



# **St. Mary - St. Joseph School**

**35 Valley Street  
Willimantic, CT 06226**

**PARENT AND STUDENT HANDBOOK**

**2010—2011**

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## Concerns Regarding School Personnel

“Parking lot chatter” can very easily degenerate into gossip that not only harms persons’ reputations, but harms the school and the person spreading the gossip. Parents and guardians are encouraged to show Christian charity in their discussions regarding the school, the staff, students and their families. If the directives in this handbook are followed conscientiously, much harm to the school and to individuals can be avoided and we can expect God to bless our school and each other for this effort.

Concerns involving individual school staff members should be discussed directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should be referred to the school principal for study and possible resolution. If this does not settle the matter, it should then be brought to one of our Pastors for consideration. The Superintendent of the diocesan schools will intervene in a local matter only if the concern cannot be satisfactorily resolved at the local level.

**This chain of command, based on Gospel mandates, is to be strictly followed as written. Parents are asked to always bring their concerns to the school staff members with due respect and dignity. The staff concerned is to act in a professional manner with regard to these matters.**



### *A final note . . .*

We thank you, parents and students, for taking time to read the St. Mary - St. Joseph School Handbook. Please keep this handbook in a place where you can refer to it readily. It will be your guide throughout the year. We ask that both parents and students now sign the inserted page indicating your acceptance of and cooperation with the rules and regulations stated in this handbook. We thank you for your support in helping to provide the best and healthiest atmosphere for a strong and solid academic foundation in a Catholic Christian setting. May God bless each and every member of the St. Mary—St. Joseph School family as we strive to live according to the will of God in all that matters in our lives—worship, service, family, school, friends.

## Volunteers

Throughout the school year many opportunities arise for parents to volunteer their service to the school. This is one of the most effective ways you can become familiar with your child's school family and play a supportive role in his/her education. Each school needs the support of volunteers. You do not have to be a trained teacher to help. You do need love and patience. A form requesting volunteers will go home in the early fall. Please look at it carefully and see how you can join the number of St. Mary - St. Joseph School volunteers. We ask that all playground and lunch volunteers report to the office before going on duty. **All volunteers are expected to participate in the child abuse workshops and comply with the policy regarding safe environments mandated by the Diocese of Norwich.**

## Walkers

All walkers are dismissed through the front doors of the school. Students will be accompanied to the Jillson Parking Lot by a staff member. Parents who car pool should assemble their group quickly so as to alleviate traffic difficulties. There will no exception to this rule. Parents are asked not to pick up their children inside the school at dismissal time.

## Weather Difficulties

The usual policy for late start of the Windham Public Schools is a 90-minute delay. The early dismissal time for St. Mary - St. Joseph School in the event of inclement weather is 12:45 P.M.

In the event of severe weather St. Mary - St. Joseph School will follow the decision of the Windham Public School system as to whether or not school will be in session. This decision will be announced over WILI-1400 AM, 98.3 FM and TV Channels 3 and 30.

If a late opening is announced on a scheduled 12:45 P.M. release day, our school will follow the directive from the Windham Public Schools.

## Withdrawal

To preserve the unity and harmony of all classes at St. Mary- St. Joseph School, it has been decided that once a parent chooses to remove a child from the school, the child will not be permitted to re-enter without a special exemption from the Principal.

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*Let it be known  
to all who enter here  
that Christ  
is the reason  
for this school.*

*He is the unseen  
but ever-present  
Teacher in the class.*

*He is the model  
of the faculty  
and  
the inspiration  
of the students.*

### **Physical Education Attire**

The school's gym uniform is required for physical education classes in grades 4-8. Students in these grades may wear their gym clothes to school on the day they have a gym class. Students in grades Pre-k through 3 must remember to bring or wear sneakers to school on the days they have gym class. Students may not wear platform or high-heeled sneakers, as these are a safety hazard. Failure to comply with this policy could result in a lower grade and/or disciplinary action.

#### **Unisex Gym Uniform:**

Sweat-pants	Navy with logo
Sweat-shorts	Navy
Sweatshirt	Navy with logo
T-Shirt	Grey with logo

**We strongly advise parents to clearly label all personal clothing.**

### **Visitors**

St. Mary - St. Joseph School is a secure facility. To continue the safety of all students and staff and to keep disruptions at a minimum, all visitors are requested to sign in at the office where they will be given a visitor's badge. This is to be worn as long as they are visiting or volunteering in any part of the school building. Visitors are also requested to sign out in the office before leaving the building.

Also, please do not go directly to any classroom during dismissal time to get homework or talk to the teachers.

Apart from the formal Open House program, visitors will be allowed to observe classes only with the express consent of the Principal and with prior notification to the teacher involved. Consent will be given only when a visit will serve a valuable purpose and will not unduly disturb the class. All visitors to the school are expected to enter through the front door and report first to the school office where the sign in book and badges are located. No one entering the school should go directly to any classroom. Neither teachers nor classes should be interrupted during class time.

### **Cold/Warm Weather Uniform**

Shorts may be worn (except on school Mass days) from August until September 30, and after the April vacation until the end of school. Girls may wear pants from November 1st until mid-March unless cold temperatures remain in the region longer. It will be at the discretion of the Principal to lengthen or shorten the cold weather uniform option. The only pants permitted are the navy uniform pants. On days the students go to Mass, the formal uniform is to be worn. For a special occasion, the Principal may ask the students to wear the regular school uniform.

### **Hair Styles**

It is expected that hair will be neat and clean at all times. No extreme haircuts or styles will be allowed. Boy's hair may not be below the collar and must be kept neat. Girl's hair must be pulled back and out of the eyes. Hair ribbons should be small, unobtrusive and the color of the ribbon must be in the uniform. Any style that is contrary to good hygiene is a distraction and disruptive to the purpose of the school and will not be permitted. Tails, stripes, and decoratively shaved head styles are to be avoided. Hair may not be artificially colored or bleached and extensions may not be worn. If the hair has been colored, bleached, or highlighted it must be returned to its regular color before the student is allowed to return to school. Failure to adhere to any of the above may result in disciplinary action. The Principal has the final say in the matter.

### **Pre-Kindergarten and Kindergarten Clothing**

Pre-K and Kindergarten children are not required to wear uniforms. However, children may not wear tank tops and the like. Sneakers are acceptable for kindergarteners. Flip flops, sandals and any fancy shoes that might cause injury at play are not allowed. On the days that the student body attends Mass, children should be dressed appropriately for Mass.

**St. Mary - St. Joseph School**  
35 Valley Street Willimantic, CT 06226  
860-423-8479 www.smsjschool.org

Dear Parent,

Welcome to the St. Mary - St. Joseph School Family. I look forward to assisting you in the most important task of educating your children. Your choice of a Catholic education tells your children that you are concerned for their whole development. May God bless you for the sacrifices that you make in order to have your children in a Catholic atmosphere.

This is the St. Mary - St. Joseph School Policy book that contains information which will ensure that your experience at St. Mary - St. Joseph School will be the best one for both you and your children. Each person must accept his or her responsibility in these matters. Please do not ask for exceptions unless absolutely necessary. We all must work together for the good of everyone, and that means observing the policies.

A student's attitude toward policies often reflects that of his/her parents and what has been expressed at home. As in all families, it is important that open communication exists, and that everyone has as much information as possible in order for everything to run smoothly. If at any time during the school year there is a problem concerning school, please contact the school. We will be able to help you rectify it.

God has entrusted us with some of His most important creations, your children. He has given us a very important and unique job. We are partners in a life-building project. Let us pray and work together for the good of the entire St. Mary -St. Joseph School family.

As soon as you have finished reading and discussing the policies within this handbook with your children, please sign the inserted form and return that form to the office.

Sincerely,

Sister Mary Mark, SCMC  
Principal

### The Philosophy of Saint Mary—Saint Joseph School

We believe that St. Mary - St. Joseph School is a community of J. O. Y., respecting “Jesus, others and yourself”. As educators of the Catholic faith we strive to teach Gospel values, pray with the students, and serve as models of faith-filled, responsible and caring adults. Understanding that education is a lifelong process, we strive to instill in students the specific skills and self-discipline necessary to achieve academic success now and in the future. Realizing that our students are the leaders of tomorrow, we celebrate the uniqueness of each child, and we hold as our sacred mission to help each child develop his or her own God-given talents and gifts.

The teachings of the Catholic Church form the basis of the St. Mary - St. Joseph School philosophy. Understanding our responsibilities as members of God’s kingdom, we, the members of the school community, will set goals and make decisions reflective of this awareness.

### The Mission of Saint Mary - Saint Joseph School

St. Mary - St. Joseph School educates in an atmosphere of love and respect for “JOY” (Jesus, others, yourself). As a bi-parochial Catholic Elementary School we form one family and encourage one another to develop our God-given talents and intellect. Through His Word and by our daily example, we nourish our spiritual growth and share God’s truth. Through a challenging academic program emphasizing Gospel values, we teach and we learn so that all may meet the future with a strong foundation of faith, knowledge and skills.

### Catholic Identity

While much of the Religion curriculum at St. Mary - St. Joseph School is generic to all Christian denominations, doctrines and practices that are specific to the Roman Catholic Church are the core of our religion program. Although non-Catholic students are not expected to adhere to our Catholic practices, they are expected to regard our practices and beliefs with respect. The school community will likewise respect the faith of these students and their families. Non-Catholic students will be expected to participate in classroom studies, and they will be expected to accompany the class to church. They are welcome to participate in liturgical celebrations, respecting the guidelines set forth by the Church.

### Boys’ Dress Code:

	<u>Grade 1-5</u>	<u>Grade 6-8</u>
Pants	Navy Twill	Navy Docker (pant style)
Knit Shirt w/logo	Light Blue	Light Blue
Sweater	Navy	Navy
Vest	Navy	Navy
Shorts	Navy	Navy
Socks	Navy/White	Navy/White

In addition:

- All clothes must be sized right to fit, neat, clean, without holes, not frayed or cut, and worn as intended.
- Pants are to be worn at the waist and belts must be worn with pants having belt loops.
- Shorts, skirts, and jumpers must not be more than 2 inches above the knee.
- Shirts may have one button open at the top.
- The school requires the wearing of dark oxfords and other dress-type shoes. Black athletic shoes, which have flat, no-skid soles, are allowed. Any type of shoe, sneaker or athletic shoe (such as street-walkers) with heavy grooved soles are not allowed. High-heeled shoes and clogs are not allowed. No sandals or flip flops are allowed. Soles and heels should be no more than two inches. No platform shoes or boots are allowed; no ballerina type flats for girls in any grade.
- Changes and inserts to this policy will occur at the discretion of the Principal.

### Accessories/Make-up/Hair

Jewelry worn at school must be kept to a minimum. “Silly bands” are not allowed in school for any grade level. One pair of earrings (for girls only) may be worn. For the sake of safety these should be small studs and should not dangle. Boys may not wear earrings or studs. Religious jewelry (necklace) may be worn on the outside of the uniform. Elaborate hair ornaments are also not acceptable with the uniform. No body piercing is allowed. One ring may be worn on each hand; no other jewelry may be worn. Make-up of any kind is not allowed. This includes but is not limited to lipstick, eye make-up, nail polish, fake nails, nail tips, or any other type of makeup. Students may not bring any type of perfume, cologne or spray to school for any reason.

### Uniform Dress Code

Learning is a priority at St. Mary - St. Joseph School and distractions that hinder learning should be minimized. For this reason, all students should be in complete uniform every day. A complete uniform includes a belt for the boys, shirts tucked in, and no white “no-shows” socks. The hem of the girl’s jumpers and skirts should reach the knee. St. Mary - St. Joseph School does not compete with the latest fashions. Only in an emergency may a parent request in writing an exemption from this regulation. Repeated violation of the uniform code will be viewed as an act of defiance and will be dealt with in a serious manner.

Attire for all school Masses and prayer services that take place in church is the formal dress uniform (no shorts). A reminder that hats are not to be worn in school nor in church.

### No Uniform Day

Students may wear casual clothes that are in good repair. Jeans and pants may not be tight, no spandex, cut-offs or low riders. No midriff blouses, mesh shirts, t-shirts or sweatshirts with inappropriate logos or offensive writing or any other inappropriate attire will be allowed. When in doubt, DON’T WEAR IT! Students are not allowed to wear casual clothes on Mass days. Shorts must be at least half way to the knee. No make-up, nail polish, or earrings except studs are allowed. The consequence for not wearing the appropriate school uniform or not following the guidelines on *No Uniform Days* will result in detention.

### Uniform Dress Requirements

#### Girls’ Dress Code:

	<u>Grade 1-5</u>	<u>Grade 6-8</u>
Jumper	Scotch Plaid	
Skirt		Navy Skort (pant style)
Knit Shirt		
w/logo	Light Yellow	Light Blue
Blouse	Light Yellow	
Sweater	Navy	Navy
Vest	Navy	Navy
Socks/tights	Navy	Navy
Winter Slacks	Navy	Navy
Shorts	Navy	Navy

### Prayer Life

To truly come to know God, we must enter into a relationship with Him through prayer. Each school day begins and ends with prayer in the classroom. Throughout the school day opportunities for prayer present themselves within the various subjects. Students in the middle school begin each class with a short prayer.

In addition to classroom prayer our school community gathers weekly for prayer services. We gather for prayer also to celebrate special occasions such as holidays and Catholic Schools Week. The school prays decades of the rosary together during October and May and the Stations of the Cross during the Lenten season. Individual classes prepare celebrations of the Eucharist each month and on Holy Days for the benefit of the school family and the parishes. Finally, teachers and students from grades three through eight gather together during Advent and Lent to celebrate the Sacrament of Reconciliation.

### Called to Serve Others

As a Catholic community we develop our relationship with God through prayer, study, and service to others. Stewardship is a part of life and is therefore encouraged. Opportunities for students to participate in stewardship activities are provided by the school and parishes.

Following our call to serve, our school community offers age-appropriate programs to serve others, such as food drives, mission drives, Christmas gifts to those in need, visits or cards to nursing homes, etc. As part of the religion program students in grades six through eight are asked to perform and record ten hours of meaningful service each year.

### General Curriculum

According to the guidelines of the Diocese of Norwich, the Catholic school must be distinguished by its unique curriculum which strives to integrate religious truths with life. The curriculum should be designed to provide instruction not only in human knowledge and skills, but also in religious truths and values. The Diocesan curriculum standards are consistent with the State of Connecticut standards and are followed for the teaching of the secular subjects. The curriculum is designed to provide instruction in human knowledge and skills infused with religious truths and values. It is the teacher’s responsibility to provide this integration through the use of materials and his/her own knowledge and ability.

As the instructional leader the Principal must ensure a well-balanced curriculum, which includes academic and religious orientation and stresses the importance of service to the school and larger community. Stewardship is a part of life and is therefore encouraged. Opportunities for students to participate in stewardship activities are provided by the school and parishes.

For instructional purposes, students may be divided into smaller groups within the class in order to meet their needs. Groupings are always flexible so that students may move from one group to another. When individualization is needed, the program is modified to meet the student's needs. Some students are allowed to move up a level or back a level to meet individual needs. Some groupings are only temporary ones to meet needs at certain periods, while others are permanent ones. Textbooks are always being evaluated and updated. Guidelines for choosing textbooks are set forth by the Diocesan School Office.

St. Mary - St. Joseph School is accredited by the New England Association of Schools and Colleges. St. Mary - St. Joseph School adheres to the curriculum set forth by the Diocese of Norwich. Coupled with the religion and faith formation curriculum, the academic curriculum provides students with the tools they need to be successful, Christ-like citizens in the technological world in which we live, developing skills to think and act critically, creatively, and responsibly.

### **Responsibilities of Teachers, Students and Parents**

St. Mary - St. Joseph School maintains high expectations and counts on each student to do his/her best. In order for this to happen teachers, students and parents must work together. It is the teacher's responsibility to show respect for each student; to set appropriate criteria, guidelines and deadlines for class and homework assignments; to monitor and grade student work, and to report as necessary to the Principal and parents. Teachers will make themselves available for extra help. It is the student's responsibility to seek this assistance.

It is the individual student's responsibility to show respect for teachers, staff and fellow students; to set appropriate time aside to study for tests and quizzes; to complete all assigned homework and projects on time; to bring necessary materials to class and to follow teacher directions. It is also the student's responsibility to take care of all school property that has been lent to them for use during the school year. All hard-covered books must be covered to insure minimal damage.

### **Telephone Calls**

Calls to the school to leave messages for students should be rare. Students will never be permitted to call home for forgotten items including homework, lunches, money, instruments, permission slips, and gym clothes. If forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are never to be disturbed during class time or at dismissal time. Children are not allowed to answer phone calls during school time unless it is a serious emergency. Arrangements for after-school visits or transportation changes should be made prior to arrival at school. Should an unforeseen transportation change occur during the day, parents are to notify the office. Also, if a person, other than those on the approved pick up list for your child, needs to pick up your child, the school needs to be notified and an ID must be shown to the staff on duty.

The use of the school telephone by students is a privilege and may only be invoked for a good reason and with permission. No student may be taken out of class to receive a telephone call. The Principal, or secretary will give any important message to him or her.

### **Telephone Numbers**

Parents should notify the school office at 860-423-8479 if their home phone number or the one listed for emergencies changes. The same procedure should be followed if there is an address change. **It is imperative that the school has on file the current telephone number and address of all students and emergency contact information.**

### **Tuition**

St. Mary - St. Joseph School sets the tuition by March 1st for the next school year. Tuition and other fees are communicated to the parents prior to registration. Parents are given a choice of three payment plans that are explained in detail on the annual contract. St. Mary - St. Joseph School reserves the right to withhold report cards, diplomas and academic records if bills are not paid on time. A student's enrollment may be terminated if payments are in arrears. No student will be allowed to participate in graduation exercises unless all financial obligations have been satisfied.

### **School Safety/Harassment or Bullying**

Bullying is defined as any overt act by a student or a group against another student with the intent to ridicule, humiliate or intimidate the other student. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, put downs, name calling, threatening looks, gestures or actions, cruel rumors, false accusations and social isolation. All of these behaviors are contrary to the teaching of Jesus Christ and are therefore prohibited in all Catholic schools of the Diocese of Norwich.

It is not tolerated during the school day nor during any school-sponsored activity on or off school grounds. This behavior is against the fundamental tenet of “love your neighbor as yourself” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring environment in which to learn and grow.

### **Technology and the Internet**

St. Mary - St. Joseph School has Internet access to be used for education purposes. Students may not send personal e-mails on any school computer. Proper blocks have been put into place to insure the students’ moral safety. Students are responsible for accessing only appropriate Websites and reporting any accidental “hits” of inappropriate sites. Forbidden behavior regarding technology and Internet use consist of the following:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student’s personal work;
- Trespassing in someone else’s folder, work, or files;
- Intentionally wasting limited resources;
- Revealing a personal phone number, name and address of one’s self or another.

Students who do not comply with the above rules will forfeit their usage privileges.

It is the parent’s responsibility to provide adequate time, space and materials for students to do homework and projects, to monitor homework, to review and sign papers as requested by the teacher, and **to insist that the student assume responsibility for his/her work**. It is also important that the parent prevent the student from joining too many extra-curricular activities, which may interfere with homework time. Parents are also expected to uphold the decisions of the administration and staff in regard to school policies.

### **Accident Insurance**

St. Mary - St. Joseph School is enrolled with the Bailey Agency for accident insurance. Each student is covered for school-related accidents. For further information, please call the school office.

### **Admissions Policy**

The St. Mary - St. Joseph School admissions policy adheres to the following guidelines:

- The parent and student will interview with the Principal.
- Applicants must submit transcript and records from prior schools, as well as required documentation as outlined in the registration materials.
- Before an enrollment decision is made, applicants must be tested for their reading comprehension level and math competence to assure appropriate placement in class.
- New students have a probationary period of six (6) weeks to ascertain whether the school can meet the student’s needs and whether the student is able to adjust to the school.
- Students will not be accepted at the school if, in the opinion of the administration, it is felt that the school cannot meet the educational and/or developmental needs of the student. Teacher input is critical in making this decision.

During the regularly scheduled period for registration, children from families already enrolled in the school will have first priority. After the deadline for registration period, students will be admitted on a first-come, first-serve basis, giving preference to the students of active members of St. Mary and St. Joseph parishes.

### Attendance

Students must be in their respective classrooms at 8:30 a.m. for opening exercises. Any student coming into the school after 8:30 a.m. must report to the office accompanied by a parent to receive a late slip and be admitted to class. Three late slips will result in a disciplinary action. Frequent and habitual tardiness is disruptive to the learning process, and is unacceptable. Frequent absences are extremely detrimental to the student's academic progress and serious consideration for retention will be given for absences in excess of 20 school days. A student may have to attend summer school to make up for lost time and skills.

In the event of an absence, parents are expected to call the office at (860) 423-8479 between 8:15 a.m. and 9:15 a.m. to report the reason for the absence. Parents must also send a signed note stating the date and reason for the absence upon the student's return to school. Every effort should be made to schedule appointments with doctors and dentists after school hours. If it should become necessary to take your child from school earlier than the usual dismissal time, a written request signed by the parent must be submitted to the school office by the morning of the early dismissal.

In the event that a child becomes ill during the school day, parents will be contacted. A parent or designated representative must come for the child. Current emergency numbers must be on file in the office. **Please notify the school office of any change in these emergency telephone numbers.** Finally, completing missed assignments caused by absences are the responsibility of the students rather than that of the teacher.

Family vacations during the school year need to coincide with the scheduled vacations on the school calendar. Extended or different vacations are not in keeping with school policy. Parents are requested to cooperate in this matter. Children who are not in school cannot be educated. In the event that school must be missed, a note must be sent to the Principal. Advance assignments are not in keeping with our school policy; therefore, students are responsible for missed work upon their return. Parents should remember, however, that class presentations and discussions can never be made up, and that some students never "catch up".

### Athletic Code of Conduct

Participation in extra-curricular activities is limited to students whose academic and behavioral efforts indicate that they are capable of representing St.

### Retention Policy

Parents will be notified by the teacher of any serious difficulty by the second report card. Some factors that might make it necessary for a child to repeat a grade are:

- Failure to achieve academic potential at a particular grade level;
- Frequent absenteeism and/or tardiness;
- Lack of social, emotional or physical development which negatively impacts performance.

### Schedule

The main office will be open daily from 8:00 a.m. to 3:30 p.m. when school is in session.

Staff supervision of the playground begins each morning at 8:00 a.m. Students should not arrive before this time unless they are attending the morning latch-key program. For the safety of the children, parents may not drive into St. Mary's Court (the driveway between the church and the school) between 7:45 a.m. and 3:15 p.m. The first bell rings at 8:25 a.m. at which time students line up quietly to enter the building. Students should not be in the building prior to this time without a specific reason or permission. School begins promptly at 8:30 a.m., and any student arriving after this time must report first to the main office with a parent to be given a late slip. Students arriving late may not use the front door, but are to use the regular school yard door for entrance. All parents are requested not to go to a classroom in the morning as teachers are preparing for the school day. Instead they are asked to go to the office to leave a message for the teacher.

Dismissal begins at 2:45 p.m. Students who walk or are being picked up by car, are dismissed through the front doors of the building. All students being dismissed from the second floor must use the center staircase of the building. A staff member escorts all exiting students to the Jillson Square parking lot. Following the dismissal of walkers, bus students are dismissed from the north entrance of the building. Staff members supervise both the arrival of buses in the morning and the departure of buses in the afternoon. With the exception of the pre-kindergarten children, whose parents will pick them up in their classroom, parents are asked to meet their children at dismissal time in the Jillson Square parking lot.

Dismissal on half days is at 12 noon when Windham Public Schools have a full day and at 12:45 p.m. when Windham Public Schools have a half-day. Please check the school calendar on half-days for proper dismissal times.

### **Recess**

The purpose of recess is to give students an opportunity for exercise and relaxation between classes. With this in mind, the following directives are given to students who engage in indoor and outdoor recess:

- Students are expected to respect and obey the teachers and any parent volunteers on duty.
- At all times students are to be in a play area where they are visible to the persons on duty.
- Students are expected to respect one another, treating others as they themselves wish to be treated; therefore, they are encouraged to include all students in their games. Although leadership is encouraged, no student shall dominate a game or play to the discomfort of others.
- Excessive rough play or any behavior that would endanger the safety of all concerned is not allowed; pulling on each other's clothing is strictly forbidden;
- Hard balls, regular footballs, Frisbees, and other equipment as determined by the teacher on duty are not allowed. No balls may be used on the playground before school begins.

### **Report Cards**

Written report cards for students in Grades 1- 8 are issued three times a year. Pre-Kindergarten students are issued a progress report in the winter and at the end of the year. Kindergarten students receive report cards twice a year (January and June). Progress reports are sent home half way through each marking period. The reports will include information on the student's academic achievement, attitude, behavior, and attendance. Failure must not come as a surprise to parents, who have a right to notification and warning, so they can take the necessary steps to ensure better school performance on the part of their child.

This school year marks the beginning of a program called Edline. Once it is up and running, both parents (and students) will be able to track their child's progress on a regular basis. Each parent and student will be given an access code through which they will be able to view assignments, tests, quizzes, etc., making the monitoring of their child's progress or lack of through the internet as easy as pressing a few keys. When the Edline becomes functional, a letter will be sent home to give parents the information necessary to access their child's grades.

Mary—St. Joseph School as good sports on and off the court. Good sportsmanship is expected at all times. Failure to abide by this rule could result in removal from the team. The Principal will make the final decision in the matter after consultation with the coach and homeroom teacher. The same good sportsmanship conduct applies to family and friends who attend these events.

All students must comply with directives of the state concerning physicals before beginning practice on any sports team. Students are responsible for all uniforms and equipment issued to them. These must be returned to the school at the end of the season. A student failing to do so will be billed for the uniform not returned or for any damaged uniform. Students must arrange for parents to pick them up at the designated time after practices or games.

### **Bicycles**

A written note from home must be presented to the Principal before a student is allowed to ride a bicycle to school. This request must be made each year. All bicycles are to be locked and chained to the bicycle rack. No student is to ride his/her bicycle on school property. No student is permitted to ride another student's bicycle. Violation of these regulations will result in loss of privilege.

### **Birthday and Holiday Celebrations**

Classroom parties are permitted during holiday times at the discretion of the teacher and with the approval of the Principal. Before sending in any treats, please talk with teachers to check if there are any food allergies within the classroom. Parents may be asked to assist the teacher in directing activities at these holiday parties. Surprise parties are never allowed, whether for faculty members or students.

Birthday parties are not celebrated in school. Birthday celebrations must be limited to the distribution of cupcakes or similar treats if the teacher has been consulted ahead of time. Beverages, balloons, special visits, etc. are not to be part of a birthday celebration as this interferes with the academic day.

Invitations to birthday parties may never be given at school unless every student in the class is invited or it is an all inclusive girl party or boy party.

## **Busing**

Bus transportation to and from school is available to Windham residents only. Within the town of Windham all pre-kindergarten students are eligible to be bused to their homes, and most kindergarten and first grade students will be bused. However, those kindergarten and first grade students who live within a 1/4 mile and who do not cross streets or cross streets where there is a crossing guard will be considered as walkers. Second, third and fourth grade students are expected to be able to walk 1/2 mile; and students in grades five through eight are expected to walk one mile. M & J Bus Company will strictly enforce its transportation policy.

Students will board and leave the school bus at their designated stops unless a written request has been made by the parent to do otherwise. This request must be approved by the school Principal and then given to the bus driver. All passengers are under the general supervision of the public school superintendent and the direct supervision of the driver. All students should be at the bus stop at least five minutes prior to the scheduled arrival time. The bus driver will not wait for students beyond the scheduled departure time.

**Students must respect and obey the bus driver.** Students will follow the directions of the bus driver or other adults in authority. Students must remain seated while the bus is in motion. They must keep hands, feet, and objects to themselves. Students must always show respect to other passengers. Eating, drinking, or gum chewing is not permitted on the bus. In addition the following is prohibited: fighting or causing injury to another; profanity; acts of vandalism; opening, entering or exiting by the emergency door except in an emergency and any other conduct that might jeopardize the safety of the passengers. Students who do not obey the rules of riding the bus will receive disciplinary action. Non-compliance with bus safety rules will jeopardize the student's privilege to ride the bus.

## **Cafeteria**

St. Mary - St. Joseph School participates in the National School Lunch Program. Eligible students can receive free or reduced-cost lunches. Forms must be completed each year for determination of eligibility. The forms are sent home with all students at the beginning of the school year. **All parents** are asked to fill out these forms, as guidelines for eligibility change each year and grant monies are driven by the number of students who are eligible.

The cafeteria program provides students with options to buy milk, or a hot lunch with milk. It also offers ice cream and a few snack items for daily purchase. Students will receive a hot lunch menu for the month, and are expected to purchase milk or lunch tickets **weekly** by bringing money in an envelope at

assignments, discipline, school and classroom rules, etc. Parents will also have the opportunity to have their questions answered. It is important that parents attend the orientation. Parent/Teacher orientation is not a time for individual conferences with the teachers. If this is desired before the scheduled conference takes place at report card time, parents should call the school office to make an appointment.

## **Perfect Attendance**

For a student to receive a perfect attendance certificate he/she must attend school every day. Students who have not been absent but have three (3) or more unexcused tardies will not be eligible for the perfect attendance award.

Students who have been on a family vacation, gone to work with their parents, or have been suspended will not be eligible for the perfect attendance award. If an eighth grader shadows at a high school, he/she will not be considered absent for the day if documentation is given to the homeroom teacher testifying that the student was, in fact, attending said high school.

## **Plagiarism, Copyright Infringement and Cheating**

Plagiarism will not be tolerated as it is the use of another's thoughts or writings as one's own. This is a serious breach of ethics and a violation of copyright privileges. When doing assignments that require research, students at any level need to realize that they may not copy from a source verbatim, whether using books or electronic sources. Information needs to be put in the student's own words and footnotes indicating the original source must be made. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension or expulsion. A student involved in school sports who is found to be cheating will also be unable to participate in sports for a period of time as determined by the Principal.

## **Principal's Right to Amend**

The St. Mary - St. Joseph School Principal retains the right to amend the handbook for a just cause. Parents/guardians will be promptly notified of changes that have been made.

### **Notes from Home (recap)**

Written notes, signed by parent or guardians, are required for the following reasons:

- Explanation of absence on the day of reentry with the dates of absences indicated in the note;
- An explanation of an unavoidable uniform code change on the same day as the change;
- Missing homework assignments (emergency reason only);
- Early dismissal request for doctor appointments or otherwise;
- A change in the usual dismissal routine (e.g., going to a friend's house);  
***n.b.:*** A student who is not a resident of the town of Windham is not allowed to take the bus to a friend's house;
- A foreseen appointment that requires the student's absence;
- A change of person(s) to whom we will release your child if not on the emergency list.

### **Parent Cooperation**

Parents lead by example; therefore at St. Mary- St. Joseph School, parents are held to the same level of conduct as students in regard to school personnel. The enrollment of your child implies this partnership between the school and the parent/child.

Education at our school is a partnership between the parents and the school. By signing the handbook agreement, parents agree to comply with school rules and regulations and accept the authority of the administration. The school reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such cases the refund policy will be honored.

### **Parent Organization**

The School Family Association (SFA) is an organization that provides parents with the opportunity to become more familiar with all facets of Catholic education. The group meets periodically to discuss a variety of activities to enhance the school and build community. All parents are members and are encouraged to attend meetings.

### **Parent/Teacher Orientation**

Parent/Teacher Orientation during Welcome Back Night provides an excellent opportunity for parents and teachers to meet informally. At this time the teachers will explain to parents their expectations relative to homework,

the beginning of each week. Envelopes must be marked with the student's name, grade, and description of the purchase. An option is available for students to pay for hot lunch for the entire year at the beginning of the school year with a slight discount.

In order to create an atmosphere that is healthy and conducive to pleasant dining, students are expected to behave in a quiet and respectful manner at all times in the cafeteria. No shouting, running or throwing of food is allowed. When spills occur, this should be reported to the lunchroom monitor. Students are required to clean up their eating area when finished with their meal.

### **Care of School Property**

Students are responsible for the proper care of school property. This includes school grounds, school buildings, equipment, and any school materials. Students will be expected to make restitution for any damage to school property, including the loss or defacement of textbooks and/or library books. All non-consumable books are to be covered throughout the school year. Books must always be carried in a book bag to and from school. Students are expected to show respect for the belongings of other students. Toys, games, clothing and other materials that are associated with inappropriate or violent behaviors are not allowed. Students are not to bring CD players, CD's, electronic games, Ipods or walkmans to school, unless requested by the teacher. Deliberate destructive behavior toward the property of another student will be deserving of disciplinary action and appropriate restitution made to the student of-fended. Personal combination locks for student lockers are not allowed at St. Mary - St. Joseph School. Skateboards are prohibited.

### **Cell Phones**

Parents who allow their child to have a cell phone in school do so with the understanding that the student may not text or use the cell phone while at school. Cell phones must be turned off and out of sight during this time. They may be used with permission from the Principal or teacher in emergency situations only. Latch Key staff may also give permission if the grounds for the request is reasonable. Failure to abide by this rule will result in handing in the cell phone to the office where the parent will need to retrieve it.

### **Changing of Classes**

When entering or when moving from one classroom to another it is important that students move quickly and line up accordingly. Students will be allowed to go to their lockers at designated times. This will allow optimum learning conditions in all classrooms. Congregating in the lavatories before, during or after school is never acceptable.

### Child Abuse

Should it be necessary, diocesan policies will be followed concerning this very serious matter. Contact the office for more information.

### Class Dues

Eighth grade students may be asked to pay class dues in order to help with class expenses and trips, which might occur during the year. It is suggested that these be paid regularly throughout the school year.

### Conferencing with Teachers

Conferences with teachers are strongly recommended as often as there is a need. **Conferences will be granted only by appointment.** Requests for conferences during class time cannot be honored, as teachers may not be disturbed during class time. This also applies to teachers who are on duty in the playground or cafeteria. Any parent wishing to see a teacher should send a note to the teacher or call the school office at 860-423-8479 and request a return call from the teacher. Parents are requested not to call teachers or other school personnel at their homes. Please transact school business through the school. Parents shall avoid the temptation to speak with a teacher immediately before school begins nor shall they attempt to meet with teachers at dismissal time. Parents are asked to wait until dismissal of classes is complete before meeting with the teacher and only if an appointment has been set for that time.

Scheduled parent-teacher conferences take place close to the first progress report. However, if a problem exists before this time, parents should not hesitate to schedule a conference. Likewise, a teacher may contact a parent for a conference. When a problem exists, the classroom teacher should be contacted before the Principal, since the teacher knows the child and the situation better. If necessary the teacher, Principal and parent will meet together.

It is essential that the child be convinced that parents support the school and its rules. The school and parents best serve the children by working together, and supporting one another in all matters. If there seems to be a problem or misunderstanding, it is important to call for an appointment to talk about and work out the situation. Without a cooperative effort, the child cannot reach his/her maximum potential and become that very unique person God has destined him/her to be.

### Lost and Found

Articles of clothing and other missing items may be found in the lost and found box located outside the main office. All items must be recovered within 30 days. Items left after 30 days will be donated to charity. St. Mary - St. Joseph School is not liable if valuables brought to school are lost or stolen.

### Money and Personal Items

All money sent to school must be in a sealed envelope with the student's name, grade, and an explanation of the payment on the outside of the envelope. The money should be given to the teacher at the beginning of the day. Students should not keep large amounts of money with them. Money should never be left in coat pockets, desks, lockers or closets. The Principal, prior to its collection, must approve collecting money for any purpose. Students may not bring personal radios, walkie-talkies, hand-held games, recorders, CD players or Ipods to school. Toys, unless planned into the academic day, do not have a place in the classroom. The school cannot assume responsibility for missing items.

The nature of many magazines and comics on the market today, which have a special appeal to our children, are not in keeping with the philosophy of the School. Therefore, unless a teacher makes a specific request for curriculum purposes, no magazines or comics are to be brought to school.

### Newsletters and Notices

Communication between school and home is of the utmost importance for full participation in the life of your child. Letters and notices to parents are sent home on Wednesday in their folders. These notices come from the Principal, the School Family Association, the Health Office and the Diocesan School Office. Parents are asked to encourage children to bring them home, to read them carefully and to respond to them promptly when a response is required. It would prove very helpful if at the beginning of the academic year, parents would establish a specific routine for the transfer of notices from their child's book bag to the parent.

A monthly calendar will be sent home from September to June when necessary. Updates or changes in the general calendar will be made when necessary and parents will be notified well in advance of any changes to the general calendar that you received with the summer mailing.

## Homework

Homework has a positive purpose and is clearly integrated with class work. It is designed to be a constructive tool in the teaching/learning process. Homework can provide practice and drill for reinforcement. It can provide opportunities for independent study, research, and creative thinking. Independent work-study habits, time management skills and the opportunity to relate school learning to out-of-school interests are some of the many benefits of assigned work outside classroom time.

Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that their assignments are completed. Although adults offering guidance during homework time is encouraged, students are expected to do homework themselves. The suggested time spent on homework for each grade is as follows:

Grade 1: 15 minutes	Grade 2: 20 minutes
Grade 3: 30 minutes	Grade 4: 40 minutes
Grade 5: 50 minutes	Grade 6: 60 minutes
Grade 7: 90 minutes	Grade 8: 90 minutes

From time to time teachers assign projects and long-term assignments. It is the student's responsibility to extend the work over a period of time. Projects are exclusive of the above homework time.

Students in grades 3 through 8 are expected to keep an assignment notebook for all homework assignments. Failure to do homework will affect the student's grade and disciplinary action may follow. Parents should monitor that children have completed their homework each night. If your child seems to be spending very little time on homework or too much time, please contact the teacher. Please do not provide an excuse for homework not completed unless it is truly a valid reason.

## Latch-Key

A program for extended day care is available for an additional fee of \$5.00 per hour to all enrolled students (ages 4 and up). A caring and committed staff supervises this program before school (7:00 a.m.—8:00 a.m.) and after school (2:45 p.m.—5:30 p.m.) Parents are charged an additional \$10.00 late fee if they fail to pick up their child (ren) by 5:30 p.m. Parents who do not regularly use the latch-key program must notify the school ahead of time in writing if they wish to do so. All fees connected with the latch-key services must be paid in a timely manner. Serious delinquency of payment will disqualify your use of the latch-key program.

## Courtesy

Courtesy and respect are the hallmarks of the St. Mary - St. Joseph School staff and students. The climate of the school depends greatly on the general good manners of our students, faculty and staff. Good manners are a positive reflection of the school. Proper respect and courtesy must be accorded to all individuals at all times. Courtesy also applies to the manner in which parents/guardians relate to school personnel. It is in this regard that parents understand the importance of leading by example. Courtesy also extends beyond the classroom to include extra-curricular activities, field trips and athletic events. Courtesy and respect should be illustrated in the following ways:

- A special and warm welcome to new students is a part of who we are as a school.
- Students and staff should greet visitors when they meet them.
- Students will stand and greet visitors when they enter a classroom, making them feel welcome.
- When passing through a doorway, good manners dictate that the student step aside and hold the door open for the adult passing through.
- Students should always look behind them when passing through a doorway to hold the for the next person coming after them.

## Custody Issues

In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with the court-certified copy of the custody section of the divorce decree.

## Discipline

It is in keeping with the philosophy of St. Mary - St. Joseph School to encourage and to assist students in achieving age-appropriate self-discipline. The school strives to promote an atmosphere surrounded with respect for the dignity of all members of the school community. Therefore, students attending St. Mary - St. Joseph School should strive to conduct themselves in a way that is becoming of a student in a Catholic school. A healthy self-discipline will help the individual student grow and will create a safe and productive environment for all concerned. In the event that students exhibit behavior contrary to our philosophy and interfere with the growth of other students, measures will be taken to reverse this behavior, keeping in mind the good of the individual student, the class and the school as a whole.

Adherence to the rules and regulations of the school and classroom are the responsibility of all to ensure that the best quality of learning can take place. The Principal is the final recourse in disciplinary situations and may waive any disciplinary rule for a just cause at her discretion.

St. Mary - St. Joseph School is proud of its safe, orderly atmosphere. It is one that enables children to learn and to interact with one another and with the staff in a loving, caring environment. In order to ensure this safe environment, a code of discipline is necessary. This code of discipline provides safety for all concerned, and enables each child to grow in respect for others as God's children.

By this code of conduct, students come to understand that their actions have consequences. The school has a zero-tolerance policy regarding violence. Please be advised that if a child becomes physically violent (hitting, punching, biting or kicking) the parent will be notified and will be expected to remove the child from school. An appointment with the Principal for readmission to the class will then be in order.

**Detention** or other disciplinary action will be taken for the following misbehaviors:

- Failure to accept the leadership and authority of the Principal, teachers or other staff members;
- Failure to be honest and respectful toward others;
- Failure to respect school property;
- Failure to adhere to the uniform policy;
- Failure to abide by bus rules;
- Failure to complete assigned school work in a timely manner;
- Actions, that disrupt the safety and order of the school.

A twenty-four hour written notice for detention will be given to parents via the student in order to arrange transportation. All detention slips must be signed by the parent and returned to school the next day.

**Suspension** may be given for the following:

- Repeated failure to accept the leadership and authority of the Principal, teachers or other staff members;
- Possession of matches, tobacco, alcohol, or drugs;
- Misuse of the Internet;
- Leaving the school grounds without permission;
- Receiving 3 or more detentions within one marking period;
- Threatening harm to oneself or to others in either written or verbal form.

zations, allergies, infectious diseases, hospitalizations, accidents and any health concerns or medications taken on a regular basis. **Children should not be sent to school if they are ill before leaving for school.** Any child with a fever should remain home for 24 hours after the temperature returns to normal. Medication should be given at home before school. Authorized forms for medication must be signed by the physician and the parent/guardian before any medication can be dispensed in school. These forms are available in the nurse's office or in most doctors' offices. Continued use in school must be renewed each September. The Principal or designated teacher with proper training by the school nurse may also administer medication in the absence of a nurse. Medications must be clearly marked with the following information: student's name, name of medication, instructions for administration of medication, and name of doctor who prescribed the medication. **Students may not self-medicate or carry medication of any kind.** Exceptions to this rule require prior authorization from three sources: school nurse, physician and parent. The school nurse may administer Tylenol and Ibuprofen in accordance with a standing order from the school's physician and parental permission.

Vision, hearing height and weight screenings are completed throughout the school year. Posture screening is done privately in grades five through eight.

Complete physical examinations are required for all students prior to pre-kindergarten, kindergarten and seventh grade. All students participating in sports are required to complete a sports history form, and students in grade 5 and 8 must have a physical examination.

A certificate allowing a child to return to school is required following an illness of five (5) consecutive days for reasons of illness. Saturday and Sunday are included in the five days if the child is absent Friday and the following Monday. If the child has been sick, a doctor's certificate is preferred. If a doctor has not seen the child, a certificate may be obtained from the school nurse. In case of an accident the school should have on file the parent home phone number, work telephone numbers, and two (2) emergency phone numbers.

If your child has a lactose (milk products) intolerance or food allergies, a letter of medical authorization is required to be on file in the health office. This authorization is in compliance with the State of Connecticut Child Nutrition Program. For further information regarding health policies, please call the nurse's office.

Field trips are a privilege. The school reserves the right to deny student participation in a field trip for failure to meet academic and/or behavior requirements. Should this occur the student must attend school that day. Students will wear the school uniform on the field trip unless permission to wear regular clothes is given by the Principal. No verbal permission will be honored and no student will be allowed to call if the permission form was forgotten. All school rules apply during field trips.

The teacher is the supervisor of all trips and is responsible for all decisions made concerning the field trip. Parents are encouraged to participate in trips as chaperones. Parents may not chaperone or transport students on field trips unless they have followed the procedures outlined by the Diocese of Norwich policy. No overnight field trips are permitted.

### **Free Speech**

St. Mary - St. Joseph School has the right to restrict speech for valid educational reasons. Speech that contradicts our Catholic identity or our philosophy will be restricted.

### **Fundraising**

It is expected that all families will support the fundraising activities for the school in some way. Parents are asked to support the fundraisers within their family and circle of friends. The operating budget of St. Mary - St. Joseph School depends upon funds obtained from three (3) sources: tuition, parish subsidies, and fundraisers. There are several opportunities each year to help the school in the fundraising efforts, and many families work with dedication to raise money for the school. The School Family Association organizes most of these fundraisers and will be asking for your support and cooperation. Although students are not required to participate in fundraisers, they are encouraged to do so under their parents' direction. The school does not encourage students to solicit from door to door. If parents prefer that their child not participate in a particular fundraiser earmarked to reduce the expenses of a class activity, they will be billed for the cost of the child's activity.

Collection money for any purpose must be cleared through the Principal prior to the collection. All money sent to the office must be in an envelope with the student's name, grade, and purpose of the money clearly indicated.

### **Health Policies**

Each student has a confidential health file, which is maintained in the health office. Parents must update their child's record with information on immune-

- Actions of a more serious nature that disrupt the safety and order of the school.

Out-of-school suspension means that a student is excluded from school and school activities for a given period of time. In-school suspension means that a student is excluded from class and peer contact, as well as school activities, for a given period of time. The Principal will determine the type of suspension. After being readmitted, the student must initiate any request to complete missing assignments with the understanding that making up work may not be allowed.

Teachers will provide school work to be done at home during the time of suspension. St. Mary - St. Joseph School is not obliged to provide tutoring or extra help during the time of suspension.

**Expulsion**, a permanent dismissal from school, may occur for the following:

- Possession of any potentially lethal weapon;
- Possession of alcohol or illegal drugs;
- Misuse of the Internet;
- More than one suspension;
- Negative influence on the overall school community;
- Violation of any rule that, in the opinion of the Principal and in accordance with the Diocese of Norwich, seriously affects the safety and order of the school and its community.

### **Harassment and Threats**

Each student is a child of God and as such has an infinite value. Therefore, in keeping with Christian values and recognizing the worth of every person, St. Mary - St. Joseph School administration and staff will insist on respect for each person. Harassment will not be tolerated whether it is verbal or otherwise. Physical and sexual threats against an individual or the general safety of others will be dealt with seriously. The faculty, staff and administration will safeguard the dignity of each person. Violations must be reported immediately to classroom teachers or staff and will be dealt with by the administration on an individual basis, which may result in suspension or expulsion.

### **Weapons and Dangerous Instruments**

The schools in the Diocese of Norwich strictly prohibit the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees, and visitors. Students possessing, displaying, using or storing a weapon on school grounds is in serious violation of the Code of Conduct and will result in immediate suspension, a hearing and a one calendar year expulsion from school. The Superintendent may recommend a modification of the one-year expulsion on a case by case basis. All discoveries of any prohibited weapons will be reported to the local law enforcement officials.

The proximity of graduation will not exempt a student from disciplinary action. Parents will be notified immediately. If necessary other officials will also be notified in compliance with the law. Additionally, repeated detentions or inappropriate behavior will necessitate a conference with parents, Principal, teacher and student which may result in suspension or expulsion.

If a student is accused of a crime or a serious misdemeanor outside school time and jurisdiction, the administration of St. Mary - St. Joseph School reserves the right to suspend or expel that student if it has reason to believe that the learning environment will be jeopardized or negatively impacted by the student's presence.

### **Dismissal Changes**

Any changes in a student's regular dismissal procedure must be reported to the school office in writing ahead of time. Dismissal changes will not be accepted without a written note from the parent or guardian. In cases of an emergency or unforeseen changes the parent or guardian is asked to call the school office as soon as possible.

### **Emergency Numbers**

The Principal needs to have on file the parent's home phone number, work number and two emergency phone numbers. If a child becomes sick in school, the parent or guardian will be contacted first. If they cannot be reached, the emergency number will be used. A parent or designated representative must come to the school office for the child. Students must be signed out (by the appropriate person) in the log that is kept in the office. Other than the regular daily dismissal no student may leave the school directly from the classroom, nor leave the school without a parent or guardian.

### **Extracurricular Activities**

Participation in extra-curricular activities is limited to students whose academic and behavioral efforts indicate that they are capable of being involved in both school and extra-curricular activities without negative results to their academic progress. Students will be evaluated in the middle and at the end of each marking period. A report card or an interim report card grade of "D" will make a student ineligible for extra-curricular activities until the next evaluation. The Principal, upon recommendation from the classroom teacher, may waive disqualifications. Consideration would be based on special circumstances. The final decision rests with the Principal. Students whose behavior is contrary to guidelines established by St. Mary - St. Joseph School will not be allowed to participate in extra-curricular activities. Students who are absent from school on the day of a given event (game, concert, club, etc.) may not participate without special permission in writing from the Principal. Never shall a student on suspension be allowed to participate in any extra-curricular activities.

### **Extra Help**

All teachers are ready to help their students with school work and are available to give extra help after the school day upon request. A teacher may also request that a student stay after school for extra help. If parents agree to this request, they must give written permission for their child to be at school during the scheduled after-school hours.

### **Field Trips**

Excursions for students away from school shall be viewed with great scrutiny and very careful planning. Students on field trips must be properly supervised. All such trips must have the approval of the Principal. All field trips are to have an educational purpose; purely recreational trips shall be held outside school time. No child may attend a field trip without written permission of the parent/legal guardian. When a field trip is scheduled, permission forms will be issued by the school and must be signed by a parent or guardian. Permission to attend a field trip can never be granted by a phone call or e-mail.