



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, each grows distinctively, and each 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 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 the details 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 take on a 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 a 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



Saint Joseph School · 15 Gould Street · Wakefield, MA 01880 · Tel:781.245.2081 · Fax:781.245.0084 · www.stjosephschoolwakefield.org

Updated August 2016

School Philosophy: Saint Joseph School is a children's place, 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 community as central vehicles to meet our mission.

OUR MISSION

The mission of Saint Joseph School is 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 that encourages and supports self-reliance and problem solving for success.

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



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Behavior Expectations

TRY YOUR BEST ALL THE TIME

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)

Our early childhood program helps children to build and self-confidence, foster curiosity and creative expression, and teaches children to relate to new adults and cooperate with other children. Through a blend of developmentally appropriate and school readiness activities, based on the OWL system children in our early childhood program will gain the required skills necessary 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 and 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)

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

Each student is prepared for transition from middle school to high school by our faculty, who guide them individually. Students are assigned courses in English, Social Studies, Mathematics, Science, and Spanish. Understanding literature and writing across the curriculum provide thinking skill development. The scientific



method, hands on experimentation with concentration on science and mathematics are part the writing experience. Catholic Faith formation continues through discussion, reasoning about moral and ethical decisionmaking as well as participation in faith activities.

ADMISSION

Saint Joseph School admits students of any race, color, national 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 is 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 7, 2015 & December 5, 2015
Term Exams are administered to students in Grades 7 and 8.
Preparation in content areas is ongoing throughout the year.

Northwest Educational Assessment [NWEA] system measures student progress in grades 1 through 8 in October, March and May using online technology.

8th GRADE GRADUATION: June 3, 2016

DAILY SCHEDULES

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

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

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



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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 picture driver license before any student will be to leave. Please be sure to notify the school prior to a 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.

ACADEMIC YEAR

Term 1: September 9, 2015 to November 13, 2015

Term 2 :November 16, 2015 to January 29, 2016

Term 3: February 1, 2016 to April, 15 2016

Term 4: April 25 to June, 16 2016

STUDENT PERFORMANCE REPORTS

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, conduct 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

E= Exemplary; S = Satisfactory; I = Improvement needed



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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 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 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, name calling, excluding</u>	Warning	2 Detentions	Parental contact
<u>Physical aggression</u> <u>shoving, poking, pinching</u> <u>hitting, punching, kicking, tripping</u>	Principal conference	Parental conference	Expulsion
<u>Cyber bullying</u>	Parent Conference	Suspension of privileges	Expulsion
<u>Classroom Conduct: Open Defiance, disrespect, disruption, vandalism</u>	Warning	Principal's conference	Parent Conference, possible expulsion

Social Areas

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 to 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.

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 developing. habits of self-management and organization over time. Consistent attention to details of the day reflect 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 prepared to participate in school.

ABSENCE

Please notify the school office of your child's absence before 8:00 a.m. Please call [781-245-0517] 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.

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]

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.



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 at the east side of the school [playground side]. 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 exit from the sidewalk side of the vehicle.

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

Drive through Drop-Off (Students K – 8)

Teacher-supervised drop-off begins at 7:45 am and ends at 8:00am. If you arrive earlier, you must remain with your child. Traffic through 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 8:00am, 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 8:00am, students must enter the building through the front doors.



PICK-UP: ENTRY TO SCHOOL YARD STARTS AT 1:50 PM.

- Please enter the school yard, 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.

USE OF SCHOOL PROPERTY

Students are responsible for all books, materials, and equipment entrusted to their use. If for any reason any books, materials, or equipment on loan to them is destroyed, defaced, lost or damaged, reimbursement will be sought at current replacement costs. Additionally, each student must have a school bag in which to carry his/her books and all books should be covered for protection.

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 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, such as paper.
- 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 an approved service in grades 4 through 8.

CHRISTIAN SERVICE (Family)

Each family, Grades K-8 is 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 an 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 teaching/learning capability by using the families' talents to improve the learning environment.
- To sustain active communication among 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 January 27, 2016 with 9:00am Mass and our open house [10:00am-12:30pm]. 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]

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. This is a three (3) page form. Please complete the first two pages of the form. If your child takes prescription medication at school, please complete page three with your primary care physician. For continuity of care please include all health issues that may affect your child at school, even if there is no current treatment. 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 illness 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 cards are up to date so that children may be picked up when necessary. A child will be allowed to leave with adults authorized on the emergency cards only.

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 FORM may be downloaded from the HEALTH link on the web site.

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 OR a completed page 3 of the STUDENT HEALTH INFORMATION AND CONSENT FORM.
- 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 request to administer medication, will serve in place of a written medication order from the physician.
- Parents 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 a 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 in 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 Catering service 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. You must order online. It is delivered to school with your child's name and choices on their lunch. See website for ordering detail.
3. Friday is pizza day. You may order 1, 2 or 3 slices.
4. Milk (white or chocolate) is also offered daily and ordered once a year in September.

RECESS & LUNCH SUPERVISION

Recess and lunch supervisors have decision making authority during their tour.

Lunchtime should be a pleasant experience for students, teachers and lunch supervisors.

Lunch is a social time. Activities are supervised by teachers with parents as part of Christian Service.

Students are expected to clean their area after eating. Parent Lunch Supervisors are assigned to each class lunch period. It is expected that all children understand that each Supervisor has the same authority as the teacher. Respect, responsibility and cooperation are expected.

classroom regulations at lunchtime are established by the teacher and enforced by the Supervisor.



children are expected to obey directions of the Supervisor at all times. Supervisors communicate daily with teachers 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 school yard during lunch recess to supervise students and to support parent supervisors.

TUITION: The tuition, registration and Christian Service fees are set annually. Yearly tuition statements are mailed to each family.

SCHOOL UNIFORMS

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 J.B. Edwards Co. uniforms are available also at the free uniform store at the school [June through August]. Shirts must be tucked in slacks excluding gym uniforms. Hair will be kept neat and clean and short, boys hair must be cut above ears and collar. Make-up is not allowed. Jewelry must be appropriate for the school uniform [simple necklace, studs and small hoop earrings only for girls, no piercings for boys]. No jewelry is allowed in gym class. Sneakers must be worn on gym day 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 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.

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 button down long sleeve shirt (tucked in)

Black pants with black belt
Plaid, striped uniform tie from JB Edwards
Black socks/Black shoes
Hair must be cut neatly, not longer than collar length, no coloring

GIRLS

- Kindergarten

Black Skorts or Jumper
White short or long sleeve blouse with Peter Pan collar
V-neck sweater with SJS logo
Maroon socks or tights
Black shoes

- Grade 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 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 sweater with SJS logo
Black pants with black belt (Kindergarten & Gr. 1 belt optional)
Black shorts with black belt (Kindergarten & Gr. 1 belt optional) summer uniform



Black socks/Black shoes

- Grade 6 through Grade 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 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 grey 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 J.B. Edwards
Maroon sweatpants or nylon wind pants with SJS logo White socks/Sneakers

AFTER SCHOOL PROGRAM

General Information and Program Objectives:

Saint Joseph School Aftercare Program has been developed to provide a balanced enrichment program at the end of the school day located on the grounds of Saint Joseph School. Professional staff members will engage our students in interesting, motivating creative activities in a safe and nurturing atmosphere that promotes continued learning, exploration and development of each child. The Saint Joseph School Aftercare makes use of many of our school facilities including the playground, computer center and library as well as the local town playground and occasionally walking field trips. Homework help, art/arts and crafts, music, physical activities/games, and a daily



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special event are offered. All activities take place on school grounds, unless a previous written field trip notice has been sent home. Our program is available for students at Saint Joseph School in Grades, Pre-K- through Grade 4.

Operating hours:

2:30 pm through 5:30 pm each school day.

Homework Club: 2:15 -3:15 [available grades K-4]

** on days of early release the afterschool program will operate if there are sufficient numbers of students [10]**. Price adjustments apply.

Saint Joseph School Aftercare Program objectives are:

- To provide a safe, reliable, nurturing, relaxing environment and caring supervision during after school hours.
- To teach students to be caring, positive, responsible and contributing members of the community.
- To enhance Saint Joseph School students, intellectual, social and physical development through a variety of hands-on enrichment activities in a safe, caring and supportive environment.

Snacks

Snacks and drinks will be provided by our program. If parents wish they may send in an alternative snack or an additional snack. In this event PLEASE be sure all food sent with students to the after school program is peanut free. Parents must be sure to note on the registration form for aftercare any food allergies or food restrictions that a student may have so that appropriate arrangements can be made. Also, a food allergy action plan must be filled out.

Late Pick Up

Please allow enough time for travel, and a plan for traffic and weather.

Early Release Days and Snow Days

When Saint Joseph School has either an early release day or a snow day there will be no aftercare program.

Medical Considerations

If your child has any special needs, medical conditions or dietary needs PLEASE be sure all the appropriate paperwork is filled out in detail on your registration forms. Parents are responsible to alert the director in writing of any special needs or considerations.

Emergencies

Emergency situations will be assessed and acted upon with the best interests of the student. While supervisory staff is First Aid and CPR trained, in the event of serious injury EMS will be called, the parent will be called and the student will be transported to the nearest medical facility for treatment. The student's physician will be notified.

Sickness



Parents will be notified if their child is demonstrating discomfort or slight illness. Students feeling slightly unwell will be provided quiet rest time if parents and staff agree remaining on-site is appropriate. To support the safety and health of all students and staff, parents will be contacted and asked to provide transportation home as soon as possible for their child if the child has a temperature, a contagious disease or is vomiting. Parents are asked to notify the school nurse if their child has a communicable disease (i.e. chicken pox, etc.) to allow staff to alert other parents to be aware of any signs of illness.

Allergies

Due to the growing number and severity of peanut allergies, parents are asked to be sure any food that is sent in is peanut-free. Provided snacks will be peanut free as well. Certainly, children have allergies to many other foods and substances. If your child has an allergic condition, clear and current information is essential. PLEASE make sure all documentation has been noted on your child's registration forms and you have notified the director in writing of any allergies.

Treatment/medications must be filed through the school and instructions provided. Students with known significant allergies will not be allowed to attend the program until appropriate medication forms are submitted and any required Epipens/inhalers/ have been provided.

Staff will all be apprised of student allergies and take the appropriate precautions. Feel free to speak to the aftercare director at anytime to ensure your child's needs are being met preventatively.

Program Withdrawal

Parents are required to give a written two week notice of their intent to withdraw their child from the aftercare programming. If this is not done you will be billed until this written notice is received. Refunds will not be issued for any unused days.

Termination

Enrollment of a student may be terminated at anytime if, in the judgment of the program director and/or the principal, further participation in the program is not in the best interests of the child, or other children or the program. While the program staff will work with families and students to navigate difficult situations within reason, the general safety and well being of students and staff must be the prevailing consideration.

Dress and Personal Property

Students are responsible for all of their personal property. Parents are encouraged to label their children's belongings. The staff will help students get organized but will not be responsible for lost/damaged property. Unclaimed items will be deposited in the school's general lost and found. Students should not bring items of personal value such as toys, money, or electronics.

Homework and Academic Support. In order to encourage students to develop self-management skills, homework time is scheduled daily. Staff will facilitate the homework process, provide access to help and support students in completing assignments.



Application and Tuition. Application is available on the Saint Joseph School website. [stjosephschoolwakefield.org] Tuition is arranged through FACTS service.



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