

ST. JOSEPH GRADE SCHOOL

711 Hooper Avenue ~ Toms River, NJ 08753

732-349-2355 Phone

732-349-1064 Fax

www.stjoeschooltr.org

Preschool Handbook



Preschool Handbook

“Building a Foundation for Life”

Mission Statement

*Fostering a love of learning and service to others,
we encourage all to achieve their personal best, guiding each other to be successful,
confident, contributing Catholic Christian Witnesses in God’s ever-changing world.*

2022-2023 School Theme

“God Is Good”

Yearly Values:

Caring and Community

School Emblem



School Logo



School Mascot



STAFF

ADMINISTRATORS

Director	Fr. G. Scott Shaffer
Principal	Mrs. Madeline Kinloch
Vice-Principal	Ms. Juliann James

ADMINISTRATIVE SUPPORT

Athletic Director	Mr. Tom Moriau
School Counselor	Mrs. Divina Roche
Admissions Coordinator	Mrs. Denise Silvestrone

ACADEMIC COUNCIL

Consists of Curriculum Coordinators

Grade Level Coordinators:

Primary School Coordinator	Mrs. Charlene Kennedy
Language Arts	Mrs. Sharon Braun
Pre K Coordinator	Sr. Debbie Vignuolo
Religion	Mrs. Cheryl Chiarello
Science	Mrs. Patricia Cerami
Middle School Coordinator/Math	Mrs. MaryJo Delaney
Social Studies	Mr. William Dudley
Special Subjects	Ms. Bridget Ellis
Elementary School Coordinator	Mrs. Dana Baranello

OFFICE STAFF

Main Office	Mrs. Tracy Holler
Main Office	Mrs. Bridget Doran

PROGRAM COORDINATORS

Social Media	Mr. William Dudley
Yearbook	Mrs. Sharon Braun
Digital Device Coordinator	Mrs. Mary Jo Delaney

PTA EXECUTIVE BOARD

President	Mrs. Christine Velardi
President Advisor	Mrs. Joji Babuschak
Co Vice-President	Mrs. Ramona Gitto
	Mrs. Elizabeth Demato
Treasurer	Mrs. Catalina Gonzalez
Secretary	Mrs. Rebecca Reilly
Hospitality Chair	Ms. Nicole Cross
	Mrs. Eileen Janora

CAMPUS CONNECTIONS

Advancement	Mrs. Jeammari Lamme
Marketing	Mrs. JoAnn D'Anton
Performing Arts Director	Mr. Ron Heitmann

**This handbook serves as a contractual agreement between parents and students with St. Joseph Grade School.
The handbook agreement form will be signed electronically through the Genesis Parent Portal.**

2022 PARENT/STUDENT HANDBOOK 2023

AUTHORITY

Notwithstanding any other provision(s) contained herein, the Principal of the school retains the right to interpret and apply any and all provisions contained in this handbook to his/her sole and absolute discretion.

AMENDMENT

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

CONTRACT

This handbook is part of the annual contract that exists between the school and the parents/students. Enrollment into Saint Joseph Grade School indicates the acceptance of these policies and regulations by the students and their parents. A Handbook Agreement Form must be completed and signed by both the parents and students.

COMMUNICATION

Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

NON-DISCRIMINATION POLICY

Saint Joseph Grade School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and/or ethnic origin in the administration of its educational policies, scholarships and tuition assistance programs, athletics and/or school-administered programs.

RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

Saint Joseph Grade School welcomes Non-Catholic students. SJGS exists to educate within the framework of Catholic values and under the direction of the Diocese of Trenton. Non-Catholic students must participate in Religion classes and liturgical services scheduled during the school year.

ACCREDITATION

Saint Joseph Grade School is accredited by Cognia. The school is also a member of the National Catholic Education Association.

WELCOME

Welcome to our Saint Joseph Grade School community. We hope that this will be a wonderful beginning for your child and an exciting and rewarding experience for you as a parent.

This handbook is designed to acquaint you with our school. It provides most of the information you will need to know throughout the school year. We urge you to read through this handbook and keep it as a reference during the school year.

Everyone here looks forward to working with you and your child.

At Saint Joseph Grade School preschool your child will be surrounded early in a positive, nurturing environment that establishes a love of learning.

Our Preschool Program will bring your child closer to God as we:

- ❖ Develop kindergarten readiness
- ❖ Encourage personal and social development
 - ❖ Foster responsibility and independence
 - ❖ Promote health and safety
 - ❖ Provide hands on experiences
 - ❖ Cultivate playing and sharing
 - ❖ Build your child's self esteem

Within the Preschool Program children are introduced to Religion, Integrated Language Arts, Mathematics, Science, (STREAM: *Science, Technology, Religion, English/Language Arts, Art, Math*) Social Studies, Self Help, Music, Art, Technology, Physical Education, Health and Safety, and Personal Development.

PRESCHOOL CURRICULUM

SJGS Preschool's curriculum is designed to promote child development through hands-on learning while immersed in a spiritually rich environment. As early childhood educators, our staff believes that play is a natural part of learning that encourages integration of a child's experiences into language and actions.

Lessons are planned around holy days, seasons, real-life experiences, and community awareness.

The goal of all lessons is to develop a greater understanding of God, create new skills, develop new ideas and promote learning that can be used beyond the classroom. The classroom environment is specifically designed to encourage play, exploration, and problem solving.

These experiences will help build language, math, and social skills needed to begin Kindergarten.

Children learn and receive knowledge at their own pace. Therefore, class plans are flexible and differentiated to allow for individual differences among children. We strive to have every child realize his or her potential and feel successful. We feel it is vital that children build positive images of themselves as well as strong relationships with God, peers, and adults.

Language Development (3 Year Old Program)

Within the Language Arts PreK 3 program students will:

- ❖ Explore using new words and sounds
- ❖ Develop an enthusiasm for books
 - ❖ Express ideas and needs
 - ❖ Begin recognition of letters
 - ❖ Engage in conversational skills
 - ❖ Appreciate and understand print
- ❖ Develop fine motor skills in preparation for writing.

SuperKids PreKindergarten (4 Year Old Program) Language Arts and Reading Readiness

Development of language and vocabulary

To succeed across curricula in future years, children must develop concepts and vocabulary to comprehend written and spoken language. Happily Ever After builds this foundation by anchoring instruction in classic stories from children's literature. Children listen to a well-known story in the first lesson of each unit and return to it again and again as they move through the other lessons in the unit. The story gives them a common framework for new words and concepts.

In addition, new vocabulary, skills, and concepts are introduced in a concrete way through a game that relates them directly to the familiar, physical world. In this way, instruction always proceeds from the concrete to the abstract.

Fine motor skills

Ultimately, children need to develop fine motor skills to be able to write. To build these skills, Happily Ever After provides constant practice in cutting, folding, coloring, gluing, tracing, and drawing. Happily Ever After builds children's fine motor skills through practice, practice, practice—but practice that takes place in the context of activities children enjoy.

Direction-following skills

Success in school depends on children's ability to understand instructional vocabulary and follow directions. Following directions involves good listening skills and concentration, often applied to multi-step instructions. It also requires familiarity with common school tasks, such as circling an answer or drawing a line across or under. Happily Ever After builds children's ability to follow directions by teaching the necessary skills systematically and explicitly and giving children the opportunity to apply the skills in every lesson.

Listening skills

To learn to read and spell, children must become conscious first of environmental sounds and then of sounds that make up speech, such as words and syllables. Finally, they must learn to hear phonemes, the small units of speech that correspond to letters. Happily Ever After carefully builds this sensitivity to sounds through direct instruction and daily routines. Children must also learn to attend thoughtfully to the teacher, to the narrator in CD lessons, and to other children. Those listening skills are developed in every activity throughout the program.

RCL Benziger Religion Preschool Program (PreK 3 and 4 Year Old Programs)

Stories of God's Love Preschool program contains Scripture, contemporary stories, activities, prayer, and music designed to sow the seeds for a lifetime of faith. Children learn of and relate to God's love through Scripture, story, activity and music.

The PreK explores, introduces and celebrates Catholic traditions occurring within the liturgical year.

Mathematics (PreK 3 and 4 Year Old Programs)

Preschoolers will be provided with multisensory materials that correspond to their diverse motor, cognitive, and developmental abilities and prepares them for Kindergarten. The curriculum will include

- *Counting and Number Sense*
- *Comparing and Contrasting*
- *Sorting, Classifying, Graphing and Patterning*
- *Identifying, Sorting, and Classifying 2-D Shapes and 3-D Shapes*
 - *Identifying quantities and numbers*

Preschool General Information

PRE-SCHOOL ADMISSION POLICY

PreK 3: Students must be 3 years old by October 1st.

PreK 4: Students must be 4 years old by October 1st.

All Preschool students must be fully potty trained and able to care for themselves.

At the time of registration parents/guardians must present:

Birth Certificate,

Baptism Certificate

Immunization Record (including a flu shot) and health record

before school begins in September all preschool students must present proof of a medical physical which will be kept on file.

The Preschool Program follows the Saint Joseph Grade School Calendar. When the school has a day off the preschool will also be off.

This includes weather related delayed openings and closings.

See the School Calendar found on our website: www.stjoeschooltr.org

School Hours

8:45-2:45

Preschool students must be dropped off and picked up from the Preschool Building by a parent/guardian or a designated authorized individual with arrangements made ahead of time in writing by the parent/guardian.

ARRIVAL AND DISMISSAL

Morning Arrival

PreK 3A (Preschool House) report directly to the preschool house.

PreK 3B will enter through **DOOR # 1**. Parent must assist child down the stairs to the teacher/aide on duty.

PreK 4A and 4B will enter through **DOOR # 2**. Parent must assist child down the stairs to the teacher/aide on duty.

Afternoon Dismissal

PreK 3A pick up at the house

PreK 3B Students dismissed at **DOOR #1**

PreK 4A and 4B: Students dismissed at **DOOR #2**

Weather Related Delayed Openings

PreK on Weather Related Delayed Opening days will begin at 10:15

Scheduled Early Dismissal Days (Half Days) for Grades K-8 dismissal is 12:25.

PreK Early Dismissal/Half Days pick up will be at 12:45

These dates are listed on the school calendar.

Extended Care is available on delayed opening days/early dismissal days.

ABSENCE

If your child will be absent we ask that you notify the main office 732-349-2355.

(Please note that: for students attending 2 day and 3 day programs days missed cannot be substituted for other days.)

TARDINESS

Preschool Doors CLOSE in the AM at 8:55.

For any student arriving after 8:55 AM a parent **MUST** report to the front entrance of A Building for a late slip before the student will be admitted to class.

EXTENDED CARE

Extended Care is available in the Morning and Afterschool.

Specific arrangements for extended care must be arranged ahead of time.

When school is in session the Before Care/Afterschool Programs are in operation. Before Care is located in the cafeteria. Supervision is provided by the staff of St. Joseph Grade School under the supervision of Program Coordinator, Mrs. Vita Chapman. Before Care is provided every day from 6:30 a.m. until 7:25 a.m. for Grades Pre K-8 in the school cafeteria. Pre K students arriving by 7:30 or later may go directly to the lower level of the church.

Afterschool is available after school each day from 2:30 to 6:00 p.m. in the school cafeteria for Grades K-8 and in the lower level of the church for Pre K only. Students are enrolled by notification in writing to the main office. Afterschool forms are available on the website. To ensure safety and proper supervision, all Afterschool students must be enrolled the day prior to attendance by 2:30 p.m. When picking up your child from afterschool you must sign your child out with the staff member in charge. It is possible that the staff member in charge may ask for identification at the time of pick up. All adults authorized to pick up your child must be registered with the program. Pick up cannot happen before 2:45 PM.

All school policies regarding conduct apply to the students in the program. Students who repeatedly violate the standards will lose the privilege of participation in the program.

If you need to contact the Aftercare Program after 3:30, please call the aftercare line (732-684-3324). If any Aftercare account is in substantial arrears, your child will be excluded from the program until your obligation is met.

Daily Fee Schedule

<u>Before Care</u>	<u>Aftercare</u>
\$10.00 per day per student	\$10.00 per hour – 1 child
\$13.00 per day for 2 or more children in the same family	\$15.00 per hour – 2 or more children in the same family
\$10.00 per 15 minute increments will be charged after 6:00 p.m.	

All Before Care and Aftercare fees are billed via the Blackbaud Program two months after attendance, i.e. September is billed in November and continues every two months until March. March attendance will be billed in May. April, May and June attendance will be billed in August, September and October the following year.

DISCIPLINE PROCEDURES AND POLICIES

Classroom Issues

On occasion, there may be a classroom concern you would like to discuss.

Please follow this procedure:

- 1) Discuss your particular concern with the teacher
- 2) If you feel the issue has not been resolved, you may discuss your concern with the principal and a teacher-parent-principal meeting can be arranged.

Behavioral Concerns

- 1) If the teacher determines that a child's behavior is inappropriate, the teacher will first attempt to resolve the situation with the child by actions including but not limited to, talking to the child about what is appropriate and acceptable behavior in the class, and/or giving timeouts.
- 2) If the behavior continues, the teacher will discuss the situation with one or both parents.
- 3) If the behavior does not improve and one or both parents do not agree with the teacher, the teacher will speak with the principal and a conference will be arranged with one or both parents, the teacher, and the principal.
- 4) If the situation does not improve by the established deadline, the principal may require immediate withdrawal.
- 5) If, in the principal's discretion, the safety and/or health of others in the school will be impaired by the child's continued attendance, the principal may require the child's immediate withdrawal.

FUNDRAISING

Throughout the year, there are various fundraising events. Preschool families are encouraged to participate.

HAZARD EMERGENCY RESPONSE

For non-weather emergencies that occur when school is in session, St. Joseph Grade School will evacuate to Intermediate East on Hooper Avenue in Toms River, New Jersey by bus. Announcements will be made over local emergency station WOBN. Your child will remain there until your arrival. Please DO NOT come to St. Joseph Grade School. Children will only be dismissed to you from Toms River Intermediate East School.

HEALTH

Each parent needs to complete the Student Health & Emergency Form found on the school website.
The form can be downloaded, completed and handed in on the first day of school.

Allergies

It is imperative that the school nurse and staff be aware of any allergies your child may have to food, insects etc....

Health/ Sick Child Policy

If your child is sick, it is **most appropriate** to keep him/her home from school. A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. Please make arrangements for childcare ahead of time so you will not be caught without a place for your child to stay if she or he is ill.

Our school policy states that you should not send your child to school if she/he has any of the following symptoms:

1. Fever in the past 24 hours
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Chills
5. Sore throat
6. Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
7. Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.
8. Head lice - unless the child has been treated according to the nurse's or doctor's instruction. Children must be nit-free and cleared by the school nurse to resume classes.

If your child becomes ill at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, the parent or guardian will be called to come and take the child home from school. Please be sure that arrangements can be made to transport your child home from school and that child care is available in cases of illness.

If your daytime or emergency phone numbers change during the year, please notify your child's teacher and the school nurse immediately.

These guidelines are meant to serve the best interests of all the children in our school.

Physical Examinations

All new students admitted to SJGS must have a recent physical on file in the Health Office. A physician must initially examine students being admitted to the school athletic program to determine physical eligibility. The recommendation of the physician is to be followed at all times.

The school nurse or doctor must examine and record weight and height and evaluate teeth, eyes and hearing during the school year. Health records will be readily available to public authorities on request.

Immunizations

The school is required to adhere to New Jersey State laws that pertain to students' immunizations. The Diocese of Trenton does not offer exemptions to the immunization process. If there is a question regarding immunization the school must consult with the Ocean County Health Department.

All students admitted to schools in the Diocese of Trenton are required to be immunized. The diocese upholds the mission of the New Jersey Immunization Program that is to reduce and eliminate the incidence of vaccine preventable diseases.

A student may be admitted to school on a provisional basis if a physician or health department indicates that the immunization of the student is in process. Such provisional admission will be a reasonable length of time but will not exceed one year unless the student's physician establishes that the necessary immunization will take longer to complete.

Non-immunized children, who are students in the school, may be excluded from school and school related activities for their own protection. If an epidemic situation arises at the school, before the local administrator makes the decision to exclude the non-immunized student, the local administrator will consult with the local health department official. The final decision for exclusion will be based on the judgment of the school administrator.

Accidents/Insurance

The school administers immediate first aid to injured students. Parents will be notified when a student is injured. In the case of severe injury, emergency care will be given and parents will be notified. Each student is protected for injuries that occur on school property. Parents/guardians may obtain claim forms from the Health Office and it is the parent's/guardian's responsibility to submit the claim directly to the insurance company. Students returning to school following an injury must be readmitted through the nurse's office.

Epi Pen

Epi pens (single dose epinephrine) are prescribed for students who have severe allergic reactions to foods, medications or bee stings. Parents are required to provide two Epi pens with a Physician's order, signed by the parent and the doctor. One Epi pen will remain in the nurse's office and the second Epi pen will be with the student at all times during the course of the school day.

- Teachers in Grades Pre K-5 will carry Epi pens needed for their students and pass it accordingly to the next teacher or lunch aide.
- Students in grades 6-8 may carry their own Epi pens from class to class, to lunch, to church, etc. Older students may receive permission from the physician to self-medicate in emergency situations.
- Illness/Communicable Diseases

Some illnesses require a doctor's note in order to return to school. A medical examiner's certificate of re-admittance to school is required for the following diagnoses/communicable disease: Chicken Pox, Conjunctivitis (pink eye), Fifth's Disease, Scarlet Fever, Ringworm, Impetigo, Strep Throat, Measles, Hepatitis, Mononucleosis, Scarlet Fever and any skin rash or lesion of unknown origin.

Actively ill children should not be in school. If your child has a fever or active symptoms, such as vomiting or diarrhea, please keep your child home. Students may only carry water bottles after obtaining a doctor's note indicating medical necessity.

Head Lice

If a child is detected with head lice, he/she will be sent home. Upon detection, all students in the homeroom will be examined and a letter to this effect will be sent home to parents. Children should be allowed to return to school the morning after their first treatment. As an added precaution, all other students in the grade level will also be examined and a letter to this effect will be sent home. Upon arrival at school, the child will be sent to the nurse to get examined.

SJGS has a "No Nit Policy". If nits are present on screening or re-screening, the child is dismissed for follow up. This "No Nit Policy" encourages each family member to do its part at home with routine screening, early detection and thorough removal of lice and nits. This policy safeguards un-infested children. Monitoring with enforcement of screening encourages parental compliance. Better prevention takes place if the parent/guardian notifies school staff as soon as head lice is detected.

Health Records/Required Immunizations/Crutches

Health records are required at the time of registration. Student's record of immunization must be complete and up to date. The State of New Jersey requires that all students who attend any public or private school must receive the following immunizations: hepatitis B, diphtheria-tetanus, oral polio, measles, rubella, mumps, Menactra, TDAP, and varicella. **PRESCHOOL STUDENTS MUST OBTAIN A FLU SHOT BY DECEMBER 31st.**

Parents should continue to update immunizations with the child's physician.

Parents are asked to notify the Health Office in writing when your child has a medical disability (asthma, heart murmur, etc.) or is taking daily medication. If your child is to have any type of surgery or is using/wearing an orthopedic appliance (cast, crutches, splint, etc.) the school must be notified. The Health Office should receive written documentation from a physician, which includes the diagnosis, procedure and special limitations or precautions.

A doctor's note is required for your child to be in school with crutches or braces. When a student on crutches enters school, they must report to the school nurse with the doctor's note upon arrival for an ambulatory evaluation. The information from the physician or other medical personnel should include the following documentation:

- the use of crutches has been authorized by the physician or other medical personnel.
- the diagnosis and the duration of the authorized use of crutches.
- the student has received training in the use of crutches, particularly on stairs.

*Please note that students are not allowed in school without a doctor's note.

Illness during School

The school nurse is available for any student who feels ill or is injured during the school day. A student must report to the classroom (or attending) teacher and then be dismissed to the nurse's office. The nurse is available during the hours of the regular school day (8:00-2:00). In the event a child is too ill to remain in school, parents/guardians must provide transportation home. These students must be signed out in the Health Office. Frequent visits to the Health Office may warrant a conference. If an illness occurs on the way to the bus at dismissal, the student may be held from getting on the bus.

Medication

By law, the school nurse may not dispense **any** medication without a physician's order. This includes over the counter medicines. The following are state regulations for administration of medicine in school. These must be strictly followed:

1. Pupils requiring medication at school must have a written statement from a physician, which identifies the type, dosage, time interval, purpose and the side effects of medication.
2. There must be written permission by the parent/guardian requesting that the school nurse administer the medication. This permission must be kept in the Health Office, and should not be included in any correspondence to the teacher. Permission written on paper bags will not be accepted.
3. Medication must be in the original container from the pharmacy and properly labeled with the child's name and the name of the medication. Medications sent in tinfoil, Baggies and envelopes **WILL NOT** be given to your child. Send enough medication for the length of time the medication must be taken in school so that the medication does not have to be taken back home each day. The office cannot be responsible for reminding your child to pick up medicine at the end of each day.
4. Medications must be brought to the school nurse upon arrival at school. When possible, it is requested that parents/guardians bring in medication.
5. No medication of any sort may be kept on the student during the school day, unless special arrangements have been made with the Health Office.
6. Non-prescription drugs, including cough syrup, aspirin, and like products will not be administered unless written permission from a physician and parent/guardian is received. Parents/guardians must supply all medications including cough drops, aspirin, etc.
7. All students who require daily medications must have new permission for each school year.
8. A written statement from a physician granting permission for a student to be present is mandatory for all injuries that require an orthopedic appliance (casts, splints, ace bandages, etc.) or use of any specified medical equipment.

HOME/SCHOOL COMMUNICATION

Communication between the home and school is vital and accomplished in various ways.

- **Family Circulation**

Every Thursday, circulation emails containing important information and notices of general interest, such as Chalk Talk, monthly school calendar, and PTA items of interest are transmitted. Parents without Internet access can receive this information through a Circulation Envelope upon request to the school office.

Administrative Memos: Will be sent via email when pertinent information needs to be communicated to parents and the school community.

- **School Messenger Alert System** Parents receive notification regarding school time emergencies and school reminders. Parents will register their home phone, cell phone, work phone and email address for this purpose.

- **Email**

Parents are encouraged to contact teachers using the school email addresses listed on the teacher's web page.

- **School Web Page**

Visit the school web page (www.stjoeschooltr.org) for additional school information as well as the class web pages for up-to-date activities, projects, and homework assignments. Emergency closing information is also provided on the school web page.

- **SJ Chalk Talk**

The school principal communicates to parents via the SJ Chalk Talk publication sent home via email at the beginning of each month. Paper copies of Chalk Talk will be sent home to families who do not have internet access upon request.

- **Conferences**

Conferences provide the opportunity to discuss, in detail, the student's progress and performance. Parent/guardian/teacher conferences are scheduled during the first trimester. Communications will be sent home stating the date and time of the conference.

Parents/guardians may wish to arrange additional conferences whenever there is a concern. We ask that you send a note or email the teacher to set up a meeting. In the event a matter cannot be resolved at the teacher-parent level, the concern is brought to the administrator's attention who will meet with parents after consultation with the teacher.

- **PreK Teachers** may establish other forms of communication (i.e.: Remind App, etc....)

LUNCH AND SNACKS

Lunch

All students are to bring a packed lunch from home.

Snacks

Parents are asked to provide a snack for their child each day.

We encourage you to send food that is nutritious and requires no preparation by the staff.

Please clearly mark and separate LUNCH and SNACK.

PARENT TEACHER ASSOCIATION

St. Joseph Grade School is fortunate to be served by a dynamic P.T.A. Because of the extraordinary support of the members of the P.T.A., projected goals have been fulfilled to improve the physical and educational aspects of the school. All parents/guardians, both mothers and fathers, are encouraged to participate fully in P.T.A. functions. PTA dues are \$25.00 per family. Dues support the following expenses: School Messenger Alert System, Diocesan per capita tax, Diocesan Teacher Scholarship Fund, Diocesan Marketing Fund, 8th Grade Scholarship, teacher supply stipend, and special programs during the year for parents and children.

PHOTOGRAPHY

During special events or programs in school, your child may be photographed for newsletter and/or newspaper articles, marketing brochures, school website, Facebook, Twitter and CD's for school use. **If you choose not to have your child photographed during the school year, you must indicate your permission on the Handbook Agreement form which can be found in Genesis Forms.**

Children may not bring cameras to school unless directed by the teacher.

SCHOOL MESSENGER ALERT SYSTEM

This service provides reminders and cancellations regarding upcoming events, reports school closings and emergency busing dismissals, and other important information to parents where time is of the essence. Every SJGS family is automatically enrolled in the system with the family home telephone number.

However it is the responsibility of the parent to register other numbers, phone, cell phone, email, if you choose. These changes can be made in the School Messenger App found in the Apple App store and Google Play. Messages will also be available via the app. Detailed instructions will be posted on the website.

SCHOOL SAFETY

Crisis, Emergency, Fire and Disaster Plans

Saint Joseph Grade School has a comprehensive emergency plan. Regular fire and emergency drills are held throughout the year.

Security

During school hours, parents, guardians, and visitors must report to the MAIN Building (Building A) to sign-in and receive a visitor's badge. School doors remain locked after drop off.

Please ring the buzzer on the Main Entrance to A Building on Hooper Avenue for entrance into the school.

ID MUST be presented at the Security Booth.

Parents and guardians must have a pre-scheduled appointment with a teacher before entering the teacher's classroom.

1. All exterior doors are locked during the school day.
2. All exterior doors, hallways, stairwells and outside areas are monitored by cameras.
3. All members of faculty and staff wear identification tags.
4. All authorized visitors must report to the main building Security Booth, provide personal ID, and receive a security sticker badge.
5. Security Drills (lockdown, shelter in place, evacuation and fire drill) are conducted monthly throughout the school year.

Adherence to the following guidelines further ensures the safety and security of the student body upon entering the school.

1. Visitors and parents are to call the main office ahead to report their ETA and then arrive via Hooper Avenue entrance. No visitors are allowed access directly to any classroom.
2. Children leaving school before regular dismissal are to be signed out at the security booth in Building A. **Due to busing considerations, parents/guardians must report to the main office by 1:30 p.m.** No student will be dismissed from the office after 1:30.

3. If a child is to be dismissed from school in a manner or at a time that is different from normal procedure, a note must come from a parent/guardian stating the time and reason for the change.
4. **It is the responsibility of the parent to keep on file in the Main Building a current copy of any custodial agreement.**

STUDENT PLACEMENT

We do not honor requests for student placement. Placement is determined by a sound educational process. However, parents are to communicate in writing with the school principal concerns as they pertain to the child and not to the particular teacher. This information will be taken into consideration in the placement of your child.

UNIFORM

Gray SJGS Logo Tee Shirt (short and/or long sleeve)
Hunter Green Nylon Shorts
Hunter Green SJGS Logo Sweatshirt and Sweatpants
Socks and Sneakers

Uniforms **MUST** be purchased through:

Farro's Tees

873 Fischer Blvd.

Toms River, NJ 08753

732-929-2228

http://stores.inksoft.com/st_joseph_gym

PLAYGROUND

The preschool program incorporates outside play (playground and/or field area) daily, weather permitting.

Please dress your child appropriately for class and outside play.

We also ask that every child have *an extra change of clothing* in a bag marked clearly with the child's name.

Items that must be in the bag include socks, pants, shirt, and underwear. All items will be returned at the end of the school year. If for some reason your child must change into the extra clothing, please return a new set the following class day.

Please label all clothing for your child.

VISITORS

All parents/guardians, guests and visitors are asked to call ahead to notify the office of your arrival. Visitors must register at the Security Booth upon arrival at school via the Hooper Avenue entrance. No visitors may be on school grounds without permission of the administration. All visitors must wear an identification badge.

VOLUNTEER PROGRAMS

We welcome and encourage parents to volunteer their time, talents, and treasures in St. Joseph Grade School. You are asked to call the main office if you have an interest in volunteering in the following areas: Parent Teacher Association, Spartan Athletic Association, and Extra Curricular Moderators.

RIGHT OF THE PRINCIPAL

St. Joseph Grade School/the Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. Parents will be given adequate notification of policy revisions.

St. Joseph Grade School/the Administration reserves the right to search any object, material or substance brought onto school property.

The Principal maintains the right to determine the seriousness of policy infractions and rule violations. The Principal determines if certain cases of misconduct require stronger measures than stated in this document. Repeated disregard of school policies will result in disenrollment.

Any action or comment that is viewed as scandalous or detrimental to the school, its students, and the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

ADMINISTRATION

Fr. Scott Shaffer, Director
frscott@stjosephtomsriver.org

Mrs. Madeline Kinloch, Principal
mkinloch@stjoeschooltr.org
732-349-2355 Ext. 2001

Ms. Juliann James, Vice Principal
jjames@stjoeschooltr.org
732-349-2355 Ext. 2012

Main Office
732-349-2355

Mrs. Carol Peterson, PreK 3A Teacher	cpeterson@stjoeschooltr.org
Ms. Shirley Ramos, PreK 3B Teacher	sramos@stjoeschooltr.org
Mrs. Catherine Samul, PreK4A Teacher	csamul@stjoeschooltr.org
Sister Debbie Vignuolo, PreK 4B Teacher	dvignuolo@stjoeschooltr.org

**Please be sure to familiarize yourself with the Parent/Student Handbook found on our website.
This handbook contains the policies and procedures for St. Joseph Grade School.*