must be paid for so that the school can purchase a new copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

### **BULLYING**

Refer to the Saint Joseph School 'No Tolerance Policy'

## **BUSES**

The State of Connecticut mandates that all students in primary and secondary schools receive bus transportation. The bus schedules are published online approximately one week before school opens. A child's method of transportation cannot be changed without a written note from the parent. Students in Kindergarten and First Grade will not be dropped off without an adult present at their stop. They will be taken back to the school and/or bus company.

For safety reasons, the Bus Company and Danbury Board of Education do not allow children to ride another bus to a location other than their documented stop. Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude on the bus at all times.

Students are expected to:

- Be respectful and obey the bus driver and bus monitors at all times
- Be on time and at the correct stop
- Wait away from the road until the bus has completely stopped and the door has been opened
- Board the bus in single file, be seated promptly, WEAR SEAT BELTS, and remain seated while on the bus
- Keep all body parts, and all belongings inside the window
- Keep all belongings out of the aisles
- Respect the rights of other passengers at all times
- Treat the bus property with respect
- Speak quietly – DO NOT SCREAM
- Stay in the seats until the bus comes to a complete stop
- Do nothing to cause annoyances or distraction to the bus driver, as this places safety of all in danger
- Misbehavior on the bus leads to bus conduct referrals and possible bus suspension. School Administration also has the right to discipline students and prohibit them from riding the bus.

## **CELL PHONES & SMART WATCHES**

Although cell phones and smart watches are allowed in school, they CANNOT be on the child's person while they are on campus. Cell phones need to be turned off and kept in their bags. Smart watches cannot be worn during the school day (including Before and After School Care). Failure to abide by this will result in immediate confiscation. Parents will need to contact the principal to make arrangements to pick up the item. Students who are found using a cell phone, without the permission of a teacher or staff member, will also receive detention.

## **CHANGE OF HOUSEHOLD INFORMATION**

The office must be informed if there is a change of home address, cellphone number, telephone number, or email for the purpose of mailing and/or emergency contact information. Parents are obligated to make changes on the Parent Portal.

## **CHILD ABUSE LAWS**

Under Connecticut State Law, school officials are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately report the alleged abuse to the proper agency. All faculty and staff are required, by law, to report incidences always with the child's best interest in mind.

### **CHILD CUSTODY**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc...

In the event of child custody issues, a legal document must be submitted to the Main Office that would prohibit a specific parent/guardian from being in contact with the child.

### **COMMUNICATION**

As parents, you are your child's first teacher and our partner in their education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent/teacher conferences allow teachers and parents to discuss student achievement as well as to develop a means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note or email to the teacher and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in the hallway or off-campus. A parent who is refused a meeting should notify the principal.

Parents are asked not to have impromptu meetings with teachers at morning arrival or afternoon dismissal. It is important that we have your current e-mail address and home/cell number for all communications.

When communicating with your child's teacher via phone, email or written note, you can expect a response within 2 business days. If you do not receive a response within two (2) business days, email the school principal.

### **COMPUTERS (SCHOOL ISSUED)**

School issued iPads will be used by Grades K-1 and Chromebooks will be used by Grades 2-8. iPad & Chromebook usage is outlined in the policy provided in the Appendix of this handbook. If any student damages their assigned iPad or Chromebook, parents will be invoiced for the replacement.

### **CONFIDENTIALITY**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. Such information must be regarded as a sacred trust. If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.

Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect a child is being abused or mistreated.

The rules that govern privileged information apply to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents, or peers.

## **DIOCESAN ASSESSMENTS**

Children take part in the Diocesan Testing Program each year. The testing program measures the child's general ability as well as achievement in core subjects. Test results are used for diagnostic purposes. Over time, results can be useful in revealing individual and group trends. Please be sure your child is well-rested and attends school consistently on the standardized testing days.

### **Standardized Testing**

Iowa Tests:

- Grade 1 – Grade 7 (March)

### **Diocesan Testing**

Religion Assessment:

- Grade 5 & Grade 8 (May)

Developmental Reading Assessment (DRA)

- Grade 1 – Grade 5 (September)
- Grade K – Grade 5 (February)
- Grade K – Grade 5 (May)

Brigance tests are administered to re-registered students in Pre-K during Spring Registration to determine Kindergarten preparedness.

## **DISCIPLINE**

Refer to the Saint Joseph School 'No Tolerance Policy'

### **DRILLS (Fire & Lockdown)**

Fire Drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone promptly obeys and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will provide direction to the students when necessary.

Lockdown drills will also be practiced on a regular basis (at least once a quarter). Students will practice a full lockdown as well as shelter and place.

Parents will be notified of Fire and Lockdown Drills after they have occurred.

### **DRUGS & ALCOHOL**

Saint Joseph School will follow the policy as stated below:

If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately. The principal will verify teacher observation and will notify parents who must pick up the child immediately. Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.

Any student or parent who appears to be under the influence of alcohol or drugs, and appears at a school function in questionable condition will be removed from the premises immediately. This may also include participating in future ceremonies, parties, dances, or school outings.

Students who may be under the influence will be subject to school discipline which may include, detention, suspension or expulsion from the school. The Danbury Police Department will also be notified.

### **EXAMINATIONS (Grades 6-8)**

Time allotment for each exam is 90 minutes.

Mid Term and Final exam grades are averaged in with all marking periods to determine the final grade. (The exam grade alone will NOT affect honor roll status of a student.)

Exams will be given in all the major subjects: Religion, Mathematics, English, Social Studies, Science, and Spanish.

The format of the examinations will be left to the discretion of the teacher and submitted for review by the administration. The administration must assure the exam is comprehensive in nature, of a format appropriate to the academic subject and is of sufficient length and scope to cover the semester's work.

The semester exams will be weighed according to the following weight schedule:

- Grade Six Exams count as 2% of the semester grade.
- Grade Seven Exams count as 6% of the semester grade.
- Grade Eight Exams count as 10% of the semester grade.

Exams are reported separately on the report card.

### **Purpose of the Examinations**

- To better prepare students for High School.
- To improve study skills.
- To cultivate organizational skills.
- To develop the skill of retaining material.

### **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom first. In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior during the school day, during selected activities, and while off campus. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. Individual cases regarding participation in an extracurricular activity will be brought to the principal who holds the final determination.

### **FIELD TRIPS**

Field trips must serve an educational purpose and their values should be an integral part of the school's instructional program and should broaden the students' educational experiences. Field trips are privileges given to students. Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips will vary by each grade level.

Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child is permitted to attend a field trip. Verbal, emailed, faxed, or texted permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

As a volunteer chaperone, you must have VIRTUS training. This is the mandatory 3-hour training program required for every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Log on to [www.virtusonline.org](http://www.virtusonline.org) to register.

The number of chaperones and the choice of chaperones are left to the discretion of the teacher organizing the field trip. If you are interested in chaperoning a class trip, you will be expected to assist the teacher in the supervision of his/her students. The safety of the children should be the top priority of a chaperone. Therefore, siblings are not permitted to participate in class trips. If a child has an allergy that needs to be monitored, parents are asked to accompany them on the trip.

### **FREEDOM OF SPEECH**

Students attending Saint Joseph School relinquish certain rights they might otherwise be entitled to if they were attending public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic Faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

### **FUNDRAISING ACTIVITIES**

There are various fundraisers throughout the school year, which you will be notified of as they happen. Please make every attempt to support these fundraisers as you are able.

### **GRADING POLICY**

The Grading System for the elementary schools of the Diocese of Bridgeport is as follows:

Kindergarten – Grade 2:

E= Exceeds grade-level standards

M = Meets grade-level standards consistently

W = Working toward mastery of the standards or is inconsistent

N = Not yet meeting grade-level

I = Insufficient evidence provided usually due to lack of attendance or effort

X = Not assessed at this time

\* = Modified curriculum due to approved Accommodation Plan

**GRADES 3-4:**  
(To Be Updated)

## **GRADES 5-8**

- A: 94 – 100
- A-: 90-93
- B+: 87 -89
- B: 84 – 86
- B-: 80- 83
- C+: 77-79
- C: 74 -76
- C-: 70-73
- D: 66 – 69
- F: 65 and below

## **CONDUCT/EFFORT GRADES:**

- 1 = Excellent
- 2 = Good
- 3 = Improvement Needed
- 4 = Unsatisfactory

In certain extenuating circumstances, the Grades of ‘S’, ‘N’, and ‘U’ may be used after consultation with the Superintendent of Schools. Only official Diocesan Report Cards and approved administrative software for Catholic Elementary Schools are to be used in Kindergarten to Grade Eight.

The following grade codes are used in grades K – 3 specifically for Art, Music, Spanish, Computer Skills and Physical Education:

- S for Satisfactory
- U for Unsatisfactory

## **GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS**

Parents must be made aware of the intentional Catholic identity in our schools. Saint Joseph School as a Catholic school within the Diocese of Bridgeport has as its primary mission the formation of children in the Catholic faith.

All children will participate in the academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school. The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of the Catholic Church.

## **HARASSMENT POLICIES**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated as made in the image and likeness of God. All demeaning behavior is prohibited.

Saint Joseph School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such



threats even in just face appropriate disciplinary action including detention, suspension or expulsion.

Please refer to 'No Tolerance' Policy for more information.

### **HEALTH / ILLNESS**

Health services will be provided to students from Danbury Public Schools. The goal is to be supportive to each child and enjoy a healthy lifestyle. To accomplish this, families are urged to inform us of existing health concerns, emotional or physical. This also includes recent surgeries, serious illnesses, communicable diseases, or accidents. Also, please inform us of any recent immunizations or exemptions.

If a child has a chronic illness that would require accommodation, it is the parent's responsibility to notify the Main Office, the SJS Nurse and classroom teacher in writing in September so that we are aware of the condition and can accommodate the request. Documentation from a Physician will be required.

During the school year, students are screened for vision and hearing. Parents are notified when screening results are outside the normal limits.

A child should be 24 hours free of fever without medication before returning to school.

### **Emergency Procedures:**

If a child is injured or becomes ill while at school, the school nurse or other school personnel will contact the parent/guardian at home or work. It is essential that the most up to date emergency numbers be on file with the school office. If a child needs to be transported to the clinic or hospital for emergency treatment and the parent/guardian cannot be located, an ambulance will be called.

### **HOMEWORK**

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material taught in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

- **Kindergarten** 10-15 minutes/night
- **Grade 1** 10-15 minutes/night
- **Grade 2** 20 minutes/night
- **Grade 3** 30 minutes/night
- **Grade 4** 40 minutes/night
- **Grade 5** 50 minutes/night
- **Grades 6-8** 60 – 80 minutes/night (Combined Subjects)

**Note:** These time allotments are GUIDELINES ONLY. It is impossible to predict the amount of time an individual student will need to complete his/her work, and homework will vary throughout the year. See ATTENDANCE for information regarding missed work & assessments.



## **HONOR ROLL & AWARDS**

Honor Roll recognition (Grades 6-8) and awards (Grades K-8) are distributed after each quarter.

The following are the requirements for achieving Honor Roll Status:

### **High Honors**

All subjects are included in calculating High Honors.

- No grade lower than an 'A-'
- Nothing lower than a '2' in Conduct / Effort per class.
- Student received no suspensions or detentions for the quarter.

### **Honors**

All subjects are included in calculating Honors.

- No grade lower than a 'B-'
  - Nothing lower than a '2' in Conduct / Effort.
  - Student received no suspensions or more than '1' detention for the quarter.
- ❖ **NOTE:** If a student receives a detention during the quarter, but all other requirements are met, the student could still be eligible for Honors (student would not be eligible for High Honors).
- ❖ **NOTE:** If a student receives a suspension during the quarter, the student will not be eligible for Honor Roll for that quarter only.

### **Awards**

A student is eligible for the Saint Joseph Award or Principal Award only if they have not received a suspension, detention, and nothing lower than a '2' in Conduct / Effort.

## **LITURGY**

All students in Kindergarten through Grade 8 will attend Mass/Prayer Services weekly and at other times as indicated in the school calendar. Full participation and respectable behavior is expected during all Masses and Prayer Services. Parents are always welcome to join us for Mass and Prayer Services.

## **LOST & FOUND**

Lost and found items are placed in a box outside the Main Office. Please mark your child's clothing and other personal belongings. This makes it possible for children to identify their items. Lunches and lunch boxes should be marked with a permanent marker. Once a quarter, items will be placed outside the back entrance on a table for parents to look through and collect. Any items not recovered will either be thrown away or placed in the used uniform closet.

## **LUNCH / LUNCHROOM**

St. Joseph School has a cafeteria. Hot Lunch is ordered online and is prepared on campus. Details for ordering lunch may be found on our school website or contacting the Main Office. Snacks, ice-cream, water, and milk are available to buy at lunch.

Grubhub, DoorDash or any delivery service is NOT ALLOWED for students.

Parents are NOT ALLOWED to bring in fast food items for their child.

Each grade is assigned a section in the lunchroom and is expected to remain there until dismissed.

The following is expected of each student:

- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- No glass bottles are allowed.
- Trash is deposited in the appropriate containers.

Whether your family plans to use our lunch program or not, it is required to register in order to receive a lunch if your child did not bring one to school. Any outstanding lunch bills must be paid in full by the end of the quarter to receive your child's report card and/or transfer of records.

Students are NOT ALLOWED to bring in food or drinks in the morning at the start of school. All food and drinks must be finished prior to entering the building.

### **RECESS RULES**

#### **Outdoor Recess:**

Students must remain in the area assigned to their class.

Students may not leave the school yard and may not re-enter the building without permission from the teacher on duty.

Small toys are not permitted.

#### **Indoor Recess:**

Students will remain in their homerooms unless a movie is played in a separate room.

Students will be able to play card games, board games, color, draw, read, work, etc.

Students will be respectful of noise while inside the building.

There will be no running or fooling around in the classroom.

Balls or other outdoor equipment will not be used during indoor recess.

### **MONEY**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.), must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

### **NATIONAL JUNIOR HONOR SOCIETY**

Students who have attained a 3.90 grade point average with no grade below a B, are invited to apply for membership in the National Junior Honor Society in Grades 7 & 8. Acceptance is determined by a faculty committee based on academic performance, community service, citizenship and Faith participation.

## NON-CUSTODIAL PARENT

### **Release of Copies of Report Cards, School Notices, etc.**

In the absence of a court order to the contrary, the school will provide a non-custodial parent access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### **Release of Children**

Non-custodial parents may pick up a child only if previous arrangements have been made and the custodial parent has notified the school office in writing.

## NON-DISCRIMINATION POLICY

Saint Joseph School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## NOTICES

In an effort to "go green", notices will be emailed to parents. Please check your email daily to ensure proper communication between home and school. When need be, print out notices that need to be returned to the office. If you do not have the ability to "go green" please inform the office to make arrangements for proper notifications.

## NO TOLERANCE (SJS Disciple Policy)

### **1. Our Student Code of Conduct seeks to teach, encourage, and promote the three "A's":**

- 1.1. APPROPRIATE behavior
- 1.2. AWARENESS of one's actions
- 1.3. ACCEPTANCE of responsibility for one's actions

### **2. Definition:**

#### 2.1. Teasing is defined as:

- A human social exchange that can be perceived as friendly, neutral, or negative. Benefits of teasing may include, but is not limited to:
- Being playful
- Promoting social affiliations
- Allows people to better deal with awkward situations.
- Helps to bring both the teaser and the person being teased closer together.
- Simple teasing can go too far. Teasing can turn into bullying when kids use it to gain greater social status or when the intent of what is said or done is to harm.

#### 2.2. Bullying is defined as:

- The **repeated use** by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student.

- A physical act or gesture by one or more students repeatedly directed at another student that:
  - Causes physical or emotional harm to such student or damage to such student's property,
  - Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
  - Creates a hostile environment at school for such student,
  - Infringes on the rights of such student at school, or
  - Substantially disrupts the educational process or the orderly operation of a school.
  - Bullying shall include, but not limited to:
  - Written, oral, or electronic communication or physical acts or gestures based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or who is perceived to have one or more of such characteristics.
- 3. School Community Members' Responsibilities:**
- 3.1. As members of the Saint Joseph School community, students, parents, and staff are expected to model and promote behavior that contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 3.2. Parents, school staff, and students all have responsibilities in ensuring that Saint Joseph School is a positive learning environment. Listed below are responsibilities that establish clear direction of the roles and responsibilities each stakeholder group has towards contributing to a positive school environment and helping students meet their responsibilities.
- 4. Students are responsible for:**
- 4.1. attending school regularly and punctually.
- 4.2. Ensuring their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects and fosters a sense of belonging.
- 4.3. complying with the rules of the school and respecting the rights of others in the school.
- 4.4. refraining from, reporting, and not tolerating bullying or bullying behavior directed towards others in the school, whether it occurs within the school building, during the school day, or by electronic means.
- 4.5. being accountable to their teachers and other school staff for inappropriate conduct.
- 4.6. positively contributing to the school and community.
- 4.7. working on building skills of independence & self-reliance as an essential life skill.
- 5. Parents are responsible for:**
- 5.1. ensuring that their child(ren) attend regularly, are punctual and come to school ready to learn.
- 5.2. maintaining communication with the staff and their child(ren).
- 5.3. taking an active role in the child's educational success, including assisting the child in following the Code of Conduct.
- 5.4. maintaining a spirit of collaboration in working with all school community members.
- 5.5. encouraging, fostering, and advancing collaborative, positive, and respectful relationship with teachers, principals, and other school staff.
- 5.6. reviewing and supporting the school's conduct policy with their child(ren).
- 5.7. respecting and following the established school procedures and policies.

5.8. updating any changes to their child's contact, medical, or custody information in a timely fashion.

5.9. taking responsibility for the actions of their child(ren).

**6. Staff are responsible for:**

6.1. modeling mutual respect, Catholic values, and conduct that contributes to a welcoming environment.

6.2. meeting the needs of all students and assisting them to be successful.

6.3. maintaining open communication with students, parents, and staff.

6.4. establishing and maintaining classroom routines and expectations.

6.5. disciplining consistently, while recognizing individual differences; maintaining dignity and respect.

6.6. maintaining order and discipline among students while they are in school, on the school grounds, and while they are attending activities sponsored or approved by the school.

6.7. providing consequences for inappropriate behavior based on a continuum of support to correct the inappropriate behavior.

6.8. supporting individuals impacted by inappropriate behavior or discrimination.

6.9. assisting students in building skills of independence & self-reliance as an essential life skill.

**7. Minor Behavior Infractions:**

7.1. Teachers discipline students directly for:

- minor classroom disruptions
- not coming prepared to class
- minor verbal disputes with other classmates
- not being in complete school uniform
- for not completing assigned homework assignments
- or other incidents which interfere in the teaching-learning process for the child and his or her classmates.

7.2. Parents are notified of inappropriate classroom behavior by email or phone call and are asked to help the teacher to ensure that inappropriate behavior is modified.

7.3. Consequences of the above-mentioned behaviors include:

- Verbal warnings
- Community Service
- Detentions

**8. Major Behavior Infractions:**

8.1. Some classroom discipline issues are referred to the administration of the school. This would include, but are not limited to:

- chronic lateness
- verbal abuse of a teacher by a child
- signs of disrespect to a teacher or another adult
- fighting
- physical, sexual, or verbal harassment of a fellow student
- violent behavior
- stealing
- vandalism
- possession of drugs, alcohol, or a weapon

- 8.2. Parents are notified of inappropriate classroom behavior by email or phone call and are asked to help the teacher to ensure that inappropriate behavior is modified.
- 8.3. Consequences of the above-mentioned behaviors include (depending on the severity of the action):
  - Community Service
  - Multiple detentions
  - In-school suspension (1-3 days)
  - Out-of-school suspension (1-3 days)
  - Removal from any or all academic/athletic programs, clubs, societies
  - Expulsion (upon approval of the Superintendent of Schools)
- 8.4. Repeated behaviors will result in harsher consequences. When all forms of discipline have been exhausted, the administration reserves the right to petition the Superintendent of School for the student's removal from school.
- 8.5. Major disciplinary infractions will be part of the student's personal record.

**9. Community Service, Detentions and Suspensions:**

- 9.1. Community Service will be given to those students whose inappropriate behavior is not severe enough to warrant a detention. Teachers and administrators may require students to perform community service anywhere from 30 minutes to 1 hour. Parents are responsible to find a community service project for their child. The service project must be completed and the form signed within a week from when it was assigned.
- 9.2. Detentions are served on a day and time designated by the administration. A child receiving detention is given 24 hours' notice. A parent/guardian is required to sign the detention slip and the child must return it to the issuing teacher or administrator the following school day.
- 9.3. Suspensions are served on a day and time designated by the administration. A child receiving an in-school suspension will spend the day apart from his or her class, will not participate in specials, and will be required to complete work given for that day. Students who receive out-of-school suspension will receive zeroes for any work missed on those days.
- 9.4. Kindergarten & First Grade
  - Kindergarten and First Grade Students will receive 3 warnings for any minor behavioral offense. Each warning will be communicated to parents. After 3 warnings, if the student displays the behavior again, they should be given a consequence at home. We do not believe that a 30-minute detention after school will help the student learn what proper school behavior should be. We will discuss this with the students. We would like you to discuss this with your students at home as well. Please come up with 3 possible consequences, together with your child.

**PARENTS AS PARTNERS**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others. No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. (Parents should discuss school disciplinary episodes in relation to the school behavior code).
- Seeing that the dress code, including gym uniform and summer uniform, is enforced, and insisting that children dress in a modest, age-appropriate manner.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time and participating in fund raising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or the viewing of such videos, movies, song lyrics, or inappropriate use of the Internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property (This includes showing respect for the work of others by not tolerating plagiarism or cheating in any circumstance).
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all Parent-Teacher Conferences and Parent/Teacher Organization meetings.
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school (Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year).

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **PARENT/TEACHER ORGANIZATIONS**

A Parent Teacher Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- To create mutual support and understanding between home and school, and thus bring about a total learning environment for students.
- To provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement.
- To assist the school in meeting its financial obligations, primarily through fund-raising activities.

### **PARKING / TRAFFIC FLOW**

The speed limit on school property is 5 miles per hour.

Parents driving or picking up their child/children must enter by Franklin Street and leave by Robinson Avenue (by the rectory). Turning around in the back parking lot and going out Franklin Street is not allowed.

All traffic should enter the rear parking lot from Franklin Street from 7:30a.m. - 9:30a.m. Exit to Robinson Avenue. The back lot is closed from 9:30a.m.until 2:45p.m.

The driveway between the rectory and the fence is an OUT street on school days between the hours of 8:00a.m. - 4:00p.m.

There is NO THRU TRAFFIC in the back lot between 9:30am - 2:45pm.

There is no parking in the back lot during school hours. Please park by the Church or Parish Center and walk via the sidewalk to the school entrance.

Please do not park in NO PARKING ZONES or CLERGY/RECTORY parking areas. When dropping off children at school in the morning, please do not leave your car running.

For those using the designated "drop off" lane in the morning, please drive slowly and pull all the way up to drop off your children. You are to remain in the car.

PLEASE use caution when driving your child/children to and from school. Always be alert and ready to stop.

### **PERSONAL APPEARANCE**

A complete uniform must be worn at all times. Violation of the uniform policy could lead to detention and/or further consequences.

#### **Girls**

- Grades PreK – 7:Nail Polish is prohibited.
- Grade 8: Nail polish is allowed – clear or light pink polish only.
  - \*This is an 8<sup>th</sup> grade privilege. If a student is found abusing this privilege, it will be taken away).
- No Excessive jewelry:
  - Small religious medals and crucifixes may be worn under the uniform.
- Only small watches may be worn (**NO Smartwatches are allowed**)
- Girls may only wear one set of small stud post earrings on the lobes.
- No "extreme" hairstyles permitted ("Extreme" is determined by the Administration). This includes but is not limited to shaving designs and coloring.
  - Hair accessories are limited and should be kept to a minimum.

#### **Boys**

- Grades 5-8: School issued ties are required.
- No Excessive jewelry:
  - Small religious medals and crucifixes may be worn under the uniform.
- Only small watches may be worn (**NO SmartWatches are allowed**).
- Boys are not permitted to wear earrings.
- No "extreme" hairstyles permitted ("Extreme" is determined by the Administration). This includes but is not limited to shaving designs and coloring.
- Boys who are beginning to grow facial hair need to be clean shaven.



## **PROMOTION/RETENTION**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

All homeroom teachers verify each student's report card certifying that the student was **PROMOTED** to the next grade or **RETAINED** in the grade.

**PROMOTED** - means the student has completed the grade's work and has attained a minimum of a "D" average in all major subject areas. Major subjects are: Religion, Math, Science, Social Studies, English, and Reading/Literature.

**RETAINED** - means the student has failed on the final average, two or more major subjects. Major subjects are: Religion, Math, Science, Social Studies, English, and Reading/Literature,

If consideration is being given for a student to be retained, the parents shall be notified where possible in writing **NO LATER** than March of the school year. Prior to this time frame, teachers should have been in frequent contact with parents and administrators to discuss the difficulties the student might be experiencing.

Written notification of the determination to retain a student shall be sent to the parents by the administrator no later than May 1st of the school year for students in Grades K-5.

## **RELEASE of STUDENTS DURING the SCHOOL DAY**

The school has a sign-out kiosk located at the main foyer.

In the event of a student's illness the parent or adult designated by the parent must come to the school and take the child. If the parent cannot be contacted, the secretary or nurse will contact the emergency name listed on the parent portal. Emergency contacts are listed on the parent portal and must be updated as necessary. When a student is released to a parent or guardian, that adult must sign the student out.

For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the student out.

## **REPORT CARD DISTRIBUTION**

Report cards are distributed four times a year for Grades K -8 and progress reports are distributed 2 times a year for Pre-School. Hard copies will be distributed in an envelope. Parents will need to sign the envelope and return it to the students' homeroom teacher.

End of the year report cards will be sent home on the last day of school.

End of the year report cards will be withheld if financial obligations have not been met and fees are outstanding.

### **SAFETY PLAN**

Saint Joseph School currently has a Health and Safety Plan in place. Copies of the Safety Plan can be found in each classroom. The Health and Safety Plan is not for public distribution.

### **SCHEDULES**

#### **Normal Schedule**

8:15am	Arrival Bell
8:30am	Warning Bell/Gather for Prayer in the Gym
8:35am	Prayer & Reflection
8:42am	Instruction Begins (PreK-Grade5)
8:50am	Instruction Begins (Middle School)

If parents arrive on the premises prior to the arrival bell, parents must provide for their child/children's protection and supervision.

#### **Delayed Opening/Early Dismissal**

In the event of a delayed or early dismissal due to inclement weather, we will follow the Danbury Public School System. If they close, we do as well.

#### **2-hr Delayed Opening,**

- Before School Care begins at 9:30am
- First Bell Rings at 10:15a.m.

#### **3-hr Delayed Opening**

- Before School Care begins at 10:30am
- First Bell Rings at 11:15am

#### **Early Dismissal**

Either on planned early dismissals or in the event of an emergency/weather closing, bus students will begin getting dismissed at 12:00pm. Students that are being picked up will start getting dismissed at 12:15pm.

Scheduled/Planned Early Dismissal After Club closes at 3:00PM

#### **Normal Lunch Schedule**

Grade	Recess	Lunch
K, 1, 2	12:00p	12:20p – 12:40p
3, 4, 5, PK	12:20p	12:45p – 1:00p
6, 7, 8	12:50p	1:10p – 1:30p

#### **Early Dismissal Lunch Schedule**

Grade	Lunch
K, 1, 2	10:40am – 11:00am
3, 4, 5, PK	11:05am – 11:25am
6, 7, 8	11:30am – 11:50am

## SCHOOL CALENDAR

A tentative calendar is posted on the website. Updates are made when needed. Emails will also be sent home regarding changes in the calendar. Please check your e-mail daily.

## SCHOOL'S RIGHT TO AMEND

Saint Joseph School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## SCHOOL UNIFORM

Your school uniform is a symbol of unity within the school community, and it minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform, always remembering that by wearing it inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to both yourself and the school community.

The following is the uniform for Pre-K – Grade 8:

### **Pre-K 3 & 4 (Boys and Girls)**

School issued:

- Gym shorts (gray) w/logo (Summer)
- Sweatpants (gray) w/logo (Summer, Winter)
- Purple t-shirt w/logo (Winter)
- Sweatshirt (gray) w/logo (Winter)
- Sneakers

### **Kindergarten - Grade 8 Boys**

***Dress Uniform (Summer):***

- Gray dress shorts or pants
- White Polo Shirt w/ logo.
- Black Shoes (tie or loafer) or Sperry's (Dress Uniforms)

***Dress Uniform (Winter):***

- Gray Pants
- White Dress Shirt (Short or Long Sleeve) w/ logo.
- **Tie (Grades 5-8 only)**
- Quarter zip

***Gym Uniform:***

- Gym shorts (gray) w/ Logo (Summer)
- Purple T-Shirt w/ Logo (Summer, Winter)
- Sweat Pants (gray) w/ Logo (Winter)
- Sweatshirt (gray) w/ Logo (Winter)
- Sneakers

***Accessories & Shoes:***

- Black or Grey socks
- Black Shoes (tie or loafer) or Sperry's (Dress Uniforms)
- Black Belt may be worn w/ dress uniform

## **Kindergarten - Grade 4 Girls**

### ***Dress Uniform (Summer):***

- Gray shorts/skort
- White Polo Shirt w/ Logo.
- Plaid Jumper
- White Peter Pan Blouse.

### ***Dress Uniform (Winter):***

- Plaid Jumper or grey pants
- White Peter Pan Blouse
- Purple Sweater w/ Logo or Quarter Zip

### ***Gym Uniform:***

- Gym shorts (gray) w/ Logo (Summer)
- Purple T-Shirt w/ Logo (Summer, Winter)
- Sweatpants (gray) w/ Logo (Winter)
- Sweatshirt (gray) w/ Logo (Winter)
- Sneakers

### ***Accessories & Shoes***

- White or Black Knee Socks
- White, Navy Blue, or Black Tights
- Black Shoes (Mary Jane's or loafer style) or Sperry's (Dress Uniforms).

## **Grades 5 - 8 Girls**

### ***Dress Uniform (Summer):***

- Gray Shorts
- Gray Skirt or Skort
- White Polo Shirt w/ logo.

### ***Dress Uniform (Winter):***

- Gray Skirt or Skort
- Gray Pants
- White Blouse (short and long sleeve) w/ Logo
- Purple sweater w/Logo or Quarter Zip

### ***Gym Uniform:***

- Gym shorts (gray) w/ Logo (Summer)
- Purple T-Shirt w/ Logo (Summer, Winter)
- Sweatpants (gray) w/ Logo (Winter)
- Sweatshirt (gray) w/ Logo (Winter)
- Sneakers

### ***Accessories & Shoes***

- White or Black Knee Socks
- White, Navy Blue, or Black Tights
- Black Shoes (Mary Jane's or Loafer Style) or Sperry's (Dress Uniforms).

### **Uniform Notes:**

- Hoodies and non-SJS sweatshirts MAY NOT be worn.
  - SJS Sport Hoodies may be worn on days of basketball games by athletes and cheerleaders only.

- Sneakers for all students should be as plain as possible. No extreme colors or designs are permitted.
- For the younger children, please practice how to tie shoelaces with your child(ren) at home.
- Uniforms may be obtained from:
  - Land's End ([http://www.landsend.comlshop/school-uniforms/- IN-g54](http://www.landsend.comlshop/school-uniforms/-IN-g54) ) our school code is 900148586
- Used Uniforms may be purchased. Please contact the Main Office for more details.

All uniforms are required to be clean and pressed. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and the principal will be made.

### **Dress Down/Non-Uniform Days**

On special occasions throughout the year, students will be awarded the privilege of partaking in Dress-Down/Non-Uniform Days.

Students must follow the following Dress Down/Non-Uniform Day protocol:

- Jeans may be worn (no baggy, tight, or torn jeans may be worn)
- Shorts may be worn during Summer Uniform months and when worn it must be at or just above the knee.
- Sweatpants and Sweatshirts (hoodies) may be worn
- Plain T-shirts, t-shirts with team logo, places of travel, etc. are allowed.
- Clothes should be neat and clean.
- NOTE: MODESTY in clothing is a must.
- Please be mindful of your child's clothing on a Dress Down Day. The following types of clothing are prohibited:
  - Tank tops
  - Spandex Shorts and Pants
  - Yoga Pants
  - Midriffs
- Administration and faculty maintain the right and responsibility to deem clothing inappropriate. Students who come to school inappropriately dressed will have to call home to request their uniforms be brought to school and, in addition, may forfeit their privilege of partaking in future dress-down days if multiple infractions occur.

### **SECURITY**

Upon entry and dismissal, students are supervised by school personnel. **Parents are not permitted to enter the building during these times.** During the school day, classrooms are locked, and an hourly inspection of the building occurs. All egress doors are locked during the school day. Anyone needing to enter the building must come to the front doors where a camera and intercom system are available to greet visitors. Please be prepared to show ID if asked.

To ensure the security of the building and the safety of each child, Saint Joseph School strongly enforces its policy of requiring **all visitors, even parents, to report to the office.**

To avoid interruption of the learning process, no one may enter a classroom without the permission of the principal.

Once students are dismissed to their parents, it is no longer the responsibility of school personnel to supervise the students. This includes the playground area and parking lots.

### **SCHOOL HOURS**

Doors Open at 8:15am

School Begins at 8:35am and Ends at 3:00pm

Part Time Pre-K (3's) Begins at 8:35am and Ends at 1:00pm

Part Time Pre-K (4's) Begins at 8:35am and Ends at 1:00pm

Full Time Pre-K (3's) Begins at 8:35am and Ends at 2:45pm

Full Time Pre-K (4's) Begins at 8:35am and Ends at 2:45pm

### **Early dismissal days are as follows:**

PK 3 & 4: Dismissal is at 11:30am

### **SEARCH & SEIZURE**

Another important right all students at Saint Joseph School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks, which are at all times under the joint control of the school and the student to whom the desk has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks.

### **SEX OFFENDER POLICY**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school.

- The following are some safety tips that we hope you will share with your children: Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- All students should be escorted to and from school by a parent or guardian.
- The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.
- Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

### **SMOKING**

Connecticut Law prohibits smoking in school buildings and on school property. Smoking is always prohibited in the Saint Joseph School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

### **SPECIAL LEARNING NEEDS**

Students with learning differences are children of God and members of the Church. Saint Joseph School makes every effort to meet individual student needs. Sometimes, however, a student may

have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSEs), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

### **SPORTS PROGRAM**

The Diocese of Bridgeport, Connecticut Administrative Policies and Regulations for Catholic Elementary Schools Interscholastic Activities and Other Activities

Students are encouraged to participate in school-sponsored interscholastic athletic programs and other organized activities (i.e., basketball, cheerleading, track, and cross-country).

It should be clearly understood that all participants, as students in Catholic Elementary Schools, are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance, and all school policies and regulations.

All matters pertaining to athletic activities are the responsibility of the principal, and, as such, will be subject to the review and acceptance of the school principal. His/her decisions shall be in line with Diocesan policy.

Those students taking part in athletic activities are required to have a yearly physical, a copy of which must be on file in the school office. All teams are to carry adequate insurance for all participants.

### **TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY (DOB)**

The Technology & Internet Acceptable Use Policy was written by the Diocese of Bridgeport and is enforced at the local level. Please make sure you have gone over it with your child and the necessary form has been signed off.

### **TUITION**

The continued functioning of Saint Joseph School depends upon tuition and the fund-raising activities of the Parent/Teacher Organization.

Tuition payments run July through April of each school year for a monthly plan, July and January for a semester plan, July, October, January and April for a quarterly plan, or a one-time payment in July. Non-payment of tuition for more than two months is grounds for removal of the student(s) from St. Joseph School.

Diocesan policy states that if tuition is not current, students may not receive their report cards, will not be able to attend field trips, or participate in any extra-curricular activities. Academic records may not be sent for students who transfer to another school.

Other fees associated with tuition [i.e., Registration, PTO, Technology, and Science Lab (Middle School)] must be paid as well.

If there are issues regarding the payment of tuition, please contact the principal as soon as possible.



## **VIRTUS TRAINING**

Diocese of Bridgeport Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers.

The Diocese has mandated that all volunteers receive a copy of Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers and is signed electronically.

In addition, as of the Fall of 2004, all parents who volunteer in the school must submit to a background check, and attend the VIRTUS Training Program, as mandated by the Diocese of Bridgeport.

VIRTUS is a mandatory 3-hour training program required for every person aged 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Log on to [www.virtusonline.org](http://www.virtusonline.org) to register.

## **VISITORS**

We welcome parents, guardians, and grandparents to our school. However, for the safety of all the children in our school, anyone entering the building must sign in at the school office and wear a Visitor's Pass. Please contact the main office to set up an appropriate time for a visit.

## **VOLUNTEERS**

We welcome and appreciate any time that parents/guardians are willing to help at school. Volunteer efforts provide an educational advantage to our students. All volunteers must be VIRTUS trained. Please stop by the school office for further information on this training. Proof of training must be submitted to the main office before anyone can volunteer.

## **WALKERS**

Walkers are dismissed at 3:05pm once afternoon prayers and announcements are completed. For the purposes of keeping order and avoiding confusion, walkers are called to the back doors once their family has been called. No walkers will be dismissed from the lobby by the main office after 2:30pm.

Staff members are responsible for walker dismissal. It is necessary that you notify the school in writing if someone other than a parent/guardian is picking up your child/children. If an unexpected emergency occurs, please call the main office as soon as possible. A member of the staff will ask for that person's identification.

Parents, please remain in your vehicle until your name is called. Parents are not permitted to enter the building during dismissal.

## **WITHDRAWAL / TRANSFERS**

Students who transfer to another school must contact the main office. All books must be returned. All bills must be paid before the official records are transferred to another school.

When a student withdraws before the end of a marking period, the grade will be reported as of the date of withdrawal. This grade will be indicated on the child's report card.