



One Family in Christ Jesus

PARENT/STUDENT HANDBOOK 2017-2018

INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Saint Joseph Regional School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, Saint Joseph Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

RELIGIOUS FORMATION

Parents/Guardians are the primary educators of a child in faith. It is our expectation that families who chose to enroll their child/children in our schools are involved in a faith community. For a Catholic family, that community is the parish.

All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation, and Confirmation are at the parish church. Saint Joseph Regional School will inform parishes of registration information so that the parish can communicate with the families about the important faith formation opportunities.

MISSION STATEMENT

Saint Joseph Regional School, founded in 1958, strives to foster the development of the whole child, academically, physical, spiritually, and emotionally within a Gospel-centered environment. We encourage students to question, seek understanding, and practice tolerance during formal instruction, discover, and experiential activities. We recognize the dignity of the human person and help students to develop mature relationships with God, themselves, and the world around them.

PHILOSOPHY

The purpose of Saint Joseph Regional School is the total integration of Christian living and academic pursuits to develop the whole child. To carry out this process of education, the school endeavors to create for the school community a special atmosphere animated by the gospel spirit of freedom, charity, and respect towards all.

Bound by charity to one another and to their students, and infused with apostolic spirit, the teachers at Saint Joseph Regional School give witness to Christ by their lives, as well as by their teachings. They are committed to the highest level of educational professionalism and creativity.

Saint Joseph Regional School strives to foster in the students positive images and a spirit of inquiry and discovery that will inspire them to attain a mastery of curriculum commensurate with their potential. The students are provided with fundamental knowledge and usable skills sufficient to prepare them for life's work. Sensitivity to cultural and aesthetic experience is also encouraged. The students are urged to extend their interests and concerns beyond themselves into the total community, in order to foster in them a sense of responsible freedom and a desire to acquire those qualities of heart and mind necessary for effective service to others.

We recognize and work toward helping the students develop their unique personalities. We encourage the students to nurture a relationship with God and each other in our school community which will be evident in the manner in which they respectfully relate to teachers and peers.

BELIEFS

We believe that:

- Religious education focuses on developing moral values within the Roman Catholic Tradition
- Life choices should reflect faith education
- Participation the Liturgy, the Sacraments, common prayer, and Christian service contributes to the development of the students' faith
- A collaborative relationship between faculty and administration creates a positive learning environment
- Knowledge constantly expands students' growth
- Varying learning styles and developmental levels guide teaching strategies
- Students' talents and successes should be celebrated in the school community
- Students should take responsibility for their choices and actions
- Promoting a positive self-image is integral to our school community
- All members of our school community accept and appreciate cultural diversity

VISION STATEMENT

Students who successfully complete the program at Saint Joseph Regional School will:

1. Demonstrate a proficiency in all subject areas
2. Know basic beliefs, practices, and traditions of the Roman Catholic Faith
3. Reach out in service to others in faith, a commitment to Community, and a passion for peace and justice
4. Love and respect self and others with dignity as Children of God and members of "One Family in Christ Jesus"
5. Set standards and serve as leaders and examples to others, contributing to society by their personal gifts and talents
6. Find joy in life through an appreciation of the simple things
7. Read and think comprehensively, critically, and creatively about contemporary global issues
8. Work cooperatively, appreciating the unique gifts, talents, and skills of each other
9. Communicate effectively
10. Make good, moral decisions regarding life issues and demonstrate responsible stewardship for all God's creations.
11. Have an active relationship with God and the Catholic Church demonstrated through prayer, worship, and Sacramental life.

ADMISSIONS

- Students entering the Pre-School Program (Pre-K3) must be three years old at the time of admission and bathroom independent.
- Students entering the Pre-Kindergarten Four Program (Pre-K4) must be four years old by September 30th of the enrollment year.
- Students entering the Kindergarten Program (K) must be five years old by September 30th of the enrollment year.

Ages must be verified by Birth certificate and Baptismal certificate (if applicable). Immunizations records must be complete.

Students in Grades 1 through 8 are considered for admission on an individual basis based on the circumstances for transfer.

ATTENDANCE

New Jersey School Law and the Diocese of Camden stipulate that Catholic Schools meet or exceed the New Jersey 180 day attendance policy for public school districts in New Jersey (Policy Book 406).

When a student is unable to attend school, parents are required to call the school office to report a student absent, stating whether he/she is out sick or is out for personal reasons. If a parent forgets to call, the school will call home to confirm the reason for the student's absence. A note from the parent should follow all absences when the student returns to school.

Students missing 18 unexcused school days or more run the risk of having to attend summer school or repeating the grade.

In addition to recording days absent or late, the report card contains a space for recording early release and the impact this has on performance. Early release should be used rarely. If children are repeatedly released earlier than the dismissal time, they are missing a subject period. This could impact their grades.

VACATIONS

While we understand that parents cannot always take vacations during the summer months, we do discourage multiple vacations during the school year. Students do have difficulty in keeping up with their classes. Parents and students are responsible for subject matter missed during vacation time. Teachers are not responsible for giving extra time to students due to vacations.

IOWA TESTING FOR GRADES 3 THROUGH 7 USUALLY TAKES PLACE DURING THE FIRST WEEK OF MARCH. WE STRONGLY URGE YOU TO AVOID VACATIONS DURING IOWA TESTING.

MAKE-UP TESTING DUE TO ABSENCE

If a student misses any tests due to absence, he/she will have one week upon his/her return to school to make up any missed tests. The purpose of this policy is to foster responsibility within the student.

DAILY SCHEDULE

School begins at 8:00 a.m.

School dismissal is at 2:45 p.m.

The morning bell is at 8:00 a.m. Students are expected to be in class at that time. We strongly encourage the children to be on time; punctuality is an important character trait to acquire. When children are late for school, they begin their day anxious and upset. Students who arrive after the doors are closed are considered late and will be issued a late slip. The students must stop at the office where the late slip is issued. Three late slips in one marking period constitute an automatic detention. Detention is held on Tuesday afternoons from 2:45 p.m. until 3:45 p.m.

ARRIVAL AND DISMISSAL

Students arriving by car should use the back parking lot for drop-off between 7:30 and 8:00 a.m. If you take advantage of our Early Bird program (before-care) and arrive between 7:00 and 7:30 a.m., please use the front parking lot and drop off at the main entrance. Otherwise, the front lot is reserved for the buses that transport our students. Students being picked up by car at the end of the day will be dismissed to parents in the back parking lot. Children may not walk to side streets to their cars unless accompanied by parents. At no time can students walk down Hawk Lane (with or without parents), as this is a safety issue. Again, the front parking lot is for SCHOOL BUSES ONLY. Students should arrive for school by 8:00 a.m. and should leave for home promptly at 2:45 p.m. unless they have a school sponsored activity after school. Students may not vary departure plans without a written note from a parent or guardian. Only persons that are designated by the parents have permission to take children home. If a parent is late, the child will be brought to the school office and the parent will be called. If the parent's arrival is not imminent, the student will be taken to the after-care program and will be released to parents upon their arrival. If late pick-up becomes a habit, parents will be charged for after-care. Although we realize that another parent may, out of kindness, offer to take the child home, this will not be permitted without first calling the child's parent for permission. Please do not take any child from the parking lot without the front office being made aware of this permission. In regard to buses, students may not ride any bus except the one to which they have been assigned. This is an insurance regulation issue.

If you know there will be a change in the 'end of the day' routine (car, bus, after-care), please send a note to the teacher that morning. If a child ordinarily goes home by bus and a parent has an unexpected change in plans and finds it necessary to pick up the child by car, the parent must call the school office to inform us of this change. **NO PARENT MAY TAKE A CHILD OFF A BUS WITHOUT OUR PERMISSION.** No child may accept a ride home with another parent unless the school office has received a note from his/her parent authorizing it.

Crossing guards are positioned at the corner of Harbor Lane and Shore Road. Guards are on duty from thirty minutes before school to thirty minutes after dismissal.

Each morning students will gather in the school gym prior to the start of the day. No student may enter the classroom section of the building unless they are supervised by a faculty member. This rule also applies to students in after-care.

BUS CONDUCT

The following rules have been established in order to ensure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned
2. Behave in an orderly manner at the bus stop
3. Remain seated, facing front, when the bus is in motion
4. Talk quietly and make no unnecessary noise
5. Do not talk to the driver unless it is necessary
6. Keep head and arms inside the bus
7. Use the seat belt
8. Do not litter the inside of the bus or throw anything out the window

Students given assigned seats by the bus driver may not change them for any reason without the permission of the driver. If a student does not conform to bus regulations, the driver will issue a notice of misbehavior. This notice is given to the parent and principal. If the student receives three such notices, he/she may be required to come to school by car. The bus driver must have conditions conducive to the safety of all students.

Upper level students on each bus have been designated as bus safeties. They will assist the bus driver by making sure that all students are wearing seat belts and behaving on the bus. Infractions will be reported to the principal.

BUS OPERATING POLICIES

Bus routes and stops are planned and established by the local school district's transportation office. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operations policies.

Parents who wish to make requests for changes in routes or stops should contact their local district. The phone number is usually located on your child's bus pass which is issued prior to the start of the school year. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operation.

BUS ROUTE CONTACT INFORMATION

If, during the school year, there is an occasion when it is necessary to check on the progress of the bus (late pick-up or drop-off), the numbers below will connect you with the bus dispatch office:

EGG HARBOR TOWNSHIP STUDENTS: INTEGRITY TRANSPORTATION (609) 965-8100

OCEAN CITY STUDENTS: SHEPPARD BUS (856) 765-3812

NORTHFIELD AND LINWOOD STUDENTS: MAINLAND TRANS. (609) 365-5051

DISCIPLINARY ACTIONS

Detentions are issued for various reasons throughout the school year. When this consequence is necessary, parents will be notified of the date and location of the detention by way of a "Pink Slip." This slip is to be signed and returned prior to the detention date. If it is necessary to re-schedule the detention due to a conflict, a new slip will be issued and will need to be signed and returned as well. Detentions are held on Tuesday afternoon from 2:45 p.m. to 3:45 p.m. Pick up for detention is normally in the front parking lot. During Chess Club season, however, parents may be directed to pick up in the back parking lot.

Students who disregard the regulations of the school, or exhibit a behavior which is counter-productive to the Christian learning environment we endeavor to establish may receive any of the following consequences:

1. Detention
2. In-School suspension
3. Out of School suspension
4. Expulsion

DISCIPLINE

Parents and students recognize the need for rules to maintain an orderly and safe atmosphere in our school. The regulations of Saint Joseph Regional School are designed to provide an academic atmosphere conducive to study. Students should realize that parents are financially supporting their education. Therefore, each student should, in justice, conduct himself/herself in a manner that not only fosters learning but likewise provides a pleasant learning environment for all.

Much more time can be devoted to true education in a setting where time consuming corrections are at a minimum. Teachers have not only the authority but also the responsibility to maintain good discipline in the classroom. School discipline policies are established and will be consistently enforced. When a student is having a problem, the teacher may confer with the student, confer with the parent, use classroom disciplinary procedures, or in difficult circumstances, refer the situation to the principal.

BULLYING/INTIMIDATION/HARASSMENT

At Saint Joseph Regional School, we encourage the students to follow the teachings of Christ who, in his life and word, stressed the equality of all human beings. Therefore, students should show mutual respect for each other at all times in word and action. Bullying will not be tolerated. Likewise, any student using racial slurs against another will be disciplined accordingly. Infractions will be investigated and dealt with on an individual basis after the circumstances have been clarified. We strongly encourage parents to assist us in our endeavor to eliminate words and actions that cause hurt and humiliation to children. At no time will such words or actions be deemed acceptable. Television frequently makes use of the "put down" to elicit laughter from the audience. Children watching these shows can begin to emulate such behavior believing that they will be perceived as funny and clever. Actually, such shows provide a teaching opportunity for parents to stress the inappropriateness of such language and point out the harm it does to others. Constant needling and/or the use of provoking words can lead to retaliation and violence. Parents and teachers must be vigilant and active in correcting bullying and harassment of any kind.

In an effort to address any incidents of bullying, intimidation, or harassment which may arise in our community, we have adopted the Olweus Anti-Bullying Program. This program takes a multi-leveled approach to the issues which our students may face. The victim of the encounter is immediately removed from the situation once it has been observed or identified. The by-standers are educated regarding their responsibility towards their community, and the perpetrator of the bullying behavior is directed through steps of intervention which help him/her recognize the affects their behaviors have not only on the victim, but on themselves and the community.

The goals of the program are constantly reinforced through weekly class meetings which are integrated into each teacher's lesson plans. Students have the opportunity at these meetings to discuss concerns they may have and to join together with their class to promote a "bully free" environment.

If a student has been exhibiting bullying behaviors, there are several steps to intervention which include the "Think About It Form" which requires the student to examine his/her behavior, and a "School Tracking Form" which allows us to monitor students if they have been involved in incidents of bullying.

INTERNET

Harassment of another by way of the internet will not be tolerated. The computer is a wonderful tool for learning, but if a child's or teacher's reputation or self-image is damaged because of this form of communication, action will be taken. Negative messages sent from home do not remain at home. They enter into the classroom environment the next day. This is contrary to the atmosphere of peace and harmony which we are striving to maintain.

CELL PHONES & ELECTRONIC DEVICES

No student is permitted to have a cell phone turned on in school. If a parent feels it is necessary for a student to have a cell phone, it must be kept in the school bag, turned off throughout the school day. If it is necessary for a parent to relay a message to a student, please call the main office, and the message will be given to the student (927-2228 x 11).

Absolutely no student is permitted to use a cell phone or any other electronic device for taking photos or recording videos on school premises or school trips without the permission and/or supervision of a faculty member. Such action will result in suspension from school. If such media is posted on the internet, the consequences may include expulsion from Saint Joseph Regional School. Cell phones or other electronic devices will be confiscated and returned only to parents if a student is found to have one. In case of emergency, students will be given permission to use the school phone.

WEAPONS

Guns, knives, paper-cutters, or any other instrument construed as a weapon is a serious matter. The appropriate law enforcement officers will be notified, and the student will be expelled. The Superintendent of the Diocese of Camden has signed an official agreement with local law enforcement agencies assuring them of our cooperation in these matters.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled dangerous substance on school grounds or buses is strictly forbidden. Violation of this rule will result in immediate expulsion and will be reported to the appropriate law enforcement agencies.

SMOKING

Smoking is strictly forbidden on school premises at any time. Both the State of New Jersey and the Diocese of Camden mandate this policy.

CHEWING GUM & CANDY

The use of chewing gum is forbidden on school premises, at school sponsored activities, and on school buses.

As a school, we have chosen to do whatever possible to ensure healthy eating habits for our students. With this in mind, we ask parents not to send in candy as a snack or with lunch. Candy/sweets are limited to special occasions during the school year (Valentine's Day, Monthly birthday celebrations, etc. at the principal's or teacher's discretion).

STANDARDIZED TESTING PROGRAM

The Iowa Assessments are administered to students in grades 3 through 7 in early spring (usually the first week of March). Grades 4 and 7 also take the Cognitive Abilities Test (CogAT) at this time. Parents will receive a report of their child's progress shortly after the school receives these reports. Please check the school calendar for the scheduled dates to avoid any unnecessary absences during this crucial testing time.

STUDENT GOVERNMENT

The Student Council provides first-hand experience for students to methods and procedures of democratic government. Student Council encourages responsibility through participation. Hopefully, the students will develop healthy attitudes about self and school. They will improve their communication skills and advance their leadership potential. Officers and representatives must maintain an "S" in conduct. Failure to do so will make it necessary to remove him/her from office.

STUDENT COUNCIL NOMINATION PROCESS

Teachers in grades 6 through 8 are asked to nominate up to ten students from the seventh grade class list. Students who receive the most nominations are permitted to run for Student Council. The election of Student Council members is then based on votes from the sixth and seventh grade students.

DRESS CODE

A regulated dress code instills a sense of propriety and appropriateness of dress for varying occasions and circumstances. We encourage the students of Saint Joseph Regional School to take pride in their appearance. Good grooming, cleanliness, and tidiness are desirable traits to develop. Students are expected to dress in specific accord with school guidelines for clothing and for hairstyle. In addition, students are to maintain an appearance of neatness, which means shirts being tucked in at all times (exception: the banded shirts for girls) and slacks and kilts worn correctly at waist-level. If a need or problem arises which will result in a student not being in full uniform, parents are required to communicate this by way of a note to the homeroom teacher.

Boys: Grades 1-5 "Winter uniform" October 15th - May 15th

Navy blue dress pants and long or short sleeve white or yellow polo shirts with the school logo embroidered on it. Students must wear black or brown shoes (no sneakers or boots of any kind) with matching socks, and they must wear a black or brown belt upstairs (grades 4-5). Pants must be purchased from Flynn and O'Hara or Land's End. School sweaters with logo are now a required component of the "winter uniform."

Boys: Grades 6-7-8 “Winter uniform” October 15th – May 15th

Khaki dress pants and white, collared shirts with ties purchased from Flynn & O’Hara. Students must wear black or brown shoes (no sneakers or boots of any kind) with matching socks, and they must wear a black or brown belt. Pants must be purchased from Flynn and O’Hara or Land’s End. School sweaters with logo are also a required component of the “winter uniform.”

Boys: Grades 1-8 “Summer uniform”

Navy blue walking shorts and a white or yellow short sleeved polo shirt with the school logo embroidered on it. Boys must also wear a black or brown belt upstairs (grades 4-8). Summer uniform shoes are ALL WHITE sneakers with white crew socks (no low cut socks).

PLEASE NOTE: If a boy does not want to wear shorts, then he may simply wear his winter uniform, with or without a sweater (grades 1-5). Boys in the upper unit (grades 6-7-8) who do not want to wear shorts may wear either their entire winter uniform with sweater and tie or they may elect to substitute a white polo shirt with the school logo for the collared shirt, tie, and sweater. Sweaters may also be worn instead of hoodies and light jackets during summer uniform.

Girls: Grades 1-4 “Winter uniform” October 15th – May 15th

Blue-Gray plaid jumper with navy blue tights and a white or yellow long or short sleeve blouse with black or brown shoes (no sneakers, boots, clogs or high heels). School sweaters with logo and buttons are now a required component of the winter uniform (no pull over sweaters with jumpers).

PLEASE NOTE: If a girl does not want to wear a jumper, then she may instead choose to wear navy blue dress pants, a white or yellow banded polo shirt with the school logo embroidered on it, and a school sweater with logo, all from the above suppliers.

Girls: Grades 5-8 “Winter uniform” October 15th - May 15th

Blue-Gray kilt with navy blue tights and a white or yellow long or short sleeve blouse or banded polo shirt with black or brown shoes (no sneakers, boots, clogs, or high heels). School sweaters with logo are also a required component of the “winter uniform.” Any undergarments/undershirts should be white or the same color as the uniform shirt. Girls also wear cheerleading bloomers under their kilts.

PLEASE NOTE: If a girl does not want to wear a kilt, then she may instead chose to wear khaki dress pants (navy blue in 5th grade), a white or yellow banded polo shirt with the school logo embroidered on it, and a school sweater with logo, all from the above suppliers.

Girls: Grades 1-8 “Summer uniform”

Navy blue skort or walking shorts and a white or yellow short sleeved banded polo shirt with the school logo embroidered on it. Summer uniform shoes are ALL WHITE sneakers with white socks that can be folded at least once (no low cut socks).

PLEASE NOTE: Girls may choose to wear the winter uniform throughout the school year. This includes jumpers, kilts, and pants; however, they must remember to wear shoes instead of sneakers. Sneakers are only worn with skorts and shorts. Sweaters are optional during summer uniform, and girls may choose to wear knee highs socks instead of tights (summer uniform only).

Shoe Requirements

All shoes must be solid soled shoes with backs. That means no flip flops, no sandals, no sneakers, no boots, no I-Paths, no clogs, and no high heeled shoes. Shoes may be black or brown. We recommend Bucks for boys and girls (solid soled brown suede shoes), and ALL sneakers must be solid WHITE (summer uniform and gym).

GYM UNIFORMS

Students in grades 1-8 wear the gym uniform to school on gym day, once a week.

SUMMER: When summer uniforms are permitted, students are to wear the gym shorts and shirts sold by Flynn & O'Hara with ALL WHITE sneakers and white crew socks.

WINTER: When the winter uniforms are worn, students are to wear the above along with sweatpants and sweatshirts available through Flynn & O'Hara.

PRE-K & KINDERGARTEN UNIFORM

Students in Pre-K3, Pre-K4, and Kindergarten wear the gym uniform every day. Please follow the summer/winter gym uniform schedule listed above.

JEWELRY AND MAKE-UP

Students are permitted to wear a regular watch, a ring, and/or a necklace if it is underneath their blouse or shirt.

Girls may wear a single pair of post earrings, but nothing that dangles. Boys are not permitted to wear earrings.

Students are not permitted to wear make-up of any kind. This includes fingernail polish, lipstick, eye liner, mascara, and/or face make-up. Acrylic nails are also prohibited.

HAIR

Hair should be neatly groomed and natural color. Boys' hair should be neatly combed and not touch the collar of their shirts or fall below their eyebrows. Mohawks or other trendy cuts are not permitted. Older boys are to be clean shaven at all times.

HOMEWORK POLICY

There have been many research studies conducted regarding the efficacy of homework. The results of these studies are varied. On the positive side, homework does help children organize time and tasks and teaches them a sense of responsibility. In addition, many teachers believe that it helps the student to be better prepared for class and helps them to achieve a higher level of competency.

Our homework policy is based on a reasonable interpretation of the effectiveness of homework within an acceptable time period, depending on the age of our students. Teachers are to assign homework based on the grade level of the students. To that end, homework is assigned as a reinforcement of vital skills necessary for progress within a limited amount of time so as not to be considered a burden to our younger students. At the upper level, every effort is made for all of your child's teachers to work in coordination with one another to reach a maximum of 90 minutes at the eighth grade level.

If a parent feels that this time is not being observed, then you are encouraged to make an appointment with the respective teacher to discuss your concerns.

HOMEWORK

Homework plays an important role in the child's preparation for learning. Homework provides the practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can assist their children by arranging a quiet, comfortable place for students to work and by supervising to insure that assignments are completed and correct.

Homework is usually assigned Monday through Thursday. If a child consistently declares that he/she has no homework, the parent should contact the teacher. On those nights when an emergency arises, a note from the parent will be honored. However, the child must do the work at a later date determined by the teacher.

Incomplete or neglected homework on a regular basis has its effect on the student's academic progress as well as his/her grades. Three missed homework assignments in a marking period will result in a "Code 17" on the report card. Participation in outside activities is not an acceptable excuse for neglecting homework. It is important for parents to help the child prioritize his/her obligations and responsibilities.

Students should carefully check their homework assignments before leaving school. Likewise, they should be sure to take necessary books and papers with them. **NO STUDENT** should return

to school because he/she forgot books. Students must be responsible to take the required books home with them. For this reason, students will not be given access to their classroom to retrieve books once they have left the building at the end of the day.

EXTRA CURRICULAR ACTIVITIES

We provide a variety of extra-curricular activities. Information is sent home about each activity, and students may register for the activity that most interests them. Permission slips are required for participation, and a material or usage fee may be charged.

Any student who wishes to participate in an extra-curricular activity sponsored by Saint Joseph Regional School must maintain a passing grade in all major subjects and must not have received a "U" in conduct. An exception may be made for a student who, in the opinion of his/her teachers, is working at a level equal to his/her academic potential. NO exception will be made for students who have received a "U" in conduct.

A student who is in danger of failing, that is not working to potential, or is in danger of receiving an unsatisfactory mark in conduct, will receive this notice on a Deficiency Report prior to the distribution of the report card or by a phone call from the teacher to the parent. Parents are urged to follow their child's progress through the Parent Portal located on the Cornerstone system. Test scores, homework completion, and class assignment completion are available for viewing at all times. These reminders should be an incentive to improve the grade and/or conduct.

On the report card, there are many qualifiers under each subject area. Teachers will place checks next to the areas in which a student needs to improve, as well as plus marks (+) in areas which are special strengths for your child. The checks are meant as an aide and not as a disciplinary tool; HOWEVER, there are certain areas which address the conduct of students. Those areas are listed below:

- #10- Should accept responsibility for behavior
- #11- Should respect persons and property
- #12- Should respect authority

If a student receives a check in one of these areas, parents are asked to work cooperatively with teachers to help the student remedy the issue.

In the Lower Unit (grades 1-5), students will be graded on General Conduct by their homeroom teacher. This grade will be a reflection of their behavior throughout the school day, with input from the various teachers with whom they interact.

In the Upper Unit (Grades 6-8), students will be issued General Conduct grades based on the following criteria:

- G = 0 detentions for behavior
- S = 1 detention for behavior
- NI = 2 detentions for behavior
- U = 3 detentions for behavior or a suspension during the marking period

If a student is suspended from class, he/she will also be suspended from all extra-curricular activities for a three week period beginning on the date of the suspension.

Receiving an "NI" or "U" disqualifies students from receiving Honors, regardless of subject area grades. Furthermore, if a student receives a "U" in overall conduct on the report card, and has not already been given an activity suspension, then a three week suspension from extra-curricular activities will begin once report cards have been made available. At the end of the three week period, teachers will be asked to give an update of the student's progress. If the student has demonstrated improvement in the problem areas, then he/she will be permitted to rejoin his or her extra-curricular activities on a probationary basis as long as the progress continues.

Students playing on a team for Saint Joseph Regional School are expected to show good sportsmanship at all times. Team members are good will ambassadors for the school. Displays of temper will not be tolerated. If this occurs, a warning will be given. If not corrected, the student may be released from the team. Respect for the coaches must be maintained at all times.

CORNERSTONE/EDUCATE

Our school uses the Cornerstone/Educate student information system. Parents will be given a code which enables them to access their child's grades at any time during the school year. Incomplete homework assignments will be recorded for parents to view, along with test, quiz, and project scores.

COMMUNICATION

Every effort will be made to keep the lines of communication open between home and school. Monthly calendars, newsletters, flyers, and notices are either sent home with the students or are available on the school web site. On those occasions when we need to send you important notices immediately: information will be placed in your child's folder. In case of emergency, we also use our automated telephone contact system for immediate notification.

For information related to your child's class, you are advised to visit his/her teacher's web page. To do this, please visit www.sirs.org and click on Academics, followed by Faculty & Staff, and then the individual teacher's name. General information of interest to all families can be found under Forms & Docs and News & Events. Here you will find the latest news on what is going on at school along with links to valuable resources and information.

CHANGE OF ADDRESS/EMAIL/PHONE/EMPLOYMENT

It is very important that we have up-to-date address and phone number information. Please notify the school immediately if you make any changes during the school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences occur when first quarter report cards are posted on Cornerstone. Teachers may also request a conference at any time during the school year. Parents who wish to schedule a conference at another point during the school year are asked to make an appointment with the teacher.

FACULTY MEETINGS

The School Calendar provides for one afternoon per month to be allotted to faculty meetings. These meetings are noted on the monthly calendar. Ordinarily, faculty meetings will be held on the second Friday of each month with an early dismissal time of 1:00 p.m.

EARLY DISMISSALS

On those days when students are dismissed at 1:00 p.m. please be aware that cars will NOT have access to the back parking lot before 12:40 p.m. To ensure the safety of our students and to prevent traffic tie-ups on Shore Road and Harbor Lane, please do not arrive at school prior to the 12:40 p.m. opening of the back parking lot.

PTA

Participation in the Parent-Teacher Association is an excellent way of keeping informed about the school's goals, objective, activities, and programs. The PTA not only provides many educational programs for the students, but also helps the school to improve curricula by means of their financial support.

HONOR ROLL

Honor Roll is special recognition for academic and behavioral achievement. Honor Roll is for students in grades four through eight. To qualify for Honor Roll, one must achieve Principal's Honors, First Honors, Second Honors, or Honorable Mention according to these standards:

Principal's Honors: Students must earn an "A+" in all major subjects and an "S" in all minor subjects and conduct.

First Honors: Students must earn at least an "A" in all major subjects and an "S" in all minor subjects and conduct.

Second Honors: Students must earn at least a "B" or in all major subjects and an "S" in all minor subjects and conduct.

Honorable Mention: May be awarded to two students in each class who consistently perform to ability, but have not achieved honors.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside school hours. When this is not possible, students will be excused for these special appointments; however, a note from a parent/guardian is required. An adult must also pick up and sign out the student, and in the case of a student returning after an appointment, the adult must also sign the student back in. No student will be allowed out of the school building without a parent or an adult designated by the parent.

SCHOOL CLOSING EMERGENCIES

If we must close school due to inclement weather or another type of emergency, we will call each family by way of the automated telephone notification system. In most cases you will also be able to check the website or the news for information.

PLEASE DO NOT CALL THE CONVENT OR RECTORY FOR SCHOOL CLOSING INFORMATION. It is important that you notify us if you have a change in your telephone number or emergency contact information, so we can make adjustments to our listing.

IMPORTANT NOTICE

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior you should be aware that the principal has the right and the authority to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.