

ST. JOSEPH SCHOOL *OF* ALL SAINTS PARISH

Parent/Student Handbook



ST. JOSEPH SCHOOL OF ALL SAINTS PARISH

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Dear Parents and Students,

This is our school handbook. Our aim is to educate students in a loving atmosphere that is respectful, safe, and conducive to learning for all. With the mutual cooperation of the home, it is the staff's goal to establish a peaceful, Christ-like environment that allows everyone to thrive.

NON-DISCRIMINATION POLICY OF THE ARCHDIOCESE OF BOSTON

“Roman Catholic schools in the Archdiocese of Boston base not only their educational purposes but all their activities on the Christian teaching of the essential equality of all. Catholic schools in the Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin or physical well-being in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.” (Policy of the Archdiocese of Boston)

MISSION STATEMENT

St. Joseph School of All Saints Parish serves students from nursery through grade eight from Haverhill, Massachusetts and surrounding areas. We offer a challenging academic program integrated with Catholic values in a safe and welcoming environment. We strive to develop an awareness and concern for the less fortunate through the practice of the Corporal Works of Mercy.

PHILOSOPHY

St. Joseph School of All Saints Parish strives to foster the four-fold dimension of Catholic education: “message, community, worship, and service.”

In order to equip the students with the moral values, knowledge, and skills needed to meet the challenges of the twenty-first century, the faculty and staff of St. Joseph School of All Saints Parish aim to:

Develop within each student an awareness of one's dignity as a child of God and responsibility to other members of God's family and to the environment.

Strive to maintain academic excellence by challenging each student to work to the best of his/her potential.

Respect the culturally diverse community and to strive to meet the spiritual, academic, and social needs of those served.

Help develop the uniqueness of each student by encouraging independent thinking and responsible learning.

LAWS AFFECTING CATHOLIC EDUCATION

“Students and teachers in non-public schools are not protected by federal constitutional law because private schools are private agencies. When a student enrolls in a Catholic school, that student and/or the parents voluntarily surrender certain constitutional protections while in the Catholic school.”

As excerpted from:

School Handbooks: Some Legal Considerations by Mary Angela Shaughnessy, SCN, Ph.D.

ABSENCES

Parents are responsible for the regular attendance of their children. The school is mandated to find out why a student is absent. ***Frequent absence may adversely affect a student’s academic performance and social development.***

Parents are asked to telephone the school when a child will be absent. *Upon the child’s return to school, a parent note stating the reason for the absence is a legal necessity even though the school was previously called.* The school must record absences and is not responsible for loss of academic work due to absence. By state law, an absence of five consecutive days requires a physician’s note to return to school

ABSENTEE ASSIGNMENTS

Absence is not an excuse for missed homework! If a student misses a class for any reason, he/she must still make up the class work and homework.

A parent may request work if his/her child(ren) is absent. Parents should call the school to make arrangements for homework pick up. Such a call should be made in the morning if possible, and teachers will make every effort to have assignments and books ready by the end of the school day. Homework may be found on the table near the school office at 2:15, unless picked up by a sibling/neighbor.

In cases of lengthy absence, please contact the school so that special arrangements can be made.

The school discourages vacations during school time. Teachers are not obligated to give homework assignments in advance. The student may obtain the missed work upon his/her return.

ACCREDITATION – New England Association of Schools and Colleges -

Our school is accredited by the New England Association of Schools and Colleges, Inc.,

Commission for Independent Schools. Our last annual report for accreditation was successfully completed in 2007. We are also a member in good standing of the National Education Association.

ADMINISTRATION

The school is part of All Saints Parish. The pastor is the chief administrator by Canon Law. The principal of the school is his designee for administering the school. The school board is advisory in nature. The Archdiocesan Catholic School Office sets policies for the schools of the archdiocese.

ARRIVALS

Students may be dropped off at the corner of Broadway and Oak Terrace between 7:55 - 8:05 A.M. They should enter the Broadway door, All students report directly to their classrooms. ***Parents should not accompany their children to their classrooms.*** Students dropped off earlier than 7:55 a.m. will be sent to the Extended Daycare Program, and parents will be charged accordingly.

DO NOT DRIVE ON OAK TERRACE FOR ARRIVAL OR DISMISSAL; IT IS NOT SAFE FOR THE CHILD AND IS A CONCERN FOR OUR NEIGHBORS. There is a designated drop off area on Broadway.

ASBESTOS

Federal law requires very careful asbestos inspections in a timely manner and strict rules about containing and/or removing of asbestos in schools. We have regular three-year inspections and the school has been declared free of friable asbestos. An air quality inspection has declared that the school is safe. We passed our last inspection, which was on April 5, 2007.

ATHLETIC POLICIES

These policies are contained in the Athletic Handbook and may be revised as the year progresses.

ATTENDANCE:

Parents are responsible for the regular attendance of their children. The school is mandated to find out why a student is absent. *Frequent absence may adversely affect a student's academic performance and social development.*

BACKPACKS

Student backpacks are to be hung in the hallways or put in lockers during the day for safety reasons. Novelties hanging or dangling from a backpack are a safety hazard and are not allowed.

Students are not allowed to use any wireless or other electronic items during the school day. If brought to school these should be kept in backpacks. ***The school is not responsible for lost or stolen items.*** CD PLAYERS, CELL PHONES, PAGERS, WIRELESS PDA's, IPOD,S Such items may be confiscated by the teacher. Parents will be notified to pick up their child's items.

BULLYING

Bullying is an act of serious disrespect and is contrary to the values of a Catholic Christian school. ***Bullying and harassment will not be tolerated at St. Joseph School.*** Every incident of bullying must be reported to a teacher and to the principal. Bullies, victims of bullies, and witnesses will be interviewed, parents will be called, and appropriate disciplinary action will be forthcoming. A student Peer Group has been organized in hopes that students will police their behavior.

BUSES

Questions about bus routes and policies should be directed to Coppola Bus Company at 978-373-9891. Bus routes are online at the beginning of the school year.

Respectful conduct on a bus is expected at all times. Improper bus conduct will be referred to the school, and the school will uphold bus policy by disciplining the student. Parents will be informed. Parents will have to provide alternate transportation for any student who is removed from a bus. A student is not allowed to board a bus unless that student is an assigned rider of the bus.

CHANGE OF ADDRESS/TELEPHONE

It is vital that the school office has up-to-date contact information. Parents are asked to notify the office as soon as possible in the event of any change of address or telephone number. Communication and the safety of your child depend on such information. Every child should have an emergency form filled out by a parent or guardian on file in the school office.

CHEATING

Cheating is a serious act that reflects upon the integrity of the student. If cheating occurs, the work will be confiscated, parents may be contacted, and appropriate action will be taken.

CHILD ABUSE

Any concerns about child abuse should be reported to school personnel. All teachers are certified under “Protecting God’s Children” and are mandated reporters.

REPORTING CHILD ABUSE/MALTREATMENT TO CIVIL AND CHURCH AUTHORITIES.

Civil Authorities

If there is reason to suspect that the health or safety of a student is at risk, the teacher, as a mandated reporter, has the responsibility to report information to authorities.

*Massachusetts General Law {119, Section 51A requires that an immediate oral report to the Department of Social Services and follow up in writing to the Department of Social Services within 48 hours of making the oral report. However, if the mandated reporter is a teacher, or guidance counselor or assistant administrator he or she may satisfy this requirement by reporting the incident of child abuse or neglect immediately to the principal or administrator of the school who in turn shall file the oral and written reports with the Department of Social Services.

A report must be filed with civil authorities concerning abuse/maltreatment of a child or young person who is now under the age of 18.

- **Civil law:** When a mandated reporter has reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect, he/she is to report immediately to the Department of Social Services. The following steps will be taken:

1. Oral notification to DSS – immediately

2. Written report within 48 hours

- **The law of the Archdiocese of Boston** requires all clergy, archdiocesan personnel, and volunteers to contact the appropriate civil authorities when a person has knowledge or reasonable cause to suspect that a person under eighteen (18) years of age is being or has been abused.
- The Archdiocese of Boston has agreed as part of a settlement with the Department of Justice to report any suspected violation of federal laws pertaining to the sexual abuse of minors. The reporting obligations are in addition to the state/law Department of Social Services reporting requirements 51A.

- The Archdiocese of Boston will report suspected violations of federal statutes to the U.S. Attorney and the FBI within 48 hours of learning of the suspected violations. The federal statutes required reporting include:

*Child Pornography: possessing, receiving, distributing or otherwise interacting “child pornography”.

*“Traveler” and “Trafficking” Crimes crossing state lines to engage in a sexual act with a minor or in the sexual trafficking of a minor.

*Obscene Material: activities that result in a minor’s exposure to “obscene” materials, as defined by law.

CONCERNS AND COMMUNICATION

Parents who have concerns about the action of a teacher should first contact the teacher. If a satisfactory solution is not reached, a three-way conference among the parent, teacher, and principal may be held. Sometimes the student may be involved in this conference, as well.

Parents who have concerns about school policy or its operation should contact the principal directly. Going through the proper chain of command is a simple act of respect.

CONDUCT

A St. Joseph School student whose conduct inside or outside the school premises is detrimental to the school will be subject to disciplinary action by school authorities. A student may be asked to see an outside professional as a requirement for remaining a member of the school community. Attendance at St. Joseph School is a privilege not a right.

CONFIDENTIALITY

A student’s record is considered confidential. Parent conferences should not be discussed within the presence of a child. *(Gossip and derogatory remarks about the school are not conducive to the respectful and cooperative atmosphere desired.)* We all have a stake in the reputation of the school, when a problem arises, please speak to the appropriate person involved. Students have the right to confide in teachers without the fear of personal information being spread to others; however, students should realize that any information that involves the safety of oneself or others is not a matter that can be held in confidence. In this case, the teacher is by law duty-bound to protect the people involved.

DISCIPLINE

Each classroom teacher is responsible for the discipline of his/her students; however, each teacher has the obligation to teach and enforce discipline throughout the school, particularly in the corridors and during recess and lunch.

Students are expected to conduct themselves in a Christian manner. St. Joseph School will not tolerate the following behaviors:

- Foul language
- Acts of violence
- Verbal or physical harassment
- Serious or repeated disrespect for authority

These and other conduct unbecoming a Christian student are unacceptable choices of behavior. Consequences for misconduct may include, but are not limited to:

- Time out
- Writing an essay
- Recess detention
- After school detention
- School cleaning assignments
- Notification of parents
- Suspension
- Expulsion

Order and obedience are necessary for the smooth operation of the school.

Suspension: is defined as a temporary removal of a student from all school activities for one to ten days. Suspension is a serious consequence and will be implemented only for serious infractions or repetitive inappropriate behaviors. Suspension may be served within the school or at home. Class work, tests and homework missed are the responsibility of the student.

Expulsion: is defined as permanent removal from the school. The principal does not take this action lightly. Causes for expulsion may include, but are not limited to:

- Knowingly possessing, handling, or transmitting an object or material that is ordinarily considered to be a weapon or having the appearance of a weapon
- Engaging in the use of, possession of, or being under the influence of alcohol, tobacco, drugs, or other controlled substances
- Truancy
- Behavior which is detrimental to the welfare, safety, or morals of other pupils, school personnel, or themselves i.e. fighting
- Willful defacing and/or destruction of school property
- Playing with matches
- Sexual or other harassment

The principal and the pastor are the final recourse in all disciplinary matters and may waive any disciplinary rule for just cause at his or her discretion.

DISMISSAL

St. Joseph School dismissal is at 2:15 P.M Every student should have on file a written dismissal arrangement specifying how that student is to get home. This information should include the means—bus, car, walk—and the person(s) allowed to transport the child. **Any change of this arrangement must be made in writing, or a telephone call must be received before 2 P.M.** This policy protects all of our children.

Students not picked up in a timely manner will be taken to the extended daycare program, and parents will be charged accordingly. For a child to be picked up by anyone other than a parent or grandparent, a signed note is necessary. Students who walk must leave the school premises immediately and observe precautions. **Students should never accept a ride without a parent's permission from persons known or unknown.**

DRESS CODE

The school's dress code stems from the school's mission. The school strives to celebrate the students' individuality in regards to talent and abilities. Any deviation of appearance can be a distraction from the actual important differences among students. Therefore, students are expected to be in uniform at **all** times (gym included) unless otherwise specified. Students should arrive and leave the school in full uniform. Shirts and blouses are to be tucked in neatly. It is expected that all clothing will be neat and clean.

GIRLS

The formal uniform for girls is a white blouse or jersey with plaid jumper or skirt.

Grades K-5: Plaid jumper with white, light blue, gray, or burgundy colored uniform blouse or golf jersey (Peter Pan collar or oxford collar also accepted). Turtlenecks are allowed only from November 1st to April 1st. Navy skorts are allowed.

Grades 6-8: Plaid skirt with white, light blue, gray, or burgundy uniform blouse or golf jersey (oxford collar) with burgundy vest. Shirts; must be buttoned and tucked in.

Knee socks—navy blue, black or burgundy; no pantyhose. Tights of these colors may also be worn.

Sweaters—navy blue or burgundy cardigan, pullover, or v-neck. No stripes or patterns. No sweatshirts or jackets except with permission in certain circumstances.

Dress shoes (black or brown) must be worn. Sneakers may be worn only on gym day. Boots are never worn indoors; they are not part of the uniform. Students who wear boots must bring a pair of shoes to change. No flip-flops, open-backed or open toed shoes, clogs, or heels higher than an inch are allowed. These are not safe.

During the months of November – April girls may wear navy corduroys or dress slacks (a belt needs to be worn) with the uniform blouse or golf jersey and appropriate sweater. In the early fall and in spring, students may wear navy blue walking shorts with knee socks or short navy blue or white socks.

Ugg boots are really too hot to be worn in class, if you choose to have your child wear them, their pants need to be worn over the boot top.

BOYS

The formal uniform for boys is blue slacks, white jersey with school logo.

Slacks- navy blue permanent press or corduroy only

Shirts- white, light blue, or gray, and burgundy golf shirt with 2 or 3 buttons must have a collar.

Shirts are to be buttoned and tucked in.

Shoes- Black or brown dress shoes. No boots. Shoelaces must be tied.

Belt-Gr.5-8 boys need a black or brown belt.

Sweaters – navy blue or burgundy.

BOYS AND GIRLS

Hair must be neatly kept, well-groomed, and its God-given color. *Special designs are not permitted.* Girls may not wear hoop or dangling earrings. Tattoos and body pierced jewelry are not allowed. No sweatshirts, no hoods or hats in school. Students may wear a simple watch or a Christian medal or cross on a simple chain. Any other jewelry is discouraged (it can offer a distraction to students). Black, dark reds, purples or orange nail polish is not allowed and students will be asked to remove it immediately.

GYM UNIFORM

Sweatpants may be purchased anywhere. They may be solid navy wind pants or solid with a white only stripe. A navy blue t-shirt with the SJS logo completes the gym uniform.

Gym shorts – solid navy blue may also have a white only stripe, without logos (except for SJS). Must be an appropriate length.

Socks – solid white only.

Phys. Ed. Uniforms may be worn to school on gym days. The uniform should have been laundered since the previous gym class. Students who do not wear their uniform may be sent to the office, and may or may not participate in gym that day.

A student out of uniform will receive a warning to be signed by the parent.

*School uniforms may be purchased at J. B. Edwards in Woburn, MA. 01801
39 Cummings Park*

(781) 376-2071 or Outside of MA 1-800-654-5148

Lands End, Sears, Target

EMERGENCY INFORMATION

Emergency forms should be accurate and up-to-date. It is the parent's responsibility to notify the school of any changes. The following information must be kept on file:

- Parents'/guardians' names
- Address
- Cell Phones
- Home and work phone numbers
- Emergency phone number and names of two relatives or friends
- Physician's name and phone number
- Medical alert information

If necessary, a note specifying that a child may not be picked up by a certain person must be submitted to the office for the student's file, accompanied by documentation.

EXTENDED DAYCARE (See booklet)

This service is available in the morning from 7:00-8:00 A.M. and 2:30-5:00 P.M.

FIELD TRIPS

A field trip is an educational experience outside the school setting. An official school field trip permission form is expected to be completed and returned with parental permission; a parent note or phone call is discouraged. Parents will be given sufficient notice so the cost can be met.

FIRE DRILLS/EVACUATION DRILLS

Fire drills are conducted as often as necessary to insure that students and staff understand their escape route and are familiar with the procedures. Absolute silence is expected during drills both leaving and entering the school. Students are expected to leave silently and quickly without rushing, pushing, or lagging behind. They are to remain silent for the taking of attendance and any instructions. Additional crisis drills will be conducted in accordance with the Crisis Plan. Same rules apply to all. Parents should also impress these rules on their children.

GRADING

Grades 1 & 2 have a checklist report of various skills. Grades 3-8 receive letter grades:

A+	98-100
A	94-97
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	below 60

Total evaluation of a student's progress may include: grades, projects, labs, homework, and class participation

Conduct and effort are graded (*Excellent*), (*Satisfactory*), (*Needs Improvement*), (*Unsatisfactory*). This is similar to the checklist categories in the early grades. Upper grades use

(1 – Excellent), (2 – Satisfactory), (3 – Unsatisfactory). Satisfactory is considered the average; Needs Improvement is exactly that. Additional help is available.

GRADUATION

All eighth grade students must pass the course of study prescribed by the Archdiocese of Boston to be eligible for graduation. *Any student who fails one or more subjects may not graduate.* Participation in a graduation ceremony is dependent upon the timely payment of tuition and fees, the conduct, and the academic performance of the student. It is the principal's right to change or suspend any such ceremony for good cause.

GUM

Gum chewing is not allowed on school grounds or on the bus.

HEALTH CARE

St. Joseph School does not have regular nursing care; the school nurse is employed by the city and is present on a part-time basis. Children with a written doctor's order and medication that is in the pharmaceutical may self-medicate under staff supervision. This includes Epi Pens and inhalers included.

All students should have on file a current immunization record as required by Massachusetts' laws. Health records should have up-to-date emergency information, as well.

Changes in a child's health must be reported to the school. A student who wishes to see the nurse must have his/her teacher's permission.

A student with a communicable disease who is still contagious will not be allowed in school. Any health condition requiring a change in school participation—such as gym class—requires a written note.

HOMEWORK

Homework is important and not busy work. Homework is necessary to practice a skill and reinforce concepts taught. It is not busy work. Homework includes but is not limited to long- and short-term projects, drill, reading for book reports, practice of skills, review of concepts, and studying. Any homework for tests develops both the academic skills and self-discipline needed for success. Missed work for any reason should be obtained and made up.

Time Guidelines for Homework:

Grades K - 1:	10 to 20 minutes
Grades 2 - 3:	up to 30 minutes
Grades 4 - 6:	30 minutes to 1 ½ hour
Grades 7 - 8:	1 to 2 hours

HONOR ROLL

The honor roll is not just about academic performance; it is about being one's best self and using one's talents responsibly. An honor roll student must have academic grades of A or B. ***A student may receive marks in conduct or effort that show a need for improvement.*** His/her conduct and effort must never be unsatisfactory.

INTERNET (see also TECHNOLOGY USE POLICY)

The Internet is both informative and potentially troublesome. It is essential in education today for research but may present safety issues. **Parents are encouraged to monitor Internet use at home** including e-mail, IM's and text messaging to learn as much as possible about this technology so as to be better able to protect their children. We refer you to www.kidsafe.com for useful information about children and the Internet. The use of the Internet by students and staff at St. Joseph School is to facilitate learning and teaching. All students (grades 3 and up) are required to submit a signed (parent signature) acceptable use policy **before accessing the Internet at school. Behavior that is considered inappropriate in terms of the set guidelines (written in the acceptable use policy) may result in withdrawing the student's computer privileges and access to the Internet.**

LIBRARY:

The school library is managed by a volunteer librarian and helpers. Teachers may choose a time to take their class to the library. Students are allowed to check books out, but are responsible for their return in the condition in which they were borrowed. A fine of 25 cents per day will be required for books that are over due.

LITURGIES, PRAYER SERVICES, RECONCILIATION

Students and staff share certain spiritual and religious experiences; they are at the heart of the school's mission. While the sacraments are only appropriate for properly educated Catholics, all

students are encouraged to participate in the spiritual life of the school. Students of all faiths are welcome to participate in such celebrations.

A liturgy is held as often as can be scheduled—on holy days of obligation and at other times. Daily prayer over the intercom as well as classroom prayer is held several times per day. These times help students and staff to develop their relationship with our God who transcends all.

LUNCH

St. Joseph School is fortunate to have a lunch program and a cafeteria. Students are expected to remain seated during lunch. Lunchtime is NOT a recess. Food is to be eaten, not played with. Students are expected to enter the Cafeteria in silence, collect their lunch and go to their tables. Quiet talking is permitted once seated. They must clean their place and the table to be ready in order to go to recess. Students must leave the cafeteria in silence to go into the school yard. However, if students do not cooperate, lunch monitors may impose silence when deemed necessary. ***Absolute silence is expected at the sound of a bell.*** Students must raise their hand for permission to get out of their seats, and they must take direction from the adult on duty without any back talk. Soda and glass bottles are not allowed in the school. ***Lunch money should be put into an envelope—one for each student—with the student’s name and “Lunch” on the outside. THIS SHOULD BE DONE ON MONDAYS. A notice regarding the price of school lunches will be sent home yearly.***

Please notify the school office of any food allergies.

Because the lavatory attached to the cafeteria is a unisex bathroom, students must wait for permission to enter, which is to be given by the adult on duty. When it is time to go outside for recess, students will line up for the appropriate yard.

MEDIA

The pastor is the spokesperson for the school, though he may designate the principal. In the pastor’s absence, the principal is automatically the spokesperson. At no time should a student, school employee, or parent speak to the media about school business without prior discussion with the principal. This is especially important in the event of a school emergency.

MESSAGES

Messages from parents to their students are to be called into the school **before 2 P.M.** Messages called in after that time may not get to the student. When possible, messages are to be given to students before school.

ACCESS PROCEDURES FOR NON-CUSTODIAL PARENTS

(As required by M.G.L. c. 71, 34H)

A **non-custodial parent** is eligible to obtain access to the student record **unless**:

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- The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent.
- The parent has been denied visitation or has been ordered to supervised visitation.
- The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal. The school will immediately notify the custodial parent by certified and first class mail that it will provide the non-custodial parent access after 12 days (unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

PAPERS BY STUDENTS

All student work should carry the appropriate heading and follow the set-up given by the teacher. Cursive writing will begin in grade 3 and used throughout the grades. Papers may not be accepted if poorly done, messy, or turned in with fringed edges. The school promotes neat and careful work as the standard.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled throughout the year. Parents are encouraged to attend since such a conference is beneficial for the child. **A one-on-one conference with a teacher should always be held by appointment** so that the teacher can gather the proper documents and thoughts needed for a productive meeting. . For a conference to be productive there should be a mutual exchange of information and ideas. Teachers on duty at arrival, dismissal, cafeteria, or schoolyard have to be physically and mentally present to students. This is not the time to ask about your child's progress. Teachers have been instructed to respond accordingly

PROMOTION

A student who fails a major subject is in danger of repeating a grade. Parents should review all papers brought home so they will be aware of their child's progress. A student who fails a major subject may be asked to complete summer course work equivalent to 30 verified hours.

Promotions and retentions are based on an evaluation of the student's academic, physical, social and emotional growth, and attendance. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the year. The principal is always involved in retention discussions. The final decision will always be made in the child's best interest. Retention notices would go out by March 1st.

PROPERTY

Textbooks, library books, lockers, desks, gym equipment, sports uniforms and bathrooms are all school property. ***Respect for school property is a must.*** The school will impose disciplinary action and/or fines for the defacing or damaging of school property.

RECESS

Recess is an opportunity for students to take a mental and physical break from listening and working hard in a classroom setting. Recess is NOT, however, a license to be out of control. Screaming, pushing, fighting, name-calling, foul language, and rough play are not acceptable. Children should keep their hands to themselves. Throwing stones/rocks or snow, stepping out of the schoolyard, or picking up other students are not allowed. Students must remain in full uniform during recess. The principal or supervisor on duty has the authority to discipline any student for an activity that is inappropriate at recess. The discipline can be as simple as removing a student from recess and placing him/her "on the wall." When the bell rings (or whistle blows), students are to stop and become quiet. Then they line up at the direction of the teacher.

REGISTRATION FOR THE NEXT SCHOOL YEAR

Registration for the next school year will not be processed until **financial obligations are up-to-date.** Outstanding tuitions, daycare etc. will be discussed before the registration process begins. This is a policy that will be enforced due to some who neglect their financial duties. Communication with the Principal is always expected in order to register.

REPORT CARDS AND DIPLOMAS

Report cards and diplomas are school records. They may be withheld for the following reasons:

- Unmet financial obligations (i.e. lunch, daycare, registration & book fees, tuition)
- Unreturned library books or other school property
- Lost or damaged school property

SCHOOL VISITS

Parents and all visitors should enter by the office door on Oak Terrace—the door farthest from Broadway. All visitors must sign in at the office and receive a Visitor's Pass. When leaving the pass must be returned to the office. Visitors may observe classes only with the principal's permission and after prior notification to the teacher(s) involved. Parents may not go to a classroom without a prior appointment.

SEARCH AND SEIZURE

“The United States Supreme Court ruled in *New Jersey v. T.L.O.*, 105 S. Ct. 733 (1985) that public school administrators did not need search warrants or probable cause to search students and their belongings.” The law for searching and seizing items in school is less stringent for private schools than for public institutions. ***Students should not expect that their lockers and desks are private. They are the school's property.*** That said, searching will be done by the principal's authority only when deemed necessary.

SEXUAL DISCRIMINATION AND HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, may constitute sexual harassment when:

- submission to such conduct is made either implicitly or explicitly
- such conduct has the purpose or effect of unreasonable interference with an individual's work or educational performance or creates an intimidating, hostile, or offensive working environment

SPORTS

The athletic department has published a handbook to which parents and students must refer. The policies in that handbook are subject to change and review; however, this handbook should serve as a guide. The principal reserves the right to amend policy at any time. Students absent from school may not participate in sporting events that day. All students are to conduct themselves with courtesy and good sportsmanship at all times. Part of the value of sports is learning teamwork and dealing with victory and defeat with grace. Parents and coaches are expected to model good sportsmanship for their children.

STUDENT CLUBS

Membership in student clubs, (i.e., Ski Club, Drama Club, Homework Club, Newspaper Club, Student Council, and Peer Leadership Group), requires that a student is trustworthy, responsible and reliable.

STUDENT COUNCIL

Membership on the Student Council requires conduct and academic effort sufficient for leadership and trust by the faculty. Elections will occur at the beginning of the school year. Those students elected must maintain a reasonable academic average, or will be put on probation and/or lose their status.

STUDENT RECORDS

Student records are maintained in the school office. These records contain a student's educational history as well as family information.

If a student is transferring to another school, parents must request an Authorization for Release of Student Records form from the office. This must be signed before records can be sent. Records may not be sent if *financial obligations* have not been met.

TARDINESS

All students are expected to be school by 8:00 A.M.—barring late buses. Students are marked tardy after the school bell is sounded (8:05 A.M.) in the building. **If children are in the school before 7:55, they will be sent to extended day care. Tardiness is disruptive to the classroom and detrimental to the student’s academic progress.** More than 2 tardies per semester will result in the loss of recess. Tardy notes will be sent home to keep parents informed. An investigation of chronic tardiness will take place and disciplinary action may follow.

TECHNOLOGY USE POLICY

- Students may not bring disks, programs, or other software/hardware to school for use on school computers.
- Students are not to change computer settings or configurations or attempt to do maintenance on school computers.
- Students may download pages—never music—**with the permission of the computer teacher only**.
- The use of the computers is for educational purposes only. Students are not permitted to write email, retrieve email, or “instant message” anyone. Only games provided by the school are allowed.
- If a student discovers anything on a computer that does not reflect with the values of St. Joseph School, he/she should report it to the teacher immediately without notifying classmates.
- No student may register on any website without permission.
- Any student who disobeys the technology policy may have computer privileges revoked and/or be disciplined.

TEXTBOOKS

All textbooks are the property of the school and are on loan to the students. They must always be covered, and they are to be carried in a backpack for longevity. It is the responsibility of all teachers, students, and parents to see that textbooks are properly cared for. Textbooks are not to be covered in sticky paper. Students may not write on

the covers of school texts. A neat appearance for all texts is required. Parents and students are financially responsible for damaged, defaced, or lost textbooks.

TOYS

Toys and electronic devices should not be brought to school. Teachers in the ECC may have a less stringent policy; please check in advance. Decks of trading cards should not be brought to school. *The school is not responsible for lost items.*

TRANSCRIPTS

The school will send out 2 transcripts free to the high school of a graduate's choice. More than 2 transcripts will incur a fee of \$2.00 each.

TUITION AGREEMENT

The signed tuition agreement for the school year at registration and the Tuition Agreement and Registration Policies attached to the tuition rates and fees notice are considered a section of this handbook since they contain school policy.

All court costs, attorney fees and interest allowed by law shall be added to all past due accounts which are turned over to the school's attorney for collection.

By utilizing the school's payment plan you agree to such terms and conditions, which may be amended at anytime during the school year. The school does accept checks from credit card companies.

UNIFORMS (see DRESS CODE)

UNWRITTEN REGULATIONS

The school or the principal retains the right to amend the handbook, since not every situation can be anticipated in advance.

VOLUNTEERS

St. Joseph School of All Saints Parish welcomes volunteers. Research has shown that parent involvement has been shown by research to enhanced student achievement. It is important for volunteers to know that their actions reflect on the school and that their efforts are always under the principal's authority. ***The principal is responsible for all school programs and business and, therefore, must be informed of everything before it occurs rather than afterward.*** Parent help is needed, requested, and appreciated. By Archdiocesan policy, each volunteer must have a criminal records check (CORI) every year and found acceptable. Anyone volunteering in the school must take the ***Protecting God's Children Workshop*** and provide proof to the office.

WEATHER

If Haverhill has cancelled school, St, Joseph School will be cancelled as well. Extended daycare will also be cancelled for the day. Please listen to WBZ radio AM station 1030 or watch the Boston television stations 4,5,7, and 32 for no school announcements. Calls to the office regarding the weather on no school days will not be answered or returned. ***There is NO MORNING Extended Daycare on delayed openings. Do not drop your child off before 10:00 AM if there is a 2 hour delay.*** There will be no one on duty at this time.

WITHDRAWALS (see STUDENT RECORDS)

If you withdraw your child from the school, it would be helpful to tell the office the reason. An exit interview is in the best effort of the student and school.