“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.

2018-2019 School Theme
“Your Grace is Enough”

Yearly Values:
Acceptance & Compassion
1. To promote Roman Catholic tradition in religious studies and faith-based activities.

2. To grow as a community of faith through sacramental preparation, school liturgies, ministries and service.

3. To develop healthy interpersonal relationships through cooperative learning, social interaction, co-curricular activities and extra-curricular organizations.

4. To promote good spiritual, physical, mental, emotional and social health practices through a multitude of well-ordered programs.

5. To incorporate technology into all aspects of the school curriculum and community.

6. To cultivate school PLT’s to enhance curriculum that challenges students to be proficient problem solvers and critical thinkers.

7. To enhance STEM learning to incorporate Religion and Art; moving forward toward a fully integrated STREAM program.
History of Saint Joseph Grade School

Saint Joseph Grade School began in 1932 with the vision of the Reverend George Welsh pastor of St. Joseph Church. The task of starting and building an elementary school was a daunting task in the face of the Great Depression. The school began by subdividing the church social hall into four rooms each holding two grade levels, a principal’s office, a stage, lunch room and bathrooms. The first teaching staff was comprised of five nuns from the order of Saint Dominic of Newburgh, New York. Sr. Dalmatia was the first principal. The sisters taught 103 students.

The Reverend Lawrence W. Donovan became pastor in 1949. In 1951, ground was broken on North Hooper Avenue to build a new school and church. The year 1952 saw 401 students enrolled in the new school taught by seven nuns and three lay teachers under the direction of a new principal, Sr. Eucharia. Continued growth and rising enrollment forced additional construction behind the school and church of 10 classrooms and an auditorium.

In the early 1960’s enrollment reached 1,358 students. Between 1960 and 1980, several trailers were added behind Building B to house a seventh grade classroom, band, and compensatory education. During the 1970’s a physical education program was added to the curriculum and was taught in the back of the cafeteria and lead to the beginning of an organized sport program offering Cross-country, basketball and track for boys and girls.

1991 saw the reestablishment of a Kindergarten program. Kindergarten was housed in two classrooms in the high school building. In 1993, a new church was built on the south end of the property on an area of land known as “Angels Field”. With the new church available for worship, the old church in the school building was re-designed to be a gymnasium and the Kindergarten classes were moved to the basement of the new church. During the late 90’s and early 2000’s many programs were added and established into the curriculum. The athletic program grew to 10 Varsity sports with the addition of Soccer, Wrestling, Tennis, and Volleyball. Spanish was added as a World Language, Advanced and Accelerated Math programs were formed for grades four to eight and the use of technology expanded from a computer lab to classroom iPad stations and eventually in 2013 the “Bring Your own I-pad program went into effect for grades five to eight. A Pre-Kindergarten program for four year olds began in 2016 and a Pre K -3 program was added in 2017.

Presently, there is an enrollment of over 640 students in Grades Pre-K through Eighth grade. The school encompasses four buildings and two trailers: Building A (Grades 1-5), Building B (Grades 5-8) Specials of Music, Performing Arts, Band, Art, Spanish are in the trailers. Pre K-4 and Kindergarten are in the basement of the church and a new Pre K-3 house is located behind the parish food pantry.
**STAFF**

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

**OFFICE STAFF**
Administrative Assistant Mrs. Theresa Abatemarco
Main Office Mrs. Bridget Doran
Main Office Mrs. Denise Silvestrone
Main Office Mrs. Ann Marie Westen

**ADMINISTRATIVE SUPPORT**

Athletic Director Mr. Tom Moriau
School Counselor Mrs. Divina Roche
Director of Technology Mrs. Danielle Boyd

**PROGRAM COORDINATORS**
Social Media Mr. William Dudley
Yearbook Mrs. Jennifer Criscuolo
iPad Program Mrs. Mary Jo Delaney

**ACADEMIC COUNCIL**
Consists of Curriculum Coordinators-Grade

Level Coordinators:

Primary School Coordinator Mrs. Patricia Bodden
Language Arts Mrs. Sharon Braun
Pre K Coordinator Mrs. Danielle Cella
Religion Mrs. Cheryl Chiarello
Science Mrs. Jennifer Criscuolo
Middle School Coordinator Mrs. MaryJo Delaney
Social Studies Mr. William Dudley
Special Subjects Ms. Bridget Ellis
Elementary School Coordinator Mrs. Vicki Saluccio

**PTA EXECUTIVE BOARD**

Co-Presidents Mrs. Jennifer Manning
Co-Vice-Presidents Mrs. Sue Weiss
Treasurer Mrs. Jennifer Dreher
Recording Secretary Mrs. Kimberly Samarelli
Corresponding Secretary Mrs. Kathleen Winch
& Hospitality Chair Mrs. Maryann Payumo

**CAMPUS CONNECTIONS**

Advancement Mrs. Jeammie Lamme
Marketing Mrs. JoAnn D’Anton
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This Handbook serves as a contractual agreement between parents and students with St. Joseph Grade School. The agreement form, found on the final page of this document, is to be signed and returned to the teacher on the first day of school.
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 is 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.

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 AdvancEd. The school is also a member of the National Catholic Education Association.
ADMISSION TO SCHOOL

At the time of registration parents/guardians must present:
Birth certificate, record of immunizations and health record, previous report cards and standardized test, ISP/IEP (if applicable), Certificates of Baptism, Penance, Eucharist, and a non-refundable registration fee for each student to be registered.

It should be noted that all new students are accepted on a 90-day probationary period. Violation of the policies and procedures stated in the handbook, as determined by the administration, may warrant dismissal from St. Joseph Grade School.

Enrollment Policy
2. Children of registered parishioners in St. Joseph’s Church.
3. Catholic children from neighboring parishes which do not provide a Catholic school.
4. Transfer students from Catholic schools outside the local area.
5. Catholic children of registered parishioners in other parishes with Catholic schools.
6. Children of non-Catholic denominations.

Registration for all grades Pre K-8 will always be announced in the parish bulletin several weeks prior to the date. St. Joseph Grade School admits students regardless of race, color, creed, or national or ethnic origins.

AFTER SCHOOL REGULATIONS

No student may be present in the building after school unless accompanied by a teacher, coach, or club/activity moderator. A student must arrive at the cafeteria immediately after dismissal, unless otherwise announced, and should remain until the teacher, coach, or club/activity moderator meets them. Any student who was absent or has been suspended during the day will not be permitted to attend any after school or evening activities on days of absence or suspension. This includes sporting activities, intramurals, dances, or any school sponsored program. All school policies are in effect during after-school and school sponsored weekend activities.

ATTENDANCE

Regular attendance is essential to the learning process and establishes good work habits.

Absence
A full day of school constitutes a minimum of a full four hours. A student who arrives to school after 11:00 a.m. is marked absent in the a.m. A student who leaves school prior to 12 noon is marked absent in the p.m. In the case of absence, the parent must call the school office to report absence by 8:30 a.m. Upon return, the child must bring a note to the homeroom teacher the day s/he returns explaining the reason for the absence. The note must be signed by a parent/guardian. Students may request make-up assignments upon returning to school. Students will be expected to adhere to the date agreed to by the teacher and student for making up the assignments. The school year consists of a minimum of 180 days. An accumulation of 20 days absent in a school year is considered very serious and often has detrimental implications on a child’s scholastic and social
progress. Retention might even be considered when such an excess number of days are missed from school. It is for this reason that vacations, as well, during the school year, are strongly discouraged. If, however, this does occur please notify the teacher in writing. The student will be given the opportunity to make-up work upon returning, however, the school will not prepare assignments in advance.

There are no excused absences. If a student is not in school for whatever reason, legally they are absent. Perfect Attendance is no longer a recognized award. Parents are encouraged to make appointments for doctors and/or dental visits after school unless an emergency arises. Students will be marked absent or tardy depending upon arrival or dismissal time.

Vacation During School Year
Parents are strongly discouraged from taking vacations during the school year. Completing make-up work at home is not equivalent to actual direct instruction time in the classroom with the teacher.
In the event your child is out of school, you can stay informed by visiting the teacher’s web page. Please do not request lessons for the upcoming week. Teachers cannot provide this nor will it be accurate as lessons may change daily.

ARRIVAL & DISMISSAL

Students are expected to arrive at school no later than 7:50 a.m. The instructional school day begins at 8:00 a.m. and concludes at 2:25 p.m.

Bus Students Arrival and Dismissal
Students transported to school via buses begin arriving at 7:25 a.m. All students go directly into the school building when disembarking the busses. Grades 1-5A and 5B students proceed to the cafeteria. Grades 5C, 6-8 students proceed to assigned rooms in Building B. Kindergarten students are met by the teachers and assistants in front of the Church then taken to the classroom. Early bus students will be supervised by teachers/and teaching assistants. At 7:45 all students Grades 1-8 move directly to their classrooms from the early rooms, students still disembarking from buses after 7:45 go directly to their classrooms. At 2:25 teachers lead students to the buses. Students in Grade 1 are escorted to bus with helpers for the first several weeks of school. Students in Kindergarten are escorted throughout the school year by teachers and aides. Students arriving by car prior to 7:25 a.m. must report to Before Care in the cafeteria.

Walkers/Students Driven to School Arrival and Dismissal
Students driven to school may arrive as early as 7:30 and proceed to the early supervision rooms in buildings A/B. Kindergarten students are supervised by Kindergarten teaching aides at this time. Parents who choose to transport their children by car. Use the drive thru via the Parish Center front parking lot on Hooper Avenue. From 7:45-8:10 the crosswalk will be manned by a school employee. Students are dropped off at the crosswalk. Parents remain in car. Students proceed across the crosswalk to Building A/B. Kindergarten parents will be instructed by the school office as to Kindergarten Only drop-off procedure. STUDENTS ARRIVING BY CAR BEFORE 7:25 AM MUST REPORT TO BEFORE CARE IN THE KA KINDERGARTEN CLASSROOM.

Tardiness
Students entering school after 8:00 are tardy. From 8:00-8:10 late students go directly to class. After 8:10 all entrances are locked and students must report to the main office for a late slip escorted by parent. Students transported by school bus are not marked tardy if the school bus arrives late to school
Parent Pick Up
At dismissal teachers/aides escort K-4 students to the Bell Tower, 5-8 students proceed independently. Students should remain on sidewalk areas and away from the parish office building. In the event of inclement weather parent pick up takes place in church in the gathering space.

Please notify the main office if for any reason (Custody Agreement, Restraining Order, etc.) your child may not be released to a parent/family member.

Delayed Opening
When there is a morning faculty meeting, school opening is delayed 2 hours. These dates are listed on the school calendar. Most transportation runs on a two-hour delay. Before Care is available on delayed opening days. (See Extended Day Services) Students may not be dropped off by parents prior to 9:30 on delayed opening days if they are not registered in the extended care program. Students bused to school on delayed opening days will continue to go to their assigned areas. Grades 1-5A and 5B students proceed to the cafeteria. Grades 5C, and 6-8 students proceed to assigned rooms. Kindergarten students are met by a teaching assistant in front of the Church.

Early Sign-Out Procedure
Occasionally, a student may have to leave school before regular dismissal. DUE TO BUSING CONSIDERATIONS ALL EARLY DISMISSALS MUST OCCUR BEFORE 1:30 P.M. THEREFORE DISMISSAL FOLLOWING LITURGIES AND AFTERNOON EVENTS MUST BE BELL TOWER PICKUP OR BUSING AT 2:25 PM. THE PROCEDURE IS AS FOLLOWS:
1. A note from home must be brought to the main office during homeroom period the day the student is to leave early.
2. All students are required to have their parent/guardian sign them out at the main office.
3. Pre K/Kindergarten parents sign out student in office, get Visitor’s Pass and proceed to Pre K/Kindergarten classroom.
4. Students in Building A will meet parents in the main office. For students in Building B, parents sign out in office, get Visitor’s Pass and proceed to B building door by flag pole. Students will meet parents at door.

With the exception of service animals, when picking up or dropping off children, please note that pets are not allowed on campus at any time.

BIRTHDAY CELEBRATIONS
Birthdays, Pre K-8, are celebrated in the following way:
• Students may dress up/dress down on their birthday. If a students’ birthday falls on Saturday or Sunday they may dress down on Friday before or the Monday after their birthday. If a students’ birthday is in July they may dress down in September on the date of their birthday. If a students’ birthday is in August and early September they may dress down any day in September.
• Birthdays are announced each morning over the PA.
• Students receive a birthday pencil/pen.
• Birthday celebrations do not include food. Do not send in a birthday treat for the class.
• If invitations are to be distributed in school, no student may be excluded. The classroom teacher will distribute invitations.
BUSING/TRANSPORTATION

Students have the privilege of using the transportation service provided by their public school district. Transportation does not allow children to ride to or from school in any bus other than the one assigned. No departure from the regular school bus route is permitted. While waiting at the bus stop, students are not to play on or near the road or on private property. Students are to cross the street in front of the bus after a signal from the driver that it is safe to do so.

Discipline on the school bus is probably one of the greatest challenges confronting school bus drivers today. School bus transportation is an extension of the school and standards set by the school carry over into the school bus. Within the guidelines of school policy and the severity of the action, the following steps may be taken when a written discipline report is received from the driver.

1st Offense in the School Year – Student Conference with the Principal, which may result in Accountability Card (Grades 4-8) signature or detention. Parents receive a copy of the driver’s Discipline Report.
2nd Offense in the School Year – Student Conference with the Principal, detention and 3 days assigned to front seat of the bus. Parents will be notified by phone.
3rd Offense in the School Year – Parent Conference with the Principal and 3 days suspension of bus privileges.
4th Offense in the School Year – Loss of bus privileges for remainder of the school year.

CAFETERIA SERVICES

Daily Procedures
1. Students enter the cafeteria quietly and orderly.
2. Students are courteous and well mannered.
3. With the exception of 8th Grade, students have assigned seating.
4. Students are responsible for cleaning their area of table and floor of debris, placing trash in barrels and bottles and cans in the barrels marked Recycle.
5. Grades 1-7 students leave only when dismissed by the supervisory staff. Grade 8 leaves on their own accord after following the above.
6. Students forgetting lunch may purchase a meal. Parents/guardians will be notified if payment is not made the next day.

Children are supervised by the school personnel in the cafeteria and on the playground. Students are expected to be courteous, respectful and obedient. Inappropriate behavior may result in consequences, such as detention, restricted lunch in the main office, and or a ✓ on the Accountability Card for Grades 4-8.

All students in Pre K and Kindergarten bring lunch. Students Grades 1-8 may either bring or buy lunch. Parents/guardians are asked to avoid packing lunches in breakable containers; bottles are not permitted. Please label child’s name and grade on the outside of the lunch bag if possible. The Food Service provides hot and cold lunch daily. Inquiries regarding food service may be made to the Food Service Manager 732-349-2355 X 2009. Updated lunch costs will be provided at the beginning of each school year. Further information can be obtained from the school web site regarding food services.

Saint Joseph Grade School offers a computerized cafeteria debit system. All students have an established debit account. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. When account balances fall below $5,
the cashier will remind the student as they pass through the line. Also, if your account has a $0 balance and your child forgets lunch the system will allow your child to charge a meal.

For your convenience, you may wish to choose one of the following options:

**OPTION #1: CASH/CHECK ON ACCOUNT** – A cash debit account is created by sending in a certain dollar amount, ($10.00, $20.00, $30.00 etc) to the Main Office in an envelope marked Cafeteria Debit Payment and write your child’s name and homeroom on it. Checks are made payable to SJGS Lunch Program. These funds are then deposited into your son or daughter’s debit account and are available to your child when purchasing meals and/or a la carte foods in the cafeteria. If you choose to limit what your child may purchase, please notify the cafeteria manager. Parents may go on line to view what your child has purchased.

**OPTION #2: CREDIT CARD PAYMENTS** – To make this option available to you Saint Joseph Grade School has enrolled with an online payment service called “MySchoolBucks”. This payment option is available only if you have access to the internet. The school cannot accept credit card payments directly. This service allows you to pay for your child’s school meals using your Visa, MasterCard or Discover Card and their associated Debit Cards plus electronic check payments. The “MySchoolBucks” program is owned and operated by Heartland Payment Systems, which is one of the largest and most trusted payment processors in the country. The system is fully compliant with all security regulations and card industry requirements. MySchoolBucks has been certified as PCI Level 1 by an independent third party. To use the service, you must first enroll at the website. A valid email address is required, as you will receive payment confirmations via email. You will also need your child’s school ID number. The school receives a list of credit card payments made on the MySchoolBucks website each morning. A $2.50 handling fee is added each time you add money to your child’s account. The fee covers the credit card processing fees, bank transfer fees and the cost of maintaining the website. More information is available at the MySchoolBucks website: [http://www.myschoolbucks.com](http://www.myschoolbucks.com).

**CHANGE OF ADDRESS/TELEPHONE**

Any changes of address, home or work telephone numbers or emergency number, are to be reported to the school office immediately in order to maintain effective parent-school communications. Notify the school of any custodial or parental visitation arrangements and Restraining Orders when necessary.

**CURRICULUM**

The curriculum, based on technologically and developmentally appropriate practices, is governed by the Diocese of Trenton and is in keeping with the National Standards and Benchmarks for Catholic Elementary and Secondary School. Areas covered are:

- Academics
- Religion/Faith Formation, Reading Readiness/Reading, English/Language Arts, Penmanship, Spelling, Mathematics, Science, Social Studies, Health.
- Special Subjects
- Computer Education, Art, Music, Band, Physical Education, Spanish, Performing Arts and Social Emotional Learning (SEL).
- Enrichment Courses
- Accelerated Mathematics (Grades 4-8), Accelerated Science and English (Grades 6-8), Advanced Mathematics, Grade 8 Pre-Algebra (Grade 7 Students Only), H.S. Level Algebra I (Grade 8 Students Only)
Recovery
Catapult Learning (See Student Services)

DISCIPLINE POLICY

Saint Joseph Grade School believes that students are entitled to a safe and orderly learning environment. In SJGS, Christian values form the basis of all discipline policies, regulations and actions. Staff, parents and administration strive to insure a positive environment through the implementation of these core Christian values of respect for others, acceptance of all, compassion and kindness, and cooperation by all parties. Therefore, students must act with courtesy and respect to all members of the community at all times, treat the physical facility with care, and follow the rules and regulations that are essential for the well-being of the entire school community.

Students at St. Joseph G.S. are accepted based on a yearly contract. Students who choose to disrupt the order of the school, or who violate policies and/or rules of conduct must accept the consequences of their actions. At times, rule infractions warrant stronger measures than simple teacher warnings and notifications sent home.

Cooperation from parents regarding the discipline policy will reinforce good habits that will last a lifetime. A positive and constructive working relationship between St. Joseph Grade School, the students and parents is essential to the fulfillment of the school’s educational purpose. Therefore, the school reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student for the following:

- A student’s behavior or performance demonstrates an unwillingness or inability to be productive within the school community.
- A student, parent, guardian or other individual closely associated with a student fails to cooperate with the school, or is unable to abide by the rules and regulations of the school.
- The school determines that the continued involvement of a parent or guardian with the school is not in the best interests of the student or the school.

Parental Procedures to Resolve Concerns
1. When an issue occurs the parent must contact the teacher first to develop a resolution.
2. If the concern is not resolved, the parent should then contact the administration.

Conduct and Consequences
Every teacher establishes his/her own classroom procedures and rules. These are clearly defined and relayed to the students at the beginning of the year, and reinforced throughout.

- Grades Pre K through 3rd grade set their own in-class discipline procedures. When serious or continuous infractions occur, the teacher will seek administrative action.
- Accountability Card:
  Grades 4 through 8 is issued an Accountability Card to be attached to their daily planner.
  The Accountability Card is a tool that is used for pre-adolescent students to become more responsible and respectful individuals. It serves as a reminder that all students have choices and with choices come consequences. This teaches and prepares students to act within the guidelines of SJGS.
When an offense occurs, the teacher/administrator will date and initial the Accountability Card of the student that caused the offense.
- An accumulation of three signatures in a trimester = after school detention
- An accumulation of four signatures in a trimester = a phone call home/in-school suspension.
- An accumulation of five signatures in a trimester = parent conference/suspension from school and extra-curricular activities.

Four checks may result in an “N” conduct grade for the trimester.
-A suspension from school will result in a “U” conduct grade for the trimester.

A new Accountability Card is issued at the beginning of each trimester. See Appendix for sample card.

**Detention**
Detentions are held every Thursday from 2:30 – 3:30 pm in the Principal’s office and supervised by either the Principal or Vice Principal. When detention is assigned a detention slip will be sent home. A parent signature on the detention slip indicates notification. All paperwork must be signed and returned to the student’s homeroom teacher. Three detentions in a trimester is deemed excessive and carries additional consequences.
The administration can only issue a detention change of date. **All detentions must be served within two weeks of the written notification or the student will become ineligible to participate in other school activities.** Students not picked up at 3:30 pm will be placed in the school After Care program at the parent’s expense.

**Primary Level Detentions** are given at the discretion of the administration and teacher for Grades K-3.

**Lunch Detentions** may be assigned for infractions occurring at lunch/recess time. Lunch detention serves to remove the child from the environment in which the incident occurred.

**Behavior warranting Automatic Detention**
These infractions are deemed serious in nature and do not require any more warning than stated here.
1. Vandalism of school and or personal property.
2. Excessive and or continuous use of profanity or ethnic slur
3. Disrespect, Defiance or disobedience to any school personnel
4. Disruptive behavior anywhere on the school campus
5. Dishonesty, Cheating or Plagiarism
6. Possession of any writing instrument anywhere on campus to cause destructive behavior
7. Dangerous play resulting in injury
8. Food throwing in the cafeteria or classroom
9. Bus infractions
10. Defamation or destruction of school property
11. Disrespect in church
12. Failure to abide by Technology Acceptable Use Policy
13. Use of camera, iPad, and hand held games without permission
Suspension
Single day suspensions are served in school. Suspensions exceeding two days will be served at home. Assignments will be provided. All assignments must be completed before being re-admitted to classes. A suspension will be reported as a U on the Report Card. For each day of suspension, the student will be excluded from all extra-curricular activities for one week/7 days beginning on the day of suspension (2 days suspension = 2 weeks/14 days of exclusion from extra-curricular activities; 3 days suspension = 3 weeks/21 days of exclusion from extra-curricular activities) unless otherwise determined by Administration.

Any student whose appearance or behavior indicates the possibility of drug/alcohol misuse or any student found making threats of bodily harm to oneself or others will be referred to administration and possibly referred to law enforcement and may be referred for further psychological evaluation. The parent/guardian will be notified and will be required to meet with administration. If it is determined that a student is selling drugs/using drugs expulsion procedures will be initiated. A MEMORANDUM OF AGREEMENT, as prescribed by the Diocese of Trenton, exists with St. Joseph Grade School and law enforcement to report such activities.

Expulsion
Expulsion may be warranted in the rare circumstance where either the student’s interest would be better served in another environment or that the individual’s behavior is a detriment to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion.

- Arson
- Assault of any kind
- Continued and willful disobedience or /defiance of authority
- Alleged criminal activity, including pending criminal charges or indictment
- Cyber-bullying
- Extortion or attempted extortion
- Fighting
- Gambling for financial gain
- Gross disorder including mob action
- Defacing or destruction of school property or another student or employee
- Harassment, of any kind, of students or personnel
- Hazing of a student or group of students
- Inappropriate use of cell phone/iPad
- Violation of the Acceptable Use Policy (use of the internet and digital devices)
- Improper use of social networking sites
- Noncompliance with behavioral contract
- Possession of a weapon or look-alike weapon
- Possession and/or trafficking of pornographic materials
- Possession, use and/or sale of an illegal substance
- Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student’s account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain “expelled” and will not be permitted to attend school.

Disciplinary actions taking and assigned to a student will not be discussed or divulged with any other party than that of the student’s own parents.

**Cheating**
Cheating is considered a serious offense. Cheating is a deliberate deception, where a student attempts to provide information to another student or acquire information from another student, textbook or notes during a test, quiz or graded assignment. **Consequences for cheating will result in a grade of 0% and an automatic detention and may result in an N on the Report Card.**

**Plagiarism**
Plagiarism is the stealing and use of the ideas or writings of another as one’s own. Consequences for plagiarism will be a grade of 0%.

**Consequences Of Multiple Detentions In A Trimester – Following/2nd detention**
- Parent-teacher/homeroom teacher Conference initiated by teacher (via telephone, email, or on site) with parent and homeroom teacher
- Report Card may reflect a conduct grade of N.
- Loss of honor roll (conduct grade of N).

**Consequences Of Multiple Detentions – Following the 3rd detention**
- On-site conference with parent, teacher, student, and Principal/Vice Principal
- Loss of privilege. Privileges include but are not limited to: casual days, reward days, field trips, etc.
- Loss of honor roll. (Excessive detention may be reflected in Report Card as Conduct Grade U)
- Loss of extra-curricular activities (school sports/clubs)
- Disciplinary Review Board will be convened
- Suspension
- Expulsion

**Report Card Conduct Grades**
Detention/suspension during a trimester will result in an N/U on Report Card. A U in conduct will result in a suspension of all extra curricula activities. Reinstatement may occur following no more than a five (5) week period. This determination is made by the teacher in consultation with administration.

**Cell Phones/Electronic Communication Devices**
The consequence for the use of a cell phone or using any electronic device for the purpose of communicating with another during the school day is an in-school suspension and with the per week per day exclusion from extra-curricular activities as noted above. Following suspension, though the student will be permitted a cell phone, it must be handed to the homeroom teacher every morning and it will be returned to the student at dismissal. If an iPad is used, loss of iPad will occur as per the Technology Acceptable Use Policy.

**iPads**
The focus of our Bring Your Own Device initiative at St Joseph Grade School is to allow increased access to an educational tool for 21st Century learners. This voluntary iPad program will help empower our students to maximize their full potential as engaged, knowledgeable leaders of tomorrow.

Refer to the iPad User Agreement under Technology Acceptable Use Policy.

**Disciplinary Review Board**
Children attend St. Joseph Grade School to achieve academic proficiency as well as social, spiritual and emotional growth in a safe and secure atmosphere for all. The school, therefore, reserves the right to refuse to continue enrollment/re-register students who interfere with the learning process of others by their disruptive behavior, excessive tardiness, chronic absenteeism, lack of effort in school work or by frequent disregard of standards and consequences. The school principal and/or representatives of the DRB will confer with parent/guardian based upon the Board’s recommendation. The DRB may also convene to comply with school policy to formulate a Behavioral Contract for a student.

The Disciplinary Review Board (DRB), consisting of a school administrator, teachers and the school certified professional counselor, will convene any time during the school year when policy warrants and in the spring to review the records of any student having received detentions/suspensions/or a U in conduct in the school year. The DRB will make recommendations to the principal regarding the continued enrollment/re-enrollment status of the student. Continued enrollment/re-enrollment recommendation is based on many factors:
- Student and parent/guardian cooperation with school policy and procedures.
- The seriousness of the infraction under review.
- The student’s willingness to comply with individual behavioral contract, if one has been formatted.
- The student/parent/guardian willingness to comply with consequences and standards.
- The student’s academic and behavioral standing.
Harassment, Intimidation and Bullying
A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic Schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Harassment, intimidation and/or bullying consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student’s physical or emotional well-being or with the operation of the school. Harassment, intimidation and bullying are serious incidents that amount to more than annoyances, disagreements or disputes typical of a particular age group.

Retaliation
Retaliation for reports of harassment, intimidation and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation and Bullying
School personnel or individuals who become aware of conduct that may violate the school’s anti-harassment policy are to report the incident to the principal or designee within a school day. Parties involved will be required to place their complaint in writing.

Resolving Complaints of Harassment, Intimidation and Bullying
In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a “need-to-know” basis.

Resolution of a complaint of harassment, intimidation and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school’s disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation or bullying has occurred.

Cyber-bullying
Cyber-bullying is a form of harassment, intimidation and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

(Provided by Diocese of Trenton – Office of Catholic Education)
A committee of parents, teachers, and administrators met to discuss the issues of bullying and playground conflict. The following is the result of these meetings:
• Bullying can be differentiated from normal playground conflict by the severity of the action, the frequency of the action, and the individual’s ability to defend him/herself.
• Playground conflict is inevitable and is part of the child's education and growth. It can usually be resolved with the use of the child’s interpersonal skills.
• Bullying is an imbalance of power that may involve repeated unwanted aggressive behavior. It is unprovoked and deliberate. Bullying can include purposeful exclusion and gossip resulting in a negative impact on another's social wellbeing.

EXTENDED DAY SERVICES

When school is in session the Before Care/Aftercare Programs are in operation. Before Care and Aftercare are located in the cafeteria. Supervision is provided by the staff of St. Joseph Grade School under the supervision of Program Coordinator, Ms. Rita Dishon. Before Care is provided every day from 6:30 a.m. until 7:25 a.m. for Grades Pre K-8 in the Kindergarten (KA).

Aftercare is available after school each day from 2:30 to 6:00 p.m. in the school cafeteria for Grades 1-8 and in Kindergarten (KA) for Pre K and Kindergarten. Students are enrolled by notification in writing to the main office or Ms. Dishon, Program Coordinator. Aftercare forms are available on the website and in the main office. To insure safety and proper supervision, all Aftercare students must be enrolled the day prior to attendance by 2:30 p.m. Children are permitted to bring or purchase snacks from our cafeteria services. For comfort, they may also bring a change of clothing. Portable music devices are prohibited however electronic games are permitted. When picking up your child from aftercare you must sign your child out with the teacher in charge. It is possible that the teacher 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

<table>
<thead>
<tr>
<th>Before Care</th>
<th>Aftercare</th>
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<tbody>
<tr>
<td>$10.00 per day per student</td>
<td>$9.00 per hour – 1 child</td>
</tr>
<tr>
<td>$13.00 per day for 2 or more children in the same family</td>
<td>$13.00 per hour – 2 or more children in the same family</td>
</tr>
<tr>
<td>$10.00 per 15 minute increments will be charged after 6:00 p.m.</td>
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All Before Care and Aftercare fees are billed via the Smart Tuition Program two months after attendance, i.e. September is billed in November and continuing on 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.
FAITH FORMATION

St. Joseph Grade School exists because of Jesus Christ and His Church. Our faith and our expression of faith permeate the entire school day. The following includes a description of special events and activities that occur during the course of the school year: First Reconciliation, First Holy Communion and Confirmation Preparation Program for children and parents, Corporal Works of Mercy, Holy Childhood Association, Mission Reach Out, Living Stations of the Cross, Monthly Eucharistic Liturgies, Seasonal Liturgical Celebrations, Individual Class Masses, Celebrations of the Sacraments, May Crowning, Living Rosary, Jr. Lectors, Cantors, Junior Ushers, Sodality and Junior St. Vincent de Paul Society.

FOOD IN SCHOOL

Food should not be supplied or sent to a classroom unless requested and arranged by the classroom teacher or PTA liaisons for special events. A safe snack guide is provided on the website.

After School Activities
• Students in grades Pre K-4 must bring snacks for after school activities, e.g. Scouts.
• Students in grades 5-8 will coordinate snacks with the activity moderator.
• Due to early or late lunches, teachers allow for snack time.
• Students with extreme allergies will be permitted special foods. It is suggested that parents provide a small container of allowed snacks at the time of a class celebration.
• Energy drinks are not permitted in school.

Classroom Celebrations
• Birthdays are not celebrated at school however are recognized by the school through dress down and announcement over the P.A.
• Occasionally throughout the year classes hold special celebrations. These are organized by the teacher.

HAZARD EMERGENCY RESPONSE

In the event of an emergency at Oyster Creek Nuclear Generating Station, or other 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 WOBM. 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

The following are procedures to help maintain the safety and health of all students.
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. It is necessary that the school administrator consult with the Superintendent’s office and the Ocean County Health Department if a medical exemption is warranted. Implementation of the policy depends on each school administrator communicating this policy to the school nurse and to the parent community.

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 student 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 to 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. 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 (7:45-2:45). 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.

Special Accommodations
Students requiring special accommodations such as the following require a doctor’s note with diagnosis:
1. Snacks during class
2. Allergies
3. Use of lavatory at will
4. Water bottles (at desk or carry)

Scoliosis Screening
According to N. J. State Law, yearly screenings are provided to all students in grades 5 and 7. If, for any reason, the parent/guardian prefers to have this screening done by a family physician, please notify the nurse’s office in writing by the end of September.

Vision/Audiometric Screening
Screenings will be provided to certain grade levels. If a parent/guardian does not want these screenings performed, please notify the Health Office in writing. Parents/guardians will be notified in writing if the child requires further screening.
**HOME INSTRUCTION**

When a child is unable to attend school for two or more weeks he/she may be eligible for Home Instruction. Please contact Ms. James if your child may require Home Instruction through Catapult Learning.

**HOME-SCHOOL COMMUNICATION**

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

- **Monthly School Calendar**
  Each month an updated calendar is sent via circulation email.

- **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.

- **Daily Planners**
  Teachers in grades 2-8 communicate daily assignments and other information through the student planner. Planners are purchased by the student from the school office. Parents are asked to initial this nightly.

- **Wednesday Folders**
  Every week, with the exception of a short week, test papers go home via the Wednesday Folder in grades 1-8. Parents are asked to initial each test paper and sign a record sheet on the back of this folder. There is a cost for replacement folders of $2.00.

- **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.

- **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. Conferences may be scheduled during teacher prep periods, when possible, or other school hours. 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.

- **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.

- **Email**
  Parents are encouraged to contact teachers using the school email addresses listed on the teacher’s web page.

- **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.
• **Parent Access**
Parents with students in Grades 3-8 have the capacity to view grades online. Parents receive an email from Genesis, the school’s data base, containing a log in ID and a temporary password. Parents will be directed to change their password. The new password must be changed within 48 hours after receiving the original email. Please contact Mrs. Doran in the Main Office with questions or concerns.

**HOMEWORK**

Homework is given to provide practice at home with skills taught in school. Written homework is to be legible and neat. Penmanship is stressed in school and should be carried over to homework. Homework is either in writing, study, or project form. Every classroom teacher will give homework on a regular basis. As a general rule homework is assigned Monday through Thursday.

The following is a homework time guide. This is only a guide, and every student is different; however if your child consistently spends more time than the allocated minutes, a **conference with the teacher** is recommended.
Grade K-1: 10 minutes; Grade 2: 20 minutes; Grade 3: 30 minutes; Grade 4: 40 minutes; Grade 5: 50 minutes; Grade 6: 60 minutes; Grade 7: 70 minutes; Grade 8: 80 minutes.

It is helpful to set aside a specific time for homework and study and provide periods of quiet.

**HONOR ROLL**

Beginning in grade 6, students are eligible for the honor roll based on major academic subjects, special subjects and conduct for each trimester and a yearly honor roll.

**Principal's Honors:** 97 and above in each academic subject, a 3 in the grading rubric for each special subject, and a satisfactory in conduct.

**First Honors:** 93-96 in each academic subject, a 3 in the grading rubric for each special subject, and a satisfactory in conduct.

**Second Honors:** 89-92 in each academic subject, a 2 in the grading rubric for each special subject, and a satisfactory in conduct.

**INTERSCHOLASTIC SPORTS**

The interscholastic sports program is intended to develop individual skill and promote team play. All students are welcome to try out for these teams provided they meet the physical and academic qualifications. All students in grades 4-8 are required to maintain a passing average in all academic and special subjects, and a conduct grade of “S” in order to participate in sports designated by the school.

**Eligibility**

**Academic & Special Subjects**
Failure in any academic area and a grading rubric/average of 1 in any special subject will result in a suspension of privilege to participate. An athlete/student may be reinstated when a passing average is achieved. All parent inquiries in this regard are made to the Vice Principal.

**Conduct**
A U in conduct will result in a suspension of all extra curricula activities. Reinstatement may occur following no less than a 5 week period. This determination is made by the teacher in consultation with administration.

All elementary sports programs in the Diocese of Trenton are under the direction of the Diocesan Athletic Commissioner.

**Coaching requirements:**
1. All coaches and volunteers to any activity must be:
   (a) certified through the Rutgers S.A.F.E.T.Y. Clinic
   (b) certified through “Protect God’s Children” Program
   (c) submit to criminal background check
   (d) be CPR and AED certified.

**Athlete’s requirements:**
2. All participants in any kind of athletic event must have a current health physical on file in the athletic office. All physicals are valid for one (1) year from date of completion.
   (a) An Athletics Emergency Contact form.
   (b) A Medical Treatment Authorization form must be submitted before the start of the season for the coaches to have on hand at all times. This form must be signed in the presence of a licensed Notary.

**Physicals are due to the Athletic Office before a student may participate in Open Gym, try outs or team play.**

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<thead>
<tr>
<th>FALL SPORTS</th>
<th>WINTER SPORTS</th>
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<tbody>
<tr>
<td>Soccer Boys &amp; Girls</td>
<td>Basketball Boys &amp; Girls Grade 5-8</td>
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<tr>
<td>Cross-Country Boys &amp; Girls Grades 4-8</td>
<td>Wrestling Boys Grades 6-8</td>
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<td>Grade 5 Developmental Team</td>
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<td>Cheerleading Girls Grades 5-8</td>
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**SPRING SPORTS**

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<tr>
<th>Baseball Boys Grades 5-8</th>
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<tr>
<td>Softball Girls Grades 5-8</td>
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<tr>
<td>Tennis Boys &amp; Girls Grades 5-8</td>
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<tr>
<td>Track Boys &amp; Girls Grades 4-8</td>
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<tr>
<td>Volleyball Boys &amp; Girls Grades 5-8</td>
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By Diocesan rules, athletes are allowed to play only one sport per season.

When an athlete has participated in a previous season sport and has a physical on file, they will be required to submit a re-certification form for each new season. The form must be completed by the parent. Forms will be available on line at the time of try outs.
All athletes listed on final team rosters of an athletic team must pay a $75.00 sport fee per sport at the beginning of each season payable through Smart Tuition. Participation on an athletic team is a privilege and one that must be earned. All positions and playing time are fully left to the discretion of the coaches. All school sport facilities are used by school teams and are supervised by the coaches and athletic director.

For all interscholastic athletic teams, uniforms are supplied by the school but are the responsibility of each athlete to maintain and return in good condition at the end of each season. Parents will be responsible to pay for any damaged or lost uniforms. Footwear and any protective gear required must be purchased by the athlete.

**CODE OF CONDUCT**

**Preamble**

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

I pledge to conduct myself in a manner to uphold the good name and reputation of SJGS and therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I hereby agree, by signing the Handbook Agreement Form, that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:
1. Verbal warning issued by a league, parish, school or diocesan official.
2. Written warning issued by a league, parish, school or diocesan official.
3. Suspension or immediate ejection from a youth sports event issued by a league, parish, school or diocesan official who is authorized to issue suspension or ejection by the League Director, Parish Pastor or School Principal.
4. Suspension from multiple youth sports events issued by a league, parish, school or diocesan official who is authorized to issue such suspension by the League Director, Parish Pastor, or School Principal.
5. Season suspension or multiple season suspension issued by the Athletic Commissioner for the Diocese.

Policy on Banning a Person From a Youth Sporting Event
1. A coach, parent, player, participant, official or other youth sports event attendee who violates one or more of the provisions contained in the Model Athletic Code of Conduct may be banned from attending, coaching, officiating or participating in at least one youth sports event if the person;
   a. has been issued a prior written warning for violating one or more of the provisions contained in the Model Athletic Code of Conduct,
   b. violates the Model Athletic Code of Conduct by engaging in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee, or
   c. violates the Model Athletic Code of Conduct by initiating a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
2. A coach, parent, player, participant, official or other youth sports event attendee may be permitted to attend, coach, officiate or participate in a youth sports event from which the person has been banned pursuant to the provisions of Section 1 of these Model Policies if the person;
   a. provides a written request for permission to resume participation or attendance to the school board or youth sports organization which issued the ban,
   b. provides a written apology to the school board or youth sports organization which issued the ban, and to the person or persons who were the subject of the behavior which constituted the violation of the Code, as directed by the school board or youth sports organization,
   c. demonstrates the completion, as required by the school board or youth sports organization, of an anger management counseling program which satisfies the provisions of Section 3 of these Model Policies, and
   d. satisfies any other requirement set forth by the school board or youth sports organization.
3. An anger management counseling program shall, at a minimum, offer services to individuals, singly or in groups, for the purposes of promoting anger control principles and shall be administered by an individual;
   i. licensed as a professional counselor pursuant to the provisions of the “Professional Counselor Licensing Act,” N.J.S.A. 45:81B 34 et seq., or
   ii. licensed as a practicing psychologist pursuant to the provisions of the “Practicing Psychology Licensing Act,” N.J.S.A. 45:14B-1 et seq.
LOST AND FOUND

Lost and Found is located in the cafeteria. Jewelry and watches should be claimed in the school office. Items in lost and found are kept for a reasonable time and then discarded. Parents are asked to write names on as many articles as possible to help find the owner.

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 $15.00 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, Christmas presents for children and special programs during the year for parents and children.

PTA EXECUTIVE BOARD

Co-Presidents: Jennifer Manning
Susan Weiss
Co-Vice Presidents: Jennifer Dreher
Kimberle Samarelli
Treasurer: Kathleen Winch
Recording Secretary: Maryann Payumo
Corresponding Secretary: Rebekah Park
Hospitality:

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 Student Health & Emergency Form contained in the summer mailing. Children may not bring cameras to school unless directed by the teacher.

PROMOTION AND RETENTION

Parents/guardians are kept informed throughout the year regarding the inability of pupils to progress satisfactorily. Diagnostic testing administered by the Child Study Team may be necessary in this process.

Any student who does not work to the best of his/her ability and/or fails two or more major academic subjects (English/Language Arts, Math, Social Studies, Science) may be retained unless a school approved summer program is completed. Disenrollment may result for any student, Grades 5-7, who has not attained promotion.
**Academic Advisory Board**
An Academic Advisory Board (AAB) will be convened for any student in danger of failing one or more subjects within a marking period.

The AAB consists of members of Administration, School Counselor and faculty. When a plan has been formulated, representatives from the AAB will meet with the parent and student.

**REPORTING PUPIL PROGRESS**

**Assessing Student Work**
Grades will be determined as objectively as possible based on consistent daily preparation, promptness in completing assignments, regular attendance and the quality of classroom work. This includes: oral and written work, participation in class, projects, quizzes, tests, and homework. Teachers explain assessment practices at Back to School Night. Wednesday Folders are sent home every Wednesday, containing test papers with the exception of short weeks. The teacher indicates the number of test papers in each packet by a number in a circle. Parents are asked to sign and return the folder.

**Parent Access**
Parents with students in Grades 3-8 have the capacity to view their student’s grades on line. For more information contact the school office.

**Progress Reports**
Student Progress Reports are sent home midway through each trimester to parents/guardians in Grades 1 and 2. Parents/guardians are asked to sign the report and return it to school. Progress Reports are provided for Kindergarten parents/guardians in the second and third trimester only.

**Report Cards**
Report cards serve the purpose of reporting student progress to parents/guardians. The report card is only one way of measuring student performance. We encourage you to examine your child’s report card carefully and discuss the assessment with your child. Report cards will be issued three times during the year to all grades K-8. Students in Grades K-1-2 will receive a hard copy of the Report Card that must be signed by parent/guardian and returned to school. Students of Grades 3-8 Report Cards will be accessed through the Parent Access of Genesis. If a student is failing in any subject area, parents will be notified via a telephone call/on site conference two weeks prior to the Report Card.

**Standardized Testing Programs**
In the spring, the students of grades 2-8 in the Diocese of Trenton are administered the Iowa Standardized Test. The results are reported annually to parents/guardians by way of a commercially designed parent/guardian report. Following receipt of the home report, parents are encouraged to meet with the teacher to discuss any concerns.

**Noncustodial Parent’s Rights to Information**
The noncustodial parent has a right to discuss his or her child’s progress with school or program personnel.

“The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of this child unless there is a court order specifically stating that the noncustodial parent is denied access to such information.”
RIGHT OF 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.

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 soon.

SCHOOL SAFETY

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 wear school ID stickers.
5. Security Drills (lockdown, shelter in place, evacuation and fire drill) are conducted monthly throughout the school year.

Adherence to the following guidelines further insures the safety and security of the student body upon entering the school.
1. As the office is present to student activities in the first hour of school, parents are asked to visit the office after 8:30 a.m. when possible.
2. Visitors and parents are to call the main office ahead to report their ETA and then upon arrival via Hooper Avenue entrance. No visitors are allowed access directly to any classroom.
3. Children leaving school before regular dismissal are to be signed out in the main office. 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.
4. 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. Transportation does not allow children to ride to or from school in any bus other than the one assigned.
5. It is the responsibility of the parent to keep on file in the school office a current copy of a 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.

**STUDENT SERVICES**

**School Counselor**
The School Counselor is available to all students. Students may be seen individually or in small groups. When a child appears upset, the teacher will take the child aside to inquire and possibly handle the situation. If the issue cannot be rectified easily and the child asks to see the counselor, the teacher will email the counselor with the child’s name and best time to speak with the child and the reason for the visit.

When possible, the counselor will go directly to the classroom. Following such an occurrence the counselor will contact the parent and communicate with the teacher as well.

All students may visit the counselor once upon request. Subsequent visits must be authorized by the parent.

Services offered by Catapult Learning are as follows:

- **Child Study Team (CST)**
  A Child Study Team evaluation is offered at the teacher’s request (with parental consent) or parent request. CST consists of a social worker, a school psychologist, a learning consultant, and, if necessary, speech therapist. A representative of the school, along with the classroom teacher and the parent, make up the remaining members of the evaluation process. CST evaluation does not take place until Grade 1.

- **Supplemental Instruction (SI)**
  Students classified by the CST as having a learning disability are eligible for SI. This consists of 60 minutes of individual or small group instruction per week.

- **Eligible for Speech/Language Services (ESLS)**
  This service is for students who require individualized and/or small group instruction in speech articulation or language/grammar skills. This consists of 30 to 60 minutes of individual or small group instruction per week.

- **Compensatory Education (CE)**
  Students not eligible for SI may be eligible for CE classes Grades 3-8. CE classes are based on test scores. In Grades K-2 CE eligibility will be determined by a portfolio of student’s work. The classes consist of 30 to 60 minutes of individual or small group instruction per week in Math and/or Reading and Writing Skills.

- **In Class Support (ICS)**
  The CST may determine that a child needs daily remediation and may recommend the services of an ICS teacher. This certified special education teacher would work in the child’s classroom to provide individual or small group instruction. An ICST would be in the classroom depending on the determination of need by the CST, and the funding available from the child’s public school district of residence.
- **Occupational Therapy, Physical Therapy (OT/PT)**
  This is offered to students that have been classified and determined to need individual instruction to enhance fine and/or gross motor coordination. These sessions are held after school.

- **Assistive Technology (AT)**
  Catapult Learning will provide assistive devices such as sound amplification systems, slant boards, computer software, etc. if the CST determines that it would be in the child’s best interest and funding is available.

**TECHNOLOGY ACCEPTABLE USE POLICY**
**FOR THE DIOCESE OF TRENTON**
**ELEMENTARY AND SECONDARY SCHOOLS**

**Introduction**
“Technology must be at the service of the human person…inconformity with the plan and will of God” … “This is a precious resource when placed at the service of (Humankind) and promotes integral development for the benefit of all.” We believe that the Internet is a research tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that these schools are founded for faith development and all tools are used in the education process keep this fact in the forefront. The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to value the research advantage of the Internet and not use it in any manner that violates these values and ideals.

**Purpose**
The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students, administrators, teachers and support personnel. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

**Student Supervision**
- In order for a student to gain access to school-provided technology, including the Internet and electronic mail, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. This may be accomplished by signing the student handbook if this technology policy is printed in the student handbook. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school’s disciplinary policy. Users will not be permitted to use any technology while access privileges are suspended or revoked.
Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students’ files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including, but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.

The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media, whether on workstations, stand-alone computers or servers. Further, the school shall not be responsible for personal property used to access school stand-alone or networked computers or servers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school’s Internet access must also comply with agreements specified in the contract with the Internet service provider.

Administrators, teachers, support personnel and students will not use school computers, networks, electronic mail, or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another’s reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy.

Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system, or information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.

Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).

Administrators, teachers, support personnel and students will not gain unauthorized access to resources or entities (such as restricted IRC chat area) or invade the privacy of others, except as otherwise provided in this policy.

Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.

Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.

Students will not use the school network or electronic mail in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Teachers, support personnel and students will not subscribe or use fee based on-line services without the prior written approval of the school administrator(s).

Administrators, teachers, support personnel and students will not use electronic mail for any illegal activity, including but not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.

Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his/her parents or guardians.

Administrators, teachers, support personnel and students will not respond to unsolicited electronic mail messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

Administrators may request that certain Internet sites are blocked if they are deemed inappropriate.
Parental Responsibility
Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school’s philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student’s parent or guardian would be held responsible.

ADDENDUM
The educational value of the school’s use of technology, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school’s limited availability of technology, students are expected to use these resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy and goals and the educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

Students shall not intentionally make unusable or inaccessible any individual’s computer data files and/or programs resident on any removable or fixed electronic storage media. Students shall not access another person’s materials, information, or files without the implied or direct permission of that person. Users shall not attempt to read, delete, copy or modify the electronic mail of any other person. Student shall not use or attempt to obtain another user’s password.

Students shall not use school computers, networks, electronic mail, or the Internet for reasons of personal profit or any other non-instructional or non-administrative purposes. Students shall not use school computers, networks, or access to the Internet for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws. Students shall not copy, change or transfer any software or documentation provided by the school, teachers, or that of another user without permission from the school administrator(s).

Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software.

Students shall not create blogs that cause a material and substantial disruption to the educational environment. Situations that may amount to a material substantial disruption include but are not limited to:

- A published threat toward a student, teacher, administrator, or other school employee.
- Blog postings that call for the violation of laws or school rules.
- Students who post on their personal blogs during school time.
- Publishing false statements or rumors about others that can damage reputations and lead to defamation of character.
- Disruption of class.

**iPad User Agreement**
The focus of our Bring Your Own Device initiative at St Joseph Grade School is to allow increased access to an educational tool for 21st century learners. This voluntary iPad program will help empower our students to maximize their full potential as engaged, knowledgeable leaders of tomorrow.

**Equipment**
A suitable, sturdy cover should be purchased for the iPad. Students should bring their iPad to school each day **fully charged**. iPads have a 10 hour battery life so a fully charged iPad will last for the entire school day. If a student fails to bring a fully charged iPad they will be responsible to facilitate all class work with textbooks, pen/pencil and paper. We have a limited supply of iPads for student use that will be distributed at the teacher’s discretion in the classroom setting. These school iPads may not be taken home.

**Standards for iPad Care**
**Student Responsibilities:**
- All policies in the Student/Parent Handbook apply to all technology tools. Adhere to the Acceptable Use Policy at all times. The AUP is included in the Student/Parent Handbook which is sent home on the first day of school for all parents and students to sign.
- No 3G/4G access is allowed. Students must log on to the St Joseph School network.
- Only teacher approved apps may be used in school and use of the camera/recording is prohibited unless specifically approved by the teacher for a particular project. No student may post to the Internet any picture or recording unless specifically approved by the teacher.
- iPad is with you or in your locker/closet at all times.
- Do not let any other student use your iPad.
- Do not do anything to the iPad that will permanently alter it in any way.
- Keep the iPad clean. Do not eat or drink near the iPad and do not take it to the restroom or cafeteria.
- The School is not responsible for repairs or replacements.
- Disregard of the User Agreement rules will result in access privileges being suspended or revoked. One check in the school planner for “Improper Use of computer/electronic devices” will result in one week suspended privilege of in school device usage. Two checks in the planner will result in two week suspended privilege of in school device usage. Three checks will result in revoked privilege for 30 school days. Student suspended from use of the device will be responsible to facilitate all class work with textbooks, pen/pencil and paper.
- The principal maintains the right to determine the seriousness of policy infractions and rule violations. The principal decides if certain cases of misconduct require stronger measures than stated in this document. Repeated disregard of school policies will result in disenrollment.

**Signing this handbook agreement indicates you have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy and iPad User Agreement.**
TELEPHONE

Cell phone use will be permitted with permission from a faculty member in an emergency only basis such as changes in after-school schedules, emergency school closings, or at the discretion of an administrator. To promote the safety of students, all other phone calls are to be made from an office phone. Cell phones are turned off and stored during the school day in the book bag, backpack, or locker. Consequences for unauthorized possession and use of cell phone are stated earlier in this handbook. Telephone messages for students will only be accepted in the case of an emergency. Students will not be taken from class for telephone calls.

TEXTBOOKS

Students are responsible for the condition of their textbooks and workbooks. The average textbook costs approximately $90.00. The school requires:
1. All textbooks/workbooks are to be covered at all times. Covers that are marked, torn or worn are to be replaced.
2. Payment must be made for any damaged or lost books before the final Report Card is issued.
3. Every child must have a sturdy book bag.

TRANSFER

Transfer requests require 24 hour notification for processing of paperwork. All financial accounts must be paid in order for transfer of such records to be completed.

Withdrawal of a Student

“The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.”

TRUANCY

When it has been determined that a student has been absent without parent permission, the parent/guardian and student are required to meet with the principal in order for the student to be readmitted to class. Suspension or expulsion may be implemented.

TUITION/FEES

Tuition, general fees, and other financial commitments for the school year are announced annually and are part of the tuition contract. A non-refundable registration, re-registration and instructional fee is also applied on a yearly basis. Options are available for payment of tuition. If you have any questions, please call the tuition office during school hours, (732) 349-0018 X2231. Timely payment of tuition is essential in order for St. Joseph Grade School to cover the cost of teacher salaries, benefits, educational programs, and facilities expenses. When tuition payments are late or in the arrears, a serious financial burden is placed on the school and parish. In order to ensure the smooth operation of the school and your child/children’s education, it is critical that each parent or responsible party fulfill their tuition obligation in a timely manner.
Students whose tuition is one or more months in arrears and whose parents have not called to make financial arrangements will not be permitted to return to class on the first day of the new trimester. Parents will be notified. Should these students arrive at school the first day of the new trimester they will be sent to the administrative office, and parents will be notified to take the children home until the account is brought up to date or financial arrangements are made with the Tuition Office. Further consequences may result when accounts are in arrears and when no communication has been made with the Tuition Office. They are: withholding of Report Cards, withholding of class assignments in the summer, non-participation in Graduation events.

Financial Aid
Financial aid is available to families of St. Joseph Grade School. Parents can obtain an application for Private School Aid Service (PSAS) from the school office or the school website. Additional parish aid may be available through the Adopt A Student program. Please contact the parish office for more information, 732-349-0018. In order to receive any tuition assistance a PSAS application must be completed.

TUTORING/AFTER SCHOOL LESSONS

St. Joseph Grade School offers a Tutoring Program for Remediation to families under the coordination of school Administrators. Children are tutored after school in the classroom by our certified and experienced teachers. Diagnostic materials are available to teachers to assist in assessing areas of need.

Please call or email Ms. James if you believe your learner is in need of one-on-one after school instruction. Ms. James will take your information and secure one of the available teachers. When requesting teachers, please note that our teachers are prohibited, according to Trenton diocesan policy, to tutor students in their own class, homeroom, subject/grade, as is the case of grades 6-8. Parents also have the responsibility to comply with diocesan policy when engaging a SJGS teacher as a “tutor” outside of the school’s program.

In addition, the following are guidelines established for the program:

- Monies paid for tutoring will be exchanged only by adults and are payable weekly. Checks and/or money orders are to be made payable to St. Joseph Grade School. Tutoring fees are as follows: ½ hour session charge is $25 and a 1-hour session charge is $45. Fee for two students: ½ hour session charge is $40 ($20 per student) and a 1-hour session charge is $50 ($25 per student).
- Tutoring of more than one child will be determined on a case-by-case basis. Students instructed must be in the same grade and the area of academic need(s) must be similar.
- Tutoring is intended for remedial purposes only. Once a student is enrolled in the program, the need for remedial assistance will be re-evaluated every eight to ten weeks.
- Students must be picked up by the parent/guardian at the school. Should a parent be unable to pick up the student on time, s/he will be sent to aftercare at parent’s expense. Teachers are not permitted to drive students home.
- When a student has an unexplained absence from a scheduled session, the parent(s) will be contacted as soon as possible. If absence of this type occurs twice, parents will be notified in writing and tutoring discontinued. Tutoring may begin again once parents make phone contact with the school.
Arrangements for after school instrument lessons are made with the Band/Music teacher. Private band instrument lessons are offered upon teacher availability. Piano lessons (Mrs. Grill) are $30 1/2 hour, private lessons only.

As a point of clarification, the subject Band is offered to Grade 5-8 during the school day for an additional cost in tuition of $420 payable through Smart.

**UNIFORMS**

Students are expected to be in complete uniform each day. Uniforms are purchased from FLYNN & O’HARA UNIFORM COMPANY, 2145 Route 35, Holmdel, New Jersey 07733, phone (732) 888-3885, or ordered online at flynnohara.com.

**Standard Uniform for Boys (Flynn & O’Hara) K-8**
Khaki pants, green V-neck pullover sweater or vest, white oxford shirt with plaid tie. Brown or black belts are worn in Grades 2-8, appropriate socks – white or tan socks. No athletic/sneaker socks of any length.

Many students wear tee shirts under dress shirt and golf shirt. This undershirt must be a plain white tee shirt.

Please note: classes travel throughout the campus to the cafeteria and special subject classrooms. Students must be dressed appropriately, i.e. raincoats, boots, umbrellas, etc.

**Shoes Boys K-8**
Black loafer or black tie boat shoe of leather-like material. No canvas, suede or multi-colored shoes allowed. Soles must be same color as shoe.

The following is **optional** for Boys:

**COLD WEATHER** (December-March) white turtlenecks in place of shirt. The hunter green polo fleece is an outer garment not a substitute for the sweater.

**WARM WEATHER** (Fall and Spring-date to be determined) - green knit golf shirt and khaki shorts. Predominately white sneakers with white shoelaces (No Sketchers) and white crew socks may be worn with this option. No athletic/sneaker socks of any length.

**Standard Uniform for Girls (Flynn & O’Hara)**
Girls K-4 – Plaid jumpers (hem must meet the knee), white Peter Pan collar shirt (long/short sleeve), cardigan green sweater, hunter green/white knee-hi socks or tights.

Girls 5-8 – Kilt skirt (hem must meet the knee), white oxford shirt/button collar (long/short sleeve), green v-neck pullover sweater or vest, hunter green/white knee-hi socks or tights.

Many students wear tee shirts under dress shirt and golf shirt. This undershirt must be a plain white tee shirt.

Please note: classes travel throughout the campus to the cafeteria and special subject classrooms. Students must be dressed appropriately, i.e. coats, raincoats, boots, umbrellas, etc.
**Shoes Girls K-8**
Black loafer or black tie boat shoe of leather-like material. No canvas, suede or multi-colored shoes allowed. Soles must be same color as shoe.

The following is *optional* for Girls K-8:
**COLD WEATHER** (December-March) white turtlenecks, khaki dress pants.
**WARM WEATHER** (Fall and Spring-date to be determined) green golf knit shirt, khaki shorts or skorts, K-8. White knit golf shirt to be worn with kilt only, 5-8. Predominately white sneakers with white shoelaces (No Sketchers) and white crew socks *may* be worn with the skorts or shorts. No athletic socks of any length permitted.

**Gym Uniforms – Boys and Girls Pre K-8 on-line store (Farro’s Tees-Fischer Boulevard)**
Gray gym tee shirt (short sleeve and long sleeve), hunter green nylon shorts, hunter green sweatshirt and sweatpants, predominately white/white soled sneakers *with white laces* and white crew socks – absolutely NO platform sneakers. All students must wear the regulation gym uniform, sneakers, and hunter green sweats to school on their scheduled gym day. When in warm weather uniform sweats are not necessary.

**General Appearance Standards**
The overall appearance of a SJGS student is very important as it ultimately impacts on the climate and the culture of the school. It is for this reason that uniforms are worn. We send a message by our appearance. We are members in a Catholic Christian school. Children are expected to report to school well groomed. Neatness and cleanliness in personal attire are valued as part of the child’s education and are seen as the responsibilities of the parent/guardian and the school.

Hair should be clean and cut appropriately. Dying, tinting, highlighting, or frosting hair is prohibited. Radical hairdos, such as excessively spiked hair, are not permitted for either boys or girls. Boys’ hair length may not hang over the shirt collar, or into the eyes and must be one length overall, i.e. shaved on sides and longer on top is not permitted. Makeup is not permitted. Nail polish, light in color, may be worn Hair ornaments should be modest in size and only green, gold, black, white, brown in color, no neon colors. Boys are not permitted to wear earrings. The only other jewelry permitted for boys and girls is, a watch, religious necklace, or ring.

When the children are “dressed down” or “dressed up” in school we still represent that same culture that is the climate and the culture of a Catholic Christian school. On Spring picture day and birthdays, students will be allowed to wear clothes other than their uniforms. Students may wear clothing appropriate for an educational setting which instills the Christian values of modesty and self-respect. Shoulders, backs, and midriffs are to be completely covered, no belly shirts. Shirts with inappropriate slogans and low rise, tight fitting jeans, jeggings or leggings are not permitted. Shirts must have sleeves. Tight fitting clothing is not permitted. Flip flops are a safety hazard and may not be worn. These standards apply to school hours as well as weekend/evening school sponsored activities such as dances, award ceremonies, sports events and banquets.

**Spirit Days**
Are scheduled once a month students may wear a school sponsored logo shirt with jeans or sweatpants. *No leggings allowed.* These days are noted on the school calendar.
When a student is in violation of the uniform/appearance policies a check on the Accountability Card will be noted. Constant violations will result in consequences such as detention or suspension. Parental/guardian contact will also be made. In addition, a parent/guardian may be contacted to provide whatever is lacking in the uniform policy. If parents are unable to bring a change of clothing, one will temporarily be provided from the PTA uniform supply. Repeated violation in this area will subject the student to disenrollment.

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 Desk and then the main office 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, Extra Curricular Moderators, Classroom Volunteers, Security Desk, Scrip, and Circulation and cafeteria.

WEATHER EMERGENCIES

During inclement weather, the Boards of Education may close/delay opening of the local schools. The procedure for notification of closing/delayed opening is as follows:
1. Automated Call System – families and staff will receive an automated phone message via School Messenger Instant Alert. Please register a number you can be reached at during the school day.
2. “No school” and late arrival due to weather announcements are broadcast over the following radio stations and their websites: WOBM (92.7 FM), WJLK “The Point” (94.3 FM), and WJRZ (100.0 FM).
3. The posting will appear on our Facebook page and website.

Weather Related Late Arrival
Follow your district’s notification for late arrival transportation. If you are driving your student, drop off begins at 9:15 AM.

Weather Related Early Dismissal
Due to weather conditions districts may declare an early dismissal. You will be notified by a School Messenger Instant Alert if your district dismisses early. If your child is scheduled to go home by bus you must call school immediately if you do not want your child(ren) to go home early on the bus but remain at school for pick up at regular dismissal/aftercare.

Although St. Joseph Grade School may be in session, if your public school district closes due to weather, your child is not required to attend school.
Parents are always welcomed to drive their children; administrators and teachers will be at school to welcome you. Children should know where to go in an emergency and/or who is to be called. Periodically review this with your child. This information, which you have provided, is listed on the Health/Emergency/Occupational Form filed in the office. Please monitor the media stations previously listed for information.
Handbook Agreement Form

I (we) have read and agree to be governed by the procedures and policies stated in the Handbook.

Parent or Guardian Signatures
(1) ____________________________________________
(2) ____________________________________________

I (we) have read the Handbook and I (we) agree to be governed by the procedures and policies stated in the Handbook.

Student(s) Signature
(1) ____________________________________________
(2) ____________________________________________
(3) ____________________________________________
(4) ____________________________________________

Date Signed ___________________________

Failure to comply with the policies and procedures stated in the Handbook may result in dismissal from St. Joseph Grade School.

Please return this form to your homeroom classroom teacher the first day of school.