



# HANDBOOK

## **History**

Saint Joseph School was established in 1929 under the direction of Father Daniel Hogan, the fourth pastor of Saint Joseph Parish. It was staffed by the Sisters of Saint Joseph of Boston who continue to serve along with other religious communities. In 1999 part of the first floor of the convent was designated as the site of a pre-school facility. Saint Joseph Early Childhood Learning Center is a state of the art facility for three and four year old children. A qualified and dedicated faculty and staff educate children in an environment that supports, encourages and nurtures spiritual, intellectual, social and personal growth in the Catholic tradition. Saint Joseph School is fully accredited and continues to provide quality Catholic education to Saint Joseph Parish and many surrounding parishes and communities

## **Mission Statement**

Saint Joseph School is a safe nurturing environment where faith in God is our primary focus. We encourage our students to develop a deep love of God, their neighbor, and self. The Faculty and Staff believe that a supportive academic environment will help to develop self confidence, pride, fulfillment and a desire to strive towards excellence.

## **Philosophy**

The Faculty and Staff believe in teaching to the heart, mind, and soul of each child. We strive, strengthened by our faith in God, to provide each student with the highest quality education and create a passion for learning.

We at Saint Joseph School

- recognize that students bring unique learning styles that require different methods of instruction to develop their talents and achieve their goals
- encourage family/school/community to provide a secure, nurturing environment thereby creating an atmosphere of life-long learners
- believe that our identity as a faith community motivates us to instill knowledge while nurturing Christian attitudes and values thus preparing our students to become responsible members of the Church and society.

## **Policies and Procedures**

### **Absences**

When a student is absent, parents are requested to call the school in the morning and leave a brief message and arrange for homework. A written note, stating the reason for the absence must accompany the student upon his/her return to school. These notes are kept on file.

### **Accidents**

Should a student be injured during the school day, he/she will be referred to the nurse and the parent will be called. Emergency protocol will be followed should a serious injury occur. Please be sure that emergency forms have been completed and returned to school.

### **Admissions**

In keeping with the Christian concept of education, Saint Joseph School poses no conditions for admission other than the child's ability to function as a student in the structure of this facility and his/her willingness to abide by the rules governing social behavior. Saint Joseph School, as a school under the auspices of the Archdiocese of Boston admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Saint Joseph School does not discriminate on the basis of race, color, nationality and ethnic origin, in administration of educational policies, admission policies, scholarship and loan programs and in the hiring of school personnel. The purpose for our existence is to impart the message of Jesus Christ according to the doctrine of the Catholic Church. Students of other religions are welcomed but must attend the religion class. Saint Joseph School does not provide an option to the religion class.

### **After School Program**

Saint Joseph School provides after school care from 2:30 P.M. to 5:30 P.M. on days that the school is in session. It is available on half day sessions for Faculty meetings. It is not available on the day before Thanksgiving. Students in Pre-Kindergarten (3 year old), Kindergarten one (4 year old), Kindergarten two (five year old) will attend in the Saint Joseph Early Childhood Learning Center. Grades one through five will meet in the main school building.

After school activities are age appropriate. Weather permitting, students will have outside play. Depending upon the length of time the student is in the program each day, time will be provided for homework. Students must be picked up promptly at 5:30 P.M. A surcharge will be imposed for late pick-ups. Registration forms for this program are available at the school office.

### **Age for Admission**

Saint Joseph School follows the age requirements of the City of Medford. Children must be five years old by December 31st of the year which he/she is entering Kindergarten two.

### **Appointments**

Only emergency Dental and Medical appointments should be made during the school day. Students records will reflect tardy/dismissal status when appointments are made during the school day.

### **Announcements**

Announcements regarding any changes in the regular schedule will be communicated by letters, notices and the Connect-Ed program (telephone system). In the event that school will be cancelled due to inclement weather, Saint Joseph School will follow the decision made by Medford Public School. No School announcements will be made over the radio/television. Please do not call the convent, school or rectory for this information.

### **Appointments-Teachers**

Teachers are not available to meet with parents before school in the morning or during the dismissal process at the close of the school day. Teachers will be happy to schedule a meeting and discuss your child's progress after school but an appointment in writing must be scheduled. Teachers will honor your request as their schedule permits. They may choose to communicate via e-mail and will communicate their addresses. Please do not contact teachers at their homes.

**Attendance**

Regular and prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school. It is discouraging to teachers and academically detrimental to students when parents allow students to miss school without sufficient reason. Ten days may be considered excessive absenteeism and will be investigated by school administration and may be cause for dismissal. Please give school time high priority on your list of values. Please schedule doctor's appointments at times when school is not in session.

**Asbestos**

The asbestos containing materials in our school buildings are being managed under the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title 11 of the Toxic Substances Control Act.

**Books**

Due to the cost of books they must be kept in good condition. Text books must be covered, and each child must have a book bag or back pack and pen/pencil case. Respect for property is an important quality of character, therefore books, desks, equipment, etc. must be carefully handled by each student. If there is loss of materials, or property damage, the student is responsible and parents are required to reimburse the school accordingly. All students are encouraged to take pride in and care of school property and be aware that acts of vandalism are costly to the school, parish and other parents and will not be tolerated.

**Bus**

The City of Medford provides bus transportation to students who live in specific parts of the city and meet the distance eligibility. Parents are asked to instruct their children regarding proper behavior while riding the bus. Drivers are instructed to report any misconduct. Undisciplined behavior will result in removal from the bus and parents will be notified that other transportation arrangements will have to be made. The safety of all students is the major concern. Specific bus regulations will be given to the students. After careful reading and discussion with the students, please sign and return them to school. They will be kept on file. (see Bus Safety Regulations)

**Cheating/Plagiarism**

Cheating and plagiarism involve acquiring and using information dishonestly. Students who cheat/or plagiarize will lose the right to have his/her work presented for credit. No make up will be allowed and the student will receive zero as a grade. Parents will be notified.

**Class Assignments**

It is the prerogative of the principal with the advice of the classroom teachers to assign students to a respective teacher. Please do not ask for a specific teacher. These requests will not be honored.

**Clothing**

Please label all sweaters, boots, coats, hats, mittens, books, lunch boxes with the student's name. School cannot be responsible for lost items.

**Communication**

Parents can expect to have frequent communication from school. A calendar for the school year is sent home in September. Also a monthly calendar will be sent updating and indicating specific events of the month. Letters will also be sent on a regular basis. Parents are encouraged to communicate with their child/ren's teachers regarding any issue that would help the teacher work effectively with the student. Please consult the web site for information also. Saint Joseph Mothers' Club also send many notices regarding their events. Please check with your child to determine if any written notices were distributed and give the information contained therein your attention.

**Confidentiality**

The Administration and Faculty will keep private information that has been entrusted to them for the benefit of the child or family. However, if the health, safety or life of another is in jeopardy, proper procedures will be followed and parents will be notified of the concern.

**Cori Check**

The Archdiocese of Boston mandates that all parents, visitors and volunteers fulfill the Criminal Offenders Record Information check.

Each year a copy of the Commonwealth of Massachusetts CORI form must be completed by parents and volunteer and returned at the beginning of the school year.

## **Curriculum**

Saint Joseph School follows the curriculum designated by the Archdiocese of Boston Catholic School Office. This curriculum encompasses sequentially ordered learning experiences and may be adjusted to meet the needs of the students. It teaches Christian values, respect for human rights, and appropriate skills. The Massachusetts Frameworks are referenced at various grade levels. In addition to the academic subjects, Music, Art, Computer, and Physical Education programs are provided at all grade levels.

## **Special Programs**

### **◆ Language Arts Program**

Saint Joseph School offers an accelerated program in Language Arts for students in grades one through six for students who can accept a more challenging reading, phonics, spelling, and poetry program. Students test into the program and receive small group instruction. This program is limited to six students per grade and meets four times a week for forty-five minutes per day. It is designed to deepen the students appreciation and understanding of learning, enable students to explore areas of interest, and create an optimal learning situation.

### **◆ Special Education Program**

A certified special education teacher provides services for students in grades one through six who have an education plan (IEP) or who will benefit from supportive services in the language arts area. Likewise this program is limited to six students to reinforce all the skills taught in the reading program. Instruction is aimed at improving basic reading skills, so that students may respond to written language as readily as they do spoken language.

### **◆ Supportive Programs**

In grades seven and eight supportive programs are provided in Math and Reading for students who would benefit from extra classes. These classes are given in lieu of the French language course and meet three days a week for forty five minutes each day. Students must be recommended by the teacher and approved by the principal. It is not a choice for the student.

## **Custody**

Saint Joseph School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding the child/ren. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

## **Crisis Plan**

A detailed Crisis Intervention Plan has been developed for the safety of the students. Should the building need to be evacuated the students will be relocated in Saint Joseph Church. Specific codes will indicate to the faculty the nature of the crisis and either a lockdown or evacuation will be implemented. Appropriate drills will be conducted within the school building. The Connect ED phone program will be used to notify parents of the incident.

## **Discipline**

Order and discipline are a must in an educational facility. Saint Joseph School staff believe in firm, fair and consistent discipline. Teachers will not tolerate disruptive behavior in classrooms, school yard, cafeteria or gymnasium. Students who lack self discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences including suspension and/or expulsion. There is no requirement for progressive discipline. If a situation is serious enough for a teacher to refer it to the principal, parents will be notified and may be asked to come to school immediately. The principal in consultation with the pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. (see Suspension and Expulsion)

Behaviors that will not be tolerated include bullying, destruction of school property, fighting, snowball throwing, leaving the school without permission, harassment, physical, verbal and sexual, demeaning behavior, disruption of class, disrespect to a teacher, parent, staff member, fellow student, vandalism, violence of any kind, unbecoming language, smoking, possession of alcohol/drugs weapons, and pornographic materials.

## **Outside of School Behavior**

The student is a Saint Joseph School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school may be disciplined by Saint Joseph School administration.

## **Harassment**

Sexual Harassment-involves unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.

Physical Harassment-involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement.

Verbal Harassment-involves derogatory comments, jokes or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.

Visual Harassment-involves derogatory, demeaning or inflammatory material; such as posters cartoons, writing, art work and gestures.

## **Substance Abuse/Weapons**

Saint Joseph School makes every effort to make students aware of the dangers and consequences of the unlawful use of substances. It defines drugs as the improper use of legal drugs/substances to include tobacco, steroids and or the illegal drugs/substances. Students who unlawfully use, consume, possess or distribute drugs, or who use, consume possess or distribute alcohol and or possess or threaten to use any weapon (e.g., knife) or firearm to include firecrackers and/or any explosive device that would bring potential harm to people and/or property on school property, at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action including but not limited to expulsion.

In the event that school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within twenty-four hours and that the results of the testing be shared with the appropriate school officials

**Dismissal**

If for some urgent reason your child must leave school early, please send a note to the teacher in the morning and pick up the child at the school office. A parent or authorized adult must accompany the child from the school. A child will never be allowed to leave the school alone before the regular dismissal time. Frequent requests for early dismissals will not be honored.

**Drills**

To insure the preparedness of the students, Saint Joseph School conducts fire drills on a regular basis. Children will be aware of the particular directives regarding emergency evacuations. They will also participate in the drills sponsored by the Medford Fire Department.

**Emergency Information**

An Emergency form requesting information that will assist us in caring for your child, should an unexpected incident arise during the school day, is sent home each year. Please complete the form in its entirety and return it to the office immediately. If a change occurs during the year please send the updated information to the school office.

**Faculty Meetings**

Our monthly Faculty meeting will take place on the first Wednesday of each month. Students will be dismissed at 11:45 A.M. It is imperative that students be picked up promptly. If a delay occurs, the student will be referred to the After School Program. When other additional meetings that require a no session day are scheduled by the Archdiocesan Office a special notice will be sent and it will be noted on the monthly calendar.

**Field Trips**

All classes are allowed to participate in a Field Trip that is related to a particular area of the curriculum. Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral standards. They are considered extensions of the school programs and all school policies are in effect. Whenever appropriate, the school uniform will be worn. The Saint Joseph field trip permission slip, stating all pertinent information regarding the field trip must be signed by the parent or guardian and returned to the homeroom teacher before the day of the trip. Verbal permission for participation in a field trip will not be accepted. Children not enrolled in the school may not attend school field trips. This applies to children whose parents chaperone field trips.

## **Fundraising**

Fundraising is an important source of funds that ensures the financial stability of the school. Saint Joseph School Mothers' Club sponsors fund raising activities throughout the year. Other fund raising programs may be initiated by the administration. Full details of these programs will be communicated to parents and will elicit their support. Special collections for natural disasters may also be requested.

## **Graduation Requirements**

In order to receive a diploma each student must complete the courses prescribed by the Archdiocese of Boston. All major subjects must receive a passing grade. Should a student be placed in a special needs class requiring learning disability support, he/she may not complete the prescribed courses and may be awarded a certificate to transfer to a program designed for his/her needs.

## **Health Records**

Saint Joseph School respects the parents as persons responsible for the health care of their children. The staff will cooperate with all reasonable medical requirements but parents must understand that the school is primarily an educational institution.

**Immunization**-All students are required to have the immunizations mandated by the Commonwealth of Massachusetts unless specifically exempt. Students must be excluded from school until proper records are obtained. Physical examinations are required in Grades Kindergarten, four and seven.

**Medication**-The school nurse will administer only medication that has been prescribed by a physician or nurse practitioner. Medication must be in the original prescription bottle or the over the counter bottle and brought to school by the parent. No students may bring medication to school. The Medication Consent and Release of Liability form must be completed for each child and kept on file in the Nurse's office. If your child is on a medication that is to be taken three times a day, please administer it before school in the morning, after school and at bedtime thus eliminating the necessity of bringing it to school. If the child attends the after school program, medication will be given at dismissal time.

No child will be allowed to have medication on his/her person at any time. All medication must be given to the school nurse for appropriate dispensing according to the above mentioned.

## **Homework**

Homework is an important part of your child's education. It is an indication of how well he/she can accept responsibility according to his/her age and grade level. Please check your child's homework each night. If there is a good reason for his/her not completing this work, please jot a note to the teacher and inform him/her. Do not excuse your child unnecessarily. Assist him/her to meet this responsibility. Written assignments must be done neatly. Assignments that require studying are a representative form of homework. Working at an average pace at the various levels, the time limits referenced below should be adequate. As a rule, homework will not be given over the weekend, the eve of holidays or community celebrations. Students are expected to use this time working on long range assignments, projects and reading. Some students may require the assistance of an adult or older sibling to review material (e.g., spelling words, number facts, materials for tests and quizzes.) This is important if the subject is a problem area for your child. If your child is absent, he/she must assume responsibility for making up any homework assignments that may have been given. Homework will be posted on your child's homeroom's web site.

## **Homework Schedule**

Kindergarten- No formal homework-children may practice numbers, letters, reading vocabulary-maximum time fifteen minutes.

Grades 1 and 2- fifteen-twenty minutes.

Grade 3- twenty minutes to one half hour.

Grades 4,5, and 6- thirty minutes to one hour.

Grades 7 and 8- one hour to one and one half hours.

When possible, teachers will try to coordinate homework assignments with the schedule of a particular subject matter.

## **Lunch**

Each child should have lunch each day. Three days a week students may buy lunch at school. Please provide a healthy and nutritious lunch. Appropriate portions should be provided. Please do not give your child more than he/she is capable of eating. Saint Joseph School staff is concerned about the amount of food that is being wasted each day, and the message that is being communicated to the children. If your child cannot drink eight ounces of milk, please do not order milk and allow it to be wasted each day. A thermos or a carton of juice would be more practical. Cans or bottles of soda, as well as Mc Donald's, or Burger King etc. treats are not allowed.

## **Lunch Monitors**

The lunch monitor is responsible for supervising his/her respective class not just your child.

### Guidelines

- ◆ insist on appropriate behavior
- ◆ assist students who may need help opening milk, juice, etc.
- ◆ do not allow students to misuse food
- ◆ walk up and down aisles so that the children are being supervised
- ◆ conversational tones are expected-loud and boisterous noise is not appropriate
- ◆ food and drink may not be taken from the cafeteria to the school yard.
- ◆ report any inappropriate behavior or injuries to the teacher on yard duty
- ◆ when inside recess is necessary, bring students to their respective classrooms quietly so as not to disturb classes that are still in class

## **Milk/Lunch**

A notice regarding the ordering of milk will be sent under separate cover. Please make checks for milk payable to Saint Joseph School Milk Program. Lunch money should be sent in an envelope or baggie marked with the child's name to the homeroom teacher. Please send a separate envelope or baggie with each child. Please try to send the exact amount. Teachers do not have time to separate lunch money for siblings and send it to their respective rooms during the time allotted in the morning.

## **Money**

When sending money for any purpose, please send it in an envelope or baggie with your child's name, teacher's name and purpose for which the money is sent. Lost/found money cannot be identified unless this procedure is followed.

## **Mothers' Club**

Saint Joseph Mother's Club (SJMC) was established in 1948. The primary objective was and is to financially assist Saint Joseph School maintain its tradition of academic excellence. It is a wonderful organization that helps bond families together in friendship and extends its relationship to the faculty and staff, always ready to assist and lend a helping hand thus fostering a sense of pride, appreciation and community spirit. All Mother's/guardians are encouraged to become members of Saint Joseph Mothers' Club and participate in the various activities.

## **Parking**

The presence of a Catholic School in the area should be a source of edification and pride. Please be aware of the property rights of our neighbors and do not park on their property, block driveways or allow your children to trespass on private property. Respect for property is a serious part of a child's training. Due to congestion in the Pre-School parking area, only parents who have children in the Pre-School and a sibling in the main school may park in the lower parking lot.

## **Parties/Invitations**

Saint Joseph Mothers' Club provides parties for the various holidays therefore there are no classroom parties. Parents may provide a birthday treat. Rather than bringing sweets, you may want to consider providing a non food treat-pencil, eraser, small pad of paper etc. If you are planning a party off site, and are inviting classmates, as long as every child in the class is invited, invitations may be distributed in the classroom. However, if every child is not invited, you may not pass out the invitations in school. While it is understandable that limitations are necessary, the feelings of all children must be respected.

### **Physical Education**

Physical education classes are an important part of children's development and must be considered by the students as an integral part of the curriculum. Excessive absence will result in failure for the year, and credit will not be accrued. Proper gym uniform must be worn or students will not participate in the gym program.

### **Promotion/Retention**

Due to health problems, irregular attendance, poor scholastic achievement, etc. a child may be retained at any given grade or level. No student may be retained more than once at a grade level, or twice within the elementary grades.

Possibility of non-promotion will be communicated to a parent by the classroom teacher in March and a conference will be arranged. Decision to repeat a child rests ultimately with the teacher and principal. Each graduate must be approved by the teachers and principal and have fulfilled the Archdiocesan requirements.

### **Photographs**

Pictures of students are displayed throughout the school building. Often there are opportunities to publicize an activity or event in the local newspapers or on the web site and student's names and pictures may be used. A permission form will be sent to parents each year requesting permission to use photographs. Parents wishes regarding the use of their children's photos and/or names will be stated and honored.

### **Property**

Since school property does not belong to the students, they must use with respect the books, materials and furniture. Saint Joseph School is co-tenant of lockers and desks and reserves the right to search them at anytime without notice.

### **Reporting**

Saint Joseph School will issue formal report cards four times each year. Mid-way through the marking period, parents will receive a progress report or a warning notice indicating the child's progress or lack thereof. The teacher may request a parent meeting, likewise, parents are encouraged to schedule a meeting at this time or whenever a problem is detected.

## **Sacramental Programs**

Students in grade two will be prepared for the reception of First Penance and First Communion. They are welcome to receive these sacraments at Saint Joseph Parish or the parish of your choice.

## **Safety**

Every member of the school community is responsible for his/her own safety and the safety of others. Any behavior that pose a threat to safety cannot be tolerated and will result in disciplinary action. Serious infractions may result in dismissal from school.

## **School Hours**

### **Saint Joseph Early Childhood Learning Center**

Pre-K (three year old program)  
Morning session 8:00 A.M. - 11:00 A.M.  
Afternoon session 11:45 A.M. - 2:15 P.M.  
All day session 8:00 A.M. - 2:15 P.M.

### **K-1 (four year old program)**

Morning session 8:00 A.M. - 11:00 A.M.  
All day session 8:00 A.M. - 2:15 A.M.

### **Grade K-2 through Grade 8**

7:35 A.M. Teacher is on duty in the school yard  
7:45 A.M. Students file into school  
8:00 A.M. Opening Exercises  
2:30 P.M. Dismissal

Early dismissal is the first Wednesday of each month -- dismissal **11:45 A.M.**

Saint Joseph School cannot be responsible for any child who is on the premises before 7:35 A.M. or after 2:30 P.M. unless they are in a formal program.

Students who are not picked up at 2:30 P.M. will be sent to the After School Program and parents will be charged the appropriate fee.

### **School Advisory Board**

Saint Joseph School Advisory Board is an organization that is formed to advise and assist in the administration of the School. Membership consists of the School's Spiritual Director, Principal, Vice Principal and others selected to serve. The president of the Saint Joseph Mothers' Club may be invited as a non voting member. The philosophy of its members must be consistent with the Schools philosophy of education . It operates within the guidelines of the Archdiocesan School office.

### **Spiritual Welfare**

Parents bear a loving responsibility for the spiritual development of their children. Placing your child in a Catholic school indicates your interest and concern for your child's religious education and formation. However, often the responsibility for children's spiritual development has been abdicated to the school. Priests, Sisters and Teachers are always ready and willing to assist you, but we are just that, your assistants. The rite of Christian Baptism clearly designates parents as the primary educators of their children. Children from grade one are expected to attend Mass each Sunday and Holyday. Let your example be his/her teacher. Students will participate in the parish liturgies on Holydays when students are in school. Other liturgies and prayer services are scheduled during the academic year.

### **Sports**

Students who maintain prescribed academic and behavior standards will be allowed to participate in school and extra-curricular activities.

### **Student Council**

Students in grades five through eight are eligible to participate in the Student Council. Academic and behavior standards apply. Major offices are held by grade eight students. An election process takes place each spring.

## **Suspension and Expulsion**

Membership at Saint Joseph School is a special privilege. On occasion some students are inclined to abuse it and behave in unsocial behavior. Some unacceptable forms of behavior that could result in a student's suspension and or expulsion include, acts of disrespect to teachers, parents, staff, fellow students, bullying, disruption of class, fighting, foul language, threats and harassment of any kind (physical, sexual, visual) possession of alcohol/drugs/weapons, possession of pornographic materials, smoking in/on school buildings/grounds, truancy, vandalism and any behavior that is deemed inappropriate by the administration. Suspension and expulsion appeals may be to the pastor or his delegate.

## **Tardiness**

School hours have been previously noted. Punctuality is a characteristic to be developed. It is the responsibility of the parent to have the child/ren at school on time. Usually tardiness is not the fault of the student, but he/she bears the punishment. Every occasion of tardiness is recorded on his/her record and follows him/her to the next level of education. A child who is absent tardy, or dismissed is not eligible to perfect attendance awards.

## **Technology**

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Saint Joseph School's code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network computer use rules may lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable use of the computer/network.

- ◆ Using the network for non-school related activities.
- ◆ Plagiarism/Violating copyright laws
- ◆ Destroying or vandalizing computer equipment
- ◆ Depleting resources intentionally, such as paper
- ◆ Violating the privacy of others, revealing passwords

- ◆ Using someone else's account
- ◆ Spreading computer viruses
- ◆ Posting other's material
- ◆ Sending or retrieving inappropriate material
- ◆ Posting personal information that would jeopardize your safety or others.
- ◆ Illegal use of software, freeware, or shareware, or use of any software without the approval of the school
- ◆ Failure to obtain permission prior to the use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used.
- ◆ Visiting Internet sites not authorized by the school
- ◆ Using the Internet or Intranet (in school network) without permission
- ◆ Bringing computer disk's of any type to school
- ◆ Reproducing software or shareware

**Security and Safety**

**Rules for on-line Safety**

I will not give out personal information, which includes my address, telephone number, parent's work address or telephone number or the name and location of my school without teacher or parent permission. While I am online, if I encounter any information or person that upsets me, I will let my teachers/parents know immediately so that they can contact the online service.

I will never agree to get together with someone that I "meet" online without first checking with my teacher/parents. If my teacher/parents agree to this meeting, I will be sure that it is in a public place and bring a teacher/parent along.

I will follow the rules set up by my teacher/parents for going online and not break these rules.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Telephone/Cell Phones**

The telephone is to be used for emergencies only. Children are not allowed to call home for forgotten homework, money, sneakers etc. Please assist them to be responsible for having everything that they need for a successful day before leaving home. All arrangements regarding dismissal or after school plans should be made before the child comes to school each day. Last minute calls at dismissal time either incoming or outgoing present many problems. Saint Joseph School cannot be liable for undelivered messages that occur at this time.

**Cell Phones** - Students may bring cell phones to school to be used after school. They must be turned off and in their backpacks while they are in the building. If a student uses the phone during the school day, or allows another to use it, the phone will be held in the office and the parent must pick it up and the student will lose the privilege of bringing it to school thereafter. This is a safety issue and the rule will be very strictly enforced.

### **Transfers**

It is the policy of Saint Joseph School to mail to the receiving school the records of the student who is being transferred. Parents are asked to sign a release form and indicate the school to which the records are to be sent.

### **Testing Program**

Students at Saint Joseph school will participate in the following testing according to grade levels.

Kindergarten Screening - provided by the City of Medford

Grade One - Scholastic Readiness Test

Grades Two through Eight - Archdiocesan Testing Program-CBT McGraw Hill-Terra Nova Test

Grades Five and Eight - Acre-Assessment of Catholic Religious Education

### **Transportation**

Transportation for all field trips will take place by bus. If transportation for other activities is warranted, adults must be twenty-one years of age and present a valid driver's license and proof of insurance. Every child must use a seat belt. The National Transportation Safety Board's recommendation against the use of 10-15 passenger vans will be implemented.

### **Tuition Policies**

The tuition schedule is delineated on a separate policy booklet. If tuition payments are outstanding at the end of the stated payment plan, one week of grace will be allowed. Students will not be allowed back into school until this responsibility is resolved.

### **Uniforms**

The way that a child dresses influences his/her academic performance, therefore the respective uniforms must be worn each day. Students who disregard the uniform directives will receive a notice to be signed by the parent. Repeated infractions will result in serious penalties.

### **Uniform Distributor**

J. B. Edward Uniform Company  
39 Cummings Park  
Woburn, MA 01801  
1-800-654-5148

### **Girls Uniform**

White uniform blouse - long/short sleeve

Grade K - 5 -- Red plaid jumper

Grade 6 - 8 Navy vest - red plaid skirt

Skirts must be an appropriate length throughout the entire year

Skirts will the proper length when purchased from the uniform company

Navy knee socks or tights

Navy cardigan sweater

No jewelry is allowed - bracelets, and chains are not allowed

A very small earring, enough to maintain the piercing may be worn

Make-up/nail polish is not allowed

Visible body piercing is not allowed

Shoes-traditional school shoes are to be worn

Sneakers, sport shoes, BLACK leather type sneakers,

high heels, platforms, clogs or backless shoes of any type are

NOT allowed - Sweatshirts may not be worn during the school day

### **Boys Uniform**

Navy blue dress pants-cargo pants are not allowed

White shirt-long or short sleeve

Navy blue cardigan/pullover/vest

Belt

Red plaid tie

Shoes - oxford, loafers -- Sport shoes, BLACK leather type sneaker shoes are NOT allowed.

Boots may be worn only during the winter and all shoes must be tied at all times.

Jewelry is not allowed-bracelets, earrings, chains are not allowed

Visible body piercing is not allowed

Sweatshirts may not be worn during the school day

### **Gym clothing**

Navy sweatpants, appropriate length shorts (NO SHORT SHORTS), and a white tee shirt may be worn.

No printing or lettering on the pants

Pajama pants are not allowed

### **Virtus Program**

The Virtus Program is mandated by the Archdiocese of Boston for all parents and persons who volunteer in any capacity at Saint Joseph School/Parish. The program addresses sexual abuse issues and the safeguards that are in place for the protection of children. The program is scheduled twice each year and is held at Saint Joseph cafeteria. Dates and times will be sent to parents and posted in the Parish bulletin.

### **Visitors**

All visitors including parents must report to the office when entering the building. Parents are not allowed to go to a classroom during the school day. If there is a reason to see your child, the child will be called to the office.

### **Vacations**

Vacations should be planned to coincide with school vacations. If you plan otherwise, teachers cannot be responsible for school work and tests that are given during this absence. Work covered and tests given during this time will not be made up. The child will not be penalized with a zero.

### **Violence - Actual and Threatened**

Physical assaults are forbidden. All threats of violence will be taken seriously and students making threats will be disciplined in an age appropriate manner.

### **Weapons**

A weapon is any implement which could be used to threaten, endanger, or injure oneself or another person. If students are found with a weapon parents and the police department will be contacted. Suspension or expulsion may result.

**The Administration retains the right to amend this Handbook for just cause and parents will be given prompt notification if changes are made.**

**Financial Information**  
**Tuition 2007-2008**

Tuition rates are established annually. An annual non-refundable registration fee of \$125.00 per student is charged.

The rates for the 2007-2008 school year are as follows:

Grades Kindergarten 2-(five year old program) through Grade 8

<b>Yearly</b>	
First Child	\$3,200.00
Second Child	\$2,600.00
Third Child	\$2,000.00
Additional Children	\$0,000.00

Saint Joseph Early Childhood Learning Center

Kindergarten 1-(four year old program)

<b>Yearly</b>		
	Non-Sibling	Sibling
Full Day	\$3,850.00	\$3,350.00
Half Day	\$3,350.00	\$2,850.00

Pre-School (3 year old)

<b>Yearly</b>			
5 full days	\$4,850.00	5 half days	\$3,850.00
3 full days	\$3,850.00	3 half days	\$3,150.00
2 full days	\$3,250.00	2 half days	\$2,750.00

Twins

There is an additional discount of \$500.00 if both are enrolled in the 3 year old program.

Payment Plan

- Option 1** Full payment due on August 4, 2007-Check made payable to Saint Joseph School.
- Option 2** Two payments-one half of the total due on August 4, 2007  
-second half of the total due on December 4, 2007.
- Option 3** Payments budgeted up to 11 months through F.A.C.T.S. Payment plan payments begin July 2007. Payments are withdrawn from your checking account on the 5th or the 20th day of each month.

F.A.C.T.S. payment plan require an established checking account, savings account, or credit card. Appropriate forms are completed at the time of registration. For further information, please contact Mrs. Pamela Spencer-Tuition Administrator at: 781-395-1832.

**After School Program**

**Charges for the After School Program**

Registration Fee: \$20.00

One Child-\$6.00 an hour

Second Child (same family) \$5.00 an hour

After School Program hours are billed weekly and payment is due upon receipt of the invoice.

Students will not be allowed to participate in the program the following week if the current payment is not received.

Children must be picked up by 5:30 P.M. A late fee of \$20.00 will be charged for every late pick-up.

**All fees are non-refundable**

### **Fair Share Program**

Parents are expected to participate in the activities that support Saint Joseph School. Under the Fair Share Program, each family is asked to volunteer a total of twenty hours. These hours may be served in any of the multitude of programs that take place each year. It is hoped that a substantial portion of the Fair Share commitment would be given to the major fundraisers held by Saint Joseph Mothers' Club, namely the Holly Fair and the Auction or whatever program requires serious assistance. The revenue raised by the Mothers' Club underwrites a portion of the annual school budget so, since all families benefit from the fundraising activities, it is reasonable to expect that all would share in the responsibility.

Parents do have the option to actively participate in these activities or to choose to pay a fee of established annually with the first tuition payment. While this choice may be necessary for some families, your active participation of shared responsibility is always appreciated.

The Fair Share commitment may be fulfilled through the above mentioned activities as well as lunch duty, field trip chaperones, assistance at the Student Council dances, baking, assistance at Pizza, Hot Dog and Chicken Nugget lunches, teaching in the parish Religious Education programs. Other activities may qualify but should receive administrative approval. The commitment must be made by a parent, not an extended member of the family unless there is a serious reason whereby the parent may not fulfill this requirement.

Any unfulfilled hours will be billed at a rate determined each year at the end of the school year. Payment will be required upon receipt of the invoice.

## **Directory**

School	781 396-3636
School FAX	781 396-5478
Early Childhood Learning Center	781 395-7780
Tuition Office	781 395-1832
After School Program	781 396-3779 or 781 448-9716
Religious Education	781 395-1784
Convent	781 396-5670
Rectory	781 396-0423
E-Mail	stjosephschool@lycos.com
Internet Address	<a href="http://stjosephschoolmedford.com">http://stjosephschoolmedford.com</a>
Nurse	781-396-2779

## **PARENTAL AGREEMENT**

I (We) have read and agree to abide by the policies contained in this Handbook.

Parent's Signature's \_\_\_\_\_  
\_\_\_\_\_

Please sign and return this form to the school office. Thank you.