



Welcome to Saint Joseph School

Welcome to the greatest adventure of your life: shaping your child's future. We are partners in this journey.

Saint Joseph School strives to prepare our students to use their minds well through a system of structured learning experiences that instill graduates with character, integrity, knowledge, and skills necessary for successful navigation in the 21st Century through a supportive, faith-based Catholic learning community.

To achieve these results, instruction is purposeful, engaging, and relevant. We foster a culture of positive relationship building and personal attention within the School and the Parish encourages and supports self-reliance and problem-solving for success.

To attain the fundamental skills, knowledge, and moral habits that have proven to be the basis of independent learning and ethical decision making is an inch by inch process. Learning is hard work; it requires consistent attention every day. Each child is unique, grows distinctively, and is impacted individually by changes at home and at school.

The key to success is continuous and open communication between parents and teachers to maintain your child's intellectual and emotional balance that fosters learning and understanding. The beginning years are critical from learning letters and numbers through reading, learning to share, and at graduation to have the skills and abilities to achieve at high school and beyond our partnership in this great adventure is essential to achieving this goal.

Each child has skills and abilities that will emerge during the elementary and middle school years. Our job is to ensure that we recognize these skills as they emerge and that our children are prepared to build on these skills. There are no great leaps forward in this process, it is little by little, and day by day hard work in school. Encouragement and attention to detail every day at home make the difference.

Becoming a learner takes practice every day. No matter which pathway your child follows in high school and beyond, success is the result of hard consistent effort to become an independent learner. Learning requires practice, and practice is hard work, with lots of mistakes. To succeed, a child must never give up – always keep trying. Our mutual job is to support their effort as partners.

As the children reach middle school, the key to success through hard work and time management takes on new importance. There are so many competing demands for their attention that you need to develop a daily routine for getting homework done in an orderly and timely manner. Children at this age pay attention to what we, as adults, check. The details of the day take on new importance. Meeting academic requirements first is critical to successful future learning environments where competing demands will be overwhelming and distracting at the expense of academic achievement. For some of our children, these are easy demands, for others, it will be a constant struggle. There is no excuse for not trying.

The good work habits which develop here will enable your child to build academic, social, and self-management skills to stretch themselves toward their dreams.

Joseph M. Sullivan

Dr. Joseph M. Sullivan
Principal



School Philosophy: Saint Joseph School is a children’s school, a learning community that places high-quality instruction of the whole learner as the top priority. The entire school and all activities associated with the school serve as the instrument for learning. We try to embed learning opportunities into every aspect of school life and culture to capitalize on each child’s uniqueness. We will sustain a partnership with our school community as a learning culture that embraces parents, teachers, students, and the community as central vehicles to meet our mission.

OUR MISSION

*The Mission of **St. Joseph School** is to educate students spiritually and academically to use their minds well.*

Academic Expectations

Use reading comprehension strategies for understanding
Understand and apply mathematical concepts to problem-solving
Utilize problem-solving strategies and thinking skills
Apply writing, listening, speaking, and visual skills to communicate ideas
Exhibit understanding and application of various technologies

Spiritual Expectations

The School’s Catholic Culture will enable children to develop their relationship with Jesus, practice their faith in a safe and supportive learning environment that encourages their understanding of Jesus’s role in their lives to flourish.

Children deepen their love of God and understanding of their faith through active participation in religious education, daily prayer, teachings, traditions, practices, and basic understandings of Catholic Faith formation. Children will develop moral and ethical character habits through individual decision-making and service to others in their daily affairs.

Children will develop lifelong participation in the wider Christian community of faith.

Social Expectations

Follow the **Golden Rule:** Treat everyone else as you would like to be treated

Work effectively as a member of a team, share your skills and abilities, collaborate and contribute to the project and the classroom society

Demonstrate personal responsibility and integrity

Be considerate of everyone



Behavior Expectations

“Try your best at all times”

Arrive prepared for class every day

Ask for help when in academic difficulty

Settle down to work right away

Actively and positively contribute to class discussion/projects/and teamwork

Learn time management and organization by keeping class materials together in the master notebook

Take responsibility for catching up on work missed

Read and follow instructions carefully starting a task

Take notes in class using the prescribed system

Do not lie, cheat or steal nor tolerate or encourage those who do so.

FOLLOW THE TEN COMMANDMENTS

EARLY CHILDHOOD PROGRAM (age 3 & 4 Pre-Kindergarten)

St. Joseph ECP Curriculum Overview The staff of St. Joseph’s ECP provides high quality, developmentally appropriate Preschool curriculum and theme-based activities within a safe, positive, nurturing, creative environment that enhances the learning process. We aim for a comprehensive approach to teaching: Literacy Math Language Development Science/Social Studies Art Music Physical Education Social and Emotional Development To ensure we are meeting the needs of all our students we offer a mix of individualized, small, and whole class lessons, which encourage individualized development and varied social skills. Our staff creates lessons that offer a balance of teacher-directed activities and child-initiated play. The overall goal of our ECP program is to create engaging opportunities and strategies to encourage learning and to help each child develop a sense of pride in their accomplishments and relationships with peers as they prepare for Kindergarten.

PRIMARY SCHOOL PROGRAM (Kindergarten, Grade 1, Grade 2)

The Primary school program is designed to enable each child to develop foundation skills in reading and mathematics as well as organizational skills necessary for learning in elementary school. Each child's uniqueness and strengths are cultivated through daily academic, social, and faith formation activities in a nurturing learning community.

ELEMENTARY SCHOOL PROGRAM (Grades 3, 4, 5)

The Elementary School focuses on developing each child's capability to learn independently as well as work as a member of a team. Emphasis is directed at learning study skills, time management and learning strategies in application to the curriculum. All children are assigned courses in English, Social Studies, Mathematics, Science, and Spanish. Catholic Faith formation courses continue through discussion and reasoning, as well as participation in faith activities.



MIDDLE SCHOOL PROGRAM (Grades 6, 7, 8)

Middle School offers more complex and interdisciplinary experiences and challenges in preparation for high school success. Understanding information and mastery of learning skills with expanded learning independence and responsibility are part of the daily routine. Practicing essential time management, study skills, and learning strategies while focusing on long-range planning and following through on the details of each day is required.

Each student is prepared for the transition from middle school to high school by our faculty, who guide them individually. Students are assigned courses in English, Social Studies, Mathematics, Science/engineering and Spanish. Understanding literature and writing across the curriculum provide thinking skill development. The scientific method, and hands-on experimentation with a concentration on science and mathematics are part of the writing experience. Catholic Faith formation continues through discussion, reasoning about moral and ethical decision making as well as participation in faith activities.

NON-DISCRIMINATION POLICY

Saint Joseph School admits students of any race, color, nationality, or ethnic origin, with all rights, privileges, programs, and activities generally accorded or made available to students at our Catholic faith-based school. Student admission and continuance at Saint Joseph School are based on the school's ability to meet the child's learning needs, behavior, work habits, and attitude as determined by the Principal.

TESTING:

High School Placement Test: November & December
Term Exams are administered to students in Grades 7 and 8.
Preparation in content areas is ongoing throughout the year.

MAP Testing, Northwest Educational Assessment [NWEA] system measures student progress in grades K through Grade 8 in September and May using online technology.

8th GRADE GRADUATION, June of the graduating year

DAILY SCHEDULES

School is open at 7:45 am daily
Students in grade Kindergarten through grade 5 assemble at the EAST SIDE of school.
Students in grade 6 through grade 8 assemble on the WEST SIDE of school

Students enter the property to the back schoolyard, teachers are present at 7:45. They enter the building by classroom cohort at 8:00, In the event of inclement weather, students enter the building and immediately go to their classroom and to their desks for morning work.



Grades: Kindergarten-Grade 8 School begins at 8:00 am daily

Pre-Kindergarten [school day program] 8:00 am - 2:00 pm

Early Childhood Program: Full Day and Half Day Classes /full year and school year programs are arranged individually. Details are available at the Early Childhood Program office.

INCLEMENT/COLD WEATHER

In cases of inclement weather, children will enter school on arrival and go to their classroom to read or review homework. [We recommend that children wear outdoor shoes and boots to school and change into their indoor shoes to protect the children feet against injury throughout the New England weather]

DISMISSAL:

Daily Dismissal: Kindergarten -grade 8: 2:10 p.m. [West Side Door]
Pre-kindergarten 2:00 [Front Door]

Early Dismissal: 11:20 a.m.

A student dismissed early must be picked up by a person authorized by the parent and identifiable by a picture driver's license before any student will be to leave. Please be sure to notify the school prior to dismissal.

Late arrival:

Students arriving after 8:10 a.m. should report to the office on arrival. Once a student is on the premises they may not leave the school grounds without the permission of the Principal or School Administrator

ACADEMIC YEAR

Term 1: September to November

Term 2 : November to January

Term 3: February to April

Term 4: April to June

STUDENT PERFORMANCE REPORTS

are issued 4 times per school year. Student performance is reported as a composite evaluation of the quality of academic work, effort in each course, conducted in each course and attendance.

Academic Work Grade

A: 90-93 = A-; 94-96 = A; 97-100 = A+

B: 80-83 = B-; 84-86 = B; 87-89 = B+

C: 70-73 = C-; 74-76 = C; 77-79 = C+

D: 60-63 = D-; 64-66 = D; 67-69 = D+

F = Failure



HONOR ROLL CRITERIA

EXCELLENCE: all grades 95 and above + EFFORT + CONDUCT

HONORS: all grades 85 and above + EFFORT + CONDUCT

HIGH HONORS: all grades 90 and above + EFFORT + CONDUCT

HONORABLE MENTION: all grades 80 and above + EFFORT + CONDUCT

S = Satisfactory: I = Improvement needed

EFFORT GRADE

A rating of Satisfactory[S] or Improvement needed [I] will be earned in each course for effort during a marking period. Each new marking period is graded separately. The rating will be based on a student's pattern of effort in the following areas.

1. Follows instructions.
2. Consistently prepares for each course daily.
3. Contributes consistently to class in appropriate ways.
4. Works to develop time management skills.
6. Consistently completes homework.
7. Consistently brings appropriate materials to class.
8. Consistently tries to produce quality work.
9. Consistently cooperates with faculty, staff, and fellow students
10. Consistently follows uniform regulations

CONDUCT RATING CRITERIA:

A rating of Satisfactory[S] or Improvement needed [I] will be earned by each student for their conduct in each course. The rating will be based on the most common behaviors expected of successful students.

- Accepts responsibility and works to develop positive self-discipline habits.
- Takes care of school property (books, equipment).
- Cooperates with faculty and staff.
- Works cooperatively as a team member.

Effort and conduct grades are included in determining eligibility to participate in any extracurricular activity.

INTEGRITY: WE DO NOT LIE, CHEAT OR STEAL NOR TOLERATE THOSE WHO DO. We believe that integrity and honesty are cornerstones of character development in our society. Fundamental to the development of character is a willingness to be honorable and responsible. At Saint Joseph School we expect everyone to follow our Cheating rules.

Cheating is:

- Copying another student's work and identifying yourself as the author of the work
- Using unauthorized notes, "cheat sheets",
- Allowing another to copy work or assignment



- Plagiarism (a form of cheating) Plagiarism is the act of stealing the language, ideas or thought of another and representing them as your own work.
- Plagiarism is: Paraphrasing a passage in a book without using a citation or bibliographic entry to indicate the source.
- Submitting an assignment in part or whole that has been copied from a published source or
- downloaded from a computer.

The consequences of cheating /plagiarism will be the loss of credit (a zero grade) on the quiz/test/examination/ project or homework assignment etc. In all cases involving academic integrity, the Principal and the student’s teacher[s] will confer with parents and student [s] so that all facts are clear and consequences are known.

<u>Behavior</u>	<u>1st infraction</u>	<u>2nd infraction</u>	<u>3rd infraction</u>
<u>Verbal Emotional Harassment</u> <u>Teasing, Mocking, Name-calling, Excluding</u>	Written Warning	Conference with Student, Teacher, Parent	Conference with Administration
<u>Physical Aggression</u> <u>Shoving, Poking, Pinching, Blocking, Chasing and Disrupting.</u>	Conference with Student, Teacher, Parent	Conference with Administration	Suspension
<u>Severe Physical Aggression:</u> <u>Deliberate Intent to Injure</u> <u>Punching, Hitting, Kicking, and Tripping</u>	Conference with Administration	Suspension	Expulsion
<u>In-Class Conduct</u> <u>Open defiance to teacher</u> <u>Disrespect to teacher and classmates</u> <u>Not following directions</u> <u>Disruption of class</u> <u>Malicious destruction of school property</u>	Written Warning	Conference with Student, Teacher, Parent	Conference with Administration
<u>Cyberbullying</u>	Conference with Administration	Suspension	Expulsion
<u>Electronic Devices Usage</u> <u>Refer to electronic device</u>	Written Warning Teacher confiscation of device	Device confiscation and sent to the office. Parent must pick up device.	Device confiscation and conference with administrator



<p><u>Uniform</u> <u>Refer to uniform policy</u></p>	<p>Written Warning</p>	<p>Conference with Student, Teacher and Parent</p>	<p>Conference with Administration</p>
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Bullying Prevention-Intervention Policy

Introduction

This plan is intended to serve as the school blueprint for enhancing the school's capacity to prevent and respond to issues of bullying within the context of the school and school-based initiatives. It is effective upon publication and remains in effect until rescinded or modified by the issuing authority of the school. The plan will be reviewed biannually. Identification and enforcement of these protocols is the responsibility of all faculty, administration, parents, and students to ensure these plans succeed.

Expectations

St. Joseph School is a safe place for children to grow their unique talents and personalities. To ensure the accomplishment of this goal we subscribe to a single standard for everyone. The Golden Rule: treat others as you wish to be treated.

This singular rule applies to all members of our learning community teachers, administrators, students, and parents without exception. We are all part of this community and we are expected to sustain it by our direct action.

We practice the Golden Rule without thinking about it. It is a central tenet of our culture. Critical to our success is that each person contributes through the active application of the Golden Rule to behavior at school, at home, and in the community. Awareness is not enough. Practicing the Golden Rule is essential to sustaining our community. Our parents, children, and teachers build our community every day. Our children know and trust each other, our parents, and our faculty. The St. Joseph School community expects that every member of our community will treat others as they would like to be treated with respect and dignity. These practices promote social learning, valuing others, as well as tolerance for differences. As a community, we will take action to create a safe and supportive environment with opportunities for each student to develop social coping skills, knowledge, and strategies that combat bullying behavior. We will investigate promptly all reports or complaints of bullying and retaliation and take prompt action to stop that behavior.

Definitions: For purposes of this Plan, the following definitions shall apply:



“**Aggressor**” means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated 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 Target that: is intended to demean, isolate and devalue.

A. Prevention Plan:

1. Faculty/staff and volunteers.

Faculty staff and volunteers who have significant contact with students will bi-annually review all protocols regarding bullying and what to look for.

2. Notice to the St. Joseph School community regarding the plan.

3. Professional development: The professional development program, which is designed to develop common understandings of the tools necessary for faculty staff, and volunteers to create and sustain a school culture that promotes safety civil communication, and respect for differences, will review those skills for staff members and help volunteers and classroom aides in the identification and prevention of bullying behavior.

4. Principles of the school culture in the classroom society to be practiced in daily affairs in order to meet the Standard of the Golden Rule:

- Promote and model the use of respectful language
- Foster an understanding of, and respect for, diversity and differences among our school community
- Build relationships and communications networks with families
- Constructively manage classroom behaviors and social skills to be learned
- Use positive behavioral intervention strategies
- Engage students in school or classroom planning around appropriate behavior in maintaining the rules of the classroom society.
- Maintain a safe and caring classroom for all students

5. Reporting Protocol:

A. Reports of bullying or retaliation may be made by faculty, staff, students, parents, or others. Reports may be oral or written. Oral reports of bullying or retaliation made to a faculty or staff member will be recorded in writing and forwarded by the most expeditious means immediately to the principal.

B. Reports made by individuals may be made anonymously. St. Joseph School will use a variety of reporting resources including but not limited to the following:

- Incident reporting form
- Voicemail



- Dedicated mailing address ATTN: Principal
- Email addressed to the Principal

NOTE: Use of an incident report form is not required to make a report. Copies of incident reporting forms are available at the front desk for students and parents.

Copies of the incident report form are posted on the St. Joseph School website.

6. Procedures:

A. Faculty or staff will report immediately to the principal when they witness or become aware of conduct that may be bullying or retaliation. We support this commitment in all aspects of our School community, The requirement to report to the principal or designee does not limit the authority of the faculty or staff member to respond to behavior incidents consistent with school discipline and our intervention processes.

B. Students, parents, or others who witness or become aware of an incident of bullying or retaliation involving a student should report to the principal or designee immediately. Reports may be made anonymously but no action will be taken against the alleged antagonist[s] solely on the basis of an anonymous report. An investigation will be conducted to establish facts. Students, parents, and others may request assistance from faculty members to complete the written report. Students will be provided with practical, private, and age-appropriate ways to report and discuss an incident of bullying with the faculty staff or Principal.

Response to reports of bullying or retaliation

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in or School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action and to end the behavior and restore a target's sense of safety. Prior to investigating allegations of bullying precautions will be taken to protect the victim from possible further incidents.

Notice to parents:

The principal will notify promptly the parents of the students involved with the incident of the procedures we are using to respond to it.

Social / Emotional

Saint Joseph School acknowledges that its purpose for existence is rooted in the educational mission of the Church, the school shares through Catholic Christian tradition, the message of Jesus Christ and is committed to providing an integrated Catholic learning environment that permeates all aspects of its



daily life. To enable each child to learn effectively and efficiently our school community will foster respect and understanding of one another in a safe, nurturing culture. Our intent is to create a school wide community and classroom society in which each person is valued and encouraged to grow intellectually, emotionally and socially. We expect to build a learning community in partnership with our parents where every student is valued and no one is excluded, subjected to bullying or other behaviors that disrupt our focus on our mission. The Saint Joseph School community expects that every member [students, teachers and parents] of our school community to Treat another as they would like to be treated, with respect and with dignity.

This expectation is an integral part of our culture that celebrates each child's uniqueness and promotes social learning, valuing others and with tolerance for differences. As a community we will take thorough actions to create a safe and supportive environment as well as opportunities for each student to develop coping skills, knowledge, and strategies to prevent or respond to harassment.

We will not tolerate any mistreatment of our students, teachers or parents, including any form of bullying or retaliation in our school community or any related activities. We will investigate promptly all reports or complaints of bullying or retaliation and take prompt action to stop that behavior.

VISITORS

We welcome you, as parents, to the school. to attend business with a teacher or event. Parents are not allowed into classrooms unless invited by the teacher or the administration. For safety and security of our children, and faculty, it is necessary that ALL visitors, parents included, enter through the front door and are identified, sign in and a school badge is worn at all times.

(No visitors allowed past the front desk = Covid Protocol)

ATTENDANCE

Good work habits are the foundation of quality performance. A major element in the development of good work habits is consistent attention to daily requirements, in school work and homework go hand in hand in development. habits of self-management and organization over time. Consistent attention to details of the day reflects a seriousness of purpose, respect for the value of others' time, and develops persistence in difficult tasks. Your child is expected to be on time and prepared to participate in school.

ABSENCE

Please notify the school office of your child's absence before 8:00 a.m. Please call [781-245-2081] or email your teacher as well as the front office with a message specifying your child's name, grade and the nature of your child's illness. Please include assignment requests for extended absences. Parents may arrange to have their child's school assignments picked up at the office at dismissal time or sent home through another child or online.

Please keep your child home if they have a fever or similar illness before school.



Absence does not relieve a student from meeting academic requirements. Students are required to make up all work missed within seven (7) calendar days to receive full credit [Grades 4-8]. Tests must be made up at the convenience of the teacher within seven (7) school days to receive full credit.

Family vacations during school time are not recommended. Please notify the school office in writing at least ten (10) days in advance. The student may arrange with teachers for assignments and make-up work **upon return.**

NO SCHOOL ANNOUNCEMENTS: [PRE-K – 8]

EMERGENCY OR SEVERE WEATHER notifications.

We do not always follow Wakefield Public Schools.

LOOK/LISTEN FOR SAINT JOSEPH SCHOOL, WAKEFIELD “NO SCHOOL” or “DELAYED OPENING” announcements on WBZ [Channel 4], WCVB [Channel 5], WRKO [Channel 7] Fox News 25 TV and NECN, and on radio WRKO[680 AM] as well as Saint Joseph School website [Stjosephschoolwakefield.org]

Renweb - via text and cell phone notifications

Delayed opening: school begins at 9:30 a.m.

Delayed opening on an Early Release day = NO SCHOOL

Delayed opening = NO Pre-K Session

Check the Saint Joseph School website for NO SCHOOL or DELAY updates.

ALERT is sent via e-mail and text message

Drop-Off Procedures

Our goal is to provide a SAFE and efficient method of dropping off your children at school. Children should be dropped off in front of the school. The youngest children enter from this side. Upper grades enter from the west side. Do not park in front of the school during this time. Children exiting vehicles should always exist from the sidewalk side of the vehicle.

Covid Protocol: Students are lining up, In the back schoolyard, social distancing, by classroom cohort

There is NO PARKING on Gould Street in front of the school from Emerson Street to the West Driveway from 7:45 am through 8:05 am.

Drop-Off (Students K – 8)

Teacher-supervised drop-off begins at 7:45 am and ends at 8:00 am. If you arrive earlier, you must remain with your child. Traffic by the campus area on Gould Street is ONE WAY in the morning. Enter Gould Street from the East only (7-Eleven and Saint Joseph Church are East of the school).

Proceed to the designated drop-off area, which begins at the corner of Emerson Street and ends at the front door entrance of the school. The drop-off area will be marked with orange markers.

Once students exit the vehicle, ALL students must enter the schoolyard using the Convent side



driveway on the East side of the school. A teacher will escort younger students into the school yard to line up with their class at their respective doors. Older students may proceed directly to line up with their class. If you arrive after 8:00 am, students must enter the building through the front doors.

Walkers, Park and Walk, and Preschool / Pre-K Students

Please DO NOT park your car in the drop-off area even for a few minutes because this prevents a smooth traffic flow in the area.

If you would like to walk your student to school:

** (ALL Preschool and Pre-K students must be walked into school as usual) **

- Park in approved areas on the side streets of the school (Emerson, Cedar, or Gould Street – WEST of the school.
- Please use sidewalks and enter the Convent side driveway on the East side of the school.
- Escort your student to line up with their class at their respective doors. Escort Preschool and Pre-K students inside the building as usual.
- After escorting your child to their class line, you may leave if you wish, as children will be supervised by the Teacher patrol on duty.
- If you arrive after 8:00 am, students must enter the building through the front doors.

PICK-UP: ENTRY TO THE SCHOOLYARD STARTS AT 1:50 PM.

- Please enter the schoolyard, pull your car up tight to the car in front of you, park and wait.
- You may also park on side streets near the school and walk to the school to wait for your child.
- Please park on the school side of Gould Street.

There is no parking on the other side of Gould Street.

Delayed pick up: If you are delayed, please call us [781-245-2081]. Your child will be kept safe at the main office until your arrival.

EVACUATION PLAN

In emergency situations, students are evacuated from Saint Joseph School to Father Gillis Hall at Saint Joseph Church. Parents must pick up their children at Father Gillis Hall. Children will only be released to parents or authorized and identified persons noted on the emergency cards **AT GILLIS HALL ONLY**.

ASBESTOS MANAGEMENT

Saint Joseph School has regular inspections and is in compliance with state laws regarding asbestos awareness and regulations. Documentation is available at the school office.

ACCEPTABLE USE POLICY



Access to the INTERNET is based on the responsible attitude of each student. These services are provided as a privilege to the user. Each student is required to subscribe to our Acceptable Use Policy to use the Computer Center technology. Students' use of the Internet will be under the supervision of school faculty or staff.

- It is the student's responsibility to focus on the educational topic assigned.
- Students are responsible for appropriate behavior and network etiquette while using computers throughout the school and when on the network.
- Students will be held responsible for their actions and activity within their network.
- Unacceptable uses of the network will result in the suspension or revoking of these privileges and students will be referred to the Principal.

A responsible network user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about yourself or any other users such as an address, telephone number, credit card numbers, social security number, etc.
- Not tamper with the system nor alter, delete or destroy any files or data that are not yours.
- Use the school network only during times assigned or otherwise permitted by a teacher.

Unacceptable use of the computer/network:

- Visiting Internet sites not authorized by the school.
- Plagiarism/Violating copyright laws.
- Destroying or vandalizing computer equipment.
- Deleting resources intentionally, printing to excess
- Sending or retrieving inappropriate material.
- Posting personal information that would jeopardize your safety or someone else's.
- Failure to obtain permission prior to use of the computer/network.
- Permission must be granted by an authorized adult each time the network is used.

CHRISTIAN SERVICE [Student]

Students in Grades 4 through 8 are required to devote time in service to the school community or younger students during school and beyond school hours throughout the school year. 8 hours per term is required in approved service in grades 6 through 8.

CHRISTIAN SERVICE (Family)

Each family, Grades K-8 are required to participate in our school service program. The program consists of helping our school through service and assistance in fundraising activities. This partnership requires active involvement in many aspects of the school community. Contributing your talents and gifts strengthens our cohesiveness as a community.

PARENT/TEACHER CONFERENCES

Formal conferences are held at the end of the first marking term.



Additional conferences are held as appropriate. Conferences may be arranged ahead of time. An appointment is usually necessary to meet with a teacher before or after school hours.

PARENT/TEACHER ORGANIZATION

Every parent is a member of our Parent/Teacher Organization.

PTO objectives are:

- To build and maintain active participation in the academic and cultural life of the school.
- To encourage cooperation among parents, extended family and other interested persons for the benefit of our students.
- To develop the school's teaching/learning capability by using the families' talents to improve the learning environment.
- To sustain active communication among the Saint Joseph School community and the communities we serve.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is held annually throughout the United States in late January and early February. This year CSW opens The last week of January with 9:00 am Mass and our open house [10:00 am-12:30 pm]. Our school has many activities during this week in which we celebrate and promote the contribution of Saint Joseph School to the Church and community.

PARENT CONCERNS

We believe in short cycle intervention to solve problems. Don't wait until a small issue, academic or social grows into a big issue. Get in touch with the teacher or principal right away. Communication by whatever means available can often be a means of alleviating anxiety and concern. Call immediately regarding any concerns you have about your child's learning. Teachers will return calls at the earliest time possible. Most written communication will be brought home through your oldest child at school. Routine communications are usually distributed on Fridays via email and our website.

[\[www.stjosephschoolwakefield.org\]](http://www.stjosephschoolwakefield.org)

HEALTH REQUIREMENTS

All students must have a record of current immunizations on file. Immunizations must be documented before a child starts school. Immunization requirement updates are in effect from preschool through grade. Please be sure the nurse's office has this documented.

STUDENT HEALTH INFORMATION AND CONSENT FORM must be completed for EACH student at the beginning of each school year. There is a document online that needs to be completed by each parent. Please communicate necessary medical information concerning your child to our school nurse. The school nurse will make every attempt to meet with you regarding any medical issues at the beginning of each school year. Student injuries or illnesses during the school day will be communicated to parents as quickly as possible. Depending on the extent of the injury/illness the student may need to be sent home. Please be sure your emergency information is up to date so that



children may be picked up when necessary. A child will only be allowed to leave with adults authorized on the emergency release documents.

A child out of school ill for more than 5 consecutive days must have a doctor's note to return to school. STUDENT HEALTH INFORMATION AND CONSENT FORMS may be downloaded from the HEALTH link on the website.

MEDICATIONS AT SCHOOL

- A written medication order completed by a physician/prescriber, nurse practitioner, or dentist is required for all medications, i.e., prescription, over-the-counter (OTC), homeopathic and herbal. Administration of OTC, homeopathic, and herbal medicines will be conducted in accordance with the procedures for prescription medication.
- All medications brought to school must be in the original labeled prescription bottle or original packaging for over-the-counter medications. Loose pills will not be administered at school. For students with allergies who have an EpiPen a doctor's order must be on file in order for the school to have the EPI pen. The doctor's order may be an allergy action plan from the doctor. Any prescription medication taken for 10 days or less (i.e. antibiotic) may be brought to school labeled in the original prescription bottle. This, along with the parent's request to administer medication, will serve in place of a written medication order from the physician.
- The parent's request to administer medication must be made verbally to the office or volunteer. The School nurse or office administrator will not administer medication sent without an understanding with parents as to why it is being given.
- Teachers will not administer medication to children.
- All attempts should be made to give medicine at home if possible.
- No student is allowed to keep medication on his/her desk. All medication must be stored with the health office.
- All medications brought to school must be transported by an adult.

LUNCH PROGRAM:

Options:

1. Children are invited to bring their personal lunch. Be advised that the classroom is a nut free environment in all cases including snack time.
2. Laurie's 909 is an individualized lunch service tailored for children with a menu profiled individually to your child's likes and needs, ordered daily or weekly. This service accommodates allergies and adjusts your choices accordingly. The service is available Monday through Thursday each week, beginning [see website for ordering detail]. You may order online. It is delivered to the school with your child's name and choices on their lunch.
3. Friday is pizza day, see website for details

Milk: Ordered once a year in September.

RECESS & LUNCH



Lunchtime should be a pleasant experience for students, teachers, Lunch is a social time. Students are expected to clean their area after eating. It is expected that all students will be behave with respect, and be responsible as always. Classroom regulations at lunchtime are established by the teacher and enforced during this time. Students are expected to obey the directions of the teacher in charge at all times. Teachers communicate daily with each other on all issues.

OUTDOOR RECESS

Routinely children will have outside recess daily throughout the school year. Please dress the children appropriately. Students will remain on school property at all times. **In cold/wet and winter weather children should wear outside boots of their choosing to school and change into the uniform shoes for inside wear.** Recess is for fun and physical activity. Teachers are in the schoolyard during lunch recess to supervise students and to support parent supervisors.

TUITION: The tuition, registration, and other fees are set yearly tuition statements are email to each family.

SCHOOL UNIFORMS

Uniform Company

Collegiate House School Uniform 14 High Street Medford, Mass

Every student is expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Students are expected to be groomed so as not to unreasonably distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. The Principal shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule. Parent/guardians and students are expected to honor the uniform code. Students will be in full prescribed uniforms at all times unless otherwise authorized by the school office. Uniforms are required to be purchased at Collegiate House School Uniforms. Uniforms are available also at the free uniform store at the school [June through August].

Shirts must be tucked in slacks excluding gym uniforms. Boys' hair will be kept neat, clean, **and cut at shirt collar length.** Make-up is not allowed. Jewelry must be appropriate for the school uniform [simple necklace, studs, and small hoop earrings only for girls, Nail polish may be clear o pale pink, hair accessories should blend with our school colors, no piercings for boys]. No jewelry is allowed in gym class. Sneakers must be worn on gym days but are not allowed on other days. School shoes must be clean and reasonable in height [girls] for safety on stairs and general school climate. Sweatshirts are not allowed in class or during Mass. Uniforms will be worn in their original format unless otherwise authorized. Remember that all hats must be removed when entering the building.

NOTE: Shoes and sneakers must be kept clean and in good repair.



Dress Down Days:

Students must always be dressed appropriately, No tank tops or short shorts for girls are accepted.

In cold/wet and winter weather children should wear outside boots of their choosing to school and change into the uniform shoes for inside wear.

(SEE ATTACHED SHEET FOR DRESS DOWN DAYS)

CLASS A UNIFORMS

BOYS

Kindergarten through Grade 4

Black uniform pants with black belt (Kindergarten & Gr 1-belt optional)

Maroon polo shirt with SJS logo (tucked in)

Maroon sweater with SJS logo

Black socks/Black shoes

Grade 5 through Grade 8

White ironed long sleeve shirt (tucked in)

Black pants with black belt

Plaid, striped or gray uniform tie from Collegiate House Uniforms (no clip on ties)

Black socks/Black shoes

Hair must be cut neatly no longer than collar length, no coloring

V-neck cardigan sweaters may be worn with class A and Class B uniforms

(note; sweater must be worn with polo shirt in class B uniform)

GIRLS

Kindergarten

Plaid Jumper

White short or long sleeve blouse with Peter Pan collar

V-neck sweater with SJS logo

Maroon socks or tights

Black shoes

Gr. 1 through Grade 5

Plaid Jumper

White short or long sleeve blouse with Peter Pan collar

V-neck sweater with SJS logo

Maroon socks or tights

Black shoes

Grade 6, 7, and 8

Gray Kilt

White short or oxford long sleeve blouse with button down collar



V-neck sweater with SJS logo

Maroon socks or tights

Black shoes

CLASS B UNIFORMS

BOYS

Kindergarten through grade 5

Maroon polo shirt with SJS logo (tucked in)

Maroon button down sweater with SJS logo

Black pants with black belt (Kindergarten & Gr. 1 belt optional)

Black shorts with black belt (Kindergarten & Gr. 1 belt optional) spring and fall uniform

Black socks/Black shoes

Grade 6 through 8

Maroon polo shirt with SJS logo (tucked in)

Black pants with black belt

Black socks/Black shoes

GIRLS

Kindergarten through Grade 5

Black skort or Uniform pants

Maroon button down sweater with SJS logo

Maroon polo shirt with SJS logo (tucked in)

Maroon socks or tights

Black shoes

Grade 6 through Grade 8

Black skort

Black uniform pants with black belt

Maroon polo shirt with SJS logo (tucked in)

Maroon socks or tights

Black shoes

Hair neatly styled, no colored hair

CLASS C UNIFORMS – Gym

Boys and Girls Kindergarten through Grade 8

Short or long sleeve gray gym shirt with SJS logo (untucked)

Grey or Maroon sweatshirt with SJS logo

Maroon Shorts with SJS logo or

Maroon Warm up suits, available from Collegiate House Uniforms

Maroon sweatpants or nylon wind pants with SJS logo White socks/Sneakers

PRE SCHOOL UNIFORMS

Pre School students may wear uniforms of your choosing, either gym uniform, Class A or Class B



AFTER SCHOOL AND SUMMER SCHOOL PROGRAMS :

Afterschool and summer school programs are listed separately. Visit the St. Joseph School website for up-to-date information.

