

### **Accreditation**

Saint Joseph School is accredited by the [New England Association of Schools and Colleges \(NEASC\)](#). This on going process challenges the school to maintain a program of excellence and accountability.

Faculty members are required to be [certified in teaching by the Commonwealth of Massachusetts](#) and in Religious education by the [Archdiocese of Boston](#).

### **Grade Levels**

Pre-K (4 years old) through Grade 8.

### **Policy on Non-Discrimination**

St. Joseph School admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

### **Absences**

When a student returns to school after having been absent the student MUST bring [a note from home](#) explaining the reason for the absence. This note is required by Massachusetts Law.

### **Attendance**

It is important that students attend school regularly and arrive your ON TIME. Parent/student cooperation regarding absence and tardiness is imperative. Students who are ill should not attend school. Medical appointments during school hours are discouraged. Family trips should coincide with scheduled school vacations. Teachers are not responsible for preparing work ahead of time for students who are absent because of vacation.

### **Bicycles**

All students who ride a bicycle to school must walk the bicycle in/out of the school parking lot by way of the driveway between the church and the rectory.

### **Cell Phone Usage**

Cell phones are permitted in school for the purpose of student/parent communication after school when necessary. **Students are not allowed to use cell phones during the school day.** Cell phones are collected in the classroom at the start of the day and placed in a bin in the principal's office. Students found with cell phones will have them confiscated and they will be returned only to parents.

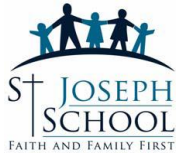
### **Communication**

Calendars containing important information and menus for the coming month are sent home prior to each month. School communication envelopes are sent home every Thursday. Parents should check the contents of these envelopes carefully to keep updated on school happenings. Parents must also sign the envelope and see that it is returned to school on the following day. If there is a tear off slip at the bottom of any notice, please sign it and return it to the classroom teacher the following day, as this is our only way of knowing that you received the notice. A school newsletter is sent home periodically.

### **Computer Program**

St. Joseph School has a comprehensive computer program, administered by a computer teacher. Students in grades K-8 participate in this program and receive formal instruction every week. The teacher utilizes and develops Internet materials in conjunction with units being taught at individual grade levels across all curriculum areas. In addition, grade appropriate software is used with a strong emphasis on the development of keyboarding skills.

A computer usage policy is sent home at the beginning of each school year that explains appropriate computer use.



The form must be signed and returned. Students who do not return a signed usage policy form will not be allowed the use of any computer. St. Joseph School has purchased a program that blocks undesirable sites from the Internet. However, each user must act responsibly and morally.

### **Policy of Christian Behavior**

As teachers in a Catholic school, the St. Joseph faculty firmly believes that the life and teaching of Jesus should be our guide in fostering good character in our students. We believe in love of God, love of self, and love for others. As a result, we are committed to helping our students to recognize what is right, and to do what is right, and therefore, we have developed the following policy of Christian behavior which will serve as our code of conduct:

Members of the St. Joseph School Community will

1. treat each other with respect and kindness, look for the good in others, and value their differences.
2. respect all people in authority.
3. be truthful and honest, and will take responsibility for their own actions.
4. be tolerant of another's opinion.
5. resolve all conflicts in a peaceful manner.
6. ensure that all are welcome in group activities.
7. make new students and visitors feel welcome.

### **Consequences of Policy Violations**

First Offense: Warning by teacher; reminder of policy

Second Offense: Student meets with teacher to discuss policy and student's behavior. Parents notified of meeting.

Third Offense: Meeting with parents and teacher.

Fourth Offense: Meeting with parents, teacher and principal.

Fifth Offense: Possible suspension by principal.

Sixth Offense: Further action to be determined by principal and pastor.

SERIOUS INFRACTIONS OF THE BEHAVIOR POLICY MAY BE REFERRED IMMEDIATELY TO THE PRINCIPAL FOR APPROPRIATE DISCIPLINE, REGARDLESS OF THE NUMBER OF OFFENSES.

### **Emergency Forms**

An emergency form is sent home with every student on the first day of school. This form must be returned immediately. It contains the name and phone number of an alternate contact in case of emergency, if the school is unable to reach the parents.

For the protection of your child, it is imperative that the office be alerted to any change in this form. Valuable time can be lost in treating a child if we are unable to reach a parent.



### **Emergency School Closings**

Cancellation of school takes place only under extraordinary circumstances such as extreme weather conditions, equipment failure or public crises. School will not be canceled during the day unless a significant safety risk has been created by unusual circumstances.

In the event of inclement weather, please listen to radio stations WBZ 1030 AM, WHDH 850 AM or television WHDH Channel 7 for the announcement of Holbrook Public School closings. St. Joseph School follows the Holbrook Public Schools in such closings.

Please do not call the school, rectory, convent, police or fire departments. Parents are encouraged to use their own judgment during adverse weather conditions.

### **Extracurricular Athletic Programs (Grades 5 - 8)**

The students who have been selected as members of St. Joseph's Athletic teams and cheerleaders have a responsibility to represent their school with pride. Their conduct in school, at practices and at games should reflect an attitude of respect for other people and their property. Good sportsmanship and team work should be evident.

The following are guidelines of appropriate behavior:

- Students may participate in sports if all academic subjects, effort and conduct grades are satisfactory. Participants may be placed on probation if they have had ONE unsatisfactory grade. The probation period is two weeks long. A weekly progress check will be made and if no improvement is seen, the student will be dismissed from the team.
- All participants must abide by school rules. If students are referred to the principal for a discipline problem, they may be suspended or removed from the team at the discretion of the principal.
- Students may not participate in athletics if they are unable to participate in regularly scheduled physical education classes.
- Students may not participate in any practices, games or meets if absent from school that day, unless unusual circumstances exist, and unless approved by the principal.
- If students are unable to attend practice they should notify the coach with a reasonable excuse.

The principal reserves the right to interpret the guidelines in individual cases.

### **Field Trips**

Field trips are provided to enhance student learning and thus are planned in conjunction with the curriculum. Trip expenses are the responsibility of the parents. Signed permission slips are required for the students to participate. Parent chaperones are requested as needed.

On most field trips jeans are not acceptable attire. The classroom teacher will instruct students about clothing prior to the trip.

NOTE: Field trips are privileges. Students can be denied participation if they fail to meet academic or behavioral requirements.

### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. Students are instructed in the correct exit procedure by the classroom teacher. Fire drills are scheduled and monitored by the [Holbrook Fire Department](#).



### **Gum Chewing**

Because it has been a major area of difficulty, GUM CHEWING IS NEVER PERMITTED IN SCHOOL. It is also prohibited on all school property, on field trips, or during any other school activity.

### **Fund Raising**

Tuition alone does not cover the cost of educating each student in St. Joseph School. Fund raising is a necessity in order to keep the tuition affordable and the school operating. It is imperative that all families take part in the fundraisers, and participation is, therefore, an enrollment requirement.

A Calendar Drive is held in the fall. Every family is required to take TEN calendars to sell or purchase at a cost of \$10.00 per calendar. This is a very important source of income for the school, and we depend on all families to do their share.

In the spring a Candy Sale is held, and again, every family is expected to participate by selling or purchasing a box of 40 candies.

BINGO is our most important fundraiser. Bingo is held in the school hall every Friday evening and is run by parents. The early bird game begins at 6:45 pm. Bingo is completely no smoking. Parents are required to work two hours of bingo during an assigned month for each child enrolled in the school. Parents may choose to pay an additional \$300 per child in tuition in lieu of working bingo. The Bingo phone number is (781) 767-4925.

All students benefit from these fund-raisers, therefore, we expect the cooperation and active support of all parents and students to ensure their success. Those who do not wish to actively participate in the calendar or candy drives are requested to make a cash donation to the school proportionate to the income generated by the specific fundraiser.

No money should be collected in school by teachers or students for any other purpose without permission from the principal.

### **Health Service**

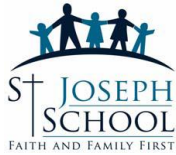
If a student becomes ill during the school day, arrangements may be made for the child to go home. If we are unable to reach a parent, the person designated on the emergency form will be contacted when it is deemed necessary to release a student during school time.

For purposes of safety and effective monitoring of medication, students are not allowed to carry or self-administer any medication during the school day.

While this procedure may in some way be an inconvenience for the parents or be counter to the philosophy of encouraging a child to assume responsibility for his/her own health, the need for administrative control in school has stronger weight.

As a general principle it is preferable that prescription medication not be dispensed to children in school and therefore dosage schedules should be adjusted accordingly. Since students are dismissed at 2:00 p.m. each day the second dosage of the day can be given when the child arrives home.

Under certain circumstances, when it is necessary for the child to take internal medication during school hours, the nurse, principal or person designated by them may administer the medication if the following requirements are met:



-parents submit a written request to the school accompanied by a signature from the attending physician indicating the frequency, dosage and the name of the prescribed medication. Forms are available at the school office.

-parents should deliver the medication to the school in the container labeled by the physician or pharmacist.

NO PRESCRIPTION MEDICATION WILL BE DISPENSED UNLESS THE ABOVE REQUIREMENTS HAVE BEEN MET.

NO OVER THE COUNTER MEDICATIONS WILL BE ADMINISTERED BY THE SCHOOL AT ANY TIME

If parents wish a child to take aspirin, Tylenol, etc. during the day they must come to the school and administer it to the child. Children should not carry such medication on their persons. A note should be sent to the classroom teacher requesting permission to use cough drops.

A registered nurse is on duty several days per week. She performs such duties as measuring, weighing, vision and hearing tests and scoliosis screening.

A physician is provided for physicals for children in grades four and seven at the request of parents.

#### **Insurance**

Insurance is offered through the school each September. There is a "school time plan" which covers school hours and extracurricular activities sponsored by the school. Twenty-four hour coverage is also available. Parents who have no other insurance are obligated to enroll in this plan. Those preferring another insurance arrangement must have adequate coverage in case of accident on school property.

#### **Home-to-School Responsibility**

Students must take responsibility for remembering to bring important items from home such as gym clothes, homework, permission slips, etc. Students will not be allowed to call home for any forgotten items, unless approved by the principal.

Medication may be left at the office.

If you bring in your child's lunch, please label it with the child's name and grade and leave it at the school office. No lunches from outside vendors such as Burger King, Pizza Hut etc. are permitted.

**BIRTHDAYS:** Birthdays will be celebrated by allowing students to dress down on their birthday. Students with summer birthdays may choose a day during the school year to celebrate their birthday (with permission from the teacher). Baked goods or snacks of any kind are no longer permitted for birthday celebrations.

#### **Homework**

The amount of time spent on homework varies according to the age and the ability of the students. Parents are urged to provide surroundings conducive to study and to encourage their children to complete assignments on time. If a student comes home regularly without any homework, parents should consult the teacher.

The following is the suggested amount of homework per grade.

Grades K - 1 10 - 20 minutes

Grades 2 - 3 20 - 30 minutes



Grades 4 - 6 30 - 60 minutes

Grades 7 - 8 60 - 90 minutes

This time includes reading, written assignments and study. Homework is the responsibility of the student, but parents should ensure that children are completing their assignments, and that the homework satisfies the expectations of the teacher.

Parents should check the homework posted on RenWeb, as well as the student daily planner to ensure that all homework is complete.

### **Library**

Each class in the school is assigned a regular library period. Students may sign out books and materials for a period of one week. Reference books are used only in the library or in the classroom.

Students are responsible for replacing or paying for any books that are lost, damaged or defaced.

### **Lost and Found**

Lost and found items can be found near the pay phone at the center of the building. Children are reminded to look there first if they are missing an article of clothing, a book bag or lunch box. Parents are free to stop in at any time and check its contents.

Parents are encouraged to label all clothing, especially items such as sweaters that are removed during the day and, therefore, are frequently lost.

### **Lunch Program**

St. Joseph's School Lunch Program provides hot lunches prepared daily by the cafeteria staff. Students are offered servings from four major food groups and the lunches meet the daily nutritional requirements established by the federal government. All students have the opportunity to purchase a hot lunch.

Children of eligible families may receive a free or reduced lunch. On the first day of school, students are notified about lunch and milk prices, and free/reduced lunch eligibility forms are sent home with them. This information is kept confidential.

No fast food lunches such as Burger King, McDonald's etc. are permitted. Students are not allowed to bring soft drinks to school.

### **Lunch Recess**

The students go outside after lunch unless it is raining or extremely cold. Children should dress appropriately for the weather conditions, and should anticipate outdoor recess.

Ordinarily students play on the playground or in the front parking lot. They are not allowed in the woods.

The students are instructed in playground safety.

### **Music Program**

Students in grades K-8 participate in a general music program once a week, and a liturgical music program once a week. The classes are taught by a certified music teacher.



### **Outside School Activities**

It seems that in recent years we have experienced a growing number of families planning pool parties and dances in individual homes as early as the third and fourth grades.

The school has no control over such private parties, but it is the unanimous opinion of the faculty and administration that such events do more harm than good. They may place young people in a boy/girl setting that children of this age may not be prepared to handle. Students not invited to such parties are often devastated and feel personally rejected.

For these reasons and in hopes of curtailing such events, invitations to private parties may not be sent home through the school.

### **Physical Education Program**

Physical Education is provided once a week for students in grades K-8.

The Physical Education curriculum contains activities in movement exploration, rhythm and dance, gymnastics and team games. The primary objective of the physical education program is to help students to recognize the benefits of physical activity and the importance of developing good habits of physical fitness.

All students are required to attend and participate in all physical education activities unless excused by the principal, doctor, school nurse, physical education teacher, parent or guardian. A signed note indicating the reason for non-participation must be sent to the school and approved by the principal. A written parental excuse will be honored for one class period. If a student's absence exceeds more than three class periods, a medical excuse must be obtained from a doctor. This note will be given to the physical education teacher prior to the physical education class.

### **Publication of Student Photographs**

PARENTS MAY RESTRICT PUBLICATION OF STUDENT PHOTOGRAPH OR IMAGE

During the year, we often take photographs of students, parents, teachers, and school activities and may include these pictures on school bulletin boards, in school publications, in local newspapers, and on our web site. No names will be used on the website. Instead all captions are generalized (for example: Grade 2 students at their First Communion, the seventh grade performers at the talent show).

If you DO NOT want your child's photo to appear in these public places, please submit a signed request to the school by October 1 each year.

This policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts or other activities in the public domain.

### **Religion Program**

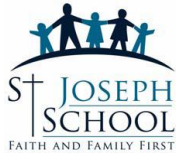
All students are required to complete the appropriate religion course for their grade. Non-Catholic students are required to attend and to participate in liturgical celebrations, opening prayers, religion classes and prayers services.

The Religion program follows the Archdiocesan Curriculum Guidelines, and includes the teaching of Catholic dogma, and the practice of private and communal prayer.

### **Registration**

Registration for the new school year takes place during Catholic Schools week at the end of January.

Students from Pre-K are given first preference for admission to Kindergarten. Families with children already enrolled in our school, who wish to enroll siblings, will have next preference for new enrollment. Families who are registered,



contributing members of St. Joseph Parish, and who do not already have any children in the school have next preference. Finally, there is open registration for all children in and out of the Parish.

A \$150.00 non-refundable registration fee per family is due at the time of registration. The fee is applied to the new school year's tuition. Each new student's birth and baptismal certificate should be presented at this time.

Anyone registering after all classes have been filled will be put on a waiting list. Final acceptance is dependent on the number of openings and the student's previous school records. Letters of acceptance will be mailed at the end of April. Kindergarten acceptance letters will be sent after the students have been screened by the kindergarten teachers or their public school district.

Tuition payments for the current school year must be completed before the student begins the next school year.

Students who are requesting admittance in grades one through eight will be asked to visit the classroom for one day prior to completion of any registration forms. This enables the teacher and principal to assess the needs of the student and to decide if we are able to meet those needs. The principal makes the final determination regarding acceptance.

### **Report Cards**

Report cards are distributed four times a year. Parents must sign and return the report card envelope after reviewing the report card.

### **Retention Policy**

Students are promoted to the next grade upon the successful completion of the prescribed course of study for the academic year. Failure to successfully complete the required courses will result in either summer school or retention.

Summer School: Students who fail two subjects for the year must attend summer school for both subjects in order to be promoted to the next grade. Upon completion of summer school, proof of attendance and a passing grade must be submitted to the principal for approval. The principal may also determine the necessity of summer school for one failing grade before promotion is granted. This will be decided on an individual basis.

Retention: Any student who fails more than two subjects for the year will be retained in the same grade for the following academic year.

### **School Hours**

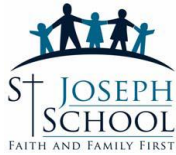
Pre-K Kindergarten - Grade 8: 7:50am - 1:55pm

Extended day program continues until 6:00 pm

There will be a half day of school on the first Friday of each month. Dismissal will be at 11:00 a.m., allowing for a monthly faculty meeting.

The first bell rings at 7:45 a.m. Students who arrive prior to this time enter the building and assemble in the auditorium where a teacher is on duty at 7:30 a.m. Students should not arrive at school before 7:30 a.m. If this is a problem for any family arrangements must be made with the principal on an individual basis.

Students are marked tardy at 7:55 a.m. and along with absenteeism this becomes part of the student's permanent record.



Parents are not permitted to walk a child to the classroom without permission from the office.

Students are expected to leave the school grounds immediately after dismissal unless they are with a teacher or involved in an after school program.

### **Extended Day**

An after-school program is available for those families who need this particular service. The hours are from the close of school until 6:00 p.m.

Registration is required for students using this program. A \$25 registration fee is required for your child as part of the program. A \$5 fee is charged for the first hour, with a fee of \$4 for each additional hour or part thereof.

### **Tardiness**

Students are expected to be in school by 7:50 a.m. Any student who arrives after 7:55 a.m. is considered tardy and must report to the office before going to the classroom.

Being on time for school is the responsibility of the student and the parents. Students who are chronically tardy lose valuable instruction time.

PLEASE MAKE SURE THAT YOUR CHILD IS ON TIME FOR SCHOOL.

### **Stationery**

Stationery supplies are sold in school two days a week from 7:50 a.m. – 8:05 a.m. Prices as well as a complete list of needed supplies will be sent home with the students the first week of school. Supplies are available at the school stationery store for your convenience.

### **Travel Safety**

In order to ensure the safety of our children, any change in normal travel arrangements requires that the parent/guardian notify the school.

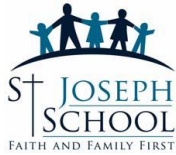
#### Bus Transportation

The town of Holbrook provides busing for all Holbrook students in grades K-6 who live one or more miles from school. No students in grades 7 or 8 are bused.

#### Bus Policies

Bus Changes: On rare occasion a child may need to ride a bus other than the one assigned. The procedure below must then be followed:

- a. A note must be signed by a parent requesting that the child ride a specific bus (stating the day and bus number.) In case of emergency, permission may be given by the parent to the school secretary or principal.
- b. The note must be approved by the principal.
- c. A copy of the note will be given to the bus driver.
- d. The note will be given to the classroom teacher to be put on file.



2. Conduct

- a. The bus driver is responsible for maintaining proper behavior of all students while on the bus.
- b. If a student misbehaves on the bus, the driver will fill out a misconduct slip and bring it to the principal who will then address the situation.
- c. Parents will be notified if a second offense occurs. Repeated offenses will result in appropriate action by the principal, which may include revoking of bus privileges.
- d. Parents are requested to remind their children frequently about proper conduct on the bus and the respect due the bus driver.

**Drop Off and Pick Up Procedures**

If a child is eligible for busing and chooses not to ride the bus parents must notify the school in writing that the child will walk or ride in a car to school.

Students should be dropped off no earlier than 7:30 am. Students should be dropped off at the rear of the school unless parents park their cars and walk the children to the front walkway. No children should ever be walking alone at the front of the school building, and no cars should be passing through the front line of pedestrian traffic.

Students should be picked up no later than 2:05 pm on regular school days and 11:00 am on early dismissal days. If you are going to be late in picking up children, please call the school. Otherwise, children will be sent to the Extended Day Program. Parents will be charged at the Extended Day rate for each child, payable upon pick up of the child.

**Students should not arrive at school before 7:30 A.M. Students who are dropped off prior to 7:30 will be sent to a classroom for before-school supervision. The fee for this service is \$3.00 per day, payable each day.**

When entering the parking lot to pick up their child, parents should use extreme caution. Parents should park in the lined spaces to wait for their child. Parents are not allowed to drive up to the door. Please walk to the children rather than waiting at your vehicle. It is very dangerous to have children running across the parking lot to meet parents.

PLEASE USE EXTREME CAUTION WHEN DRIVING ANYWHERE IN THE VICINITY OF THE SCHOOL.

**Tuition**

Tuition is set according to a scale based on family size.

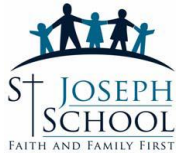
Tuition payments for the current school year must be completed before students begin the next school year.

A book fee for each student, separate from tuition, is payable in April.

**Tuition K-8 (2009 - 2010)**

Children in Family	Tuition
One	\$4,235
Two	\$7,995
Three or more	\$10,525

**Tuition Pre-K (2009 - 2010)**



Pre K	Tuition
4 year old (5 day program)	\$3,100

### Book Fee (2009 - 2010)

Book Fee is \$200 per child for students in Kindergarten to Grade 8, payable in April.

### Tuition Payment Options

Three options for payment of tuition are available

OPTION I : Single payment due July 1st, payable to St. Joseph School.

OPTION II : Semester Payments: one half due July 1st and one half due December 1st, payable to St. Joseph School.

OPTION III : Monthly Payment Plan: Payments budgeted up to 12 months through [FACTS](#), starting July 5 or 20th. Information about the FACTS plan is available at the school office.

### Uniforms

Uniforms are provided by [J. B. Edward](#) in Roslindale. All students are expected to adhere to the uniform regulations as stated below. If for any reason a student is unable to wear the required uniform for a day or two a note should be written to the classroom teacher explaining the reason.

Jeans are not acceptable for school wear except on dress down day and field day.

Please contact the school office if in doubt about any item before making the purchase.

For all students the sweaters (and pants for grades 1-6) listed in the J.B. Edward flier are the only ones that may be worn in school. Sweaters for all grades are optional.

Make up is not permitted during the school day. Girls may wear only clear polish. Girls may wear small, post type earrings. However, NOT more than one earring per ear. No other jewelry is allowed, including neck chains and wrist bands.

Girls are not allowed to carry purses to school.

Hats are not to be worn in school, even on a dress down day.

Hair must be natural color. No bleached or dyed hair is permitted. Boys are not allowed to have long hair or shaved "skin head" type hair cuts. Boys' hair must be kept short and neat in front and on the sides. Hair should not cover the ears. No "faddish" hair cuts are permitted. The principal may determine whether or not a hair style is appropriate for school.

### Uniforms - Pre-K and Kindergarten

No uniforms required. Children should dress neatly and practically.

### Uniforms - Girls

GIRLS GRADES 1-6:

Uniform jumper and white or yellow blouse, round collar long or short sleeve with knee socks, ankle socks or tights,



navy, green or white. Optional sweater - crew neck, V neck or cardigan - green or navy.

No sneaker or sneaker-like shoes (except gym day). No work style boots should be worn. No platform shoes, sling-back or open-toed shoes may be worn. No high heel shoes are allowed.

Jumper must be worn at the knee or below.

#### GIRLS GRADES 7-8:

Uniform kilt and white oxford cloth blouse long or short sleeve with wine knee socks - opaque or cable. Wine sweater - V-Neck - pullover or vest.

No sneaker or sneaker-like shoes (except gym day). No work style boots should be worn. No platform shoes, sling-back or open-toed shoes may be worn. Shoes should not have heels higher than 1 inch.

Kilts must be worn at the knee or below.

#### **Uniforms - Boys**

##### BOYS GRADES 1-6:

Navy pants plain or corduroy (no jeans) with light blue knit shirt long or short sleeve. Optional navy sweater: V or crew neck, pullover, cardigan or vest.

No sneakers or sneaker-like shoes (except gym days), and no work boots.

The navy pants listed in the uniform flier are the only pants that may be worn in school.

##### BOYS GRADES 7-8:

Navy dress pants with burgundy oxford stripe shirt long or short sleeve. Regimental tie required. Optional navy sweater: V neck, pullover or cardigan. Belts must be worn at all times.

No sneakers or sneaker-like shoes (except gym days), and no work boots.

Shirts, ties and sweaters must be purchased from [J. B. Edward Uniform](#). Pants do not have to be purchased from uniform company.

Girls in grades 1-6 may wear navy blue uniform pants from the Monday following Thanksgiving until April 1. Please note: ONLY UNIFORM PANTS PURCHASED AT J.B.EDWARD ARE PERMITTED.

#### **Uniforms - Gym (Grades 1-8)**

##### GYM GRADES 1-8:

Gym uniforms are also provided by [J. B. Edward](#). School sweat suit, t-shirt, shorts with sneakers. Optional: mesh basketball shorts, etc. (All students may purchase the mesh shorts or nylon pants).

Only Uniform sweatshirts are allowed.



## **Substance Abuse**

St. Joseph School recognizes that, in addition to many other pressures on today's children, the use of tobacco, alcohol and other drugs and the problems associated with such use are becoming increasingly commonplace in our society. We believe that the early experimentation with tobacco, alcohol or other drugs interferes with the specific goals and values of Catholic education and may lead to illness and/or chemical dependency. We have a responsibility not only to promote mature attitudes and values toward tobacco, alcohol and other drugs, but also to provide support and assistance to children living in chemically dependent families. Our goal is to establish and maintain a healthy environment for all students. We feel that the collaboration of school, parish, and community is essential for the realization of these goals.

We believe that preventive education, early identification and support for our children are the most effective ways of addressing these issues in our elementary schools.

The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, or tobacco by students in school or at school sponsored events is expressly forbidden and subject to consequences as outlined in the school procedure stated below.

- The incident is reported to the principal.
- The principal questions the student about the offense.
- The principal arranges a parent conference if necessary. The student, principal, parent and the accuser (if warranted) are present at the conference.
- The principal enforces consequences as determined by the school regulations. Appropriate action, such as school suspension or expulsion is taken, as determined by the principal in accordance with Archdiocesan policy.

## **Weapons Possession**

Should a dangerous weapon\* be found in the possession of a student or in the student's belongings the school shall immediately take the following action:

- a) confiscate the weapon, if safe to do so.
- b) notify the parent/legal guardian of the students both verbally and in writing.
- c) notify the police.
- d) suspend the student (in-school) pending investigation

Appropriate disciplinary measures will be taken by pastor and principal after consultation with the Catholic Schools Office. Expulsion from school may result.

\*For a definition of dangerous weapon refer to Massachusetts General Law c.265.



### **Visitors**

All visitors to the school must report to the office and wear a visitor's badge while in the school building. NO ONE, INCLUDING PARENTS OF THE STUDENTS, should go directly to a classroom. As a safety precaution, we ask all parents to abide by this policy.

### **School Board**

The role of the consultative school board is to make recommendations to the pastor and principal for the good of the school and parish community in matters of: school policy, development, maintenance, public relations, and parish life.

### **Volunteers**

Volunteers are a vital part of our total school program. Parent volunteers are needed in many areas, and their participation is both appreciated and welcome. The following is a partial list of volunteer opportunities.

Clerical - to help with typing for the classroom teachers.

Lunchtime - to assist the teachers in supervision on the school yard.

Tutoring - to assist students experiencing difficulty with reading, phonics, and math, especially at the primary level.

Room Mothers - to assist the classroom teacher with a variety of activities.

### **Handbook Signature Form**

After reading the Saint Joseph School Parent/Student Handbook, please complete the [Handbook Signature Form](#) and return the signed form to school.