



**SAINT JOSEPH SCHOOL  
FAMILY HANDBOOK**

**2017-2018 SCHOOL YEAR**

5 Obtuse Hill Rd.  
Brookfield, CT 06804  
Phone: 203-775-2774 FAX: 203-775-5810  
[www.sjsbrookfield.org](http://www.sjsbrookfield.org)



August 2017

Dear Saint Joseph School Families,

Welcome to the Saint Joseph School community!

The administration, faculty and staff of St. Joseph school look forward to working in partnership with you, to provide a quality Catholic Education. We provide a safe, nurturing and spiritual environment where students achieve academic excellence through diversified learning. With Christ as the cornerstone, students experience an education founded on core values. In collaboration with parents and community, students become lifelong learners, develop technological skills and strive toward a life of faith and service.

The schools "Family Handbook" provides information about our school. This handbook will outline current policies, practices and educational values. Each family needs to be familiar with this handbook and adhere to the school policies it describes. The school reserves the right to make changes with notification going to the parents.

Please sign the enclosed acknowledge forms and return them to the office no later than Friday, September 15th.

I am looking forward to a wonderful year working with you and your children!

Sincerely,

Dina Monti  
Principal

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## **SAINT JOSEPH SCHOOL MISSION STATEMENT**

*Saint Joseph Catholic School provides a safe, nurturing, and spiritual environment where students achieve academic excellence through diversified learning. With Christ as the cornerstone, students experience an education founded on core values. In collaboration with parents and community, students become life-long learners, develop technological skills, and strive toward a life of faith.*

### **Purpose of St. Joseph School Pre-K through Grade 8 Family Handbook**

The purpose of the Family Handbook is to acquaint our St. Joseph School families with the policies and procedures specific to our school. We follow the all guidelines and policies established by the Diocese of Bridgeport.

The contents of this Family Handbook are written to ensure the safety of all students, faculty and staff. The purpose is to promote and preserve the mission of our school. These rules and procedures are intended to encourage responsible behavior and to provide all students with a satisfying school experience.

### **School Hours**

K-8 8:30 a.m. - 3:15 p.m.  
Pre-K (3's) 8:00 a.m. - 12:00 noon - Extended Day offered until 3:00 p.m.  
Pre-K (4's) 8:00 a.m.- 3:00 p.m.

Early dismissal days are as follows:

Pre-K Dismissal at 11:30 a.m.  
K – 8 Dismissal at 11:45 a.m.

Two- Hour delays are as follows:

Pre-K 10:45 a.m. – 3:00 p.m.  
K-8 10:30 a.m. – 3:15 p.m.

### **Addresses and Phone Numbers**

**St. Joseph School:** 5 Obtuse Hill Rd. Brookfield, CT 06804  
Phone: 203- 775-2774 Fax: 203-775-5810  
Website: [www.sjsbrookfield.org](http://www.sjsbrookfield.org)

**St. Joseph Parish Center:** Phone: 203-775-1035

**Bus Company:** All Star Transportation  
Phone: 203-775-1545

## SAINT JOSEPH SCHOOL FACULTY 2017 - 2018

Principal	Ms. Dina Monti <a href="mailto:dmonti@diobpt.org">dmonti@diobpt.org</a>
Pastor	Fr. George O'Neill <a href="mailto:fatheroneill@parishmail.com">fatheroneill@parishmail.com</a>
Priest	Fr. Eric Silva <a href="mailto:frsilva@diobpt.org">frsilva@diobpt.org</a>
Administrative Assistant	Mrs. Kim Valzania <a href="mailto:kvalzania@sjsbrookfield.org">kvalzania@sjsbrookfield.org</a>
School Nurse	Mrs. Ann Kutka <a href="mailto:sjsnurse@sjsbrookfield.org">sjsnurse@sjsbrookfield.org</a>
Pre-K 3/4	Ms. Erica Schlemmer <a href="mailto:eschlemmer@sjsbrookfield.org">eschlemmer@sjsbrookfield.org</a>
Pre K 3/4 Aide/ Bookkeeper	Mrs. Marie Bray <a href="mailto:mbray@sjsbrookfield.org">mbray@sjsbrookfield.org</a> Mrs. Lisa Sweeting <a href="mailto:lsweeting@sjsbrookfield.org">lsweeting@sjsbrookfield.org</a>
Pre-K 3/4	Mrs. Amy McGinniss <a href="mailto:amcginniss@brookfield.org">amcginniss@brookfield.org</a>
Pre-K 3/4 Aide	Mrs. Sue Kliczewski <a href="mailto:skliczewski@sjsbrookfield.org">skliczewski@sjsbrookfield.org</a>
Kindergarten	Mrs. Dawn Robitaille <a href="mailto:drobotaille@sjsbrookfield.org">drobotaille@sjsbrookfield.org</a>
Kindergarten Aide	Mrs. Taryn Aiello <a href="mailto:taiello@sjsbrookfield.org">taiello@sjsbrookfield.org</a>
First Grade	Mrs. Jeanne Vitetta <a href="mailto:jvitetta@sjsbrookfield.org">jvitetta@sjsbrookfield.org</a>
Second Grade	Mrs. Diane Thompson <a href="mailto:dthompson@sjsbrookfield.org">dthompson@sjsbrookfield.org</a>
Third Grade	Mrs. Sarah Beck <a href="mailto:sbeck@sjsbrookfield.org">sbeck@sjsbrookfield.org</a>
Fourth Grade	Mrs. Nancy Rubino <a href="mailto:nrubino@sjsbrookfield.org">nrubino@sjsbrookfield.org</a>
Fifth Grade	Ms. Elizabeth Holton <a href="mailto:eholton@sjsbrookfield.org">eholton@sjsbrookfield.org</a>
Sixth Grade	Mrs. Teresa Lazzara <a href="mailto:tlazzara@sjsbrookfield.org">tlazzara@sjsbrookfield.org</a>
Seventh Grade	Mrs. Kathi Benzing <a href="mailto:kbenzing@sjsbrookfield.org">kbenzing@sjsbrookfield.org</a>
Eighth Grade	Mrs. Sharon Shay <a href="mailto:sshay@sjsbrookfield.org">sshay@sjsbrookfield.org</a>
Academic Support	Ms. Samantha Mitchell <a href="mailto:smitchell@sjsbrookfield.org">smitchell@sjsbrookfield.org</a>
Technology	Mrs. Cathy Zimmerer <a href="mailto:czimmerer@sjsbrookfield.org">czimmerer@sjsbrookfield.org</a>
Spanish	Ms. Suzanne Kappel <a href="mailto:skappel@sjsbrookfield.org">skappel@sjsbrookfield.org</a>
Physical Education	Mrs. Kacy Caterson <a href="mailto:katerson@sjsbrookfield.org">katerson@sjsbrookfield.org</a>
ArA	Ms. Brooke Vitetta <a href="mailto:bvitteta@sjsbrookfield.org">bvitteta@sjsbrookfield.org</a>
Music	Mr. Doug Squatriglia <a href="mailto:dsquatriglia@sjsbrookfield.org">dsquatriglia@sjsbrookfield.org</a>
Maintenance	Mr. Mike Frattalone Ms. Sandy Gereg Mr. Joseph Moore

### **Academic Expectations**

Saint Joseph School expects students to perform to the best of their ability, complete assignments in a timely manner, and fulfill all homework requirements. Students will be assessed regularly and progress will be communicated via Rediker.

### **Admission to St. Joseph School**

Each student at St. Joseph is recognized as God's unique creation. We welcome students of any race, color, or ethnic origin. We expect St. Joseph 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 anytime. Admission is 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. Registration for Kindergarten usually begins in February. Before a child is accepted into Kindergarten, a screening is scheduled which is designed to determine a child's school readiness. Students are accepted into Kindergarten based on the child's test performance and according to the Diocesan priority procedures listed below.

- Re-registrants including Pre-K
- Children with siblings currently attending St. Joseph School
- Parishioners' children
- If space permits, we welcome children whose families are parishioners at other Catholic parishes.
- If space permits, we welcome children whose families are not affiliated with any Catholic parish.

Final determination of admission is at the principal's discretion.

### **Pre-K Admission:**

The requirements for admittance to Pre-Kindergarten are as follows:

#### **Pre-K Program:**

5 Full Days: Children must be three years old by December 31<sup>st</sup> and fully toilet trained.

Option of ½ Day - 8:00 a.m. to 12:00 Noon or Full Day

5 Full Days: Children must be four years old by December 31<sup>st</sup> and fully toilet trained.

### **Screening Procedures:**

#### **Kindergarten Screening**

Students who apply for admission to St. Joseph School in Kindergarten will be administered an educational screening. The primary purpose of this screening is to obtain a broad sampling of a student's skills and behaviors for one or more of the following reasons:

- To assist the screening team in evaluating a child’s developmental readiness skills.
- To help determine the most appropriate initial placement or grouping of students.

**After Care Club**

Saint Joseph School offers an after-school program which is staffed by St. Joseph School personnel and is located in the lower level of the school building. The After-Care Club will be available from dismissal at 3:15 to 6:00 P.M. This program may be available on early dismissal days but this is not an option on inclement weather days. Children may come to the After-Care Club on a regular daily basis or occasionally. Advanced sign-up is not necessary.

Students are expected to abide by all rules during the After-Care Club. If a child’s behavior becomes problematic, privileges within the program may be withheld. If problems continue, the child will be asked to withdraw from the program. The After-Care Program telephone number used during the hours of 3:15-6:00 PM is (203) 775-2774.

**Arrival at School**

School begins at 8:30 a.m. As a courtesy to our parents, children may be dropped off at the back entrance of the school at 8:00 a.m. Any child who arrives at school between 8:00 a.m. and 8:30 a.m., reports to the gym with a member of the staff. When the teachers report to their rooms at 8:30 a.m. the children can proceed to their respective classrooms. Once the back door is locked, please drop off at the front entrance. Please note, the front door will not be opened until 8:25 am.

**Attendance Policy**

In recent legislation, the State of Connecticut Legislature defined what constitutes excused and unexcused absences from school. These definitions are explained below. In order to comply with this legislation and excuse a student’s absence, we must now request that parents do the following:

- Send a note every time your child is absent.
- The note should state the student’s name, date of absence, and reason for the absence.
- Attendance emails may be sent to [kvalzania@sjsbrookfield.org](mailto:kvalzania@sjsbrookfield.org)
- After the ninth absence, if the reason for the absence is illness, parents must also provide a doctor’s note stating the medical necessity of the absence. The absence will then be recorded as excused.

**Excused/Unexcused Absences**

The first nine absences are considered *excused* when the parent/guardian approves of the absence and submits written documentation of the reason for the absence within ten days of the student’s return to school.

There are two levels of criteria for an absence to be considered an excused absence (see table below):

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	1 through 9	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"> <li>• Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.)</li> <li>• Student's observance of a religious holiday requiring absence from school.</li> <li>• Death in the student's family or other emergency beyond the control of the student's family.</li> <li>• Mandated court appearances (additional documentation required).</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required).</li> <li>• Extraordinary educational opportunities <i>pre-approved</i> by the district administrators and in accordance with State Department of Education guidance.</li> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

\* Note: The total number of days absent includes both excused and unexcused absences.

**It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the 10<sup>th</sup> and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.**



In cases where a student's extended absences crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. For example, if a student is absent for five days on a family vacation and those absences represent numbers seven through 11, absences seven, eight, and nine would fall under Level 1 and can be accepted as excused; absences 10 and 11 would fall under Level 2 rules and would not be considered excused.

**A student's absence from school will be considered *unexcused* unless the absence meets the criteria for an excused absence (including proper documentation), or the absence is the result of a disciplinary action by the school or district.**

#### Documentation for Excused Absences

Written documentation should explain the nature of, reason for, and length of the absence. Such documentation may be in the form of a signed note from a parent/guardian, or licensed medical professional. *Separate documentation must be submitted for each incidence of absenteeism.*

The requirement that "all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence," only applies to the tenth and subsequent absences. Additional documentation regarding court appearances can be any of a variety of court materials that validate the student's presence in court on the date of the absence.

#### Disciplinary Absences

When a student is not attending due to a disciplinary action (out-of-school suspension, expulsion), the absence shall not be recorded as "excused" or "unexcused," but rather, as a "disciplinary" absence.

#### Shadow Days

Restricted to 8th grade students only and **are** considered an excused absence from school. Written parent permission is required for students to shadow. **The student must be marked as "absent" since they are not present in your school building and this excused absence must be reflected in the total absences at the end of the school year.** However, if a student would have perfect attendance with the sole exception of the shadow day(s), schools may still grant perfect attendance awards.

#### Birthday Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). In addition, birthday treats may be brought to school for students in Grades Pre-K through Grade 8. However, the treat must be approved in advance by the classroom teacher/school nurse.

### **Books**

All books must 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. If a book is lost or defaced, the school will bill the parents for the cost.

### **Buses**

Brookfield children in Grades K through 8 are eligible to ride the school bus. Appropriate bus behavior is essential. Students are not permitted to change buses for play dates.

### **Candy/Gum/Soda**

Candy, soda and gum are strictly prohibited during the course of the school day, except as part of a special event or celebration, and are not permitted on the school bus.

### **Catholic Identity**

Our religious curriculum is specific to the doctrines and practices of the Roman Catholic Church. Religious instruction takes place daily in the classroom for all students. According to Diocesan policy, no student will be exempt from Religion class. Non-Catholic students will accompany their class to mass every Friday morning.

Prayer and Liturgy play a vital role in the life of each student at Saint Joseph School. Liturgical services in school (e.g. school Masses, class Masses) and Para liturgical services (e.g. Scripture and prayer services) provide a setting for the development of a fully Christian life. This development, perhaps more than others, needs to have its roots in the home. This important element of Catholic education relies primarily upon the atmosphere of faith and prayer in the family. We, therefore, expect that the children are experiencing prayer at home, and that they are worshipping with a faith community regularly.

### **Change of Household Information**

The office must be informed immediately if there is a change of home address, cell/home telephone number, or email for mailing and/or emergency.

### **Child Abuse Laws**

Under Connecticut State Law, school officials are legally obliged 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 confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

### Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently complement our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child. By enrolling a child in this school, the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

### Code of Conduct

We expect our students to adhere to the following Code of Conduct so that: 1) the school atmosphere is conducive to carrying out our spiritual and educational mission; and 2) to ensure the health and safety of all members of our St. Joseph School family.

### Bullying and Cyberbullying

Saint Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### Off-Campus Conduct

The administration of SJS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

### St. Joseph students agree to:

- Greet and answer teachers, visitors, and peers in a polite, kind and courteous manner.
- Treat others with respect.
- Participate in Church services in a prayerful, reverent manner.
- Respect all adult authority (teachers, aides, and parents)
- Listen quietly and attentively when others speak
- Walk quietly throughout the school so as not to disrupt the learning environment.
- Respect the rights and property of the school, church, peers, teachers, and self.

- Come to school prepared to work, bringing homework and all necessary supplies.
- Clean own work area and assist in keeping the school clean and neat.
- Take pride in doing one's own class work and homework by completing it neatly, promptly, and accurately.
- Conduct oneself in a safe manner at all times, promising to use materials and objects for their intended purposes.
- Adhere to the Lunch, Recess, and Bus Rules.
- Use computer technology in school and at home in a responsible manner, adhering to the Acceptable Use Policy.

### Suspension/Expulsion

The principal has the right to suspend any pupil whose presence in the school is an impediment to the school operation. Furthermore, any student who has a history of suspension may be subject to expulsion. In severe cases, expulsion may be immediate. (Example: Possession of drugs or alcohol).

Grounds for suspension include, but are not limited to:

- Use of profane language or obscene gestures.
- Striking or assaulting any member of the school community.
- Threatening or intimidating any member of the school community.
- Destruction of property.
- Deliberate failure to obey a member of the school community.
- Any action that constitutes a danger to the safety, health or welfare of the St. Joseph community.

### Detention

A teacher can require a student to remain after school for a detention for a number of reasons including forgotten assignments, fighting or destruction of property. It is the responsibility of the parent to provide transportation.

### Lunch /Recess Rules

St. Joseph School has a multi-purpose room used for physical education, lunch, and various school performances. Hot Lunch will be provided by Nick's Catering. All students are given a monthly lunch menu. Orders are placed on-line at [www.nickscatering.orderlunches.com](http://www.nickscatering.orderlunches.com). Our school password is SJSB2. If you have any questions, please contact Karli at [sjslunches@gmail.com](mailto:sjslunches@gmail.com).

The following rules have been established in order to provide a safe recess/ lunch environment.

During lunch:

- All children are to remain seated.
- All children must dispose of the litter.

- Trading or sharing food is strictly prohibited.
- If a child must leave the cafeteria during lunchtime, they must ask an adult.

During Recess:

- All children participate in recess.
- All playground rules are enforced.
- No one may go back in the building unless an adult has given permission.

### Lunch/Recess Detention

A lunch detention will be issued for the following reasons:

- Students who are not prepared for class more than 3 times.
- Students who are disruptive to the teacher or others in the class
- Students who are disrespectful to school property
- Students who do not follow the recess rules and safety regulations

### Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust. If there is evidence of knowledge that could impact on 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 that a child coming before them in their professional or official capacity is an abused or maltreated child.

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

### Contacting Teachers

We encourage communication with your child's teacher. In fact, when you or your child has a classroom-related issue, we ask that you contact the teachers directly involved first. Please make every effort, however, to reach teachers at the school during school hours. If a teacher is in class, please leave a message and your call will be returned as soon as possible. Email is an excellent way to communicate with your child's teacher.

### Curriculum

State requirements and the Bridgeport Diocesan Policies regulate the basic curriculum of Saint Joseph School. It consists of Religion, Language Arts, Mathematics, Science, Social Studies, Art, Music, Computer, Spanish, and Physical Education for all students.

Curriculum maps are clearly defined on the following website:  
<http://diobpt-public.rubiconatlas.org/Atlas/Public/View/Default>

### **Dismissal**

Dismissal is at 3:15 p.m. Children riding school buses are dismissed from back of the school. Parents who pick up their children at dismissal, must park in the upper church parking lot and walk at the side gym entrance. Please do not block the driveways or park in the front loop of the school.

### **Drills**

Fire Drills, Lockdown Drills, and Shelter-In-Place Drills are conducted throughout the year and are required by the law. It is essential that when the fire signal is given, everyone obeys promptly 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 direct the students. When the signal is given for a Lockdown Drill, all students must report to a classroom where teachers will direct them. It is imperative that students remain calm and attentive during the drill. Should a crisis require evacuation from Saint Joseph School building, students will be brought to a safe place (Saint Joseph Church). Parents will be notified of evacuations via text message, e-mail, and/or phone call.

### **Drugs and Alcohol**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, 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 call 911 and notify parents
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or mandatory withdrawal from the school.

### **Electronic Devices (including cell phones and cameras)**

Saint Joseph School will provide a variety of electronic devices for instructional purposes including reading, researching, and presenting information to peers. These devices are to remain at Saint Joseph School.

Students in grades 3 – 8 are permitted to bring their own device to school. However, Saint Joseph School will not be responsible for any lost, stolen, or damaged device. Devices will not be shared. It is the student's responsibility to keep their device in a safe place. The school encourages students to take the electronic device home each day. Students will have access to the school's Wi-Fi password. All school rules and policies apply to the use of electronic devices.

Cell phones are permitted in school, but are to remain in the students' backpacks and turned off. Cell phones are not permitted during the school day (unless noted for medical reasons). Students are not permitted to use cameras or recording devices in class (unless specified on an accommodation plan). Texting is prohibited during the school day (unless specified on an accommodation plan for medical reasons).

### **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. 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. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Saint Joseph School offers Basketball (grades 4 – 8), Cheerleading (grades 1 – 5), and Track and Field (grades K – 8) programs as a means of building character and good sportsmanship. Any student may try out for these teams.

Players and spectators should exhibit exceptional sportsmanship. "Students in Catholic schools in the Diocese of Bridgeport are expected to attend Mass in the Roman Catholic Rite on all Sundays and Holydays of Obligation when traveling with a school on a Sunday or Holyday of Obligation. It is the responsibility of all school administrators, moderators, and coaches to provide this opportunity and to attend Mass with all the students from the school who are participating. No student should be expected to pay an additional cost to attend Mass. While this primarily applies to overnight trips, schools are to make every effort to see that students traveling only on a Sunday know that it is their obligation to attend a vigil Mass on the prior evening. In addition, athletic programs within Catholic schools of the Diocese of Bridgeport must be designed that no games or practices occur before 12 noon on Sundays. School Administrators, Athletic Directors and Coaches are expected to emphasize the importance of our student athletes attending Mass on Sundays. If a practice or game is scheduled for a holyday of

obligation, it is essential that provision be made for the athletes to attend Mass. Under no circumstance may practices or athletic games may be held on Good Friday."

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. If a child has an allergy or medical need that needs to be monitored, parents are asked to accompany them on the trip.
13. All monies collected for the field trip are non-refundable.
14. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.



### Financial Policies

A registration fee, per family, is charged at the time of registration and each year thereafter. A Home School Association fee is charged annually, and is billed through your tuition payments. The continued functioning of St. Joseph School depends upon tuition, Diocesan subsidy and the fund-raising activities of the Home School Association.

### Statement of Policy on Tuition Payments

GRADES K – 8		PRE-KINDERGARTEN	
1 Child	\$5,395	PK3: 5 Half days	\$4,800
2 Children	\$10,200	PK 3 & 4: 5 Full Days No K-8 Siblings	\$5,700
3 Children	\$14,492	PK 3 & 4: 5 Full Days With K-8 siblings	\$5,500
4 Children	\$17,817		

In order to ensure that all parents are informed with respect to the Region and School's position on the collection of tuition, please be informed that:

1. It is required that all tuition payments be received by the due date in accordance with the tuition payment plan.
2. If a tuition payment is past the due date, the following actions will occur
  - the student will not receive a report card;
  - the student may not be permitted to participate in any class trips or other class functions;
  - the student may not be allowed to attend class.
3. If at registration time, there is a past due tuition amount, the registration will be denied.
4. If at the end of the school year there remains an outstanding tuition account balance, the student's registration for the following year will be canceled.
5. If there is an outstanding tuition account balance relating to a student candidate for graduation then:
  - The student will not receive a graduation diploma or a final report card
  - The student will not be permitted to participate in graduation exercises
  - The student's records will not be forwarded to any high school

Non-payment of tuition for more than two months is grounds for removal of the student(s) from St. Joseph School.

### Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 31<sup>st</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after January 1<sup>st</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

### **Food Allergy Policy**

In an effort to try to protect students who have allergies, please note the following Diocesan guidelines:

- Parents/guardians of a student with allergies are responsible for notifying the school.
- Parents/guardians of a student with allergies must teach him/her to only eat what is provided to them from home. The student must be instructed not to trade/accept food with others.

### **Friday Update**

The Principal's Friday Update is a vital source of information. It will be emailed every Friday, and located on our school website. It will include important reminders, celebrations, assemblies, and special notices about our school.

### **Grading**

Student Progress should be monitored by parents (Grades 3 – 8) on Rediker.

#### **Traditional Grades/ Averages**

A	94-100 Outstanding
A-	90-93
B+	87-89
B	84-86 Above average
B-	80-83
C+	77-79
C	74-76 Average
C-	70-73
D	66-69 below average, but passing
F	65 and below - Failure

### **Honor Roll**

Honor Roll status is only given in grades 6, 7, and 8.

The honor roll will be a two-tiered system:

**High Honors:** No grade lower than an A- including only 1's or 2's in conduct and effort. All subjects are included in calculating High Honors.

**Honors:** No grade lower than a B- including only 1's or 2's in conduct and effort. All subjects are included in calculating Honors.

### **Policy on Modifications in Academic Programs and Grading**

Modified programs with modified grading are available for students who have disabilities that result in qualifications for Accommodation Plans (per doctor's note and/or an IEP).

### **Promotion/ Retention**

Staff and parents will communicate often throughout the course of a school year. Students' performance will be closely analyzed and shared at parent teacher conferences. Students will be "promoted" or "retained" based on individual progress and grade level expectations.

**PROMOTED** – means the student has successfully completed the grade level curriculum/ assignments and has attained a minimum of a "D" or "M" in all major subject areas. Major subjects are: Religion, Math, Science, Social Studies, English, and Reading/Literature.

**RETAINED** – means the student has failed or received an "N" 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 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 1<sup>st</sup> of the school year for students in Grades K-5.

### **Make-Up Work**

Any requests to pick up or send work home must be made before 10:00 A.M. This will provide the teacher(s) with ample time to ready the work by dismissal. Requests for work made after 10:00 A.M. may not be honored that day. Homework will not be faxed. Homework will be ready to be picked up at the end of the school day. Please understand make-up work does not replace instruction.

The school does not approve of absences for reasons other than sickness. Family vacations should coincide with school vacations. We urge parents to cooperate in this matter; we cannot educate children who are not in school. Advance assignments are not provided; therefore, pupils are responsible for any work missed and are to confer with their teacher(s) upon their return to school for the assignments missed. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

### **Health Assessments**

All Kindergartners, transfer students from out of State, and incoming 6th graders, must have a physical before school begins unless previous arrangements have been made with the school nurse. Any 3<sup>rd</sup> – 8<sup>th</sup> grader who plans on playing any sport must have a sports physical before tryouts begin. Having this physical, however, does not guarantee a spot on the team.

### **Health Procedures**

Saint Joseph School follows the medical policies and procedures of the Town of Brookfield. During the school year parents are notified of cases of contagious diseases. Please notify the school immediately if your child has a contagious disease.

A school nurse, or in his/her absence, the Principal or a trained staff member, may administer medicinal preparations to any student with the written order of a licensed physician and the written authorization of the parent or guardian. Parental authorization forms are available in the office. All medication, including over the counter products, are to be brought to the school by an adult and must be in the original container. A prescription medicine must have the pharmacy prescription label attached. Ask the pharmacist for a second labeled bottle for school and add what is needed for school to the bottle.

A child's temperature is considered elevated at 100.4 degrees orally and will be sent home. He or she cannot return to school fever free for 24 hours without a fever reducing medication. A child who is sent home after vomiting in school must remain home for 24 hours.

In the event of any medical emergency, the school tries to reach the parents at the numbers indicated on the Emergency Form (and/or calls 911). If the parents are unavailable, the school will call the doctor listed on the Emergency Form. From that point, we follow the doctor's advice.

In the event of any serious or life-threatening situation, 911 is immediately called and the child is taken to a designated hospital.

### **Home and School Association**

The Home and School Association consists of all current parents of the school. A strong Home and School Association is an essential part of any successful Catholic School. The Association provides a sense of community for parents, promotes communication between parents and the school, and supports the school through fund raising events. Association activities are an excellent way to meet other parents, to learn about the school and to have fun while participating in activities that support the school financially.

The Executive Board of the Home and School Association is elected at the Annual Meeting in May. All parents are eligible to run for an officer position or member of the Board. There are monthly Advisory Committee meetings that are open to anyone interested in attending as well as four Home and School General Meetings held throughout the school year.

The Home and School Association must raise \$60,000 to support the school budget. It is imperative that all parents get involved in the fundraising efforts. We met and exceeded this goal in the past and we know we can do it again with everyone's help.

### **Homework, Testing and Policies**

Homework, an integral part of the curriculum, is regularly assigned in grades Kindergarten through Eight. The purposes of homework are to foster positive, independent habits, to reinforce skills and concepts learned in class, to encourage creativity and self-expression, and to instill the habit of reading along with creative writing.

Your child's skills, style and motivation can affect the balance of time and effort needed to do homework. Homework is considered an integral part of the learning process, and is to count for between 5% and 10% of the quarter grade.

Homework should be assigned in accordance with the following Diocesan guidelines:

Grade 1 - 10 minutes	Grade 2 - 20 minutes
Grade 3 - 30 minutes	Grade 4 - 40 minutes
Grade 5 - 50 minutes	Grade 6 - 60 minutes
Grade 7 - 70 minutes	Grade 8 - 80 minutes

### **Semester Examinations**

Semester Examinations will be administered to students in grades 6, 7, and 8.

The purpose of these examinations is:

- To improve study skills
- To cultivate organizational skills
- To develop the skill of retaining information
- To prepare students for high school.

The following guidelines apply to semester examinations:

- Time allotment for each exam will not exceed 75 minutes
- The materials tested for the first semester will include work taught in the first and second marking periods. The materials for the second semester exam will include work taught in the third and fourth marking periods.
- First semester exam grades are averaged in with the first and second marking period grades to determine the midyear (first semester) grade. The exam grade alone will NOT affect the honor roll status of the student.
- Exams will be given in all the major subjects: Religion, Mathematics, English, Social Studies, Science, Reading/Literature. Exams in all other subjects are optional.

### **Conferences/ Report Cards**

Parent-Teacher Conferences are the primary means for communication. The student Report Card provides an overview of each child's development in direct relation to grade-level standards.

Conferences for all students are scheduled in November. The school or parent may request additional conferences if the need arises. Students in grades 6 – 8 may participate in conferences (optional).

The Report Card will be distributed to students Pre-K4 – Grade 8. Kindergarten report cards will be distributed three times each year. Pre-K4 report cards will be distributed twice per year.

### **Injuries**

If a student's activities are limited due to an injury or a health problem, a written note from a doctor is required. Students will not be excused from physical education classes without a note.

## **Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks (By Students and Staff)**

The Catholic Church understands that technology has opened the world of Cyberspace where not only adults but also our children live and learn.

The Catholic Church understands that technology is an educational tool the rapidity of whose development sometimes out strips the concerns for its effects. The Internet offers a dizzying array of undifferentiated facts, knowledge and wisdom. It is a place of instantaneous long-distance connections and multiple sources of information from newsgroups, to chat rooms, instant messaging, listservs, audio and video conferencing, etc.

New technologies are often seen as good in themselves without consideration of their far-reaching consequences for individual human beings and for humanity. We must learn to question not only what we are doing but also why and whether we should be doing it.

While it is true that this technology carries with it the potential for unprecedented good, it also brings the possibility of incredible risks of which the Church is ever conscious. This understanding is especially critical in light of the Church's responsibility to assist its people in the making of good moral decisions.

With these facts in mind, the Church, nevertheless, also understands that it would not be faithful to its mission should it fail to use telecommunications technology to bring others to Christ. Along with other forms of media, today the Church encourages schools to make wise use of the Internet. In a paper promulgated in February 2002, Archbishop John Foley, President of the Pontifical Council for Social Communications, stated that, "the Internet is relevant to many activities and programs of the Church – evangelization ... catechesis and other kinds of education". The Pastoral Instruction *Communio et Progressio* spoke of the urgent duty of Catholic schools to train communicators and recipients of social communications in relevant Christian principles (n. 107). In the age of the Internet, with its enormous outreach and impact, the need is more urgent than ever. The world has become a global village through telecommunication, and, as a result, technology has become increasingly more necessary as a means of spreading the message of Christ. Effective catechesis depends on the wise use of the latest communication's technology, and our teachers must continue to develop themselves in the use of technology not only to advance the cause of academic excellence but also to promote and proclaim the Gospel.

Since as Catholic educators and students in Catholic schools, we are called to follow the teachings and example of Jesus Christ, we willingly agree to comply with the provisions of the **Acceptable Use Policy** listed below as an expression of our love of God, neighbor and self.

## **DIOCESE OF BRIDGEPORT, CONNECTICUT ACCEPTABLE USE POLICY (October 2002)**

### **I. Office for Education Responsibilities/Rights**

1. To create an **Acceptable Use Policy** for the schools of the Diocese of Bridgeport
2. To publish said policy
3. To review it annually
4. To be free from liability for presence of unacceptable materials
5. To comply with State and Federal Regulations
6. To cooperate with authorities in criminal investigations
7. To be free from liability for financial obligation incurred through unauthorized use of system

8. To amend the policy at any time

## **II. School Responsibilities/Rights**

1. To oversee resources including scheduling
2. To place reasonable restrictions on systems and technology
3. To perform routine system maintenance
4. To search individual Internet activity with reasonable suspension
5. To own all files on school network
6. To be free from liability for presence of unacceptable materials on the school's system
7. To comply with Diocesan, State, Federal regulations
8. To provide a filtering system in accordance with CIPA, as protection measures
9. To provide opportunities for technological training for staff
10. To cooperate with authorities in investigations of criminal activities
11. To bypass passwords to determine activity
12. To publish student works on its websites
13. To deny student/staff access

## **III. Parents'/Guardians' Responsibilities/Rights**

1. To see their child's e-mail file upon request
2. To deny their children Internet access
3. To prevent the use of their children's names and pictures on the Internet by the school

## **IV. Student Privileges/Expectations/Understandings**

1. To use Internet in distance learning
2. To access World Wide Web for educational purposes
3. To have individual e-mail accounts to send and receive e-mail
4. To receive instruction in technology use
5. To have reasonable protection measures
6. E-mail or Internet correspondence is not privileged or confidential
7. To use Internet to consult experts
8. To communicate with other students
9. To locate information to meet educational needs
10. To have staff assistance to find, use, discriminate among, information sources

## **V. Prohibitions**

1. Modifying documents or files without permission
2. Playing unauthorized games
3. Making purchases
4. Conducting commercial or private business
5. Personal use – unrelated to appropriate educational purposes
6. Political lobbying
7. Installing software for personal use
8. Installing school software at home without school permission
9. Altering, interfering with, dismantling, disengaging Internet
10. Installing educational software without Office for Education permission
11. Installing standalone (CD/Diskette) without Office for Education approval
12. Illegal activities
13. Accessing knowingly inappropriate material
14. Downloading large files without permission



15. Sending chain letters
16. Spamming
17. Plagiarizing
18. Copyright infringements
19. Profane, obscene language/defamation
20. Accessing and transmitting pornography
21. Accessing information advocating violence or discrimination outside the scope of research under direction of a teacher/supervisor
22. Accessing, modifying, erasing, renaming, making usable or unusable another's files or programs
23. Modifying, copying, transferring software provided by school, faculty, another student without permission
24. Aiding or abetting another student in policy violation
25. Introducing or spreading viruses or other harmful programs
26. Divulging passwords

**VI. Individual Responsibilities**

1. To comply with security measures
2. To report illegal activities
3. To report improper language or unacceptable activities on the Internet
4. To report damage or tampering with equipment or system
5. To report violations of privacy

**VII. E-Mail Etiquette**

1. Be patient
2. be polite
3. Keep paragraphs short
4. Use "Subject Line"
5. Include signature
6. Capitalize only to highlight important points

**Late Pick-Ups**

At dismissal time, students who are driven home in private cars are dismissed through the side gym door. A teacher will supervise them until 3:30 p.m., at which time the children still waiting will be brought to the After-School Program. Parents or other designated individuals, who are late picking up their children, will need to pick them up in the After-School Program on the lower level of the school and parents will be billed accordingly.

**Leaving School Early**

If it is necessary for a student to leave school earlier than the regular dismissal time, the homeroom teacher should be notified, and will be recorded on your child's report card. Understandably, there will be times of emergency when it will not be possible to plan on an early leaving. At that time, a phone call should be made to notify the school. Students will be called to the main office after an adult arrives for pick-up.

### **Library Books**

St. Joseph School is fortunate to have an excellent library, which is completely computerized. It contains both reading and research materials for all grade levels. The library is organized and staffed by teacher assistants. Books may be borrowed for one week. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late there will be a nominal fee, payable by the child. All lost library books must be paid for so that the school can purchase an additional 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.

### **Lost and Left**

Any items left in the school building or on the school grounds should be given to the school administrative assistant to be placed in the Lost and Left basket. Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Meet the Teachers Night**

Meet the Teachers Night is an opportunity for parents to visit their child's classroom and learn about the curriculum. Parents gather in the gymnasium to meet the principal and learn about the year's educational initiatives. Questions are encouraged, but individual students will not be discussed. Thursday, September 8, 2016 at 7:00 pm.

### **Non-Custodial Parent**

In the absence of a court order to the contrary, the school will provide a non-custodial parent with 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 may pick up a child only if previous arrangements have been made and the custodial parent has notified the school office in writing.

### **Parents as Partners**

As partners in the educational process at SJS, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;  
To notify the school with a written note when the student has been absent or tardy;  
To notify the school office of any changes of address or important phone numbers;  
To meet all financial obligations to the school;  
To inform the school of any special situation regarding the student's well-being, safety, and health;  
To complete and return to school any requested information promptly;  
To read school notes and newsletters and to show interest in the student's total education;  
To support the religious and educational goals of the school;  
To attend weekly Mass and teach the Catholic faith by word and example;  
To support and cooperate with the discipline policy of the school;  
To treat teachers with respect and courtesy in discussing student problems;  
To not post negative comments about students, teachers, or the administration on social media.

### **Parental Involvement**

Parental involvement is a key element to the success of Saint Joseph School. There are opportunities for every parent to be involved regardless of your time, talents or interests. Each parent is encouraged to actively participate, to build community and to share their gifts and talents with the larger community. Participation includes, leading events, working on events and attending events.

During the course of the school year there are many opportunities to participate. Some of these include: Athletics, fundraising, Book Fairs, Parish Functions, and school-based projects. All volunteers must be VIRTUS trained.

### **Parties**

Students are permitted four class parties a year: Thanksgiving, Christmas, and two additional at the classroom teacher's discretion. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and include ingredient labeling.

### **Pets**

Due to the fact that many of our children have allergies, we ask all parents to refrain from bringing their pets in or around the school building.

### **Photo and Video Publications**

Representatives from St. Joseph School will publish photographs of students in connection with school programs or events. Educating the public about St. Joseph School is one of our objectives. The entire community benefits from knowing about the needs and abilities of our students and about the programs we offer to children and families. Photos will be used (but not limited to) the St. Joseph School website, Facebook, the Friday Updates, and advertisement materials.

### **Room Parents**

Room Parents, headed by a chairperson, meet at the beginning of each year. They work closely with the classroom teachers, the principal and the Home and School Association to implement activities. They often make phone calls to remind parents of an event, assist with classroom parties, accompany a class on a field trip and assist with the fundraising of the Home and School Association. Parents interested in becoming a Room Parent should contact their child's teacher.

### **School Advisory Board**

The School Advisory Board represents the educational institutions of the Diocese of Bridgeport and is under the authority of the Office of Education. The School Advisory Board will provide leadership to foster an environment that provides underlying Catholic values, long-term strategic planning and financial stability. The role of the School Advisory Board complements the school's mission which is to nurture and foster the spiritual, moral, intellectual, physical and social growth of the students through its religious and academic curriculum and extracurricular programs.

### **Smoking**

Connecticut Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times 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.

### **Snow Days and "No-School" Announcements**

School closings will be announced through email and text messages. In most cases, St. Joseph School will have the same status as the Brookfield Public Schools. If for some unforeseen reason the school must close prior to regular dismissal, an emergency email and text will be sent to all families.

### **Special Services**

The following services are provided through SJS and the Brookfield Public School system.

- School Nurse
- Academic Support Based on Assessment Results
- Educational Evaluations (PPT)

### **Standardized Testing**

Children take part in the Diocesan Testing Program each year. We currently administer the Terra Nova 3<sup>rd</sup> Edition Assessment. 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. Like all assessment measures, standardized tests are most helpful when viewed in conjunction with many other factors.

Please be sure your child is well-rested and attends school consistently on the standardized testing days.

DRA2	(Grades 1 – 3) (Grades K-3) (Grades K-3)	September 25 <sup>th</sup> – October 6 <sup>th</sup> February 5 <sup>th</sup> – 16 <sup>th</sup> May 7 <sup>th</sup> – 18 <sup>th</sup>
ACRE	(Grades 5 and 8)	April 25, 2018
IOWA Testing	(Grades 3 – 7)	March 2018

### **Student Transportation**

Transportation changes (i.e., bus student who will be picked up or a pick-up who is taking the bus) must submit a written note or an e-mail before 1:00 pm.

### **Telephone Calls**

Students will not be permitted to call their parents except in an emergency. In addition, please do not call the office to leave a message for your child unless the matter is urgent. Students are not permitted to carry cell phones in school. The cell phones must be turned off, may not be used during the school day and must be kept in the lockers or backpacks. Using an electronic device to video-tape is strictly prohibited. Saint Joseph School will not be held responsible for any lost or damaged cell phones.

### **Toys, Games**

No toys or games of any kind should be brought to school without the permission of the teacher. SJS will not be held responsible for any damaged, lost or stolen property.

### **Uniforms**

All students are required to wear the complete school uniform. Uniforms must be purchased from Lands End. All students in grades K – 8<sup>th</sup> are required to wear the complete school uniform. Our ID # is 9000-9786-6. You may call Lands End at 1-800-469-2222 to discuss your order with a customer service representative, or you can visit [www.landsend.com/school](http://www.landsend.com/school) to order online. Be sure to use our school code and be on the lookout for “penny logo” sales and other promotions throughout the summer.

\*\*School spirit wear sweatshirts and athletic apparel are permitted on gym days!

Warm weather uniforms can be worn until Columbus Day and after Spring Recess, weather permitting.

Girls and Boys K – 8 Warm Weather Uniform Options:

- Navy Chino shorts with solid dark belt.
- Solid Navy blend short chino skort (all girls K – 8)
- White knit polo with Saint Joseph School logo. With or without vest.
- White or navy socks
- Solid black, brown, or navy shoes (Merrell type slip-ons must have backs)

\*\*\*Please note that girls in 5<sup>th</sup> – 8<sup>th</sup> grade must wear a white camisole or undershirt beneath the white polo when not wearing a vest.

Gym Uniform All Students K – 8

- Navy athletic shorts – (no logo required, white striped or mesh is fine)
- Heather Gray t-shirt with logo
- Navy sweat pants (no logo required, cotton or nylon with stripe(s))
- Navy crew sweatshirt with logo (for colder weather)
- White socks
- Sneakers

Cold Weather Uniform Policy (after Columbus Day through Spring Recess)

Girls K – 4

- Solid black or navy shoes
- Navy or white socks or navy tights
- Navy blue leggings under jumpers for winter days
- Uniform plaid jumper in “Classic Navy Plaid”
- Navy uniform pants, or long navy blend chino skort
- White knit polo with logo (long or short sleeve)
- Navy cardigan or sweater with logo
- Micro-Fleece or cotton half-zip pullover with logo

Girls Grades 5 – 8

- Solid black or navy shoes
- Navy knee socks or tights
- Uniform classic navy plaid A Line skirt “C” – at the knee
- Classic Navy Blend Long chino skort
- White knit polo with Joseph School logo (long or short sleeve)
- Navy vest or V-neck pullover with Logo
- Navy cardigan with logo
- Micro-fleece or cotton half-zip pullover with logo

Boys K – 8

- Solid black or navy shoes

- Navy socks – No neon socks
- Navy slacks (chino's, solid)
- White knit polo with Saint Joseph School logo, long or short sleeve
- Navy vest or V-neck pullover sweater with logo
- Micro-fleece or cotton half-zip pullover with logo

Accessories:

- Navy headband
- Classic Navy Plaid headband
- Classic Navy Paid belt
- Brown, Navy, or black barrettes
- Boys are not allowed to wear earrings.

Unacceptable Attire for All Students

- Make-up
- Nail polish
- Hiking boots, sandals, jellies, clogs, high heeled shoes
- Inappropriate hairstyles/ altered hair color and excessive hair clips or jewelry
- Jewelry may not be worn around the neck except for a crucifix or a religious medal.
- Jewelry may not be worn on the wrist except for a wristwatch

Dress - Down Days

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

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 will forfeit the privilege of partaking in future dress-down days.

Virtus Training

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, sign and return the receipt included at the end of the packet.

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 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.

### **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 pick up a Visitor's Pass.

### **Volunteers**

We welcome and appreciate any time that parents/guardians are willing to share with us. Volunteer efforts provide an educational advantage to our students. All volunteers must be Virtus trained.

### **School's Right to Amend**

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



**ACCEPTABLE USE POLICY  
PARENT PERMISSION AND STUDENT AGREEMENT FORM**

**Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks**

I \_\_\_\_\_ of \_\_\_\_\_  
Parent/Guardian Student

at Saint Joseph School, Brookfield have read and understand the **Acceptable Use Policy** of the Diocese of Bridgeport as to the rights, responsibilities, expectations, understandings, prohibitions and etiquette as specified in said **Acceptable Use Policy**. In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at Saint Joseph School, Brookfield.

Furthermore, I understand that it is my responsibility to notify the principal of the school if I wish to exercise my right as a parent as specified in III of **Acceptable Use Policy** of the Diocese of Bridgeport.

I understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified below:

- That use of computers, iPads, Chromebooks, etc. and the Internet is for educational purposes.
- That the Internet contains inappropriate material.
- That I will not hold Saint Joseph School, Brookfield or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet.
- That violation of the **Acceptable Use Policy** may result in revocation of the Internet or computer equipment privileges and/or school discipline and/or legal action.

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Parent/Guardian's Signature Date

**SIGNED FORM DUE TO SJS on Friday, September 15th.**

## **Family Signature Page**

I have read the 2017-2018 Family Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO SJS on Friday, September 15th.**