



FAMILY HANDBOOK

2018-2019

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PRINCIPAL'S MESSAGE

Dear Families and Friends of St. Joseph School,

The Family Handbook that follows this message outlines school policies, practices, and procedures for the 2018-19 school year. The guidelines in place foster a positive and safe learning environment for all students at St. Joseph School, and help them to develop the academic and spiritual values that will become the foundation of all future endeavors.

Please review the handbook with your child, as there are several policy changes this year. All students and families are required to adhere to the policies set forth in the handbook.

Our school handbook is a living document that is reviewed often to ensure that SJS continues to live out its Mission to educate each child in a Christian environment. Any policy or procedural changes will be communicated in writing.

Thank you for entrusting your child's education to St. Joseph School. We look forward to working together with you to live our shared vision of academic, moral, and spiritual development for all students.

In Peace,

Erin Clark
Principal



MISSION	6
PHILOSOPHY	6
ACADEMICS	7
ACADEMIC INTEGRITY	7
ACADEMIC PROBATION	7
CURRICULUM & COURSEWORK	7
Core Subjects	7
Special Subjects	7
HOMEWORK	7
THE PURPOSE OF HOMEWORK	7
LATE WORK	8
APPROXIMATE HOMEWORK TIME	8
EXAMS	8
GRADE REPORTS	8
GRADUATION	9
HONORS AND ACADEMIC AWARDS	9
HIGH HONORS WITH DISTINCTION	9
HIGH HONORS	9
HONORS	9
NATIONAL JUNIOR HONOR SOCIETY	9
PARENTAL INVOLVEMENT IN SCHOOL PROJECTS	9
RECORDS	10
RELIGIOUS INSTRUCTION	10
RETENTION	10
STUDENT AGENDA	10
STUDENT EVALUATIONS	10
SUMMER READING AND MATH DEVELOPMENT SKILL PROGRAM	10
ADMISSION	11
NEW AND TRANSFER STUDENTS	11
ADMISSIONS PROCESS	11
EARLY CHILDHOOD AGE & DEVELOPMENTAL REQUIREMENTS	11
REGISTRATION PRIORITY SEQUENCE	12
BEHAVIORAL EXPECTATIONS & DISCIPLINE POLICY	12



AFTER SCHOOL DETENTION	12
BEHAVIORAL EXPECTATIONS	13
BULLYING	14
DISCIPLINE POLICY	17
DISCIPLINARY PROBATION	18
EXPULSION	18
SUSPENSION	18
THREATS & VIOLENCE	19
VANDALISM	19
DRESS CODE AND UNIFORM	19
GIRLS UNIFORM (K-8)	19
BOYS UNIFORM (K-8)	20
PRE-KINDERGARTEN UNIFORM	20
PHYSICAL EDUCATION UNIFORM	20
FOOTWEAR & LEGWEAR (K-8)	20
SEASONAL & WEATHER OPTIONS (K-8)	20
GENERAL APPEARANCE	21
CASUAL DRESS-DOWN DAYS	21
EXTRA-CURRICULAR ACTIVITIES	21
ATHLETICS	21
EXTRA-CURRICULAR PARTICIPATION ELIGIBILITY	22
FAMILIES	23
FUNDRAISING	23
MUTUAL RESPECT AMONG PARENTS, FACULTY AND STAFF	23
PARISH LIFE	23
PARENT TEACHER PARTNERSHIP (PTP)	23
ROLE OF PARENTS	24
ROOM PARENTS	24
GENERAL POLICIES & PROCEDURES	25
ABSENCE	25
ABSENCE WORK	25
MORNING DROP OFF and AFTERNOON DISMISSAL PROCEDURE	25
BEFORE AND AFTER SCHOOL CARE	25



BIRTHDAY CELEBRATIONS	26
BOOKS	26
BUSES	26
COMPUTER USAGE	26
CONTACT INFORMATION	27
CUSTODY DISPUTES AND AGREEMENTS	27
EARLY DISMISSAL	27
ELECTRONIC HAND-HELD DEVICES & PHONES	27
EMERGENCY SCHOOL CLOSING	28
EVACUATION, FIRE, AND LOCKDOWN DRILLS	28
EXCUSED ABSENCE	28
FOOD & SNACKS	28
FIELD TRIP POLICY	29
GENERAL DISMISSAL INFORMATION	29
INVITATIONS TO SPECIAL EVENTS	29
LEARNING DISABILITIES	30
LOST ARTICLES	30
LOCKERS	30
LUNCH PROGRAM	30
PARENT-TEACHER CONFERENCES	31
SCHOOL HOURS	31
SCHOOL SUPPLIES	31
TARDINESS	31
VACATION ABSENCES	32
GRIEVANCE PROCEDURE	32
SAFETY AND SECURITY	32
ASBESTOS ABATEMENT MANAGEMENT PROGRAM	32
CHILD ABUSE	33
FOOD ALLERGIES	33
GUIDELINES FOR ADMINISTERING MEDICATION	33
HARMFUL SUBSTANCES	33
ILLNESS AND MEDICAL EMERGENCY	33
HEAD LICE & NITS	34



EMERGENCIES	34
RELEASE OF INFORMATION	34
SCHOOL ACCESS	34
VISITORS	34
ST. JOSEPH SCHOOL ADVISORY BOARD	34
SCHOOL WEBSITE	35
TUITION AND FEES	35
CONDITIONS AND TERMS	35
DELINQUENT ACCOUNTS:	35
DISMISSAL FROM TUITION	36
FACTS TUITION MANAGEMENT SYSTEM	36
FINANCIAL AID & TUITION ASSISTANCE	36
PAYMENT DUE AT THE TIME OF REGISTRATION	36
REFUND POLICY	36
TUITION PAYMENTS	36
Paying Tuition in Full (no additional fees)	36
Paying Tuition Monthly (fees applicable)	37
VOLUNTEERS	37
APPENDIX	38
ACCEPTABLE USE POLICY (AUP)	38
Regulations for Students Acceptable Use of Technology Resources	38
Student Technology Compliance Agreement	39
Student Social Media Compliance Agreement	39
Specific Rules for G-Suite Account & Apps (Middle School Students Only)	39
BYOD ACCEPTABLE USE POLICY ADDENDUM	40
Specific rules for the use of personal devices at SJS	40
HANDBOOK SIGN-OFF SHEET	42



MISSION

St. Joseph School promotes a positive, structured, safe and nurturing environment in which the whole child may develop. We provide a quality education program with emphasis on the cultivation of Catholic Christian values and virtues helping our students to become the person God intends.

PHILOSOPHY

The benchmark of our success as a school is not only measured in grades or percentages, but in the development of individuals ready to explore possibilities and meet the challenges of life. It is our goal to guide students to extend themselves to others in order to do the work of Christ, and to always rise to their potential with confidence and compassion. A continual effort is made in developing the whole child - spiritually, intellectually, affectively, socially, physically, and emotionally.

Toward this end, emphasis at St. Joseph School is placed on the cultivation of Christian values and attitudes. The basic educational objectives are enriched by religious instruction within a Christian atmosphere.

Together with parents, St. Joseph School prepares students for their place in society. A continuing effort is made to develop a close parent-staff relationship to aid the school in guiding each student in his/her ability to reflect, to form character, to learn, and to love. This program is implemented in a creative way, keeping the worth and ability of the individual as the center of all activities. The aim of this approach is to provide an environment which promotes the understanding which is basic to love and respect for God, oneself and neighbor, while assuring each child the opportunity to enjoy a positive, rewarding, and successful school experience.

St. Joseph School is not considered a private or faith-based school. It is a Catholic School in its definition and in its philosophy. The school continues to welcome and respect students of all faiths, racial, and ethnic backgrounds.



ACADEMICS

ACADEMIC INTEGRITY

Academic dishonesty is not consistent with the values of St. Joseph School (SJS). Such behavior is not appropriate and is not tolerated. The following outlines expectations relating to academic integrity.

- Students doing homework at inappropriate times during the school day will have the homework paper confiscated. Students will be required to re-do the assignment.
- Any student who lends or borrows homework will receive a zero (0) for the homework. This applies to projects or any work expected to be an individual effort.
- Plagiarism in any form will not be tolerated and will result in a zero (0) being issued for the entire assignment.

ACADEMIC PROBATION

In grades 4-8, any student who receives two failing grades in core subjects on their progress report and/or report card for the trimester AND is not on a Service Plan (IEP) will be placed on Academic Probation.

Academic Probation will continue until the next grade report (Progress Report or Report Card). If a passing academic record is not re-established at the end of the probationary period, Academic Probation will continue for the next term. If this pattern is continually repeated, the teacher(s), in conjunction with the principal, will determine whether the student may continue at St. Joseph School or if the student may be better suited to attend another school to complete his/her education.

Any student on academic probation is NOT eligible to participate in any of the school's athletic, extracurricular, or social events until the student improves his/her academic standing by achieving a passing grade in all core subjects.

CURRICULUM & COURSEWORK

The official curriculum of academic coursework is developed by the faculty and/or adopted from the Diocese of Providence Catholic School Office. Educational outcomes are carefully planned to ensure that they line up with the philosophy and mission of SJS. Formative and summative assessments along with standardized tests are administered to provide regular feedback on those outcomes. Students are expected to actively and responsibly participate in class. Each student is to complete all class assignments on schedule, neatly, and to the best of his/her ability. Class assignments and participation are essential to student achievement.

Core Subjects-Religion, Reading/Literature, Spelling/Vocabulary (depending on the grade level this may be incorporated into the Language Arts grade), Language Arts, Math, Science, and Social Studies

Special Subjects-Art, Music, Physical Education/Health, Spanish, and Technology

HOMEWORK

Homework is a vital extension of the school day. It may include written assignments, subjects to study, projects, or independent reading. Homework assignments are part of student grades. Teachers may assign work due electronically on or by a date outside of the regular schedule.

THE PURPOSE OF HOMEWORK

- Reinforce skills taught in the classroom
- Prepare students for upcoming classwork/discussion



- Encourage student responsibility and independence
- Provide parents an opportunity to participate in the student's scholastic growth
- Develop awareness that studying (reviewing for a test or a reading assignment) is as valid an assignment as written homework

LATE WORK

- **Middle School** – Regular assignments submitted one day late will be reduced to a grade no higher than 70% and will not be accepted on the second day. Late projects are reduced 10 points each day they are late, and will not be accepted after 4 days.
- **Intermediate Grades (4 & 5)** – Assignments submitted two days late will be reduced by 10 points. Assignments submitted three days late will be reduced by 20 points. Assignments submitted four days late will be reduced by 30 points. Assignments will not be submitted after four days.
- **Primary Grades (1-3)** - Assignments not completed on time will be finished during recess or another free-time activity. After repeated offences, teachers will schedule a meeting with parents.

APPROXIMATE HOMEWORK TIME

Classroom teachers determine the amount of homework assigned. Homework may be assigned at any time including weekends, holidays and vacations. General guidelines are as follows:

- Grades 1 - 2 10 to 30 minutes nightly
- Grades 3 - 5 30 to 60 minutes nightly
- Grades 6 - 8 60 to 90 minutes nightly

Teachers will determine actions or consequences for repeated neglect of homework.

Parents/guardians will be contacted if a student demonstrates a pattern of failure to complete assignments.

EXAMS

It is an important part of the middle school experience to prepare students for success at the various high schools they will be attending after graduation. Accordingly, middle school students take schedule cumulative exams in their core subjects.

GRADE REPORTS

Grade Level	
Grades 4 - 8	Grades reported with percentages on official reports. Grades below 70 are not passing.
Grades 1 - 3	A+ (100-97), A (94-96), A- (90-93), B+ (89-87), B (84-86), B- (80-83), C+ (79-77), C (74-86), C- (70-73), Grades below C- are not passing. D+ (69-67), D (64-66), D- (60-63), F (50-0)
Kindergarten & Pre-Kindergarten	EX (Exceeding): Demonstrates expertise and independence in applying and understanding skills and concepts. P (Proficient): Demonstrates consistent understanding and application of skills and concepts. On target for meeting established grade-level learning standards. DEV (Developing): Demonstrates some understanding and application of skills and concepts. Requires more experience or practice.



	EE (Early Emergent): Demonstrates minimal understanding and application of concepts and skills. Requires extensive experience and support to approach understanding and apply concepts.
Grades 1 – 8 Christian Values & Study Skills	E=Exemplary, C=Consistent Strength, P=Progressing, NI=Needs Improvement

Report cards are issued three times a year. They are distributed in December, March, and June. Progress reports are issued halfway through each trimester. However, progress reports may be issued at any time the teacher believes it is necessary due to a sudden change in the child's grade or attitude. Jupiter Ed. Grades provide parents/guardians with information about students' completion of work and grades.

GRADUATION

Participation in the eighth grade graduation ceremony requires the successful completion of the required courses, and consistent demonstration of Christian values, respect for others, worthwhile work habits and a spirit of cooperation.

HONORS AND ACADEMIC AWARDS

Academic honors are awarded to students in grades 6 through 8. These awards are based upon a student's performance in core subjects and their demonstration of Christian Values. Regardless of grades, a student cannot achieve honor status if he/she received a "P" or "NI" in Christian Values & Study Skills Section on the report card.

Honors are defined as follows:

HIGH HONORS WITH DISTINCTION

- Total average of core subjects is 94 or above
- All grades must be above 90
- All specials subjects must have grades above 70

HIGH HONORS

- Total average of core subjects is 90 or above
- All grades must be above 85
- All specials subjects must have grades above 70

HONORS

- Total average of core subjects is 85 or above
- All grades must be above 80
- All specials subjects must have grades above 70

NATIONAL JUNIOR HONOR SOCIETY

Middle school students are recognized in accordance with the rules and regulations of the Society.

PARENTAL INVOLVEMENT IN SCHOOL PROJECTS

Parents should not complete projects for their children. Students will ultimately gain knowledge, skill, and resilience by working through academic challenges, striving to solve problems, and overcoming obstacles.



RECORDS

Parents/guardians, teachers, the pastor, principal or representatives of the superintendent's office may review student records. Parental authorization is required for the transfer of records to another school. The transfer of records will be made only between the schools.

RELIGIOUS INSTRUCTION

St. Joseph School has a proud tradition of developing a program of Catholic religious study. We believe that the development of religious values is a serious and important element in the education of our students.

Students in grades PK-8 attend Mass once a month and on holy days of obligation with their class. Parents are invited to attend school Masses. In addition, there are regular opportunities for students to participate in Catholic devotionals such as praying the Rosary and Stations of the Cross as well as receiving the Sacrament of Reconciliation.

Students in grades 2 prepare and receive the Sacraments of Reconciliation and Eucharist for the first time with their class.

RETENTION

A student may be retained if he/she fails to pass the major subjects on each grade level.

- Kindergarten literacy, numeracy, and social-emotional development objectives
- Grades 1 & 2 reading
- Grade 3 reading & math
- Grade 4 – 8 failure in any two core subjects
- **Students who are absent 29 days or more may be required to repeat the grade.**

STUDENT AGENDA

Effective and regular use of the student agenda (planner) is a vital and necessary study skills. Students in grades 2 through 8 are expected to write assignments and important events in their agenda. Teachers and families can use the agenda as a communication tool. Parents will be expected to review and sign their child's agenda weekly.

STUDENT EVALUATIONS

Trimester grades are based on objective data compiled by the teacher from homework, class work, class participation, quiz and test scores, and other academic assignments. Grades are not affected either positively or negatively by disciplinary reward or penalty. Except when academic work or tests have not been completed due to a student's "cutting" class, failure to complete the assignment, making poor choices that contribute to negative academic responses, instances when behavior is an evaluated criteria, or the work completed can be shown to have been the work of cheating.

SUMMER READING AND MATH DEVELOPMENT SKILL PROGRAM

Each child going into the next grade will receive a summer reading list and math skills packet. The required reading and math is to be completed during the summer and may be part of the first trimester grades. Special instructions will be contained in the packet.



ADMISSION

Prospective families are encouraged to contact St. Joseph School (SJS) to schedule a tour of the school and to meet the principal. SJS admits students of any race, color, gender or national and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements.

SJS does not use a formal testing criteria or academic standard in place for admission. However, if a prospective student's academic or behavioral history indicates that the academic success of that student or other currently enrolled students would be jeopardized or adversely affected by the prospective student's enrollment, SJS reserves the right to withdraw its offer of enrollment.

NEW AND TRANSFER STUDENTS

Prospective new students are encouraged to spend one day shadowing the appropriate class prior to registration. This provides the teachers the opportunity to observe the applicant in the school setting. Acceptance for all new students is on a trial basis. A child's academic progress, learning attitude, and adjustment to the school will be studied during that time. Withholding of information concerning special needs a child may have will be considered grounds for non-acceptance or dismissal at the discretion of the principal.

ADMISSIONS PROCESS

1. Submit a complete application to the school for review and acceptance, including:
 - A. Birth certificate
 - B. Baptismal certificates (if applicable)
 - C. Immunization records
 - D. Most recent copy of the child's report card
 - E. Most recent standardized testing scores (students grades 3-8)
 - F. Current special needs evaluations, I.E.P, or classroom accommodations (if applicable)
 - G. Custody documents (if applicable)
2. Schedule a visit to meet with the principal (and teacher for pre-K and Kindergarten applicants).
3. Submit a non-refundable deposit on tuition.
4. If needed, apply for financial aid through FACTS Grant and Aid
5. All applicants will be notified by phone call of the decision on the application.

EARLY CHILDHOOD AGE & DEVELOPMENTAL REQUIREMENTS

In addition to the admissions process, families interested in enrolling their child in the Pre-Kindergarten or Kindergarten program should note the additional age and developmental requirements to properly transition students into this program.

- Students turning three years old by September 1st will enter the PK 3-year-old program.
- Students turning four years old by September 1st will enter PK 4-year-old program.



- Students turning five years old by September 1st will enter Kindergarten.
 - Children must be fully capable of independently using the restroom.
 - Parents must provide a copy of the child's most recent Child Outreach Screening Report.
 - Parents should schedule an appointment to meet with the classroom teacher and principal.
 - Families are encouraged to schedule a 2 hour shadow time for your child to participate in the Pre-K and Kindergarten Program.
 - Once your child is accepted, we want to ensure that both you and your child transition into our early childhood program successfully. Therefore, we require at least one adult family member, as well as your child, to attend the Pre-K or Kindergarten Orientation and at least one adult family member to attend the school Open House. These school events will be held before the first day of school. A great deal of information is explained to ensure that both you and your child have a successful transition.

REGISTRATION PRIORITY SEQUENCE

Successful applicants will be accepted in the following priority order:

1. Children of faculty and staff
2. Parishioners with siblings already enrolled
3. Parishioners
4. Non-Parishioners with siblings currently enrolled
5. Non-Parishioners

BEHAVIORAL EXPECTATIONS & DISCIPLINE POLICY

One of the most important lessons teachers and parents can impart is self-discipline. Though it is not a classroom subject, it underlies the entire educational structure and process. By its nature, discipline is an attitude and activity necessary to make learning possible. It is the training that develops self-control, character, orderliness, and efficiency. The faculty, staff, coaches, and volunteers at St. Joseph School seek to create and maintain an environment that is safe, respectful, and conducive to learning. We accomplish this by safeguarding everyone's, dignity, right to learn, as well as their physical and emotional well-being.

When a student chooses to display behavior that is contrary to the established rules, good judgement, or Christian values, each teacher is expected to intervene. In most cases negative behavior can be corrected by providing firm guidance, management techniques, supportive aids and/or measures of accountability teaching the student more appropriate attitudes, actions, and forms of behavior.

Repeated disregard for good behavior or a single violation deemed serious by the school administration will be responded to with serious consequences that may include detention, removal from sporting events or activities, in-school suspension, home suspension, removal from school clubs, or expulsion.

AFTER SCHOOL DETENTION

Students who are assigned after school detention will receive a written notice to take home. The notice will describe the infraction and must be returned signed the next school day. A copy of



the detention slip should be retained by the parent, teacher, and school office. Teachers may assign detention after or before school at their discretion up to 60 minutes. Except in case of emergency, illness, or pre-arranged doctor's appointment, the student will serve the detention on the day assigned.

BEHAVIORAL EXPECTATIONS

Generally speaking school/classroom rules can be broken down into four principles: **respect everyone, follow established rules, obey supervising adults, and complete all assigned school work.** Students are expected to follow these rules at all times and in all places while under the supervision of SJS staff, coaches, volunteers, or any other designated SJS authority figure while in school, on the bus, and at all school sanctioned events. **These rules may be adopted or adapted for use in specific areas so that they are appropriate to the grade level or location.**

- Show respect to school staff, students, volunteers, and visitors
- Dress properly in a clean and complete appropriate school uniform while at all times unless otherwise indicated by the principal/vice principal.
- Walk quietly in the hall.
- Arrive to class, lunch, and school events on time and ready to participate.
- Remain in the presence of your teacher at all times.
- Do all assigned work to the best of your ability.
- Refrain from vulgar speech, name-calling, teasing, throwing pushing, shoving, or any other behavior deemed inappropriate or offensive.
- Refrain from bullying – **“an aggressive or unwanted behavior used again and again to isolate, harm or control another person”** (D.A.R.E. Program Definition)
- Refrain from chewing gum, eating, and/or drinking in the classroom and halls unless permission is given.
- Refrain from using mobile devices and other electronics without the expressed permission of the principal/vice principal, or teacher; at no time should students take pictures of other students, employees of SJS.
- Show respects toward the physical facility by taking part in keeping it clean and organized.
- Behave in a manner deserving of respect while at school, on the bus, and at school events.
- Play in the assigned areas during recess (indoor and outdoor) and follow all direction of adults on duty, remember safety first.
- Refrain from rough or contact sports at recess
- Any conduct deemed unbecoming of a students is subject to disciplinary action
- Misconduct on the part of the student is sufficient reason for a school department to discontinue bus service for that student. SJS will support all disciplinary measures taken by the bus driver/monitor/public school department with regard to the bus situation. SJS will also investigate and if need be, hold accountable all students who have displayed actions, attitudes or behaviors that are unbecoming of a SJS student.

The principal is the final arbitrator for all disciplinary action. He/she will become involved in certain situations and will determine the most appropriate actions that need to be taken to ensure the safety of all students, the moral right of those victimized and the integrity of the school and its mission.



BULLYING

STATE OF RHODE ISLAND

Department of Elementary and Secondary Education SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY

Effective: June 30, 2012

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-1-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school. See Appendix A for Definitions SJS takes bullying in all forms quite seriously and strives to adhere to RI state law. The full copy of the Safe School Act.

1: DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: causes physical or emotional harm to the student or damage to the student's property; places the student in reasonable fear of harm to himself/herself or of damage to his/her property; creates an intimidating, threatening, hostile, or abusive educational environment for the student; infringes on the rights of the student to participate in school activities; or materially and substantially disrupts the education process or the orderly operation of a school.

*The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. **Bullying most often occurs as repeated behavior and often is not a single incident between the Bullying / cyber-bullying offender(s) and the bullying victim(s).***

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to: the creation of a web page or blog in which the creator assumes the identity of another person; the knowing impersonation of another person as the author of posted content or messages; or the distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses(a) to (e) of the definition of bullying.

AT SCHOOL means: on school premises, at any school-sponsored activity or event whether or not it is held on school premises, on a school-transportation vehicle, at an official school bus stop, using property or equipment provided by the school, or acts which create a



material and substantial disruption of the education process or the orderly operation of the school.

2: SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools. School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff [Volunteers and coaching staff], at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3: POLICY OVERSIGHT and RESPONSIBILITY

The school principal shall be responsible for the implementation and oversight of this bullying policy at school; document and file all instances will provide the pastor and with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be: distributed annually to students, staff, volunteers, and parents/legal guardians; included in student codes of conduct, disciplinary policies, and student handbooks; a prominently posted link on the homepage of the school /district website

5. REPORTING

The school principal shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator. Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal.

Process for Reporting: Any individual who comes forward will be asked to complete a written document that formally begins the process for investigation. Any person can complete and submit a Diocese of Providence School Incident Report Form (included in the appendix of this handbook and available in the school office, “Diocesan Policy Manual Appendix CC”)

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action which may include suspension of duties or removal from community.



Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action which may include detention, suspension or removal from the school community. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer, parent or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code and/or may be removed from the school community.

Reports in Good Faith: A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6: INVESTIGATION/RESPONSE

The school principal shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation can include an assessment by a psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim.

A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker and may not be allowed to return to school until cleared for appropriate school participation by a psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying: the school principal will intervene immediately to provide the student with a safe educational environment. [This may include that a student is not allowed to return to this school community]. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation

7: DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school administration. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior as determined by the school administration.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to: admonitions and warnings,



parental/guardian notification and meetings, detention, in-school suspension, loss of school-provided transportation or loss of student parking pass, loss of the opportunity to participate in extracurricular activities, loss of the opportunity to participate in school social activities, loss of the opportunity to participate in graduation exercises or middle school promotional activities, police contact, school suspension, permanent removal from the school community.

8: SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyberbullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability

DISCIPLINE POLICY

The classroom teacher responds to a specific incident, infraction, or situation with appropriate intervention strategies including: warning, “time-out,” communicating with a parent by note, phone, or conference, silent recess detention, after school detention up to 60 minutes, and/or assigning a specific restoration activity that holds the child accountable for his/her behavior, attitudes or actions.

- **Early childhood and elementary students** (pre-Kindergarten through grade 5) who repeatedly display inappropriate behaviors, attitudes and/or actions **AND** who do not respond to teacher intervention will be referred to the principal/vice principal for further intervention. Elementary School students that are referred to the principal may be in jeopardy of disciplinary consequences ranging from loss of privileges, detention, serving a suspension period (in-school or out-of-school) or in rare instances expulsion. A formal meeting with parents will take place to determine the student’s status. Pre-kindergarten and kindergarten families are provided with classroom’s Conflict Resolution Policy.
- **Middle school students along with intermediate-level students (after December)** are held accountable for their behavior using a 3-tier behavioral intervention system.
 1. Students are **first** asked to stop a specific behavior and are issued a warning.
 2. **Second**, the teacher addresses what specifically about their behavior is contradictory. This may require a reflective assignment, being temporarily removed from class or an activity, and possibly an after school detention.
 3. **Third**, students are issued a teacher detention. Depending on the offense or its frequency, parents may need to be contacted for a conference and a student-specific behavioral plan may be implemented.

If a teacher deems a single action is too inappropriate or significant for a warning without consequences, the teacher may impose consequences or refer the student to the principal/vice principal. Any physical fighting or seriously inappropriate behavior toward an adult or student will



result in disciplinary action. The student(s) may be sent home for the duration of the day or for a period of time to be determined by the principal. The Catholic School Office of Compliance will be notified. The West Warwick Police Department may be notified. A meeting will be held with the parents of the students involved.

DISCIPLINARY PROBATION

Disciplinary probation will be handled appropriately depending on the grade-level, frequency, and/or severity of the student's attitudes, actions, and behavior. This excludes failure to complete coursework and other academic issues.

- **Elementary school students** (Grade 5 and lower) that are repeatedly referred to the principal for failure to respond to teacher/parent interventions will be placed on disciplinary probation. The exact terms, length, and conditions will be determined on a case-by-case basis. Students that are assigned a behavioral plan may be in jeopardy of serving a suspension period and experience loss of privileges. In rare occasions, this could result in expulsion. A formal meeting with parents will take place to determine the student's status.
- **Middle school students and grade 5 students after December** who accumulate (3) behavioral afterschool detention notices within a trimester **OR** accumulate three hours of after school detention will be placed on disciplinary probation. At this time, a formal meeting with parent/guardian, student, the principal, and in some instances the team of teachers will determine the effectiveness of parent/student/school partnership. The student's standing in our school and activities will be in question. The student will be issued a formal letter (or behavioral plan) outlining his/her expectations and any consequences including detentions, loss of privileges suspension, removal from clubs and/or athletic teams, and expulsion. Students who receive a formal letter/plan will not be able to participate in any clubs, activities, or sports for at least a trimester as determined by the administration.

EXPULSION

Expulsion is the removal of a student from Saint Joseph School and transfer to another school. Expulsion would usually come after the student has been suspended several times or commits an infraction deemed serious enough that the health and safety of the student body is threatened.

Expulsion is a last resort in cases where the student has been repeatedly suspended; the student has been placed on disciplinary or academic probation more than once in a school year; it has been determined that the student is an immediate threat to his/her own well-being or that of others in the school; or, the student's parents fail to cooperate with school officials in their efforts to change the student's behavior. Expulsion of a student is at the sole discretion of the principal after consultation with the pastor. Parents will be advised before such action is taken.

SUSPENSION

A suspension is the temporary removal of a student from his/her regular school program for a specific period of time. Students may be assigned a suspension for serious offenses.

- **In-School Suspension:** At the discretion of the principal, the student may be suspended from class but remain in school. The student reports to school as usual but reports directly



to the principal and is usually placed in an area that is away from the student population but is supervised. All schoolwork must be completed.

- **Out-of-School Suspension:** For a serious offense, a student is not allowed into school for a specific number of days. The student may return only after a parent/guardian conference has been held with the principal. All assignments must be made up.

THREATS & VIOLENCE

Any action by a member of the school community that disrupts the peace of the community is unacceptable. Intimidation, harassment, threats of violence, and actual violence of any kind, including via the Internet, to any other member of the school community or to an outsider, subject the offender to sanctions by the school including, but not limited to, suspension, requirement for documented medical/psychological evaluation and/or expulsion from school. Bullying and all **threats of violence will be taken seriously** and are subject to the same actions that are mentioned above. Excuses such as "I was just kidding" are not acceptable. Bullying, threats and acts of violence will be reported to the Catholic School Office of Compliance and to the police when appropriate.

Information indicating that a child may harm herself/himself will also result in exclusion from school pending documented medical/psychological evaluation indicating that the child is considered safe to return to school.

VANDALISM

Students are to respect school property and the property of others. Defacing walls, desks, lockers as well as any other form of vandalism is unacceptable. All cost to repair damaged property will be billed to students' parents.

DRESS CODE AND UNIFORM

Proper dress is part of the training that we are trying to impart to students. It is a mark of pride, self-esteem, and self-respect. Following the dress code is part of the character that is essential in a good Catholic education. We appreciate your cooperation in regard to uniform.

Children's clothing, school bags, etc. should be marked with the child's name.

Additionally, parents should make sure that their children are wearing the correct uniform and that it is worn properly. Failure to do your part is embarrassing for your student and may result in detention or exclusion from school events. As the school year progresses, the older children need to be reminded of the dress code.

Donnelly's in Cranston, RI (401-942-5202) is the primary uniform supplier for St. Joseph School. www.DonnelysClothing.com. Uniforms from other suppliers do not offer the same quality, design, or fit. If differences are noticeable, students will not be permitted to wear the un-approved uniform articles of clothing.

Please note:

**THE LARGE SCREEN PRINT IMAGES ARE NO LONGER ALLOWED ON GYM WEAR.
YELLOW IMAGES ON POLO SHIRTS ARE NO LONGER ALLOWED.**

GIRLS UNIFORM (K-8)

- The official school plaid jumper or skirt (no more than two inches above the knee) - jumpers are required for students below grade 5 and skirts for middle school students



- Black or navy bike shorts should be worn under jumpers and skirts (except when wearing tights)
- Students in grade three and younger may wear elastic waistband skirts
- Oxford White blouse (long or short sleeve)
 - Middle school girls should wear a white camisole under the white blouse

BOYS UNIFORM (K-8)

- Navy blue pants
 - Students in grade three and younger may wear elastic waistband pants
 - Middle school students must wear a black or brown belt
- Middle school boys must wear an oxford light blue shirt (long or short sleeve)

Middle school boys **MUST** wear navy blue SJS monogrammed necktie

- Elementary students (grades 5 and younger) may wear a white or light blue polo shirt (long or short sleeve) with the SJS logo on it

PRE-KINDERGARTEN UNIFORM

- Students in the pre-Kindergarten program must wear the official gym uniform and appropriate sneakers.

PHYSICAL EDUCATION UNIFORM

All students in Kindergarten to Grade 8 have physical education classes twice a week and must wear the appropriate gym uniform.

- Navy blue shorts, sweatpants, sweatshirts, and t-shirts must have the SJS embroidered logo. Gym shorts may only be worn all day until Columbus Day and after April Vacation.

FOOTWEAR & LEGWEAR (K-8)

- Socks and tights must be plain/solid white, navy, or black
- Leggings may be worn in place of tights as long as they are the same color as the girls' socks and completely cover the ankles
- Shoes must be solid black, navy blue, tan, or brown
 - All shoes must be secured with laces, straps, or Velcro
 - Slip-on shoes (backless), open toe sandals, or shoes with heels are not acceptable
 - Shoes must be worn with pants, skirts, skorts, and jumpers
- Sneakers are worn weekly with the gym uniform and with shorts (before Columbus Day and after April Vacation).

SEASONAL & WEATHER OPTIONS (K-8)

The following uniform options are triggered based on the time of the year to provide greater comfort.

- From the start of the school year until Columbus Day AND again from April Vacation until the end of the school year
 - **Boys and girls** may wear navy blue shorts
 - Students in grade three or younger may wear elastic waistband shorts
 - Middle School students must wear a black or brown belt with the shorts
 - **Girls** in Grades 3 and under may wear a navy blue skort
 - **Boys and girls** may wear a white or light blue polo shirt (long or short sleeve) with the SJS logo on it before Columbus Day and after April Vacation. The polo shirt may not be worn with a jumper



- From Columbus Day until April Vacation girls may wear navy blue slacks, students in grade three or younger may wear elastic waistband slacks
- In colder weather regardless of the time of year students have the option to wear a navy blue sweater, SJS Gym Sweatshirt, or Spirit Wear Sweatshirt
 - Uniform collared shirts MUST be worn under the sweater/sweatshirt
 - Eighth grade students may wear their class sweatshirt, younger students may not wear an “Eighth Grade Sweatshirt”

GENERAL APPEARANCE

- Shirts must be tucked in at all times.
- Pants may not be corduroy, cargo, jeans, Spandex, or nylon.
- Boys and girls are to be well groomed at all times. Hair must be neat, not appear unkempt, bushy or disheveled; hairstyles are to be neat, conservative, and sensible. No shaved ridges, designs, Mohawks, etc., are allowed; unnaturally dyed hair is unacceptable.
- Boys in Middle School must be clean-shaven.
- Girls may wear headbands, barrettes, elastics, and hair ties as long as they are conservative.
- Feathers, hair extensions, and other hair adornments are not permitted.
- Students may not wear bandanas, hats, hoods, or sunglasses at school.
- Girls jewelry is limited to one stud earring in each lobe, one religious necklace and one bracelet.
- Nails need to be neatly manicured; clear nail polish is acceptable.
- Make-up, body piercing and tattoos (permanent or temporary) are not allowed

CASUAL DRESS-DOWN DAYS

Occasionally, students are given the opportunity to wear “everyday” clothes to school. These must be tidy in nature, with no holes. Students who participate must bring in the specified donation, which helps support a designated charitable organization or cause. Shirts may not have any offensive sayings or logos on them, and tank tops are not allowed for boys or girls. Flip flops, crocs and the like are not acceptable as they pose a safety hazard. Shorts and skirts need to be of a modest length; short shorts or mini-skirts are not allowed. It is important to note that students are not required to participate in Dress Up or Dress Down days. If they choose not to participate, they can simply wear their uniform.

EXTRA-CURRICULAR ACTIVITIES

Rules and regulations pertaining to school hours also apply at extra-curricular school activities. Appropriate conduct and dress is required. Saint Joseph School offers opportunities for students to participate in sports, clubs and other activities. Different sports and activities are available to different grades. These activities are subject to change, depending on student interest and facilitator availability.

ATHLETICS

St. Joseph School is a member of the Catholic Athletic League. SJS fields multiple competitive teams yearly based on the number of available coaches and number in interested students. It is expected that all coaches, athletes, and their families abide by their rules and requirements relating to sports. **When games are held in our gym, neither players nor spectators are allowed anywhere in the school other than the gym and restrooms. No one is allowed upstairs in the school.**

**Each athlete will:**

- Recognize that he/she represents our school and any misconduct on his/her part while in a game or on the bench reflects negatively on the school's reputation.
- Remember that while playing hard is important, victory always should be secondary to the joy of playing.
- Understand that no applause or credit is deserved for any victory unfairly gained.
- Respect officials and accept their decisions without argument or outward show of disagreement.
- Be modest and gracious in victory.
- Accept defeat graciously, with neither complaint nor excuse.
- Be courteous to all players, officials and spectators.
- Refrain at all times from obscene, profane, unsportsmanlike and uncharitable language.
- Remember “nobody is as important as everybody” and never put him/herself above the good of the team.
- **Failure to abide by this code will result in disciplinary action.**

Spectators will:

- Remember their conduct reflects positively or negatively on Saint Joseph School.
- Be sportsmanlike at all times.
- Control their tempers.
- Accept the official's' decisions without comment.
- Treat everyone with respect, courtesy and consideration.
- Make our guests feel welcome at Saint Joseph School.
- Be gracious and sportsmanlike in both victory and defeat.
- Appreciate and applaud effort and achievement by each team.
- Refrain from profane language and gestures.
- Not boo or jeer anyone at any time.
- Not attempt to distract an opposing player at any time.
- Not enter the playing area at any time during the game.
- Not damage, deface or litter our property or our opponent's property.
- **Failure to abide by this code may result in exclusion from future sports events or other appropriate responses.**

EXTRA-CURRICULAR PARTICIPATION ELIGIBILITY

To be eligible for participation in these activities, a student must continue to perform academically in their studies. Any student who is on Academic Probation (failing two or more of their core subjects on either their progress report and/or report card) will not be eligible to participate in any extracurricular activity. Their status will be reviewed when the next grading report (either progress report or report card) is issued. If the student's grades improve in the core subjects at that time, he/she may resume their participation in the activity if possible. Competitive teams and clubs with fixed membership may be closed to the student.

Additionally, any student on disciplinary probation may be removed from all extracurricular activities depending on the terms of the probation.



Students who are absent or leave school early are not permitted to participate in after school activities or practices.

All students are expected to be picked up on time by an adult listed on the appropriate forms. Repeated tardiness at pick-up time may be grounds for the student's removal from the activity.

FAMILIES

FUNDRAISING

St. Joseph School is primarily funded by tuition. Fundraising is essential and necessary for the successful operation of the school. Traditionally, the PTP is responsible for planning and implementation of school-wide fundraising efforts. All students and families are expected to participate as members of the school community.

School groups and classes conducting a fundraising activity must obtain the approval of their moderator/teacher and the principal before entering into any final agreement or arrangements. Individuals are not allowed to sell any items in the name of SJS or on school property without the express permission of the principal. All funds raised must be deposited daily with the school Business Manager. No funds associated with a school group or class will be kept in desks or file cabinets, nor will these moneys be deposited in the personal accounts of staff members, students, or parents.

MUTUAL RESPECT AMONG PARENTS, FACULTY AND STAFF

Parents/guardians are held to the same standards as students with regard to respect for teachers, assistants, staff and administration. Enrollment of the child at Saint Joseph School implies a partnership between the school and family. If the partnership breaks down, parents/guardians may be required to withdraw the child from school. Verbal abuse towards the administration, faculty or any staff member of Saint Joseph School will not be tolerated. It is also expected that all members of Saint Joseph's administration, faculty and staff will act in a respectful manner toward students and their Parents/Guardians. Adults are expected to model respectful interactions in all circumstances.

PARISH LIFE

As a parochial Catholic School, we encourage all Catholic families to attend their home parish on a regular basis and participate in the life of that parish. Not all students enrolled at SJS are baptized Catholics. Many are members of the area Christian Parishes and other non-Christian houses of worship. Regardless of your creed, families should regularly attend religious services.

St. Joseph parishioners receive a discount on their annual tuition with an understanding that they will be an active communicant and embrace their vocation as a Catholic family. This includes regular Mass attendance, participation in parish formation activities, and support of the parish through the weekly budget.

If you are new to the area and want to know more about St. Joseph Parish, feel free to contact the rectory at 401.821.4072 and visit the [parish website \(stjosephww.org\)](http://stjosephww.org)

PARENT TEACHER PARTNERSHIP (PTP)

The Parent Teacher Partnership (PTP) of St. Joseph School is grounded by their faith in God to commit themselves to building a community amongst school families and within Saint Joseph Parish. In a spirit of Christian fellowship, they raise and expend funds necessary to enhance the learning environment of our students. Finally, they promote and communicate social



activities in order to cultivate a harmonious relationship between home and school and in our community.

In addition to current parents, the PTP membership includes parents/guardians of students who are alumni of the school, former teachers of the school, and current parishioners of St. Joseph Catholic Church. The Pastor of St. Joseph Parish and the Principal of St. Joseph School shall be members' ex-officio. If you are interested in joining contact the parish office and/or school office.

ROLE OF PARENTS

It is a longstanding Church teaching that parents are the primary educators of their children. St. Joseph School cooperates with the parents in this role as educators. Indeed, the school-parent relationship is a prior relationship to the school-child relationship. Together the parents and the school form a kind of sacred partnership. This partnership aims to foster and promote the spiritual and temporal formation of the parents' children. It is based on a shared vision and understanding of a Catholic education, mutual trust, collaborative efforts, and agreed upon financial obligations.

Parents are obligated to support fully the school administration and the school staff in contributing to the spiritual, moral, academic and physical development and welfare of students. If, in the opinion of the school administration, parental behavior, including but not limited to actions and verbal or written communications, seriously interferes with the spiritual, moral or academic good of the school community, is contrary or opposed to the stated nature of the education at SJS, undermines the mutual trust, obstructs or diminishes the collaborative efforts of the parents and school, endangers the physical well-being of the students, causes grave scandal, or fails to meet financial obligations, the school may, at any time, sever the partnership with the parents and require the parents to withdraw their children from the school.

ROOM PARENTS

Room parents support classroom teachers to facilitate individual classroom activities (those planned by the teacher) and in assisting with the fun and fundraising efforts of the Parent Teacher Partnership. For classroom events/activities, the homeroom teacher must first consult with the principal and (for certain types of activities) obtain approval; the teacher will then determine exactly what type of assistance is needed and communicate those needs to the room parents.

School-wide activities or PTP events like Grandparents Day, the Bazaar, the Auction, etc. do not need to have prior permission from the principal. Room parents traditionally have been asked to help organize classroom donations for the Christmas Bazaar, Auction Baskets, Teacher Appreciation Day, Field Day, Grandparents Day, as well as other classroom specific events/celebrations for which the homeroom teacher requests assistance. These are general guidelines applicable across all grades and homerooms. Keep in mind the **3 C's** of being a room parent: **collaboration, communication** and **collection**. For specific guidelines pertaining serving as a room parent please consult Volunteer Handbook.

If you are interested in serving as a room parent review the criteria below, then contact the school office by June 1. Homerooms teachers will contact you before the school year begins.

- Must have at least one child enrolled for the next school year
- A history or willingness to work collaboratively with the classroom teacher, administration, PTP, other classroom families, and the Parish Community
- Serve as a role model and positive leader with the ability to help communicate and organize events



GENERAL POLICIES & PROCEDURES

ABSENCE

Student attendance is a major factor in student success. Students are required by law to be in school every official day, except for illness or an absence excused by the principal. **All appointments, including medical appointments, should be scheduled outside of school hours whenever possible.** If this is unavoidable, send a note to the office on the day of the appointment. When a child is out sick for three days or longer, a doctor's note is necessary for the absence to be considered excused.

Upon returning to school after an absence, a child must bring a note from a parent/legal guardian stating the cause of the absence. **After three (3) days' absence, a verifiable doctor's note is required. Children should not return to school until they are symptom free for at least a period of 24 hours.**

If, for any reason, a student is absent from school, parents must call the office by 8:30 AM to report the absence. If the school is not notified, the office staff will contact the parent to verify the absence. Voice mail is available, so calls may be made at any hour.

Students who are absent or leave school early, are not permitted to participate in after school activities. Should a student arrive to school and leave before receiving classroom instruction student will be marked absent. Furthermore, if a student arrives late and receives less than 5 ½ hours of instruction that student may also be marked absent.

If a student has been absent for more than ten (10) days in a trimester or a total of twenty (20) days in the first two trimesters, the principal will arrange a conference with the parents and the student's teachers to discuss the actual and potential consequences of the student's absence. **Students who are absent 29 days or more may be required to repeat the grade.**

ABSENCE WORK

Make-up work for prolonged absence is at the discretion of the teacher. Students are expected to make up all work and homework missed in all subjects because of short-term absence. **A time frame of one day for every day absent is recommended, although teachers take into account the nature of the assignments and overall student health.** Due dates for make-up work, like all assignments, should be recorded in the student's agenda.

Phoned homework requests can be made if a student is absent for **two or more days**. All such requests must be made early in the day to the school office. The request will be filled by dismissal time and the assignments and books may be picked up in the school office or sent home with another student.

MORNING DROP OFF and AFTERNOON DISMISSAL PROCEDURE

Due to the new parking lot, the traffic patterns/procedures for MORNING DROP OFF and AFTERNOON DISMISSAL for the 2018-2019 school year, will be an addendum distributed at the start of the new year.

BEFORE AND AFTER SCHOOL CARE

From 7:00 a.m. to 8:00 a.m. and 3:15 p.m. to 5:45 p.m., Saint Joseph School has a program in place to professionally supervise our students. Students should bring snacks from home. Contact the school office for individual and family fees. Amounts are calculated to the nearest ¼ hour.



Contact the school office (401-821-3450) for more information concerning this program. It is the responsibility of parents/guardians to keep emergency information up to date with the office.

For After School Care, students will eat their snacks from 3:15 to 3:30. At 3:30, **all** students will spend time doing their homework and/or read quietly. Weather permitting, students will go outside for free play, otherwise they will remain indoors.

Students are dropped off and picked up through the door near the rectory. Students are only released to a person listed on the pick-up list completed by the parent/guardian. You may add or delete a person to/from that list by coming into the main office. For safety reasons, changes cannot be made by phone.

BIRTHDAY CELEBRATIONS

Birthdays are a special occasion in the lives of our students. Depending on a student's age and the classroom teacher, a birthday snack may be sent in to share with the class that day. Take into consideration any special allergies or dietary needs outlined by the classroom teacher. Please remember a drink and any paper goods or utensils needed for the snack. Before any classroom party can take place, the classroom teacher must be contacted and give approval.

BOOKS

All textbooks and library books are to be used with respect and care. Textbooks are to be covered at all times. The student is responsible for paying the current replacement fee for books that are lost, destroyed, or damaged. Most textbooks will be obtained through the school district where a child resides. Each town has its own policy. Parents/guardians will be informed about the procedure for obtaining a textbook as the need arises.

BUSES

Buses provided by the West Warwick School Department serve Saint Joseph School students who live in West Warwick. The West Warwick School Department makes decisions about pick-up and drop-off locations.

Bus transportation is a privilege. Proper, Christian behavior is expected and required of all students utilizing this service. Failure to abide by the rules or the directions of the bus driver and bus monitor may result in the temporary or permanent loss of this privilege. Students must ride the assigned bus. If a parent desires that a child take a different bus home on a particular day, a written note is required at the beginning of the school day. A request to ride a different bus must be approved by First Student Bus Company, (401) 828-8510. Bus schedules are published in the local newspaper and on the West Warwick Public School Department Website (westwarwickpublicschools.com) prior to the beginning of the school year.

COMPUTER USAGE

Computer usage rules ensure a positive learning environment and maximize learning potential for all students. Computers are valuable tools enhance and extend learning. Violation of any computer usage rule will result in disciplinary action, possibly including suspension from the computer room or from Saint Joseph School.

If a student has a question about whether something is permitted, he/she should check with the teacher.

- No students may use the computer room without permission of the supervising teacher. Among other reasons, use would be denied to those who have not returned



signed **Acceptable Use Form**. The principal and teacher will identify students who should not be using the computer room.

- An authorized adult must accompany students using school computers.
- Students may not use the Internet without staff permission.
- Students may access only staff-approved Internet sites for academic purposes.
- Students may not play computer games without staff permission.
- Students may not print any document without staff permission.
- Students are not allowed to make changes to the computer equipment, including, but not limited to the monitor, mouse, keyboard or speakers.
- Students should not change settings without permission from the teacher.
- Students should not respond to SPAM messages.

CONTACT INFORMATION

School office personnel should be notified immediately of any change in address, phone numbers, email addresses, emergency or contact information. Registration forms have a section for emergency information and contact numbers. Persons listed as contacts will be called in case of a medical emergency. The registration form allows you to designate whether a person has your permission to pick up your child at **ANYTIME** or only with your permission on a particular day (**OTHER**). **It is the responsibility of parents and guardians to update the office of any change in your contact information or the contact information of those individuals whom you listed as emergency contacts.**

CUSTODY DISPUTES AND AGREEMENTS

It is required that the custodial parent provide the principal with an official, updated copy of the court-ordered parenting plan. It is at the discretion of the school to allow a parent with limited visitation rights to volunteer at the school.

EARLY DISMISSAL

No student will be dismissed early from school without a note from his/her parent/guardian. A phone call is not sufficient. The parent/guardian or person designated on the registration form must come to the school and sign the student out. SJS will only release students to a person designated on the registration form. Make it a priority to keep emergency information and the list of adults who may pick up your child up to date. Proper identification is required before the student will be released. Last minute

ELECTRONIC HAND-HELD DEVICES & PHONES

St. Joseph School is not responsible for the loss, theft or damage to any electronic device including, but not limited to: cell phones, CD players, electronic readers, tablets, netbooks, Chromebooks, laptops, video game systems etc. **Middle school students are encouraged to bring an appropriate device as defined in the Acceptable Use BYOD policy for use during the school day. Students in PK through grade 5 should not bring electronic devices to school.**

Cell phone usage is prohibited on school property. If a parent insists that a child brings a cell phone to school, the phone must be turned off and left in a backpack or locked locker. *Parents should not text or call their child/children during school hours or during extended care.* Under ordinary circumstances, if there is a need for a child to get in touch with a parent or for a parent to get in touch with a child, contact should be made through the school office **this includes if a student is not feeling well.** If a student is not feeling well, they should go to the school office,



not text a parent/guardian to come get them. If a student is found using a prohibited device it will be confiscated and the student will receive an after school detention.

The school will **NOT** investigate any loss, theft or damage to electronic devices that the student brings to school even if the device was brought in with permission from a teacher. Parents/guardians are asked to remind students that they should not take photographs or forward photographs of other students or adults.

EMERGENCY SCHOOL CLOSING

SJS follows the decision of the West Warwick Public School Department. When school is closed due to inclement weather or another emergency, announcements are made on major television and radio stations. We recommend you subscribe to the Rhode Island Broadcasters Association for email and text message announcements. (my.textcaster.com). Please do not call the school.

When school is dismissed early, after school care and all after school activities are canceled. In the case of a delay, before school care will also be delayed. For example, if there is a one hour delay, before school care will be delayed by one hour.

In case of unanticipated early dismissal or emergency, we will send out a general email and text message through the Jupiter Ed System. **It is important that your mobile phone number and email address be updated correctly in the Jupiter Ed System. All families have the ability to update their own contact information.** Also, be sure that your child knows what to do and where to go in case of unanticipated early dismissal.

EVACUATION, FIRE, AND LOCKDOWN DRILLS

Emergency drills are held at regular intervals within the mandated guidelines of the State Fire Marshal. For fire and evacuation drills, all occupants must exit the building immediately and walk in a quiet and orderly fashion to predetermined locations. For an evacuation drill, students will go to a location that is off school property. Lockdown drills require students to report to their teacher immediately and remain in one location until the drill is over. Students are expected to follow school drill rules and all adult directives given during the drill.

EXCUSED ABSENCE

- Significant illness, medical or dental appointments of an **emergency** nature, serious home emergencies, as well as “shadow” days for 8th graders considering high schools are considered excused absences.

FOOD & SNACKS

Many classrooms have a designated snack time each morning. Some classrooms have an afternoon snack time. Pre-Kindergarten students eat in their classroom daily. If sending in a lunch from home, please be sure to include any utensils or napkins your child may need to eat their food. Snacks and drinks should be healthy since we promote good nutrition throughout the year. Possible suggestions are fruit slices, applesauce, fruit bars, yogurt, cheese, dry cereal, crackers or pretzels. We ask that drinks be healthy, i.e. milk, water, or 100% juice; not soda or another sugary, carbonated, or caffeinated drink.

Please feel free to pack a water bottle for your child that may be refilled. This will help to cut back on having to pack so many individual drinks. Since your child will be bringing in a variety of snacks, the healthiest choice will be eaten during morning snack. If your child is attending After School Care, they will also need a snack and drink to eat while they are there.



FIELD TRIP POLICY

Class field trips are an extension of the school day and enhance the curriculum, and it is expected that all students participate. No student, however, has an absolute right to attend a field trip, as these are privileges. St. Joseph School reserves the right to deny any student participation on a field trip for failure to meet academic or behavioral expectations.

Parents or guardians **MUST** give written permission for a student to participate in a school-sponsored field trip. **Telephone calls will not be accepted in lieu of written permission slips.** Students will utilize the transportation provided by the school-no other form of transportation is allowed.

If parent chaperones are needed, parents will be asked to volunteer and will be chosen by lottery. Any adult accompanying a class must be I-Safe certified and have completed a BCI check through the Catholic School Office of Compliance. ***Additional chaperones are not allowed; parents should not follow the bus if they were not picked as chaperones.*** Younger siblings of field trip participants are also not allowed to attend.

GENERAL DISMISSAL INFORMATION

Students will not be dismissed to anyone who is not on a list provided by the parents/guardians. Parents/Guardians provide the list on the registration form. A change to the list of persons who may pick up your child can be made by coming into the school office and updating the form. For safety reasons changes cannot be made by phone.

Students are dismissed as follows:

- A. Even when a person is listed on the release section of the registration form, the child will not be released to that person without explicit written or verifiable phone permission from the parent/guardian. The SJS registration form provides information regarding persons who may pick up a child at **any time** as opposed to persons who may pick up a child only with written permission or a verified phone call. In some circumstances, a parent may call the school to request that a child be released to a person **on the registration release form**. That verbal phone request will be honored only if office personnel or the Teacher(s) are able to determine with reasonable certainty that the person making the verbal request is the parent/guardian.
- B. Each Teacher will receive information regarding those children who are under the care of only one parent/guardian. It is essential that court mandates, kept on file in the school office, be observed in regard to these children.
- C. It is important that Teachers be kept informed of which children are in the Extended Day Program. Since this often changes daily, a note to Teachers about changes will be expected of parents/guardians. Making a change to the dismissal routine after the start of the school day without a written note will be discouraged.

INVITATIONS TO SPECIAL EVENTS

Teachers will allow distribution of invitations to parties, etc., providing the following apply:

- A. The entire class is invited.
- B. Boys only - All boys in the class are invited.
- C. Girls only - All girls in the class are invited.
- D. Privacy policies prohibit school personnel from sharing contact information and/or addresses. Invitations are sent with students



LEARNING DISABILITIES

All forms used for the diagnosis of a learning disability (LD), ADD, or ADHD should be sent to the principal who will forward them to the appropriate teachers for completion. Please include the name and address of the evaluator/agency on the forms. Since completed forms should not be returned to parents, the Administrative Assistant will send them directly to the doctor's office.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with learning disabilities are guaranteed certain protections and rights to equal access to Free and Appropriate Public Education (FAPE). Though St. Joseph School will do its best to meet individual student needs, Federal Law exempts schools with religious affiliations from ADA and I.D.E.A. regulations as the school is not a direct recipient of Federal Funds and parents voluntarily choosing to enroll their child in a non-public school waves their right to FAPE.

LOST ARTICLES

Students are responsible for their belongings. If an article is lost, the student may check the "Lost and Found" area. Articles are held for a limited time and then donated to charitable organizations. It is helpful if school clothing is labeled with the child's name. Encourage students to leave valuable and non-school items at home. The school is not responsible for lost/damaged articles.

LOCKERS

Lockers will be assigned to middle school students. Students are required to purchase a combination lock, memorize the combination, and become familiar with unlocking it before regular use is required. Homeroom teachers and/or the school office will retain a copy of the combination. If it becomes necessary to cut the lock, it is the student's responsibility to replace the lock. Sharing a locker or its combination is prohibited. Students may go to their locker at prearranged times. Any additional trips to the locker will require a pass/permission from the teacher which may be denied if a pattern emerges. Lockers are to be kept in neat condition at all times.

- Lockers should remain locked at all times.
- No materials should be added to the outside of the locker.
- Students should notify their homeroom teacher if a locker is damaged or broken.
- Students are not to write on or mark the locker in any way.
- Anyone tampering with a locker will be subject to disciplinary action.
- Students are responsible for the contents inside their lockers and should inform an adult immediately if there is something in their locker that does not belong to them.
- Saint Joseph School retains the property rights to the lockers and reserves the right to inspect all lockers at any time for any reason

LUNCH PROGRAM

If there are food items that may cause your child to have an allergic reaction, let us know immediately. It is necessary for the parent to supply documentation to the school regarding the child's allergy. For students who cannot eat or be near peanuts or peanut products, we provide a "Peanut-Free" table in the cafeteria and, as necessary, in classrooms.

Structured lunch-time is scheduled at each school. When available, students may purchase their lunch at school, or a "bag" lunch may be brought to school. All food and drink must be consumed within the confines of the lunchroom and may not be taken out of that area. Students are



responsible for the proper disposal of all trash and the cleanliness of the lunch area. Classroom parties are at the discretion of the principal.

A hot lunch program is offered daily, after Labor Day. A microwave oven is not available. Students are ***not allowed*** in the kitchen.

- All hot lunches are pre ordered and prepaid.
- Milk is bought separately and/or purchased daily.
- Students should not share their lunches with other students.
- Due to the prepaid nature of our school's hot lunch program, we cannot provide a hot lunch from that program for any but those who have ordered in advance.
- Payment for emergency lunches is expected the following school day.
- Parents/guardians may bring lunches to school if the student has forgotten to bring one.
- **Parents are NOT to purchase lunches from fast food restaurants and deliver them or have them delivered to school. Any parent wishing to purchase such a lunch for their child's class should contact the classroom teacher for permission.**

PARENT-TEACHER CONFERENCES

Parents who wish to communicate their concerns about their child's academic performance or classroom behavior shall first contact the appropriate classroom teacher. Face-to-face conferences are to be held before or after the school day by appointment. Parents are strongly encouraged to work with the classroom teacher and show support and respect at all times. Cooperation and a good partnership between parents and teachers is key to a student's success.

Unscheduled appointments will not be granted as they detract from the teacher performing his/her job and result in the teacher not being able to devote the time necessary to have a productive conference.

SCHOOL HOURS

On a regular school day, hours are from 8:15 a.m. to 3:15 p.m. (end of dismissal). Students are not allowed to leave school premises during this time without the permission of a parent and the principal, vice principal, or duly appointed designee.

SCHOOL SUPPLIES

Classroom teachers will advise parents/guardians/students of needed supplies.

TARDINESS

With the exception of bus students who may be late due to bus delays, students who arrive after 8:20 am. are considered **tardy**. If a student receives less than 5 1/2 hours of instruction because of their tardiness they will be marked absent.

At the teacher's discretion, students may be required to make up lost time due to tardiness. If a student will be late due to an appointment, etc., we ask that the parent call the school. **Three (3) unexcused tardiness may result in detention and/or a parent conference.**

VACATION ABSENCES

Vacations should be planned in accordance with those on the school calendar. Parents must realize that classroom experiences, presentations and activities that are missed when



students are away cannot be replicated. Curriculum is more than textbook or workbook pages and assignments. If a student does miss days in school, assignments must be made up at the discretion of the teacher. Students need to contact the teacher for missing assignments. Usually, the student will have five days to make up this work. If a student fails to complete the work, the child will receive a grade of Incomplete for a period determined by the teacher. Work that is not completed within the time frame determined by the teacher may result in a grade of zero for that assignment. Students who receive an Incomplete are not eligible for the Honor Roll. Teachers are not required to give student work before the student leaves.

The school office should be called by 8:30 a.m. if a student will be absent. There is an answering machine and messages can be left there. Upon return to the school, the student must present a written note to the teacher. This is to be written by the parent/guardian and must state the child's name, date of absence, and the specific reason for the absence. If a student is out for more than three consecutive days, a written note from a physician is required when the student returns to school.

GRIEVANCE PROCEDURE

A grievance is a complaint based on any alleged violation of a contract. It involves one party allegedly being denied by another something the grievant party feels he or she has a right to. In the light of the Gospel, complaints are to be resolved first of all on a one-to-one basis. If this fails, the assistance of the staff member's supervisor is elicited. Everyone in authority has the duty of responding to complaints.

Subsidiarity should also be a guiding principle in solving problems. Subsidiarity means that all problems are solved at the lowest possible level. Thus, one who wants to make a complaint about a teacher must first speak with the teacher before escalating the complaint to the principal.

Parents should always communicate through the school office with the individual involved. After ensuring the problem or question is understood by all concerned, attempts should be made to rectify the problem at the lowest level possible. If the issue remains unresolved the parents should contact the Principal. The principal has the right to question everyone involved. The principal will respond to the parent and an appointment will be scheduled. If the parent is not able to obtain a satisfactory solution after meeting with the Principal, the Pastor of Saint Joseph Parish should be notified in writing with a copy to the principal. All pertinent facts should be provided to avoid delay and confusion. The pastor will respond and schedule an appointment to resolve this situation. The pastor is the ultimate authority and will make a final decision after hearing all sides of a particular issue.

SAFETY AND SECURITY

ASBESTOS ABATEMENT MANAGEMENT PROGRAM

It has been found that there are materials containing asbestos in St. Joseph School. All areas where asbestos is suspected have been encapsulated or abated. A record of these areas is on file in the principal's office and may be reviewed by parents/guardians at a mutually convenient time.

CHILD ABUSE

The Most Reverend Bishop of Providence has implemented a mandatory sexual abuse and misconduct reporting policy for everyone associated with the Catholic Church in Rhode Island as a



worker or a volunteer, and developed education initiatives and policies for all parish, school and youth programs, along with continuous updating of anti-sexual harassment policies. In accordance with this Diocesan policy and the RIGL 16-21-36 anyone suspecting that a child has been abused, neglected, or that a child has been a victim of sexual abuse by another child should contact the DCYF Child Abuse Hotline (1-800-RI-CHILD or 1-800-742-4453).

FOOD ALLERGIES

If there are food items that may cause your child to have an allergic reaction, that information should be noted in writing on the registration form. Update the form if and when needed. It is necessary for the parent/guardian to supply documentation to the school regarding the child's allergy. For students who cannot ingest or be near peanuts or peanut products, we provide a "Peanut-Free" table in the cafeteria and as necessary in classrooms.

GUIDELINES FOR ADMINISTERING MEDICATION

By state law, **no employees, staff or faculty may dispense medication to any student at any time.** Only a school nurse, registered nurse, or a parent is allowed to dispense medicine with written notification and permission.

Saint Joseph School does not have a registered nurse on site. We call upon the nurse from the West Warwick School Department when necessary. For the most part, the West Warwick school nurse provides advice, not direct care.

Parents **may not** designate anyone to distribute medicine. Students are allowed to carry inhalers as long as there is a doctor's note on file. If the child's physician did not provide a note for the child to be self-carrying, the Epi-Pens is to be kept in the school office or classroom. Parents/guardians are responsible to ensure that medications, Epi-Pens or inhalers are within expiration dates.

HARMFUL SUBSTANCES

Students or adult volunteers found to be in possession of or use of illicit drugs, alcohol, or tobacco products during school hours or school functions will immediately be removed from the property and possibly remanded to the local police depending on the substance and age of the individual(s). Repeated violation of this rule will jeopardize a student's privilege to attend St. Joseph School.

ILLNESS AND MEDICAL EMERGENCY

St. Joseph School is not equipped to handle children who become ill while at school. Should your child become ill at school, parents or designated authorized contact will be asked to pick up your child. Basic support will be provided until an authorized person arrives. Parents are required to keep the list of persons authorized to pick up your child updated.

If your child shows signs of illness before he/she arrives at school, please keep him/her at home. **Your child should remain home if he/she shows the following symptoms: red, itchy eyes with discharge present, congestion or chronic cough, vomiting or diarrhea within the past 24 hours, rash of unknown origin, heavy nasal discharge other than clear, fever within the past 24 hours.**

IMPORTANT: Students who are released from school due to illness or non-medical appointments may not participate in school activities during that evening, this includes sporting events and class activities.



HEAD LICE & NITS

If you notice **head lice** at home, keep your child at home and apply treatment. Notify the school so that other families can be notified and alert to the problem. If it becomes evident that a child is affected by **head lice**, the parent/guardian will be called to pick up the child immediately. Your child may return to school after completing treatment that has removed all lice and nits (eggs). Since head lice can be easily transferred, please keep your child home for 24 hours after treatment. Follow your doctor's orders upon returning to school following a communicable illness.

EMERGENCIES

Each family is asked to sign a parent authorization for emergency treatment. Should an emergency requiring immediate medical attention arise, 911 will be called, then the parent/guardian and/or listed contact persons will be called. A teacher or administrator will accompany the child to the hospital in the absence of the parent.

RELEASE OF INFORMATION

We do not release the names, addresses, telephone numbers or other information about students to anyone without the expressed **written permission** of the parents. Administrators and teachers are required to maintain confidentiality regarding students. We make every effort to avoid sharing information about your child.

SCHOOL ACCESS

School personnel will lock all the entrances and exits to the school at 8:30 am each morning. Parents/guardians may gain access by ringing the bell at the door near the Main Office. After School Care is dismissed through the rectory side door. Parents must ring the bell and wait to enter.

VISITORS

All visitors must report to the Main Office and sign in. They will be given a visitor's pass, which must be displayed. **No one is to approach a classroom prior to homeroom period, during the school day, or prior to dismissal without the permission of the principal or secretary.** When a visitor leaves, he/she must return the visitor's pass and sign out. If a student is to be dismissed early from school, a parent/guardian must sign the student out. The student will be called to the office. Parents/guardians are not to go to the classroom.

ST. JOSEPH SCHOOL ADVISORY BOARD

The Saint Joseph School Board was formed in 1994. It is an advisory board that reports to the pastor and principal. This board consists of professionals and parishioners dedicated to the long range functioning and well-being of the parish school. Current member names will be posted on our website.

SCHOOL WEBSITE

Our website, sjsww.org, provides information to school families and parishioners. Students and parents are encouraged to view the site regularly for information such as: school events, calendars, schedule changes, handbooks, monthly lunch menus, spirit wear orders etc.



TUITION AND FEES

Tuition is the main source of income for Saint Joseph School. Tuition covers only a part of the cost of an education at the school. The difference between actual costs and tuition is realized through institutional advancement efforts.

In accordance with the policy established by the Diocese of Providence, all families seeking financial assistance must apply through the FACTS system.

Tuition is established during the current school year and parents are notified well in advance what the tuition will be for the following year.

CONDITIONS AND TERMS

No student will begin classes until registration requirements have been met. For students taking mid-term exams, tuition must be paid through December. For students who do not take midterms, report cards may be withheld until financial obligations are met. Students will not be allowed to take final exams if there is outstanding tuition in June.

It is important that all financial obligations be kept up-to-date. **Special needs concerning tuition and payments should be brought to the attention of the pastor or principal immediately.**

DELINQUENT ACCOUNTS:

Student tuition and other fee accounts are delinquent if payments are not received at the Business Office by the due date. To ensure that payments are received promptly and that account(s) are up to date the following procedures will be conscientiously followed:

1. Parents will receive a reminder letter/email from FACTS within 7 days after a scheduled payment is past due. If a payment is not received by the school within 14 days of the due date, the parents will be contacted by the School Business Office for the purpose of arranging an appointment to meet with the principal to determine a plan for payment of the outstanding balance. This meeting must occur within 7 days of contact by the school.
2. Any parents who fail to meet with the principal within 7 days of contact to determine a plan for payment (21 days from the past due date), may not send their child/children to school. This is effective on day 22 of the past due date or the next day school is in session. No child/children will be allowed to return to school until such time as all overdue payments have been received and credited to the proper account, and after parents have made arrangements to meet with the principal to discuss their ability to meet future financial obligations to the school.
3. After following the above procedures, should any tuition or fee account(s) remain or continue to fall further in arrears, then parents may be required to withdraw their child(ren) from the school. Should this action be required, written notice of the date of withdrawal will be sent to the parents by the principal and delinquent accounts may be subject to legal action or handed over to a collection agency.
4. Diocesan policy prohibits Catholic elementary and secondary schools in the Diocese from registering students from other Catholic schools with delinquent accounts
5. **All accounts must be paid in full before 8th grade students will be allowed to take final exams and participate in graduation exercises.**



6. All accounts must be paid in full before pre-Kindergarten and Kindergarten students will be allowed to take part in end-of-the-year celebrations

DISMISSAL FROM TUITION

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the School would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians to withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the school as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.

FACTS TUITION MANAGEMENT SYSTEM

All tuition payments must be paid through the FACTS system. Upon registering your child/children at the school, you will receive an email invitation in order to set up your account.

FINANCIAL AID & TUITION ASSISTANCE

Families must register for admission and also apply for financial aid each and every year in order to be eligible for financial aid. Awards are not automatically renewable. Families apply for aid through FACTS. Financial Aid will be awarded based on ranked, verified, demonstrated financial need. Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc. Financial Aid Awards will be pro-rated over 10 months. If a student withdraws from school before the end of the year, financial aid will be proportional to the time the student attended school.

PAYMENT DUE AT THE TIME OF REGISTRATION

A mandatory deposit must accompany the registration and tuition agreement. Forms cannot be accepted without payment. **Current tuition rates are available through the School Business Office (401.821.3450)**

REFUND POLICY

Students who register and leave prior to the beginning of the school year will receive a refund of their deposit minus the registration fee, book fee and 10% of the tuition. Students who begin the school year and leave before January 1st must pay 50% of the tuition. If excess has been paid, the excess will be refunded.

No refunds will be made for students who leave after January 1st.

TUITION PAYMENTS

You will receive a "Welcome" email from FACTS, simply click on the link provided and follow their easy instructions. **Once you receive an initial letter from FACTS, you may enroll in a payment plan online by May 1st.**

Paying Tuition in Full (no additional fees)

- A. Make a secure full tuition payment online through FACTS
- B. Mail your payment to FACTS



Paying Tuition Monthly (fees applicable)

Your payment plan will begin in June. Payment schedules may be arranged in one of the following ways:

- A. Automatic payments are processed from your checking or savings account (ACH) each month.
- B. Automatic payments are processed from your credit card each month. There is a processing fee associated with credit card payments.

Whichever option you choose, make your payment by June 20th.

VOLUNTEERS

Saint Joseph School welcomes and encourages volunteers who help out in the classrooms, attend field trips, coach sports teams as well as, numerous other activities. Volunteers are to report to the office and obtain a visitor's pass. All volunteers who have contact with children must be I-Safe certified and have valid background checks. Dates for I-Safe classes will be announced in advance and are held in the Fall. Contact the school for information about the procedure for completing background checks.

For specific guidelines relating to volunteering at SJS and serving as a Room Parent please consult your child's homeroom teacher and the [St. Joseph School Volunteer Handbook](#).



APPENDIX

ACCEPTABLE USE POLICY (AUP)

Regulations for Students Acceptable Use of Technology Resources

Saint Joseph School provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, internet access, fax, e-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

Saint Joseph School fully endorses the use of the Internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's Internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below.

If Saint Joseph School users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

Saint Joseph School recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. If a student's behavior on social media forums outside of the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

Student Technology Compliance Agreement

I understand that access to the Internet and related technology resources from Saint Joseph School must be in support of education and research, and I agree to the following:

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.



- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/email) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the Internet, I will notify the supervising teacher or principal and cease using such functions
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through Saint Joseph School.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the school and will be subject to disciplinary procedures.

Student Social Media Compliance Agreement

To the extent a student's participation in social media while outside the School reveals his or her identity as a school student or contains content about the School, the student must strive to protect the reputation of the School. Like in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:

- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with or when intended viewers share the content with other individuals.
- Unless a student's social media participation is explicitly for a School-approved reason, social media identities, online profiles, login ID's and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student's alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.

Specific Rules for G-Suite Account & Apps (Middle School Students Only)

St. Joseph School issues G Suite Educational Apps to middle school students. The programs available through this account must be used for educational, school-related purposes.

1. Rules and policies outlined in the AUP and the Family Handbook apply both in and out of school.



2. Students are responsible for maintaining the safety and integrity of their accounts. At no time and under no circumstances should a student access or use the account of another person. A student may be held accountable for unauthorized usage of their account.
3. When a student exits the school, all accounts will be terminated that week. Any unsaved data will be lost.
4. St. Joseph School and its employees do not guarantee the security or privacy of files located on Google Systems and are not responsible for materials acquired through the Google account, or for damages incurred through the use of its services.
5. The accounts are the property of St. Joseph School. Teacher's and the principal reserve the right to monitor the use of G Suite accounts and maintain a record of student passwords.
6. The violation of these rules may result in Google account privileges being terminated as well as other disciplinary measures.

BYOD ACCEPTABLE USE POLICY ADDENDUM

Specific rules for the use of personal devices at SJS

With the advancement of the Digital Age, electronic devices have become an integral part of the learning process both in and out of school. Correspondingly, students in grades 6 through 8 are able to participate in this "Bring Your Own Device" (BYOD) program for Grades 6 through 8. SJS encourages students to become mindful Digital Citizens and to make appropriate educational use of the technology available to them. In order to bring your own device to SJS, you must read and sign the following policy:

1. The term "device" means any portable machine that enables a student to access and interact with online content. This may include, but is not limited to, an e-reader, iPad, tablet, Chromebook, or laptop. We recommend devices with a minimum screen size of 7 inches and a battery life which exceeds 4 hours. Cell phones, iPods, or similar type devices do not qualify as an acceptable device.
2. Students who bring personal devices to school are responsible for maintaining control and care of those devices. Teachers and staff will not be able to devote class time or have specific knowledge of particular devices to troubleshoot issues. Students must operate any personal devices on battery power when in class and are responsible for charging their device batteries before bringing them to school.
3. Before using a personal device in class, a student must ask the teacher for permission. All use of personal devices during class must be open use. Any concealed and/or unauthorized use of a personal device may result in temporary or permanent confiscation of that device.
4. The purpose of having a device at school is to read and interact with web-based content that is relevant to the curriculum of a particular class as directed by the teacher. At no time will the device be used to play games, access apps, browse the internet, or to connect socially with others.
5. Students are responsible for keeping their devices and passwords secure. Students must not use or attempt to obtain a device or password of another user. A student who has shared a password may be held responsible for any inappropriate activities of those with whom they have shared their password.
6. Devices can be turned ON only during class time with the explicit permission of the teacher. They should be turned OFF at all other times. When not in use, devices are to be secured in a locked locker.



7. There is no photography or video recording allowed unless it is approved by a teacher. The device will be confiscated if this occurs, as this is a violation of the agreement and an infringement of the privacy of others.
8. All internet use during class and while on school property is to be through the SJS Wi-Fi network. It is a violation of this policy to try to bypass the SJS network filter by using another connection to the internet while at school.
9. These guidelines are in addition to the established Acceptable Use Policy (AUP) of SJS.
10. A student's BYOD privileges may be suspended if a student violates these guidelines. In addition or in place of this suspension, a student may receive detention or a zero for a particular assignment. After a serious violation or multiple transgressions a student's BYOD privileges will be terminated. When the student has lost his/her BYOD privileges, all work will be required to be completed by hand on paper. The student will not be excused from any school work due to the loss of the device.



HANDBOOK SIGN-OFF SHEET 2018-2019

Dear Parents/Guardians,

We believe that St. Joseph School is a community. It is important for us to remember that as community, each student, parent, guardian, teacher, staff member, volunteer, and priest share in the responsibility of providing for the religious formation, the physical well-being and the academic growth of each member of our student body. It is that partnership that allows us to grow in love and mutual respect for one another and to bring Christian values to our community.

The St. Joseph Catholic School Family Handbook identifies the responsibilities parents, guardians and students must accept in order for the faculty, priests and administration of SJS to provide for the needs of the children entrusted to our care. Parents are asked to read this handbook with their children and discuss with them those sections relating directly to their daily lives at SJS.

IMPORTANT

Read over carefully all the sections in the handbook with your child. After reading the handbook, parents/guardians and all students are to sign the form below and return it to your child's homeroom teacher.

The beginning of each new school year is filled with such hope and promise. Students, parents, teachers and priests look forward to an exciting year filled with prayer, learning and friendship. We thank you for your cooperation and support, and hope you have a wonderful year at SJS.

We have read and agree to abide by all the rules and regulations set forth in the Saint Joseph Catholic School Handbook, as well as with any amendments made to this handbook for as long as my child is in attendance at SJS. We understand that a community is an ever-evolving group, as new policies may be adopted and/or existing policies may be adapted to new situations. The current handbook will be available on the school website.

Student Name _____

Student Grade _____

Signature of Parent/Guardian _____

Date _____

Signature of Student _____

Date _____

June 28, 2018