

**ST. JOSEPH SCHOOL**  
**115 Telford Street**  
**East Orange, NJ 07018**



**“Pride - Commitment- Honor”**

# **STUDENT/PARENT HANDBOOK**

**2020-2021 School Year**

**Karen Cavaness, M. Ed.**  
**Principal**



## **St. Joseph School**

115 Telford Street  
East Orange, New Jersey 07018

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### **Address and Telephone Number of Rectory:**

## **St. Joseph Church**

110 Telford Street  
East Orange, New Jersey 07018

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***“PRIDE COMMITMENT AND HONOR”***

Revised September 2020

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## **NON-DISCRIMINATION POLICY**

St. 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. St. Joseph School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of St. Joseph School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

## **MISSION STATEMENT**

In the spirit of our founders, the Saint Lucy Fillipinni, St. Joseph School of East Orange is dedicated to continuing the educational mission of the Church for our students. We strive to achieve the varied educational needs of a diverse and dynamic population. We are fully dedicated to as well as providing for their spiritual, academic and physical growth.

We are fully committed to promoting the value and respect for every individual we serve.

## **ADMISSIONS**

### **SECTION 1**

#### **Registration Requirements**

1. Call the school for an interview
2. Kindergarten children must be five (5) years of age by the 1<sup>st</sup> of October

#### **The Documents Listed MUST Be Presented At The Interview**

- Birth Certificate
- Baptismal Certificate (If Catholic)
- Social Security Number

- Health Records
- Report Cards and Standardized Test Scores For the Past three (3) years

## **Testing**

Children Registering For Grades K-8 Will Be Tested; Details And Dates Will Be Assigned

## **Health Requirements**

Children entering Kindergarten are required to have a complete physical examination before admission. An updated immunization record is required at the time of registration.

## **Immunization Requirements**

The New Jersey Department of Health requires that students be immunized against certain preventable diseases. These requirements are:

- Children under age 7 need a series of four DTP's with one on or after the fourth birthday
- Children over the age 7 need a series of three DTP's
- All children need a series of three polio with one on or after the fourth birthday
- All children born after January 1, 1990 need two measles vaccines each given after the first birthday
- All children need a rubella vaccine given after the first birthday
- All children need a mumps vaccine after the first birthday
- Children born after January 1, 1996 need a series of three Hepatitis B shots
- Children born after January 1, 1990 and entering Grade 6 need the Hepatitis B
- Preschoolers need a series of Hib
- 6<sup>th</sup> Graders are required to have the Meningitis shot.

Children transferring from outside New Jersey need a PPD (Mantoux test) within six (6) months of entry

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS  
INCOMPLETE, WILL NOT BE ADMITTED.**

## **FINANCIAL OBLIGATIONS**

## **SECTION 2**

### **Registration Fees**

There is a non-refundable Registration Fee, which is collected at the time of registration. To guarantee September placement, all re-registration fees must be paid in full by July 31<sup>st</sup>. The Registration Fee covers the cost for: first set of school supplies, periodicals, Map Tests, Student Planners, Wednesday Folders and other essentials needed for school.

### **Tuition Obligation**

A tuition contract is signed at the time of registration. All parents or guardians are expected to honor the contract requirements. Tuition payments are made directly to Smart Tuition Management Services. Payments are due by the 15<sup>th</sup> of the month, unless payments are automatically withdrawn from accounts, which are automatically withdrawn on the 15<sup>th</sup> or 28<sup>th</sup> of each month. Smart Tuition accepts check, money order, and the following credit cards as a form of payment (MasterCard, American Express and Discover). Smart Tuition adds a 2.5% fee to all

credit card payments. Smart Tuition will impose a \$50.00 late fee if tuition is not paid by the 25<sup>th</sup> of the month.

### **Delinquent Tuition Payments**

As stated in the tuition contract, if tuition payments become delinquent for more than one month, your child/children's educational services will be suspended until the account is brought up to date. You must contact the school office if necessary to make payment arrangements to avoid this action.

### **Eighth Grade Graduation Fees**

Graduation Fees can be made in two installments, 1<sup>st</sup> payment due in October and 2<sup>nd</sup> payment due in February. The Graduation Fee covers the cost for: Cap and Gown, Class Trip, Diploma and Case, Awards Ceremony, 8<sup>th</sup> Grade Social, and the HSPT Exam (Catholic High School Entrance Exam, which is mandatory for all Catholic elementary school students. The 8<sup>th</sup> grade teachers and Principal will be available by appointment only to assist with completing all forms.

### **Fundraiser**

All families are obligated to either participate in the school fundraiser or opt out with written notification to the Administration and have the cost added into the tuition. These activities help to offset any increases in operating costs of the school. Failure to participate in school fundraisers will result in fees being added to your child's tuition.

### **Financial Payments to the School**

The school office will only be available Monday- Friday from 9:00a.m- 4:00p.m. to receive any payments. You must make an appointment with the school office for any other times.

### **Return Check Policy**

If for any reason a payment made to the school in the form of a check is returned unpaid, a \$35.00 fee will be imposed. The payment to cover the amount of the check and fee must be made in the form of cash or money order. You will have 15 days from the time you are notified by the school to clear this matter or your child's/children's educational services will be suspended until this matter is cleared. From this point on no checks will be accepted by the school, all fees must be paid by certified bank check, money order or cash.

## **ATTENDANCE**

## **SECTION 3**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

### **Morning Entrance Location and Times**

- Pre-K enter through the Convent parking lot at the classroom door
- Kindergarten through 8<sup>th</sup> grade arriving before 8:00 am must enter through Tremont Avenue
- Entrances after 8:00am
  - Kindergarten through 8<sup>th</sup> grade must enter through Telford Street Entrance.
- After 8:15am all students must enter through Telford Street and report to the attendance officer for a late slip.

### **Absence**

A parent/guardian must call the school no later than 8:30 a.m. to report a student's absence. At this time you can request the student's homework. We will have the teacher prepare the work and it can be picked up at dismissal or you may check the school website. By doing this the child will be better prepared upon returning to class. The school will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor's note.

### **Excessive Absence**

Prolonged or excessive absence will result in poor performance and low grades. This can lead to possible retention.

### **Truancy**

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. A student who is found to be truant; will be subject to discipline and possible suspension.

### **Supervision**

The School's responsibility for supervision of students begins at 7:45am and ends at 3:30 pm. For students enrolled in the school's After-Care Program, the School's responsibility begins at dismissal and ends at 6:30 p.m. For students enrolled in the school's Before-Care Program, the School's responsibility begins at 6:30 a.m. and ends at 8:00 a.m. Students arriving before 7:00 a.m. **must** report to the Before-Care Program. Students who are going to breakfast, will report to the small cafeteria at 7:00 am.

### **Lateness /Tardiness**

Any student who is not in his/her class by 8:15 a.m. is considered tardy. A tardy slip must be obtained from the attendance officer before you will be accepted into the classroom. Morning exercise (prayers and announcements) are an essential part of the life of the school. The accumulation of **5** tardy slips will result in a detention. Excessive tardiness will result in a student not receiving honors. If a student accrues more than **9** tardy slips per trimester, they will receive an "I" in personal conduct on their report card. If a student is late more than **15** times per trimester, they will receive a "U" in personal conduct on their report card.

If you are going to be late, you need to call the school by 7:45 a.m. to inform us of the late. If a call is not received, an adult must accompany the student into school. After 8:30a.m. no student will be admitted into school without a parent/guardian accompany him/her into school.

**Continued failure to comply with the school's policy as stated above could result in a student being placed on probation for the duration of the school year as determined by the administration.**

### **Absence from School and Participation in School Activities**

**IF A STUDENT IS ABSENT FROM SCHOOL BECAUSE OF ILLNESS OR DISCIPLINARY ACTION, HE/SHE WILL NOT BE PERMITTED TO TAKE PART IN EXTRACURRICULAR OR ATHLETIC ACTIVITIES THAT AFTERNOON OR EVENING.**



If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

### **Family Vacations:**

It is the responsibility of the student to make up any missed work and tests when he/she **returns** from a family vacation. The teacher and the Principal are to be notified in writing prior to any vacation. No work will be provided prior to a student taking vacation or personal days during the school year.

### **Early Dismissal, Emergency Closings and Make-up Days**

- Planned early dismissals are indicated on the school calendars. Half-day dismissals will be at 12:00 p.m. There is After-Care on days with early dismissal, with the exception of those half days that fall before a holiday. Lunch will be served on these half days.
- If a student is not picked up by 12:15 on half days, he/she will be sent to After-Care.
- Unplanned “emergency” early dismissals resulting from such occurrences as boiler breakdowns, bad weather, hot water, etc. are handled through the School Office. We will be sending out a School Reach Alerts to the parents/ guardians.
- No child can be dismissed until an authorized person is contacted.
- Planned closings are noted in the calendar.
- Unplanned emergency closings, usually resulting from inclement weather, rampant absenteeism due to flu, etc., are handled as follows:
  1. New Jersey 12 (Cable Channel 62)
  2. T.V. Channel 4 NBC; and
  3. WOR Website (**wor710.com**)
  4. The School Reach Alert Systems

### **Dismissal Location and Times**

- Toddler students are dismissed through the Convent Parking Lot Entrance or Classroom Door until 6:00pm daily.
- Pre-K students are dismissed in their classroom until 6:00pm.
- Kindergarten and 1st Grade & 2<sup>nd</sup> are dismissed at **2:50pm** at the **Crawford Street** exit.
- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade are dismissed at **3:00pm** at the **Telford Street** exit.
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade are dismissed at **3:15pm** at the **Tremont Avenue** exit.

### **Dismissal Rules**

A student who becomes ill during the school day needs permission from the nurse or school office to leave the school. The nurse or school office will contact the parent/guardian. All students leaving early must be picked-up in the school office by a parent/guardian.

Early dismissal of an individual student will be granted only in extraordinary circumstances. Parents are encouraged to make dental and doctor appointments after school hours or on Saturdays.

No child is permitted to leave school alone upon a telephone request or a request in writing. A parent, or another designated authority must personally pick up a child and sign him or her out.

No parent is permitted to go directly to the classroom when entering the school building. A parent must report to the main office and sign the child out.

#### **For Safety at Dismissal**

- Children must cross at crosswalks
- No double parking on Telford Street, Crawford Street or Tremont Avenue.
- Do not beckon children to cross in the middle of the street.
- Caution children to go directly home after dismissal. Visits to neighborhood stores are to be discouraged.
- The school will not be responsible for the children after 3:30p.m. unless they are assigned to Aftercare

### **HOME-SCHOOL COMMUNICATION**

### **SECTION 4**

#### **Appointments with School Personnel**

**PARENTS, WHO WISH TO MEET WITH THE PRINCIPAL, A TEACHER, OR ANY MEMBER OF THE SCHOOL STAFF, MUST CONTACT THE SCHOOL OFFICE TO ARRANGE A MUTUALLY CONVENIENT MEETING TIME. FOR THE SAKE OF GOOD ORDER IN THE SCHOOL, PARENTS MAY NOT APPROACH STAFF MEMBERS DURING THE SCHOOL DAY WITHOUT ARRANGING AN APPOINTMENT BEFOREHAND.**

Staff members who wish to communicate with the parents of a student may do so by phone, letter, email or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties. When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

#### **Procedures for Visitors**

During the school day, all visitors must report first to the School Office and sign in.

**Parents are not to go to the classrooms in the morning or at any other time during the school day:** Once students are in the classroom, they are the teacher's full responsibility; therefore, parents are not allowed to stop in the classroom for just a minute, as this will be a distraction. Parents who wish to discuss any matter with a teacher are asked to make an appointment with the office. A time will be scheduled that is convenient for both parent and teacher.

Parents are requested not to bring any forgotten articles to school. It is the students' responsibility to remember to bring all the materials that are needed for the day.

Once the students leave the building at dismissal, **no one will be allowed to re-enter the school to get anything (book, sweater, bag, etc.) that he/she has forgotten.** This is a major point of student responsibility and you are asked not to bring your child back to school.

#### **Regular Communication with all Parents**

Our communication system (Administration – Teacher – Parent – Student) uses a handbook, calendar, monthly newsletter, memos, scheduled conferences, telephone conferences, and progress

reports/test papers signed by parents, and report cards, as a means of informing parents of student progress.

### **Power School**

Power School is an online database that allows parents to view grades and attendance records. Power school will be launched in October and made available to parents in parents by the end of October.

### **Children Bringing Money to School**

Money that is sent to school must be placed in a sealed envelope and identified with the child's name and room, the amount enclosed and its purpose. **No money will be accepted unless in an appropriately marked envelope. Exact amounts "only" will be accepted.** The teachers and office staff do not have the ability to send change home.

### **Parent-Group Association**

The P.E.T.S committee is dedicated to providing support to our teachers and students at St. Joseph School. The committee has given endlessly by volunteering their time to class trips, hosting bake sales and other fundraisers, hosting events for the students such as Breakfast with Santa, Valentine's Day Dance, Pep Rallies, Basketball games, etc.

Their goal is to continue to provide support as parents to the school community and have a voice in the planning and events of the school.

Parents are encouraged to attend all general meetings of P.E.T.S (Parents Encouraging Teachers and Students). General meetings and Executive Board meetings are listed on the monthly calendar. Executive Board meetings are held the second Tuesday of each month at 6:30pm.

### **Custodial and Non-custodial Parents**

#### **A. School Records**

St. Joseph School abides by the provisions of applicable law (Buckley Amendment) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

#### **B. Court Orders Affecting Parents**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the School in fulfilling its obligations.

#### **C. Pick-up from School**

The School will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization

from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

## **ACADEMIC POLICIES**

## **SECTION 5**

### **Curriculum or Course Offerings**

The school curriculum is the total effort of the school to bring about desired outcomes in school, **and** in out-of-school situations. The curriculum is the sum total of the school's efforts to influence learning whether in the classroom, on the playground or out of school.

St. Joseph School follows the curriculum guidelines of the Archdiocese of Newark. These guidelines allow for instruction in the following areas:

**Religious Education; Mathematics; Language Arts; Vocabulary; Reading; Science; Social Studies; Computer Literacy; Music; Physical Education; Phonics and Penmanship in the Primary Grades; (Please note mapping of curriculum- content and skills is available at [www.rcan.org](http://www.rcan.org).**

### **Religious Education, Religious Services, and Patriotic Observance**

Religious Education is a major subject in all Archdiocesan Schools. Taking Religion yearly is considered a curriculum requirement. No student will be exempt from taking this subject on any grade level.

Formal religion classes are not the only occasion for religious instruction. Time will be provided for liturgical celebrations and prayer services with student and faculty participation.

Daily prayer will be regularly scheduled. Other types of religious programs designed to foster and exemplify the faith will also be scheduled. All students are expected to actively participate in daily prayer and all religious experiences.

***FLAG SALUTING IS A DAILY REQUIREMENT, AND MUST BE RESPECTED. Singing of a patriotic song is part of the morning exercise in each classroom.***

### **Homework Requirements**

Assignments are given in order to assure understanding of the subject matter and to reinforce class instructions. Homework assigned on a daily basis is an important part of the grading system. If homework is incomplete, it will be reflected in your grade and a detention may be issued.

**Homework must be recorded every day in your Student Planner.** A parent/guardian is required to monitor the planner, with their signature each day in grades 2-4 and twice a week in grades 5-8. It is the obligation of the parent/guardian to check homework. Homework should be completed in a quiet place free from distraction.

Grades K - 2	30-45 minutes daily
Grades 3 & 4	45 minutes to 1 hour daily
Grades 5 & 6	1 to 1½ hours daily
Grades 7 & 8	1½ to 2 hours daily

## Homework Notices

## Progress Reports, Failure Notices, Report Cards

**Probation: Academic**

### Grading System:

**The achievement scores for Grades 4-8 are as follow:**

**O-Outstanding      S-Satisfactory      I-Improvement      U-Unsatisfactory**

**E=Exceeds (High Understanding 100-92)**

<b>S=Secure</b>	<b>(Understanding Demonstrated 91-83)</b>
<b>D=Developing</b>	<b>(Growth, Demonstrated 82-78)</b>
<b>B=Beginning</b>	<b>(Beginning Stages 77-71)</b>
<b>N= Not Yet Performing</b>	<b>(70 and below)</b>

### **Honor Roll**

The Honor Roll is established to recognize those students in grades 4 thru 8 who have diligently worked to a high standard of learning in the following major subject areas:

Religion	Science	Math
Reading	Social Studies	Spelling/Vocabulary /Language Arts

**D, U, or I** in any areas of Personal Development and the minor subject areas will eliminate a student from the Honor Roll.

### **Principal's List**

- Satisfactory Behavior
- Grades are all "A's"

### **First Honors**

- Satisfactory Behavior
- More 'A's' than "B's" with no grade below a "B".

### **Second Honors**

- Satisfactory Behavior
- More "B's" than "A's" with no grade below "B".

\*\*\*\*\*

Achievement in Grades 1 thru 3 will be recognized through the distribution of awards given by each teacher at a general assembly in June.

\*\*\*\*\*

**Student of the Month** is determined by guidelines set down by the individual teacher of each grade.

### **Records and Transcripts**

A parent/guardian has the right to view his/her student's academic record, academic standardized test results, health records and emergency cards. These records can be made available upon request. No other records concerning the student should be included with these items.

Records attached to publicly funded services provided through the Local Board of Education, such as Child Study Team reviews, Comp. Ed., Speech, ESL, etc., are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, not even to a parent/guardian.

### **Transfer Request**

Transcripts of academic and tests records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian.

Transcripts will be sent directly from school to school when an official written request is received. If the parent/guardian does not submit a written request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the “sending” school. Tuition is not prorated for the month the transfer request is made to St. Joseph School. All tuition and fees must be paid prior to records being forwarded to the receiving school. A transfer card and copy of student’s health record will be provided to the parent/guardian within forty-eight hours of receiving the written transfer request.

### **Promotion/Retention**

Students will be promoted if they have successfully completed the course work in a given grade.

### **Retention Policy**

**Grades K-3:** A student will be retained if failures are received in Math, Reading or Phonics for the year. A possible retention warning will be issued at the end of the second trimester.

**Grades 4-8:** Failures in any two major subjects for the year will result in retention. (Religion, Spelling/Vocabulary, Math, Language Arts, Reading, Science, Social Studies)

**Summer School:** If a student receives a failing grade for the year in any major subject, he/she must attend summer school before being promoted to the next grade.

### **Tests**

ALL TESTS ARE TO BE SIGNED BY THE PARENTS AND RETURNED TO SCHOOL.

Failure to return tests signed will result in an unsigned test paper notice sent home for parent guardian signature. Failure to return this notice will result in a detention for the child. Continued non-compliance will result in conduct referral and/or parent teacher conference.

### **FIELD TRIPS**

### **SECTION 6**

On occasion St. Joseph School will sponsor and conduct field trips for the education enrichment of the students. The teacher determines who may attend field trips. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the School. The permission slip form is provided by the School.

If a student receives an in or out of school suspension for any reason, he or she may not be allowed to attend the class trip. If a student cannot attend the class trip for any reason, he or she is to remain at home on that day since the teacher for that classroom will be chaperoning the class trip.

Chaperones: Any person chaperoning a field trip must fill out a volunteer application, attend a “Protecting God’s Children Awareness Session” and have a background check.

### **ATHLETIC ASSOCIATION**

### **SECTION 7**

The Athletic Association is available for students enrolled at SJS. Students in grades 5<sup>th</sup>- 8<sup>th</sup> can participate in our Volleyball, Basketball and Cheerleading programs at the school. Grades 5<sup>th</sup> - 6<sup>th</sup> can participate on the JV volleyball, JV boy’s/ girl’s basketball or JV cheerleading squad. Students in grade 7<sup>th</sup> -8<sup>th</sup> can participate on the Varsity volleyball, Varsity boys/girl’s basketball or Varsity cheerleading squad. Members of the Athletic Association require a registration fee and certain fundraising obligations. Student-athletes must maintain a C average. An average below a C and multiple “I” in personal development and conduct on their report cards will result

in a suspension or removal from the athletic program. All members of the Athletic Association will adhere to rules and regulations of the Athletic Association handbook and must follow the Archdiocese of Newark Athletic Rules at all games.

## **BEFORE/AFTERCARE**

## **SECTION 8**

Students attending before and aftercare are expected to follow the same rules and behaviors required during regular school hours.

Before Care hours are from 6:30am to 8:00am. All children must enter through Tremont Avenue and report directly to the Gym. Any student arriving before 7:45am and not eating breakfast will be signed in for Before Care.

Aftercare hours are from 3:15pm to 6:00pm. All students must be picked up no later than 6:00pm. There is a late fee added for any child still remaining after 6:05pm. All children must be signed out, no student will be allowed to walk home alone from aftercare. Pick-up locations are as follow:

- Pre-K students must be picked up from the Pre-K classroom.
- Kindergarten – 8<sup>th</sup> grade must be picked up from the gymnasium.

### **Payment options**

Students using before and/or aftercare everyday must have their monthly fees added to their tuition accounts. All other students must make payments on date that service is rendered. Late fees must be paid the day of the occurrence. The late fee is \$1.00 per minute for each student picked up late.

## **DISCIPLINE**

## **SECTION 9**

### **GENERAL DISCIPLINE POLICY**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. Joseph School. All are expected to act with courtesy and respect toward one another and towards all members of the staff. They must take their obligation to develop lifetime habits of self-control and concern for the wellbeing of others seriously. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student, who chooses to disrupt the good order of the School or violates a policy or regulation, will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- misconduct referrals or warnings
- punishment assignments
- denial of privileges
- detention
- in-school suspension
- out of school suspension
- expulsion



### **Student Responsibilities:**

1. Act morally, responsibly and respectfully both on and off of campus.
2. Respect all people, adults as well as your classmates at all times.
3. Students may not enter the building before 7:55 unless attending breakfast or before care.
4. The complete uniform must be worn properly for school and gym class.
5. Student's name should be clearly printed on all personal clothing or items.
6. The sound of a bell signifies silence and immediate preparation for instruction, along with a transition between classes for grade levels that switch classes or individual subject matter.
7. Respect school property, books and property of others.
8. Books must be covered and the use of book bags or back packs is required for students in grades K-8.
9. A nutritional snack is permitted during snack time. Candy, gum and soda are not permitted in school or on school premises.
10. During lunch, students must remain with their class in the assigned area. Monitors must also stay with their respective class.
11. Running and playing ball are not permitted in the courtyard unless supervised by a teacher.
12. At dismissal, students must leave the building and school areas promptly.
13. Students, who have not been picked up by 3:20 p.m. will be placed in the Aftercare Program and the appropriate fee will be charged.
14. All students should realize and follow through with the given consequences for their action(s).
15. Students must be prepared for class. Each student has the responsibility to develop good work and study habits. You are always expected to have school agenda, pens, pencils, pencil case, paper and covered textbooks. Students in grades 5-8 must submit work in pen only (with the exception of math) and must have their color themed subject notebooks theme pads available for use. Students are responsible for keeping their desk, closet space and school building clean and neat. The appearance of the school building depends on each student's cooperation – in the classrooms, church, cafeteria/gym, lavatories and in the courtyard.

### **REMOVAL FROM CLASS**

If a student is removed from the class and sent to the Administrative bench, they will not receive credit for the work missed for that appropriate class and receive a 0 in any graded assignment for that respective day.

### **PROHIBITED ITEMS:**

Students are not permitted to bring an object or instrument to school that could be harmful to another. Any student with a gun, knife, razor blade, or other objected deemed dangerous will automatically be expelled from school. **Further, any student with knowledge of such an instrument in school must report it to the Principal or Vice Principal, or be expelled for withholding information.** In all situations the police will be notified.

### **CELL PHONES/MOBILE DEVICES**

Cell phones and mobile are banned from St. Joseph School. No student is permitted to have a cellular device during school hours. If a student is caught with a cell phone or mobile device please be advised of the consequences:

1. The cellular/ mobile device will be confiscated by the administration and the student will be placed on in school suspension for the remainder of the day.
2. The cellular or mobile device will be confiscated from the students and the parent must meet with the administration.
3. The student will be suspended from St. Joseph School for a period determined by the

administration.

## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

The use of computer services at St. Joseph School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include: use of personal and school computers and peripherals, the *Internet*, campus and/or e-mail and all associated software. Parents and students should realize that these services are finite and costly and that such things as time, money and hardware are wrongly restricted or appropriated when these services are abused.

1. The Internet and commercial online services are powerful educational resources. Use of these resources must always be in conformity with the law, the Archdiocesan Policy, and the religious mission of St. Joseph School. No student is permitted to access inappropriate content that has no place in classrooms. This includes materials (but is not limited to) offensive racial, sexist, political and sexual themes, in the form of text, graphics, photos, film clips and sound bytes. The internet is for school related use only.

St. Joseph School holds specific expectations for everyone regarding their use of computers before, during and after school in either the computer labs, classrooms or library. The following **Rules of Conduct** apply to information services.

Students:

- may use only their password.
- may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority.
- may not unlawfully copy software or information.
- may not use illegal software.
- must cite properly all information that is required from electronic sources and used in their assignments.
- are held responsible for all activity conducted on his/her account or under his/her password.
- may not run non-instructional computer games on any school-owned computer, server or network system.

**Failure to comply with these standards or acceptable use of St. Joseph technology will result, in the very least, in suspension or withdrawal of network privileges.**

## SUSPENSION & EXPULSION

Formal suspension is a serious disciplinary action taken by the Principal. Students whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community are in danger of formal suspension.

Certain infractions are of such serious nature that a first offense will be grounds for expulsion. These include but not limited to THREATS (verbal, written, phone, text or cyber-bullying), acts of violence, use of objects as weapons, use of drugs and alcohol, and acts of immorality, **both on and off campus.**

If your behavior warrants suspension, the Principal or Vice Principal will inform your parent guardian and seek their immediate cooperation in a corrective program designed to resolve your problems. Should you receive two formal suspensions or more, you are liable to be expelled.

Some major discipline infractions are:

1. Blatant disrespect, talking back, insolence, etc.
2. Open defiance of the authority of any teacher, staff or person having authority
3. Conduct of such character as to constitute a continuing danger to the physical well-being of others
4. Verbal or physical assault on another pupil or upon any teacher or other school employee or volunteers
5. Taking or attempting to take personal property or money from another pupil, or from his person, by means of force, fear or otherwise.
6. Use of or passing alcohol, tobacco, or any form of drugs
7. Use of derogatory or foul language, abusive or obscene gestures
8. Parental or student harassment of another student, parent, school employee or volunteer
9. Continued poor attitude
10. Possession of knives, sharpened objects, bullets or pepper spray
11. Any intent, or act of violence with any object or weapon
12. Any act of immorality
13. Tampering with fire alarms or fire extinguisher
14. Cheating lying or stealing
15. Willfully causing or attempting to cause damage to school property
16. Truancy or excessive tardiness
17. Running, shouting, and other disorderly conduct.
18. Throwing any dangerous objects, including school materials, snowballs or ice
19. Continued and willful defiance or disobedience
20. Failure to serve an assigned detention or suspension
21. Abuse of cafeteria privileges
22. Failure to meet financial obligations
23. Misbehavior, disruption, or disrespect in school and church
24. Bullying, threatening, fighting or inciting violence: verbal written, phone, text or cyber bullying.

### **Policy on Bullying, Harassment and Hazing**

Bullying and/or harassment of any sort of continuing behavior that is annoying including inappropriate internet communication. It can be words, gestures and actions which tend to annoy, alarm and abuse(verbally) another person. This includes behavior by a person where he/she: (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communications anonymously or at extremely inconvenient hours, or in offensive, coarse language; or (4) subjects another to offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then when one person makes repeated verbal, written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his/her force of power.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect,

cooperation or safety, a principal/parent/student conference will be scheduled. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences.

## **HEALTH AND SAFETY**

## **SECTION 10**

### **Fire Drills**

Fire Drills are held monthly. Proper conduct, ways of exit and other regulations involved in a safe exit from the building are taught to the students by means of practice drills. Violation of the safety codes during a fire drill is cause for disciplinary action.

### **Emergency Cards**

Emergency cards are given out during the first week of school. Two cards must be completed for each child. One card must be retained in the school office as well as one in the nurses' office. All information should be completed and accurately filled in by the parents. If a child becomes ill or is hurt during the school day, parents will be notified first. In case of illness or serious injury, the school cannot assume any responsibility for the child without permission from the parents, guardians or contacts noted on the card.

Should there be a change of address, telephone number or name on the Emergency Card, parents or guardians **must notify** the school immediately.

### **Medication**

#### **Policy on Administration of Medication**

St. Joseph School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

- A parent/guardian should come to the School and personally administer the medication.
- If this arrangement is not possible, the School Nurse or the Principal (or his/her designee) will administer the medication under the following conditions:
  - The medication must be given to the School Nurse or Principal/designee by the parent/guardian.
  - The medication must be in the original pharmacy-labeled container.
  - The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form can be obtained from the School.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardians must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete

and sign an “Authorization for Self-Administration of Medication in School” form. This form can be obtained from the School.

### **Student Accident Insurance**

Each student is covered by an Archdiocesan Insurance Plan that protects each student during the hours and days when school is in session, and while attending or participating in school-sponsored and supervised activities. This coverage has been purchased on a full excess basis, which means that in the event of any injury to your child, you must **first claim benefits under any other coverage you might have.**

### **Suspected Child Abuse or Neglect**

New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

### **School Counselor**

St. Joseph’s School provides counseling services through Catholic Charities Community Services. The school counselor is available on a part-time basis to all students. Forms for parent approval are sent home as the need arises.

### **Asbestos Management Plan**

The School’s Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. With the installation of the new heating system, all asbestos has been removed from all of the old boilers.

## **DRESS CODE/HYGIENE/GROOMING**

## **SECTION 11**

All students must wear the St. Joseph School uniform. This includes uniforms for both school and gym classes. Detentions are issued for improper dress (i.e. untucked shirt, rolled skirt, sagged pants or oversized clothing) and incomplete or missing uniforms: All uniform items are available at: Flynn and O’Hara

317 Route 46 East  
Parsippany, NJ 07054  
973-882-0833

### **Boys school dress uniform:**

#### **Boys Grades K-4 (Fall/ Spring)**

Khaki or Navy Blue Walking Shorts, White Short Sleeve Polo Shirt with logo

#### **Boys Grades 5-8 (Fall/ Spring)**

Khaki Pants, White Short Sleeve Button down Collar Shirt.

#### **Grades K-4 (Winter)**

Khaki or Navy Blue Pants, White Long Sleeve Polo Shirt w/logo, Navy V-Neck Cardigan Sweater w/logo

#### **Grades 5-8 (Winter)**

Khaki Pleated Pants, Blue Long Sleeve Button down Collar Shirt, Blue/Yellow/White Pattern Tie, Navy Polyester Blazer w/Emblem, Navy Blazer w/Emblem (Optional)

**Girl's school dress uniform:**

**Girls Grades K-4 (Fall/ Spring)**

Navy Blue Girl's Twill Walking Shorts, Navy Skort, White Short Sleeve Polo Shirt with Logo.

**Girls Grades 5-8 (Fall/ Spring)**

Khaki Skort, Short Sleeve Button down Collar Shirt.

**Grades K-4 (Winter)**

Navy & Khaki Plaid Drop Waist Jumper, Navy Girl's Slacks, Long Sleeve Peterpan Collar Blouse, Navy V-Neck Cardigan Sweater with logo.

**Grades 5-8 (Winter)**

Khaki 2 Panel Skort, Khaki Slacks, Long Sleeve Button down Collar Blouse, Navy V-Neck Sweater w/logo, Navy Blazer w/Emblem (Optional) Blue/yellow/white pattern tie.

**School Shoes**

Shoes must be a solid black, navy blue or brown loafer or laced oxford (nothing above the ankle). No other color or type of shoe is permitted. Boots and buckled or other inappropriate shoes are not allowed. Sneakers are never worn with the dress uniform, only on designated gym days.

**Gym Uniform:**

**PRE-K-8 (Fall/ Spring)**

Gold Gym T- Shirt w/silk screen

Navy Micromesh Nylon Gym shorts w/silk screen

White socks

**Gym Uniform (continued)**

**Winter**

Navy Heavy Weight Sweatshirt w/silk screen

Navy Heavy Weight Sweatpants w/silk screen

Sneakers worn by all with white athletic socks

All coats, jackets, hats and outdoor attire should be placed in the closet before the first period class, and again at the end of the lunch period. Hats may not be worn inside the building. **All students clothing must be properly marked.**

Attire for special events such as field trips, dances, graduation, etc. will be determined by the Administration at the appropriate time.

**Hairstyles and Accessories**

Your appearance should always be neat, clean and modest. The following hair styles are not permitted:

- ✓ Tails (boys)
- ✓ Hair writing or craving
- ✓ Mohawks
- ✓ Braids (Boys- except for religious beliefs)

- ✓ Dyed or tinted hair is not allowed
- ✓ Hair covering the face or eyes is not allowed as it obstructs eye to eye contact

Fingernails should be kept trimmed and clean. Girls with pierced ears may wear one pair of post earrings only. **Boys may not wear earrings of any kind.** Students may not have body piercing such as nose, eyebrow, lip or tongue rings. Students may wear a wristwatch, but may be asked to remove it if deemed inappropriate by the administration. Failure to follow these guideline will result in a uniform notices being issued to the student/ parent. The notice must be signed and returned the next school day.

### **Tag Days**

Throughout the year, the school will sponsor events called Tag Days for which you are permitted to dress up or down to the set forth theme. Tag Days are \$2.00 each unless otherwise specified. You are required to follow directives regarding dress codes on these days, failure to do so will result in not being allowed to participate in the next Tag Day.

## **MISCELLANEOUS ADDITIONAL REGULATIONS**

## **SECTION 12**

### **Textbooks**

All textbooks are loaned to St. Joseph School from the Local Board of Education. All textbooks are to be covered. Book covers with adhesive backings are not allowed. Student s are not allowed to write or deface any textbooks, failure to follow these rules will result in a Book fines.

### **Breakfast/Lunch Program**

The breakfast and lunch program is designed to provide proper nutrition relaxation and socialization. All students must be respectful and courteous in the cafeteria – which doubles as our gymnasium. Breakfast is from 7:00am to 8:00am, any student arriving after 8:00am will not be allowed to eat breakfast. All lunches provided by the school must be paid for. PARENTS ARE ASKED NOT TO BRING LUNCH INTO SCHOOL FOR STUDENTS ESPECIALLY FAST FOOD.

### **Computer/Technology**

All students must sign and return the St. Joseph Technology Waiver in order to use the computers on campus. Students engaged on the internet should not be on social web pages or personal email accounts or anything not pertaining to the educational use at hand. Any student in violation of this agreement will be given a detention and the parent/guardian will be informed by the respective faculty member.

### **Parties**

In-school parties are discouraged. Classroom celebrations will be arranged with the consent of the administration. If a parent of a child in Grades Pre-K to 3<sup>rd</sup> wishes to celebrate a birthday, only cupcakes or donuts and juice are allowed. No outside food is permitted during a celebration (i.e. pizza)

### **Telephone Calls**

Students are not permitted to use the office telephone for emergencies without the permission of the administration.

Students should not rely on the use of the phone to compensate for their forgetting homework, gym clothes, etc.

**Detention**

Detention will be held on Wednesdays after school from 3:15pm until 4:15pm. Parents must be notified in writing of the date detention must be served. No student is allowed to serve detention unless a written notice is on file in school. Parents will be notified at least one day in advance of the detention.

Parents are required to sign and return a detention slip. Parents are not permitted to choose the day for detention. If there are circumstances where a student cannot serve the detention, alternate arrangements will be made by the administration.

Failure to return a signed detention will result in another detention being issued.

**Special Services**

Services for students in need are available by parent/guardian application in the following areas: Reading, Math, Speech, English as a Second Language, examination and classification (Child Study Team), and supplemental instruction for identified students. Parents who may have a question about these services should contact the School Office.

**DISTRIBUTION OF THE HANDBOOK**

The Handbook will be distributed with a cover letter, to be signed and returned by the parent/guardian, indicating that this is a binding agreement between St. Joseph School, the Student and the parent/guardian of the student. By signing and returning these Agreements, the parent/guardian acknowledges that the Handbook's contents govern in all circumstances. These signed acknowledgements will be kept in the school's Office throughout the school year.



# ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for St. Joseph School. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

I agree to review with my child/children the rules, policies, and regulations contained in this Handbook. I agree to make them aware that they have a responsibility to support and adhere to the policies established by St. Joseph School.

I, \_\_\_\_\_, have read and understand the  
**ACCEPTABLE USE POLICY** for St. Joseph School and agree to abide by its terms.

\_\_\_\_\_  
(Print Name of Student)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)