



**ST. JOSEPH
GRADE SCHOOL**

Parent & Student Handbook

2025-2026

Yearly Theme
Let us serve...Church, Community, School

711 Hooper Avenue - Toms River, NJ 08753 - Phone: 732-349-2355 - Fax: 732-349-1064 - www.stjoeschooltr.org



“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.

2025-2026 School Theme:

School Emblem



School Logo



School Mascot



Saint Joseph Grade School is a ministry of Saint Joseph Church, under the direction of the Diocese of Trenton. As such, this school follows all doctrines and teachings of the Catholic Church and operates under the authority of the Bishop of the Diocese of Trenton with the Administration of the Department of Catholic Schools

2025-2026
School Goals

1. Provide a strong, religious experience through increased opportunities to serve, foster respect for the dignity of others, and prepare for the reception of the sacraments.
2. Expand the Campus Ministry program to further enhance individual spiritual growth in our Catholic Faith.
3. To foster a community that values Integrity, Equality, and Unity and Kindness to all.
4. Incorporate collaborative, interactive school-wide events to enhance the instructional/educational experience.
5. Maintain high standards of excellence utilizing Renaissance STAR Math and Reading Assessments.
6. Promote the W.I.N. Program (“What I Need” - Remedial Reading Lab) to build confidence and decrease educational gaps in a student’s education.
7. To effectively integrate engaging and interdisciplinary STREAM activities across all grade levels.
8. Advance the University of Notre Dame STEM school-wide blueprint to include the Engineering program “YES” (Youth Engineering Solutions) from the University of Pennsylvania.

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 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 modular units 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 led to the beginning of an organized sports 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, interactive Smartboards, and eventually in 2013 the "Bring Your Own iPad" 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. 2018 saw the dedication of the gymnasium as the Sr. Jean Spena Gymnasium, in honor of founding the Physical Education and Athletic programs at SJGS. In 2019, St. Joseph Grade School became a Notre Dame STEM Fellowship school and extended the STEM Lab to include the Margaret and Ronald Wenzel Makerspace.

Presently, there is an enrollment of over 665 students in Grades Pre-K through Eighth grade. The school encompasses four buildings and modular units on the campus of Saint Joseph Parish.

STAFF

ADMINISTRATORS

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

ADMINISTRATIVE SUPPORT

Athletic Director	Mr. Tom Moriau
School Counselor	Mrs. Aleisa Sanchez
Admissions Coordinator	Mrs. Denise Silvestrone

ACADEMIC COUNCIL

Consists of Curriculum Coordinators & Grade Level Coordinators:

Early Childhood	Mrs. Catherine Samul
Primary School Coordinator	Mrs. Molly Horrocks
Elementary Coordinator	Mrs. Dana Baranello
Middle School Coordinator	Mrs. Mary Jo Delaney
Language Arts	Mrs. Sharon Braun
Religion	Mrs. Cheryl Chiarello
Science	Mrs. Patricia Cerami
Social Studies	Mr. William Dudley
Math	Mrs. Mary Jo Delaney
Special Subjects	TBA

OFFICE STAFF

Administrative Assistant Main Office	Mrs. Korinne Sorge Mrs. Bridget Doran
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PROGRAM COORDINATORS

Social Media	Mr. William Dudley
Yearbook	Mrs. Sharon Braun
Genesis Administrator	Mrs. Mary Jo Delaney
Band Director:	Mrs. Christine Feldman
Cafeteria Manager:	Mr. Patrick Kelly

CAMPUS CONNECTIONS

Advancement	Mrs. Jeanmarie Lamme
Marketing	Mrs. JoAnn D'Anton
Performing Arts Director	Mr. Ron Heitmann
Tuition	Mrs. Jennifer Burritt

PTA EXECUTIVE BOARD

President	Megan Wells
Co-Vice Presidents	Elizabeth Demato & Nicole Cross
Treasurer	Jackie & Justin Jennings
Recording Secretary	Natali Garuccio
Corresponding Secretary	Caroline Bober
Hospitality	Ellen Reilly, Lissa Gardner & Nicole O'Brien

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

2025 PARENT/STUDENT HANDBOOK 2026

AUTHORITY

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

AMENDMENT

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

CONTRACT

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

COMMUNICATION

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

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. **Any new student entering SJGS seeking or in need of completing Sacraments must notify the Vice-Principal.**

ACCREDITATION

Saint Joseph Grade School is accredited by Cognia. 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.

Registration for all grades Pre K-8 will always be announced in the parish bulletin and through many social media outlets, 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. Students remaining after school must remain on school grounds and may not avail themselves of any of the area/community establishments.

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. Daily attendance is mandatory whether school exists in person or remotely. Students are to arrive at school on time. Tardiness affects a child's performance at school and also disrupts a classroom already in session.

Absence

A full day of school constitutes a minimum of a full four hours. A student who arrives at 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.**

Parents are requested when applicable for the health and safety of the overall student body to provide a reason for the absence. 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. Absences accumulating to more than ¼ of the 180 required days of school may result in retention and withdrawal from SJGS.** It is for this reason that vacations 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. 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 checking the teacher/students' Google Classroom. 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 for Grades K-8 begins at 8:05 a.m. and concludes at 2:25 p.m. Pre K begins at 8:45 a.m. and concludes at 2:45 p.m.

Students transported to school via buses begin arriving at 7:25 a.m. All students arriving early are to report to Building A through the front doors and will be supervised in the cafeteria.

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 buses. All students proceed to the front of A Building and then down to the cafeteria. Early bus students will be supervised by teachers and teaching assistants. At 7:40 all students Grades 1-8 move directly to their classrooms from the cafeteria; students still disembarking from buses after 7:40 go directly to their classrooms. Students arriving by car prior to 7:25 a.m. must report to Before Care in the cafeteria.

At 2:20 p.m. teachers begin to lead students to the buses. Students in Grade 1 are escorted to the bus with helpers for the first several weeks of school. Students in Kindergarten are escorted throughout the school year by teachers and aides.

Walkers/Students Driven to School Arrival and Dismissal

Walkers/students driven to school may arrive as early as 7:30 and proceed to the front of A Building and report to the cafeteria. **Parents who choose to transport their children by car MUST follow the bus route behind Donovan Catholic and around to the front of the building. Students will walk on the sidewalk and through the recess area. DO NOT walk the fire lanes.** Parents are to remain in the car. No one is allowed to enter the main parking lots for drop off of a student. As of 7:40 a.m. all students may report directly to their classroom.

For those Kindergarten or first graders still in car or booster seats, parents may access the parking lot in front of the parish office on Hooper Avenue to unbuckle and walk their child to either the crossing guard or the front of church depending on the grade. Parents following the bus route for older children and who also have a kindergarten student may turn left behind the parish office and drop off in front of the church.

For the safety of the children and continuation of traffic flow DO NOT drop off on Terrace Avenue or anywhere else on the campus. FOLLOW THE BUS ROUTE.

Tardiness

Students entering school after 8:05 a.m. are late. After 8:10 all entrances are locked and students must report to the Security Booth. Parents must accompany the child to the Security Booth. Students arriving on a late bus are not tardy. **Tardiness -Disrupts the entire classroom routine in the morning and hinders your student receiving the full daily instruction**

Parent Pick Up

At dismissal teachers/aides escort K-5 students to the Bell Tower, 6-8 students proceed independently. Students should remain on sidewalk areas and away from the parish office building. Parents are not to stand between cars in the parking lot and pull children off the line before it reaches the Bell Tower.

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.

Early Dismissal

These dates are listed on the school calendar. Dismissal is 12:25 PM on these days.

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. 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 security booth in Building A.
3. Pre K parents sign out students at the security booth in building A, get Visitor's Pass and proceed to Pre K entrance.
4. Students in Building A will meet parents at the Security Booth, main entrance.
5. For students in Building B, parents sign out at the Security Booth. A staff member will send for the student to meet the parent at the security booth.
6. **THEREFORE DISMISSAL FOLLOWING LITURGIES AND AFTERNOON EVENTS MUST BE BELL TOWER PICKUP OR BUSING AT 2:25 P.M. ONLY.**

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 regardless of whether they are held or on a leash.

BIRTHDAY CELEBRATIONS

Birthdays, K-8, are celebrated in the following way:

- Students may dress up/dress down on their birthday. If a student's birthday falls on Saturday or Sunday they may dress down on Friday before or the Monday after their birthday. If a student's birthday falls during late June, July or August, students will be informed of the designated day to dress down in early June.
- Birthdays are announced each morning over the PA.
- Birthday celebrations do not include food. **Do not send in birthday treats or goodie bags for the class.**
- If invitations are to be distributed in school to either a full class or by gender, no student may be excluded. The classroom teacher will distribute invitations.

BUSSING/TRANSPORTATION

Students have the privilege of using the transportation service provided by their public school district if they reside within the state mileage requirement.

This is the township to which you pay your taxes. If you are not eligible for transportation through your township we provide our own private transportation but it is not guaranteed. The GRIFFIN Private Transportation Fee is \$1,200. This fee will be incorporated into your tuition payments.

The Transportation Process

Every January, SJGS will ask you to complete a hard copy of the B6T transportation form for your child for the following school year as our record.

- **Several districts are now requiring you to also complete the B6T transportation form on –line. If the form is not completed on –line, your child will not be considered for transportation.**
- **This form must be completed by all students, regardless of whether your student plans to ride the bus.**

Your public school district will communicate your bus information during the summer months. This will be with a bus pass or notification that they are unable to transport your student.

SJGS has no input with respect to which bus company is used or logistics of bus routes. Pick up times and bus stop locations are determined and provided by your school district.

For your student to be eligible for transportation by your school district, you must live more than 2.5 miles and less than 20 miles from school.

If you are eligible for busing through your district and a bus is not provided, you may be entitled to Aid-In-Lieu.

- **Aid-In-Lieu is financial assistance paid directly to the family provided by school districts that do not provide busing to eligible students.**

Saint Joseph Grade School does not make any decisions regarding township busing and Aid-In-Lieu.

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, a warning will be issued unless the severity requires disciplinary action. 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 the 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

Students will be able to purchase hot lunch, cold items, drinks and snacks from the cafeteria.

Daily Procedures

1. Students enter the cafeteria quietly and orderly.
2. Students are courteous and well mannered.
3. All grade levels have an assigned seating area.
4. Students are responsible for cleaning their area (table and floor of debris), placing trash in barrels and plastic bottles in the barrels marked “recycle”.
5. Grades K-6 students leave only when dismissed by the teacher. Grades 7 and 8 leave on their own accord following the flex time period.
6. Students forgetting lunch may purchase a meal. Parents/guardians will be notified if payment is not made the next day.
 - ❖ Food brought to school from an outside vendor for a student lunch –WILL BE RETURNED.

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 3-8. All students in Pre K and Kindergarten bring lunch. Students in Grades 1-8 may either bring or buy lunch. Kindergarteners may buy for Pizza Fridays. Parents/guardians are asked to avoid packing lunches in breakable containers; glass bottles are not permitted. Please label the 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 website 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.* Overdue balances at the end of the year = Report Cards will be held.

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 online 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>.*

CHANGE OF ADDRESS/TELEPHONE

Any changes of address, home or work telephone numbers or emergency numbers, 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. Please notify the school if and when a restraining order is no longer in effect.

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, and Social Studies.

Special Subjects

Computer Education, Art, Music, Band, Physical Education, Spanish and Social Emotional Learning (SEL).

Enrichment Courses (**Students test in and must maintain an 85 average to remain in Advanced Math.** Tutoring is not an option for staying in Advanced Math.

Advanced Mathematics

- Accelerated Math - Grades 4-5-6
- Pre-Algebra - Grade 7 Students Only
- H.S. Level Algebra I - Grade 8 Students Only

Recovery

Educational Services Commission of New Jersey (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 ensure 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.**

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

Parental Procedures to Resolve Concerns

Issues specific to the school/administration/teacher should be addressed at the local level, not the Diocese.

- 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 may 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 2nd grade set their own in-class discipline procedures. When serious or continuous infractions occur, the teacher will seek administrative action.
- **Accountability Card:**
Grades 3 through 8 are 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.
 - An accumulation of five signatures in a trimester = 2nd detention.
 - An accumulation of a sixth check in a single trimester = parent conference with teacher and administration, a grade of "U" in conduct on the report card and an in-school suspension.

Any Checks may result in an "N"/"U" conduct grade for the trimester depending on the number and severity of the offense within a trimester.

- A new Accountability Card is issued at the beginning of each trimester with the old card collected and held on file.
- The administration is the final recourse in all disciplinary matters and reserves the right in their sole discretion to impart more serious consequences.

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 one week of the written notification or the student will become ineligible to participate in other school activities.** Students are to be picked up at 3:30 from the front door of Building A. 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- 2.

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. Lunch detentions may also be issued for minor disturbances between students.

Suspension

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. Credit will be given for student work performed during suspension when work is required for grading purposes.

Single day suspensions are served in school. Suspensions exceeding two days may be served at home. Enrichment assignments will be provided. All assignments must be completed before being readmitted to classes. It will be the student’s responsibility to acquire and complete any/all classwork missed during the assigned suspension. Multiple suspensions will be reported as a U on the Report Card. For each day of suspension, the student may be excluded from all extra-curricular activities for a period of time 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/or any illegal substance 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. Expulsion, if warranted, is addressed by the Office of the Superintendent.

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 taken 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 for oneself or from another student, textbook or notes during a test, quiz or graded assignment. **Consequences for cheating will result in a grade of 0%, 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%.

Forgery of a parent’s signature on any paperwork will receive consequences.

Possible Consequences Of Multiple Detentions In A Trimester

- Parent-teacher /Administrative Conference
- The Report Card may reflect a conduct grade of N/U.
- Loss of honor roll
- Loss of privilege. Privileges include but are not limited to: casual days, reward days, field trips, etc
- Loss of extra-curricular activities
- Suspension
- Request for withdrawal

Report Card Conduct Grades

Detention/suspension during a trimester may result in an N/U on Report Card.

Cell Phones/Electronic Communication Devices

The consequence for the use of a cell phone/Apple watch or using any electronic device for the purpose of communicating with another during the school day will result in disciplinary action. Following the infraction, 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 a Chromebook/iPad is used, loss of the digital device will occur as per the Technology Acceptable Use Policy.

Cell Phone use during the school day is not allowed by students, Cell phones must be kept in the locker or backpack during the day. Smartwatches can work the same as the phone and are becoming big distractions in the classroom, so **Smartwatches will not be allowed to be worn in school.**

In an emergency or a message needs to get to your child, the main office will relay it for you. Students with teacher permission have been able to use phones to contact parents when necessary. If they feel sick, they should go to the nurse first and the nurse will reach out to you.

IPads/Chromebooks

Students in grades 3-8 may be issued a school sponsored Chromebook by completing the digital device loan agreement form. The parent/guardian will be responsible for all costs incurred to a device for loss or repairs.

Loss of Charger = \$35.00

Broken Screen = \$100.00

Purchase of new Chromebook when repairs are not possible \$300.00

Students in grade 3 -8 may participate in the school's "Bring your own Device" program. Students may bring their own iPad or Chromebook to school for educational use in the classroom.

All students in grades Pre K – 2 will have daily access to the school iPads for classroom use only. School iPads may not go home.

SmartWatches

Are no longer allowed to be worn during the school day.

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 contracts, if one has been formatted.
- The student/parent/guardian willingness to comply with consequences and standards.
- The student's academic and behavioral standing.

Discrimination, Harassment, Intimidation and Bullying

A safe and civil environment is necessary for students to learn and achieve high academic standards. Discrimination, harassment, intimidation, bullying, and such 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.

Definition of Discrimination, Harassment, Intimidation, and Bullying

Discrimination, harassment, intimidation, and bullying can 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. Discrimination, harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of discrimination, 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 discriminatory, harassing, intimidating or inappropriate messages about or to another student or individual; and sending discriminatory, harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the school's policy on the acceptable use of technology may also violate this policy.

- *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.*

Retaliation

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

Reporting Incidents of Discrimination, Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Discrimination, 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 discrimination, 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 rendered when the determination of bullying has occurred, 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 discrimination, harassment, intimidation, or bullying has occurred.

Diocese of Trenton Catholic Schools Anti-Hazing Policy

I. Policy Statement

The Diocese of Trenton is committed to maintaining school communities that are safe, inclusive, and grounded in the dignity of each person as created in the image of God. Hazing, in any form, is contrary to Catholic teaching and is strictly prohibited within all diocesan schools. This includes hazing that occurs on school grounds, at school-sponsored events, online or through social media platforms, or off-campus when connected to the school community. No student, teacher, coach, employee, or volunteer may engage in, condone, or ignore hazing activities. All reports of hazing will be taken seriously and addressed in accordance with applicable laws and diocesan policies.

II. Definition of Hazing

In accordance with New Jersey’s “Timothy J. Piazza’s Law” (2022), *hazing* is defined as:

“Knowingly or recklessly causing, coercing, or forcing another person to engage in conduct that places them at risk of bodily, emotional, or psychological harm for the purpose of initiating, affiliating, holding office, or maintaining status in a group, team, or organization.”

Examples include but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced exercise)
- Forced consumption of food, alcohol, or substances
- Sleep deprivation or social isolation
- Public humiliation or ridicule
- Coerced criminal, immoral, or demeaning acts

Note: A person’s consent to hazing does not absolve responsibility or mitigate disciplinary consequences.

III. Scope of the Policy

This policy applies to all:

- Students (grades Pre-K–12)
- Faculty, staff, and coaches
- Volunteers and affiliated school personnel
- School-sanctioned student groups (e.g., clubs, athletic teams, honor societies)

IV. Reporting Procedures

Any individual—student, parent, staff member, or community member—who witnesses or suspects hazing should report it immediately to the school principal or designated school official.

Anonymous reports may be made, and retaliation against reporters is strictly prohibited.

The school will:

- Follow diocesan policy
- Promptly investigate all reports
- Notify diocesan leadership as appropriate
- Involve law enforcement where required by law
- Provide support to affected students

V. Disciplinary Actions

If hazing is confirmed, disciplinary measures will be applied in proportion to the severity of the offense and may include:

- Detention, suspension, or expulsion (students)
- Suspension or dismissal (employees/coaches)
- Disbandment of student organizations involved
- Notification to law enforcement where applicable

VI. Medical Amnesty

A student who seeks medical assistance for someone experiencing a hazing-related emergency, and meets the criteria outlined in state law (remaining on scene, cooperating with authorities), may be granted immunity from certain disciplinary or legal penalties.

VII. Education and Prevention

To cultivate a culture of respect and accountability, diocesan schools shall:

- Provide annual training on hazing prevention for faculty, staff, and students in grades 6–12
- Clearly communicate this policy to all members of the school community including faculty, staff, coaches and volunteers
- Post the full anti-hazing policy on each school's public website

VIII. Recordkeeping and Transparency

Schools will:

- Document all reported hazing incidents
- Share reports with the Diocesan Department of Catholic Schools

IX. Catholic Identity and Formation

As Catholic schools, we believe that every student is called to treat others with dignity and compassion. Hazing contradicts Gospel values and our shared mission of forming Disciples of Christ.

MENTAL HEALTH:

There may exist a circumstance in which the mental health or behavioral health needs, much like medical needs or substantial academic needs of a student, may extend beyond the scope of a Catholic school.

Self-destructive behavior - Verbal, Written or Social Media Threats

Whether communication or threat concerns are raised about the school, staff, classmates, or one's self, the school will enact its emergency Mental Health protocol as presented by the Office of Education of the Diocese of Trenton.

Intervention Begins

- immediately/as soon as concern is noted
- suicidal ideation in writing or artwork
- notes between students that mention or hint at suicide or threat to the school
- parent reports concerns
- if another student reports a suspicion

- previous attempt coupled with current behaviors
- student makes actual threat or attempt, or speaks about killing him/herself or doing something at the school
- self-destructive behaviors
- self-mutilation such as cutting, carving, head-banging
- daredevil or risk-taking behaviors

Procedures to Protect Students

- Ensure safety of student/s; someone must remain with the student.
- Notify the school administrator immediately.
- Contact the parent/guardian.
- Arrange for a psychological evaluation by a certified professional, licensed counselor, psychologist, or mental health official to ensure that the student is not a threat to him/ herself or others.
- Follow recommendations from the evaluation.
- Give parent/guardian requirements for returning to school
 - When a threat is made to the safety of the school, Law enforcement authorities are to be contacted immediately.

EXTENDED DAY SERVICES

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

- Before care begins at 8:30AM on Emergency weather closures.

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 the lower level of the church for Pre K and Kindergarten. Students are enrolled by notification in writing to the main office. Aftercare forms are available on the website. To ensure 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 snacks for aftercare. Students using digital devices for music or electronic games should also use headphones to reduce sound. When picking up your child from aftercare you must sign your child out with the staff member in charge. It is possible that the staff member in charge may ask for identification at the time of pick up. All adults authorized to pick up your child must be registered with the program. **Pick up cannot happen before 2:45 PM.**

Time is allotted for homework/study time with teacher assistance when required, play time, individual quiet time.

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 p.m., 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

Before Care

\$10.00 per day per student

\$13.00 per day for 2 or more children in the same family

Aftercare

\$10.00 per hour – 1 child

\$15.00 per hour – 2 or more children in the same family

\$10.00 per 15 minute increments will be charged after 6:00 p.m.

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

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 service projects, Holy Childhood Association, Retreats, 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. 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.

The school has installed Elkay Refillable Water Filtration water fountains.

Water bottles must be small in size and will be kept in the backpacks/closet/locker until snack time or lunch.

- **Those with straws protruding are definitely not allowed.**
- **Water bottles are not allowed on the students desks and are kept in the locker or closet until snack time or lunch.**
- **Students may access the water filtration fountain to refill thermos as needed.**
- **Keep the water bottles small and able to tightly close.**

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.

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.
- **Food and Goodie bags are not allowed to be distributed in school.**

HAZARD EMERGENCY RESPONSE

For non-weather emergencies that occur when school is in session, St. Joseph Grade School will evacuate by bus to a safe evacuation site as determined by the Toms River Police and/or NJ State Police. Announcements will be made over School Messenger. Please DO NOT come to St. Joseph Grade School. Your child will remain at the evacuation site until the police issue a release. Children will only be dismissed to you from the designated evacuation site.

HEALTH

The following are procedures to help maintain the safety and health of all students:

Covid 19 or any pandemic related procedures and protocols will be implemented and updated according to the latest restrictions published by the State of New Jersey, the CDC, and Ocean County Health Department and under the guidance of the Diocese of Trenton.

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

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 for 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.

Religious Exemptions

The Diocese of Trenton does not grant religious exemptions to vaccines; however, the Diocese of Trenton accepts religious exemptions to vaccines. A religious exemption to a vaccine must be provided in written form with a signature of a parent/guardian.

Medical Exemptions

N.J.A.C. 8:57-4.3 allows for exemptions to immunizations which are medically contraindicated. A written statement shall be submitted to the school, preschool, or child care center from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) indicating that an immunization is medically contraindicated for a specific period of time, and the reasons(s) for the medical contraindication, based upon valid medical reasons as enumerated by the Advisory Committee Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) guidelines.

The school will maintain the statement of the medical doctor as part of the immunization record of the student. The district's school physician may be requested to review the submitted material to ensure authenticity.

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.

EpiPen

EpiPens (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 for class or recess.
- Students in grades 6-8 may carry their own Epi pens from class to class, to lunch, to church, etc. Older students may receive permission from the physician to self-medicate in emergency situations.

Illness/Communicable Diseases

Some illnesses require a doctor's note in order to return to school. A medical examiner's certificate of re-admittance to school is required for the following diagnoses/communicable disease: Chicken Pox, Conjunctivitis (pink eye), Covid 19, 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.

Head Lice

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

SJGS has a "No Nit Policy". If nits are present on screening or re-screening, the child is dismissed for follow up. This "No Nit Policy" encourages each family member to do its part at home with routine screening, early detection and thorough removal of lice and nits. This policy safeguards un-infected 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. **A student should not contact a parent directly via their own personal device.** The nurse is available during the hours of the regular school day (8:30 - 2:30). In the event a child is too ill to remain in school, parents/guardians must provide

transportation home. These students must be signed out from 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 to the security booth.
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 other 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

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

After a student has been absent for two or more weeks and requires additional recuperation time, he/she may be eligible for Home Instruction with a physician's documentation. Please contact Ms. James if your child may require Home Instruction through ESCNJ.

HOME-SCHOOL COMMUNICATION

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

1. **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.

2. **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.
3. **Email** - Parents are encouraged to contact teachers using the school email addresses listed on the school website.
4. **Communication Folders** - Every week, with the exception of a short week, test papers go home via the Communication Folder in grades K-8 on Wednesdays. 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.
5. **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.
6. **School Website** - Visit the school website (www.stjoeschooltr.org) for additional school information for up-to-date activities, projects, and Google classroom communication. Emergency closing information is also provided on the website.
7. **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.
8. **Parent Access** - Parents with students in Grades K-8 have the capacity to view Report Cards online and to digitally sign pertinent school related forms. Parents with students in Grades 3-8 have the capacity to view student grades throughout the trimester. Parents receive an email from Genesis, the school's database, containing a login 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. Access will close on June 30th.

- 9. 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. 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.

HOMWORK

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. Homework will be counted into the student's subject grade.

The following is a **SUGGESTED** 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 **E/M** in the grading rubric for each special subject, and a satisfactory in conduct.

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

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

INTERSCHOLASTIC SPORTS

The interscholastic sports program is intended to develop individual skills 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 “L” 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 extracurricular activities. Reinstatement may occur following no less than a 5 week period. This determination is made by the teacher in consultation with administration.

Coaching requirements:

1. All coaches and volunteers to any activity must be:
 - (a) Certified through “Protect God’s Children” Program (Vertis)
 - (b) Submit to criminal background check
 - (c) 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.
 - (c) Parent and Player Code of Conduct

IF REQUIRED BY LEAGUE OR STATE MANDATES:

- (c) Complete a Covid checklist before participation in an athletic session.
- (d) Daily temperature checks can be done before any practice or contest.

Physicals are due to the Athletic Office before a student may participate in Open Gym, tryouts for team play.

FALL SPORTS

Soccer Boys & Girls Grades 6-8
Cross-Country Boys & Girls Grades 4-8

WINTER SPORTS

Basketball Boys & Girls Grade 5-8
Cheerleading Girls Grades 5-8

SPRING SPORTS

Baseball Boys Grades 6-8
Softball Girls Grades 5-8
Tennis Boys & Girls Grades 5-8
Track Boys & Girls Grades 4-8
Volleyball Boys & Girls Grades 5-8

By Diocesan rules, athletes are allowed to play only one sport per season, unless participant numbers warrant special permission.

When an athlete has participated in a previous season sport and has a physical on file, they will be required to submit a recertification form for each new season. The form must be completed by the parent. Forms will be available on line at the time of tryouts.

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. 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 well-being 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 well-being 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 the 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 \$25.00 per family. Dues support the following expenses: School Messenger Alert System, Diocesan per capita tax, Diocesan Teacher Scholarship Fund, Diocesan Marketing Fund, 8th Grade Scholarship, teacher supply stipend, and special programs during the year for parents and children.

PTA EXECUTIVE BOARD

President – Megan Wells
 Co-Vice Presidents - Elizabeth Demato & Nicole Cross
 Treasurer – Jackie and Justin Jennings
 Recording Secretary – Natali Garuccio

Corresponding Secretary- Caroline Bober
 Hospitality - Ellen Reilly, Lissa Gardner & Nicole O’Brien

PHOTOGRAPHY

During special events or programs in school, your child may be photographed for newsletter and/or newspaper articles, marketing brochures, and school website, Facebook, and Instagram. **If you choose not to have your child photographed during the school year, you must indicate your permission on the Handbook Agreement Form which can be found in Genesis Forms.** Children may not take photos on any device during the school day 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 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. Communication folders are sent home every Wednesday, containing test papers with the exception of short weeks. Parents are asked to sign and return the folder.

Parent Access

Parents with students in all Grades (PreK to 8) will have access in Genesis. Grades 3-8 have the capacity to view their student's grades online throughout the year. Report Cards may be viewed by all grades at the end of each trimester. For more information contact the school office.

Progress Reports

Student Progress Reports are sent home midway through each trimester to parents/guardians in Grades K, 1 and 2. Parents/guardians are asked to sign the report and return it to school.

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. Report Cards will be accessed through the Parent Portal of Genesis for all students K-8. If a student is failing in any subject area, parents will be notified prior to the Report Card.

Standardized Testing Programs

Three times a year, the students of grades 2-8 in the Diocese of Trenton are administered the Renaissance testing (web based) Program. The results are reported to parents/guardians by way of a commercially designed parent/guardian report. ARK, the Assessment of Religious Knowledge is administered to students in grades 5 and 8.

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 unless otherwise indicated via court documents..

“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.

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

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 designated telephone number.

However it is the responsibility of the parent to register other numbers, phone, cell phone, email, if you choose to the main office.

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 visitors must report to the main security booth, be checked in and receive an ID badge. All Visitors are required to produce ID. (License)
5. Security Drills (lockdown, shelter in place, evacuation and fire drill) are conducted monthly throughout the school year.

All deliveries and guests to the school must report to the front entrance on Hooper Avenue for a security check by presenting ID at the security booth.

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

1. 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.
2. **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 with a particular teacher. 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 Educational Services Commission of New Jersey 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.

- **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 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 standardized 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 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.
- **The W.I.N. Program** will focus on those students with Reading concerns in Grades 1-2-3 that may or may not be classified with an ISP.
- **Occupational Therapy (OT)** - 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)** - ESCNJ may 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.

ACCEPTABLE USE OF TECHNOLOGY POLICY

EVERY STUDENT IS TO SIGN A TECHNOLOGY ACCEPTABLE USE POLICY INDICATING THAT HE/SHE WILL ONLY USE THE INTERNET FOR EDUCATIONAL PURPOSES. THE STUDENT(S) WILL, ALSO, AGREE TO ABIDE BY THE CONSEQUENCES OF HIS/HER ACTIONS IF HE/SHE IS FOUND TO USE THE INTERNET IN ANY INAPPROPRIATE MANNER. A SCHOOL CANNOT POST A PICTURE OF A STUDENT OR PERSONAL INFORMATION OF A STUDENT WITHOUT PARENTAL/GUARDIAN'S WRITTEN PERMISSION

PURPOSE

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the internet, social media, email and similar applications. Use of such technology is a necessary element of the mission of Catholic schools, and is provided to users as a privilege, not a right. Schools seek to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege.

This acceptable use policy holds true for all virtual learning as remote learning is an extension of the classroom.

SUMMARY

Technology that includes but is not limited to computers, wireless & LAN access, electronic mail, internet access, and all other forms of instructional, networking and electronic communication tools are provided as a service by the school to users.

Users are required to be good technology citizens by refraining from activities that disrupt education, or can be considered unethical, illegal, immoral, and/or unprofessional conduct.

The user is responsible for his/her actions in accessing internet, social media, email and similar applications, whether through school-owned hardware or through personal hardware (including pc's, laptops, and cellphones) that use the school network, Wi-Fi, or hotspots. Failure to comply with the guidelines of technology use may result in the loss of privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Jersey Statutes or Federal Law.

PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the wide spectrum of resources available on the internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by users, although appropriate filters are used. The school cannot assure parents that users will be denied access to all inappropriate materials or prohibited from sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents or guardians should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, offensive and/or inconsistent with the teachings of Catholic schools. 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 will be held responsible.

GUIDELINES

- Access to computers, networks and devices within the school network is a privilege and must be treated as such by all users.
- The network will be used solely for the purpose of research, education, and school-related business and operations.
- Computer systems shall only be used by the authorized user's user account. Account owners are ultimately responsible for all activity under their account.
- All communications and information accessible and accessed via the school system is and shall remain property of the school.
- Student use of school equipment shall be supervised and monitored by authorized staff. Student use must be related to the school curriculum.
- The internet, social media, email and similar applications are to be used primarily for school purposes. The occasional use of such technology for personal purposes is permitted provided it is not abusive, excessive or violates this policy.
- Any defects or knowledge of suspected abuse of the school systems, networks, security, hardware, or software shall be reported to the Technology Director.

THE SCHOOL'S RIGHTS AND RESPONSIBILITIES

In order to ensure a safe, efficient and secure school environment, the school reserves the right to monitor, inspect and review all internet, social media, email and similar uses by users and perform random scans on the user's computer as well as any network devices to ensure the internet access, social media and/or email systems provided to users are not abused or used for purposes contrary to the school's Catholic teachings and educational mission. This includes personal web-based emails accessed and stored using the school's equipment and/or computer systems. Users should have no

expectation of privacy in any information stored, sent, received or accessed on the school's equipment and/or computer systems. Schools will ensure that all computer technology users complete and sign an agreement to abide by the school's acceptable use policy. School administrators must both give permission for and be given the access capability to any school-affiliated social media pages created by teachers or staff members.

UNACCEPTABLE USE

Examples of unacceptable use activities include, but are not limited to, any activity through which a user:

- Interferes with or disrupts other users, services, or equipment, or destroys, alters, dismantles, disfigures, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers. Disruptions include, but are not limited to, distribution of advertising and propagation of computer viruses or worms.
- Attempts to disable, bypass, or otherwise circumvent the school's content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers and cellular hotspots.
- Seeks to gain or gains unauthorized access to information resources or confidential records, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
- Installs unauthorized software or material for use on school hardware.
- Uses the systems for illegal, harassing, vandalizing, inappropriate, obscene purposes, or in support of such activities, or in violation of any school policy.
- Accessing or transmitting material which promotes violence, hatred, or advocates the destruction of property including information concerning the manufacture of destructive devices.
- Accessing or transmitting material which advocates the use, purchase, or sale of illegal goods or services.

CONSEQUENCES

Users who violate this policy will be subject to revocation of system access up to and including permanent loss of privileges, and discipline up to and including expulsion or termination of employment. Violations of law may be reported to the Superintendent of Schools of the Diocese of Trenton and law enforcement officials.

TELEPHONE

Cell phone use will be permitted with permission from a faculty member on 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 phones/Apple watches 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.

Financial Aid

Families of SJGS may apply for financial assistance. Parents can obtain a FACTS application from the school website.

TUITION/FEES

Tuition is pertinent to the sustainability of the school's annual contract, monthly bills and staffing. Tuition is not reduced or reimbursed at times Remote Learning is required.

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/technology 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 attend class on the first day of school or 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, and non-participation in Graduation events.

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 \$40 and a 1-hour session charge is \$60.**
- 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.
- Tutoring is not to be utilized to maintain Honor Roll or placement in Advanced programs.
- 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 the 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 4-8 during the school day for an additional cost in tuition of \$475 payable through Blackbaud. Private instrumental lessons (Mrs. Feldman) are also available.

UNIFORMS

Students are expected to be in complete uniform each day. **School uniforms must be purchased from FLYNN & O'HARA UNIFORM COMPANY**, (2145 Route 35, Holmdel, New Jersey 07733, phone (732) 888-3885, or ordered online at flynnohara.com) **in order to maintain consistency with branding of logo, style, color and design.**

Boys

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 crew socks.

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

Shoes Boys K-8

Any black LEATHER shoe. No Vans, sneakers, canvas, suede or multi-colored shoes allowed. Soles must be the same color as shoes.

COLD WEATHER All Boys must wear a shirt & tie. The hunter green fleece may be a substitute for the sweater. No sweatshirts allowed.

WARM WEATHER (Fall and Spring-date to be determined) - green knit golf shirt and khaki shorts. Predominately white sneakers with light colored soles, white shoelaces and white athletic socks.

Girls

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. Hunter green fleece may be a substitute for the sweater. No sweatshirts allowed.

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

Shoes Girls K-8

Any black LEATHER shoe. No Vans, sneakers or ballet style, no canvas, suede or multi-colored shoes allowed. Soles must be the same color as shoes.

COLD WEATHER Khaki dress pants may be worn. The hunter green fleece may be a substitute for the sweater.

WARM WEATHER (Fall and Spring-date to be determined) K-6 green golf knit shirt, khaki shorts or skorts. Grades 5-8 only, white knit golf shirts to be worn with kilts. Predominately white sneakers with light colored soles, white shoelaces and white athletic socks *may* be worn with the skorts or shorts.

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 athletic 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. Modesty (skirt length), 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. **(Colored hair is prohibited. Radical hairdos, such as excessively spiked hair, are not permitted for either boys or girls. Designs should not be cut into the hair. Boys’ hair length may not hang over the shirt collar, or into the eyes. Hair ornaments should be modest in size.**

- **Skirt/skort-for all grades is to be to the knee. A skirt bought for grade 5, with growth will not last until 8th grade. Please make adjustments to meet the requirement.**
- **Nails and Jewelry – Nail polish is allowed in light colors without nail art. Artificial nails are not allowed and all nails should be kept short for safety purposes.**
- **Earrings are to be post and not dangling earrings. Boys are not to wear earrings.** The only other jewelry permitted for boys and girls is a single watch, necklace, or ring.
- **Other piercings are not allowed.**

- **Makeup is not allowed at all at any grade level.**
- ❖ **Students with uniforms that go against policy or tend to be immodest will be sent home.**

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 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 are not permitted. Shirts must have sleeves. Tight fitting clothing is not permitted. Flip flops and athletic slides 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, concerts, sports events and banquets.

Spirit Days

Are scheduled once a month. Students may wear a school sponsored logo shirt with jeans, or sweatpants (shorts only in warm weather) and leggings. These days are noted on the school calendar.

When a student is in violation of a simple uniform/appearance policies a check on the Accountability Card will be noted for grades 3-8. 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.

- ❖ **Students that report to school grossly out of uniform, or girl’s kilts, skorts that are excessively short, will be sent home.**

VIRTUAL REMOTE LEARNING

Each school is required to devise a plan for virtual/remote learning that is age-appropriate and is based on the technological capabilities of the students at the various levels. This plan is to be submitted to the Department of Catholic Schools for review and approved by August 1 of each year.

- **Only one snow day is built into the calendar. Any other weather related closure will be ½ day virtual remote learning days.**

Students in grades 4 through 8th grade –Will have 30 minute periods with a 5 minute change over period. Specials and lunch do not exist on virtual days

Students report at 8:00 am

8:00 – 8:15 Attendance and Prayer
 8:15-8:45 1st period
 8:50 – 9:20 2nd period
 9:25 – 9:55 3rd period
 10:00 – 10:20 Break
 10:25 -10:55 –4th period

11:00 – 11:30 – 5th period

11:35 – 12:05 – 6th period

12:05 – 12:25 Office hours for questions and clarification

Kindergarten – 1st to 3rd Grade will post assignments on Google Classroom.

Pre K when anticipating snow day can always send a few worksheets home.

Regulations for Remote Learning

The administration and staff want to present the same academic atmosphere for our students whether they are in school or at home. Fostering that academic atmosphere depends strongly on the way we prepare and present ourselves for success. At SJGS continuity, discipline, and personal appearance play a major

role in reaching our personal best.

The following rules will be adhered to for anytime the school transitions to remote learning during the school year.

STUDENTS:

Students will report to class via zoom by 8:00 am each day of virtual learning to participate in Morning Prayer as a school community.

Attendance will be taken at this time.

RULES:

1. Students will already have eaten breakfast. There is NO eating during class time unless it is a designated snack time period given by the teacher.
2. Students will report in the uniform of the season.
3. Students must be seated at a desk or table for class, with books and supplies readily available.
4. Students will be admitted into the zoom class by the teacher.
5. Student's microphones will be muted unless the teacher unmutes for answering purposes or joining discussion.
6. Students will follow all classroom rules set forth by the teacher as if it were in-person instruction.
7. Students must be visible in the full frame of the zoom. No special decorative backgrounds may be used.
- *A student's participation grade will be affected if they cannot be seen in the screen of the zoom.
8. Students must notify the teacher if they need to leave the zoom for any reason, ex. Bathroom, get supplies, etc.
9. Students will be given breaks as the class receives them.
10. Students are responsible for all classwork, homework, and assessments.
11. If students are sick and not attending zoom they still must report the absence and supply a note.
12. All students will be held to the Technology Acceptable Use Policy and may not record any classroom activity.
13. Class ends with prayer.

VISITORS

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

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: WOBN (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

SJGS will work on a 2 hour delay. School starts at 10:00

❖ Before care in the cafeteria begins at 8:30 AM

For busing follow your district’s notification for late arrival transportation. **If you are driving your student, drop off begins at 9:30 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 to be completed each year and returned to school. Please monitor the media stations previously listed for information.