

# ST. JOSEPH REGIONAL CATHOLIC SCHOOL

---

40 Main Street, Salem, New Hampshire 03079 603-893-6811 [www.stjosepheagles.org](http://www.stjosepheagles.org)

*Inspired by faith and guided by wisdom, our children soar!*

## COMMUNITY INFORMATION

### THE STUDENT- PARENT HANDBOOK



*St. Joseph Regional Catholic School provides a complete education designed to challenge and motivate all students to reach their full potential in mind, spirit, heart, and body.*

**REVISED**  
**August - 2018**

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>SECTION 1</b> .....	<b>4</b>
GENERAL INFORMATION .....	4
<i>Affiliation and Catholic Nature</i> .....	4
<i>Staff and Faculty Ministry Statement</i> .....	4
<i>Parental Commitment</i> .....	5
<i>Non-Discriminatory Policy</i> .....	5
<i>Annual Asbestos Information</i> .....	5
<i>AllergenSafe Environment</i> .....	5
<b>SECTION 2</b> .....	<b>6</b>
SCHOOL POLICIES AND GUIDELINES .....	6
<i>Admissions</i> .....	6
<i>Attendance</i> .....	6
<i>Cell Phone and Electronic Devices</i> .....	8
<i>Communication</i> .....	8
<i>Computer Network Acceptable Use</i> .....	9
<i>Emergency Information</i> .....	11
<i>Finance</i> .....	11
<i>Health</i> .....	13
<i>Inclement Weather</i> .....	155
<i>Parking Lot</i> .....	16
<i>School Security</i> .....	18
<b>SECTION 3</b> .....	<b>19</b>
ACADEMIC LIFE .....	19
<i>Books</i> .....	19
<i>Curriculum</i> .....	20
<i>Field Studies</i> .....	211
<i>Grading</i> .....	21
<i>Homework</i> .....	24
<i>Progress Reports</i> .....	25
<i>Report Cards</i> .....	25
<i>Special Education Services</i> .....	25
<b>SECTION 4</b> .....	<b>266</b>
STUDENT LIFE .....	266
<i>Behavior and Discipline</i> .....	266
<i>Academic Probation</i> .....	299
<i>Gum, Candy, Food, and Drinks</i> .....	30
<i>Lockers</i> .....	30
<i>Uniform and Dress Codes</i> .....	311
<b>APPENDIX</b> .....	<b>34</b>
<i>PARKING LOT DIAGRAM</i> .....	34
<i>BLANK DIOCESAN PERMISSION SLIP</i> .....	35
<i>STUDENT USER / PARENT PERMISSION FORM</i> .....	376
<i>ACKNOWLEDGEMENT OF RECEIPT OF POLICY HANDBOOK AND AGREEMENT TO ABIDE BY SCHOOL POLICIES</i> .....	387

## **Diocesan School Mission Statement**

The mission of Catholic Schools in New Hampshire is to prepare students through the Sacraments, sacred scripture, Catholic tradition, and high academic standards, and to inspire them to become transformative leaders working toward a more just and peaceful world.

## **St. Joseph Regional Catholic School Vision Statement**

St. Joseph Regional Catholic School (SJRCs) of Salem, NH, provides a complete education designed to challenge and motivate all students from Pre-K to Grade 8 to reach their full potential in mind, spirit, heart, and body. With Saint Joseph, the foster father of Jesus, as a model, SJRCs values its partnership with parents in the development of their children. The school's strong academic program, which is integrated with Christian values, promotes critical thinking and prepares students to succeed in their future, educational pursuits, to practice good citizenship, and to be productive members of a global society. Welcoming students of all faiths in Southern NH and the Merrimack Valley, SJRCs is dedicated to maintaining a safe, caring, and respectful Catholic community in which each child's God-given talents are developed, nurtured, and challenged.

## **The Ideal SJRCs Graduate Is a Young Person Who Is:**

**Energized to Serve:** A SJRCs graduate is sensitive to the needs of others and recognizes the responsibility of every Christian to be of help to others, not only in times of major disaster, but also on a daily basis. This student understands that there are a variety of needs that must be addressed, including but not limited to, emotional needs, spiritual needs, physical needs, and social needs.

**Academically Prepared:** The graduate who completes the SJRCs course of study is ready to undertake high school studies in an institution of choice. This student is self-motivated and conscientious and makes good use of God-given talents.

**Grateful for the God-Given Gift of Faith:** A student who graduates from SJRCs has been gifted with participation in a tradition of faith. This student is faith-filled, Christ-like, grateful for the gift of faith, and prepared to live as a Eucharistic person. The student values the sacredness of life, accepts others for who they are, is respectful and considerate, and maintains a daily prayer life.

**Liberated from Peer-Pressure:** The teen who graduates from SJRCs is well-equipped to live by conviction rather than by the dictates of a material society, a hedonistic media industry, and a teen culture that frowns upon individualism. This student is independent and willing to take a stand.

**Empowered:** SJRCs graduates ideally have all of the tools needed to live out the school's Vision Statement as they move on to the next step of their young lives. These students have been "nurtured spiritually, academically, and physically" and are now "enabled to use their God-given talents to know and model Christ in all they do." They will carry these values with them throughout their lives.

# Section 1

## GENERAL INFORMATION

### Affiliation and Catholic Nature

St. Joseph Regional Catholic School is a diocesan school serving grades pre-k through eight. Saints Mary & Joseph Parish in Salem hosts the school. St. Luke the Evangelist Parish in Plaistow, St. Anne Parish in Hampstead, and St. Matthew Parish in Windham also sponsor the school. The co-educational student body is made up of students from southern New Hampshire and northern Massachusetts townships.

St. Joseph Regional Catholic School professes Christian beliefs and the tenets of the Roman Catholic Church. Students, teachers, and staff, regardless of denomination, are required to attend all religious exercises. Students are also required to follow the religion curriculum for each grade level. The educational process is carried out with a deep respect for our Catholic heritage and with an enthusiastic view of each student as a reflection of God's presence in our midst. We strive to underscore this identity, and the richness of our Catholic heritage, by offering liturgical and sacramental celebrations where we encounter Christ in a personal and communal manner.

### Staff and Faculty Ministry Statement

“It is necessary to form strong, generous and upright consciences  
that know how to apply the Gospel to life  
without compromise or hesitation”  
*Pope John Paul II*  
*Address to Catholic Educators 12/28/85*

As members of the staff and faculty of St. Joseph Regional Catholic School, we are dedicated to developing, together with all individuals involved in the school, a total faith community that will be reflected in every aspect of our curriculum.

We strive to provide all of our students with a superior education that is oriented toward Christian service by helping them to acquire skills, virtues, and habits of heart and mind necessary for effective service to others.

As Catholic school educators, we believe our students are influenced by home, community, and a society that often challenges the Christian values we treasure. Our parents are the primary source from whom the children derive their values and they have entrusted their children to St. Joseph Regional Catholic School to complement and intensify the education and formation being provided in the home. We are called to assist our parents in fulfilling their obligation for the Christian formation and education of their children.

We will carry out our ministry as Catholic educators by sharing our professional knowledge with our students and modeling for them the Gospel message of Jesus. We will do so as effectively as we can, each according to his/her God given talents.

## Parental Commitment

In accepting admission for their children at St. Joseph Regional Catholic School, parents agree to abide by the policies and guidelines of the school. They are not free to pick and choose from these policies as from dishes at a buffet table. The school offers a fixed menu that may not be acceptable or appropriate for all.

Parents are held to the same standards as their children with regard to respect for faculty, staff, volunteers, students, and other parents. Enrollment of children in the school implies a partnership among the school, the parents and the children. If the partnership seriously deteriorates, parents can be required to withdraw their children from the school. Families are encouraged to volunteer their time to help the school community.

## Non-Discriminatory Policy

St. Joseph Regional Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Annual Asbestos Information

As per Federal reporting regulations, this message is to inform you of the presence of asbestos in the building. The presence of asbestos is common in buildings of this age and the situation does not pose a health hazard to our students, staff, faculty or visitors.

The main building of St. Joseph Regional Catholic School is now completely free of asbestos after having undergone a full abatement project in the summer of 2002. Minimal amounts of asbestos remain in the auditorium/gymnasium wing, after the most recent abatement done during the winter of 2018. An inspection occurs every six months and an action plan is being followed to eliminate the final remains of this product in the near future.

## Allergen Safe Environment

St. Joseph Regional Catholic School strives to provide an allergen safe school environment so that all students have every possible opportunity to participate fully in all school programs and activities. "Allergen Safe Environment" means an environment in which reasonable precautions have been identified and undertaken to minimize exposure to an identified allergen or allergens. It does not mean an environment that is guaranteed to be free of the allergen.

## Section 2

### SCHOOL POLICIES AND GUIDELINES

#### Admissions Policy

As a diocesan school, St. Joseph Regional Catholic School exists primarily to serve families deeply committed to their Catholic faith, especially those from the regional sponsor parishes. It is a school that is proud of its Catholic tradition and identity.

In light of this, the admissions personnel place much importance on a family's demonstrated commitment to the Catholic faith. The pastor's recommendation is a key document in the admission packet.

Provided all conditions for admission have been met, priority consideration will be given to:

1. Siblings of students presently enrolled
2. Active Catholics from the regional sponsor parishes
3. Catholic children from St. Joseph Preschool or Kindergarten
4. Catholic children of alumni/ae
5. New Hampshire Catholics
6. Massachusetts Catholics

SJRCS adheres to the entrance requirements of the State of New Hampshire regarding age, inoculations, and physicals. All transferring students are accepted at St. Joseph Regional Catholic School on a 90-day trial basis.

#### Attendance Policy

Regular attendance is essential for academic success.

##### A. Absence

When a student is not in class for any reason, he/she is considered absent. Any student who is absent from school may not participate in or attend any extracurricular activity after school (i.e. sports events, dances, club activities, etc.)

##### B. Reporting Procedures

If a student is going to be absent or tardy, a parent should notify the school by 8:00 AM. (The school answering machine is available for early messages.) If for some reason the school is not notified, a call will be made to the home of every child who is absent. This program is designed to ensure the safety of our children.

##### C. Professional Appointments

Except for emergencies, medical and dental appointments should be scheduled outside of school time. If this is not possible, the student must request missed work upon returning to school.

#### D. Family Vacations

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. The school strongly discourages alternative vacation periods for students. Instruction, discussion, media presentations, hands-on activities, and special classroom or school-wide events cannot be made up by paperwork alone. Occasionally, a special family reunion or an exceptional opportunity for a “once in a lifetime” trip may justify an absence. Such instances are rare and certainly do not occur on a yearly basis. When parents choose to create alternative vacation times, they assume full responsibility for their child’s missed instruction. Teachers will not prepare work for the child prior to the alternative vacation. Work will be collected during the child’s absence and, upon returning, the child will have seven calendar days to make up all work for full credit. For any work turned in after the seven calendar days, the highest possible grade will be 75%. Any work not turned in after a reasonable amount of time will be graded at 0%. All missed work must be made up.

#### E. Suspensions

When an absence from school or class results from any suspension or disciplinary action, the highest grade that can be given for make-up work is 75%. As in all other cases of absence, it is the student’s responsibility to request missed work upon return to school or class. Any work not turned in after a reasonable amount of time will be graded at 0%. All missed work must be made up.

#### F. Illness

It is the student’s responsibility to request missed work when returning to school after an illness. For each school day missed, the student will be allowed two school days to complete the work for full credit. If the work is turned in late, the highest grade possible will be 75%. Any work not turned in after a reasonable amount of time will be graded at 0%. All missed work must be made up.

#### G. Excessive Absenteeism

A pattern of absenteeism places a student in academic jeopardy. A student who has missed school for several days becomes the concern of his/her teachers and of the administration. In such cases, the school will communicate with the parent to determine the status of the student. An accrual of twenty (20) or more absences in a school year may result in retention.

#### H. Tardiness

A student’s tardiness is disruptive to classmates and teachers and has a negative influence on a child’s day. Punctuality is a positive trait which we must help our children to cultivate. Circumstances beyond anyone’s control (late buses, traffic congestion, weather, etc.) sometimes come into play. Repeated tardiness, however, will not be tolerated. Appropriate consequences will apply based on the student’s grade level and on the reasons for the frequent late arrival. Excessive tardiness will be called to the attention of administration. The first bell rings at **8:15 AM** at which point school wide Morning Prayer and announcements commence. Students are considered tardy if they are not present by **8:20 AM**.

## I. Early Dismissal

If a child must be dismissed early, a note should be sent in with the child. The note should be presented to the teacher and then brought to the office. In addition to the child's name and the reason for early dismissal, the note should include the student's homeroom, the time the student will be picked up, and the telephone number where the parent can be reached in case the office must call. No child will be called out of class before the parent arrives. In all cases, the parent must come into the building and sign the early dismissal log. If someone other than the parent is picking up the child, this must be stated in the note. Picture identification may be requested if the person is not known to the office staff. Students will only be allowed to be dismissed from the office up until 2:20 PM. After 2:20 PM, all students being picked up by car must exit the building from the lower level. Parents who are volunteering in the building at the end of the day, will have their children report to the location that they volunteer i.e., art room, library, gym etc.

## Cell Phone and Electronic Devices Policy

Cell phones, iPods, etc., must be **turned off** and must remain in book bags and/or lockers. Students may not use cell phones or any other electronic device from 8:00 AM until 2:50 PM without explicit permission from a teacher, staff member or the administration. Any violation of these policies will result in the cell phone or electronic device being confiscated. In such cases, the cell phone or electronic device may only be redeemed by a parent. The school is not responsible for lost, stolen or damaged devices. If a student needs to call a parent during the day, they will be able to use the school phone. Additionally, if a parent needs to reach a student for any reason during the school day, they should contact the school at the main number 603-893-6811. We expect that parents will set the example by not trying to reach their children via personal texts or emails during school hours.

## Communication Policy

### A. School/Family Communication

1. Our newsletter, The Eagle Post, is published once a month and the Eagle Weekly Update is published on the weeks the newsletter does not go out to keep the entire school community informed of current happenings within the school. Both of these publications are available electronically. If you would like a hard copy, please notify the office. It is also posted on the SJRCS website. It is important that parents/guardians read these communications since they often contain information that is time sensitive. Keeping up-to-date with the newsletters prevents adult frustration and student upsets. It also eliminates many unnecessary phone calls and emails.
2. The school website ([www.stjosepheagles.org](http://www.stjosepheagles.org)) has been constructed as a source of information and communication for the school. It contains timely information in the form of the newsletter, school calendar, monthly activity calendar, lunch menu, and a google calendar, etc. Various forms and permission slips are also posted for parent convenience. Parents are encouraged to check the site often.

## B. Parent/Teacher Communication

Many misunderstandings can be avoided when there is good parent/teacher communication. Specific communication procedures vary at different grade levels. Certain policies, however, are in effect throughout the school

1. All communication is to be conducted in a mutually respectful manner.
2. Teachers may be reached via their school email, by calling the school office or by sending a note requesting a conference or a phone call. Faculty members will make every attempt to respond in a timely fashion. Parents can communicate with teachers via email after signing the email usage policy form. Generally, teachers will respond to a parent email within 24 hours.
3. Teachers should never be interrupted while on duty. It is very distracting to try to conference with a parent while maintaining a proper level of supervision. The teacher's first responsibility at that time is the safety of the students.
4. Parents should also realize that confidentiality is compromised when they try to conference with a teacher in a public setting, such as at a school function, or at a chance meeting at the supermarket, the church, the school parking lot or office. A teacher's apparent reluctance to conference in such settings may be interpreted as signaling a lack of flexibility, but in reality is often due to the fact that there are other people in the area who can easily overhear a conversation.
5. Parents are asked to respect a teacher's off-duty time. Staff members should never be called at home.
6. Teachers are encouraged to contact parents whenever a misunderstanding or problem arises. Likewise, parents are encouraged to contact teachers if they have concerns or are confused about some matter regarding their child. If the parent and/or the teacher are not satisfied with the results of the conference, the problem should be brought to the Administration.

## Computer Network Acceptable Use Policy

### A. Summary

St. Joseph Regional Catholic School provides its students with access to a Local Area Network (LAN) as well as *FILTERED* access to the World Wide Web. This access is a privilege and not a right. Access is provided for use consistent with the educational objectives and mission of the school and is restricted to times when adult supervision is present. The use must be legal and ethical. Any student who violates this policy may have user privileges revoked.

There must be on file for each student, a *Student User Agreement Form* as well as a *Parent Permission Form*. These forms must be signed yearly.

SJRCS has installed a sensitive filter system and has taken every precaution to maintain a safe Internet environment. In spite of our best efforts, students might access some objectionable materials. It is each student's responsibility to immediately alert the supervising adult.

Students should have no expectation of privacy or confidentiality in the context of electronic communications or other computer files sent and received on the school network computers or stored in student directories. The school computer network's system administrator or other school administrators may, at any time, review the subject,

content and appropriateness of electronic communications or other computer files, remove them if warranted, and report any violation of rules to the school **administration**.

Every student has a unique *user name* and *password* and every computer workstation has a unique *name* and *address*. This provides the system administrator with an efficient way to track and log all user activity. Using the log, the system administrator will be able to detect all violations and easily trace them back to the user account. This also provides an incentive for students to keep their *user name* and *password* to themselves. Students are held responsible for any activity traced back to their account.

## B. Policy

1. *User names* and *passwords* are only provided for a student's personal use. They may never be shared with anyone. If students suspect someone has discovered their password or if they discover someone else's password, they should immediately notify the technology teacher. Students may only log on to one computer workstation at a time. The system administrator will keep a constant log of all user activity on the LAN computer system.
2. Students shall not use the school's computer printers for personal use. Printing any document other than for school purposes is prohibited.
3. Teachers and other administrators may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration.
4. Students may not access personal email or instant messaging accounts. When sending electronic communications, students shall not include information that could identify them or other students and staff. Students shall always identify themselves by first name only.
5. Students shall not copy any copyrighted material. Copyrighted material is anything written by someone else. It could be a game, a story, a picture, an encyclopedia entry, or a software program.
6. All World Wide Web sites and electronic communications of any kind containing inappropriate language, nudity, sexually explicit material and/or violence are off limits to students.
7. The computer network is for educational purposes only. Students are never allowed to install or run any software on school computers.
8. Students shall not infiltrate or "hack" outside computing systems or networks.
9. Students shall not use the school's computer network to solicit sales or conduct business.
10. Students are not to download material from the Web without prior authorization. If authorization is granted, the material must be "saved to disk" to a "Download Folder" and scanned for viruses prior to use.

## C. Penalties for Policy Violations

1. First Offense: Account privileges are revoked for a week
2. Second Offense: Account privileges are revoked for the remainder of the semester, and a letter is mailed to the parent/guardian.
3. Third Offense: Account privileges are revoked for the remainder of the school year and a second letter is mailed to the parent/guardian.
4. The administration reserves the right to impose penalties that may or may not be in accordance with the above stated offenses and penalties. Circumstances may dictate harsher or more lenient approaches.

## Emergency Information Policy

An Emergency Information Form must be completed and returned to the school on opening day. In the event that a student becomes ill, it is imperative that school personnel be able to reach a parent/guardian. The school office must be notified of any changes in the information submitted on the form so that emergency information can be kept current throughout the school year.

When circumstances arise which may pose a danger to students and faculty (i.e. severe weather, heat failure, flooding, etc.), the school reserves the right to dismiss the students. Appropriate notification of parents will be attempted via radio, TV, or homeroom phone trees. The Superintendent of Salem schools determines the need for emergency dismissals unless the emergency is specific to SJRCS.

## Finance Policies

### A. Diocesan Support Policy

The Catholic School Support Policy of the Diocese of Manchester recognizes that Catholic schools are an important ministry of the Church. In order to help support this ministry, the Diocese assesses a portion of each parish's income and uses these funds to help finance a Catholic Education for Catholic families who meet the following criteria:

1. Registration in a New Hampshire parish or mission
2. Contributor of record in a New Hampshire parish or mission
3. Active participation in the life of a New Hampshire parish or mission

### B. Procedure

New enrollees, as well as current enrollees who do not receive the supported tuition rate, need to obtain a "Supported Student Form" during registration. Parents must obtain their pastor's signature on this form to prove that they meet the criteria. It is then each parent's responsibility to return this form to the school by March 1st. Once the budget has been set, it is impossible to change a family's status from *non-supported* to *supported*. For this reason, new enrollees who register after March 1st are not eligible for the supported rate during their first year at the school.

It is important that those families receiving the supported rate continue to maintain active participation in their parishes. If families move to a new parish, they should be diligent about registering in the new parish and should use parish envelopes for their contributions. They should also introduce themselves to the new pastor and become active in the parish. Families who have a change in their financial situations and find themselves unable to contribute to the parish should speak to their pastor and explain the situation to him. SJRCS has no role in determining whether a family is supported or non-supported. It is the family's responsibility to maintain a good relationship with the pastor so that he will recognize the family as one that meets the criteria of being an active, registered and contributing parish family.

### C. Tuition

As a tuition-based school, SJRCS depends on the timely payment of tuition and fees in order to maintain its own obligations in a timely fashion.

1. Student tuition and fees are set annually by the principal and advisory board and must be approved by the Diocesan School Office.
2. Tuition is payable in eleven (11) monthly payments, beginning in July and ending with the May payment of each school year. This collection is handled by the FACTS Tuition Collection Program.
3. Tuition may also be paid in full before July 1<sup>st</sup>. A discount is given with this option. The percent varies from year to year based on banking interest rates.
4. Families experiencing difficulty in making tuition payments are advised to contact the Business Office immediately. Every effort will be made to work out a mutually satisfactory arrangement.
5. All financial obligations must be settled by the final day of the school year. Parents will be referred to the Business Office for delinquent accounts.
6. Any outstanding debt balance information may be forwarded to private schools of students graduating or transferring from SJRCS.

### D. Lunch Accounts

Our food service department provides nutritious and affordable hot lunches. Daily lunch regularly features a homemade main course, fresh fruit and/or vegetables, and specially made desserts. The cost of lunch is \$3.00 per day. Milk/Water may be purchased separately for \$0.50. Extra servings of the main course are available for an additional \$1.50. Water will be given in place of milk only to students with a milk allergy documented by a physician note and must be renewed yearly.

Machine beverages (juice and water) and a wide selection of ice cream treats are also available to students for separate purchase.

At the beginning of each month, parents should deposit into their child's account enough money to cover lunch for that month. If an account runs out of money, the parent will be notified and the child will be fed from the regular menu for one week. If the account is not replenished, the child will be fed peanut butter or cheese sandwiches until the account is brought up-to-date. This can be accomplished through the [SendMoneyToSchool.com](http://SendMoneyToSchool.com) link on the SJRCS website.

### E. Financial Aid

Limited funds are granted each year in the form of financial aid to families who otherwise would have difficulty meeting their full tuition obligations. Financial aid forms are available in the business office and on the website.

1. No application for financial aid can be considered unless the applicant has completed enrollment for the school year of application.
2. Applications must be completed in full and must include a current tax form 1040/1040A.
3. All information submitted is maintained in a confidential file.
4. Financial aid allocations are determined by an outside consultant on the basis of need.
5. Financial aid forms must be completed each year.

6. The school must receive applications no later than **May 1<sup>st</sup>** for each school year. The disposition of each application will be determined before July 1<sup>st</sup>.
7. Families receiving financial aid are expected to remain current with their portion of the financial obligations (tuition, fees, incurred expenses)
8. Families receiving financial aid are encouraged to volunteer their time to help the school community.

#### F. Fees and Incurred Expenses

In addition to tuition, families may incur other expenses. These expenses vary from family to family and may include expenses for Food Service or ECP, for sports and activities, for textbook or school property damage, for lost/missing sports equipment, etc. Any expense that a student incurs during the school year, must be paid in full before the last day of school.

#### G. Fundraising

Diocesan policy requires the school to raise 5% of its income through fundraising. SJRCS has two major fundraisers, annual auction and cash raffle, and it is expected that every family will participate in some way to help the school achieve that 5%. The true cost of educating one child is greater than the cost of one child's tuition.

H. [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) This website can be used to pay for student food service costs, field trips, activities and sports fees.

### Health Policies

#### A. First Aid Office

There is a trained first aid provider in the school from 8:15 AM to 3:30 PM to attend to the medical needs of the students. The office is run in accordance with regulations set forth by the State of New Hampshire Department of Health and Human Services. This Department periodically inspects SJRCS student medical records to verify that the office is in compliance with state regulations.

#### B. Illness or Accident

When ill or injured, a student is to notify the classroom teacher or the teacher on duty. With teacher permission, the student is to report to the First Aid Office for evaluation. Parents will be called as deemed necessary.

When a child wakes up with a fever or an upset stomach, the child should be kept home. When symptoms are less clear-cut, it is not always easy to decide whether or not the child should be sent to school. If the child has been awake a good part of the night, has a hacking cough, congestion, a bad sore throat, sneezing, etc., the child is probably contagious and should be kept home. If the child simply has the sniffles, the child should probably be sent to school with a reminder to frequently wash hands and/or use the Purell that is available in every classroom. ***A child should not return to school until 24hrs after fever and vomiting has subsided.***

### C. Medication

SJRCS complies with state regulations regarding the administration of medication to children. When possible, a medical regime should be scheduled at home so that the child will not require medication during school hours.

In accordance with the State of NH (RSA 541-A 1/74), a medical doctor must prescribe all medications that need to be dispensed during school hours. This includes over-the-counter drugs (i.e. Tylenol, Motrin, cough syrups, etc.) Medical Release Forms are available at the school office. These must be signed by both the prescribing physician and the parent. The form must include the name of the drug, the dosage, and the time of day the medication is to be taken. The medication must be submitted to the office in the original prescription container and the first dosage must always be given at home.

### D. Stipulations

The school must be notified of allergies or medical problems.

Any student with an elevated temperature will be sent home.

Any student who has vomited will be sent home.

Parents will be notified of any injury to the head.

Minor foreign bodies in the eye will be washed with isotonic eyewash. If that treatment is ineffective, parents will be notified.

Bug bites and occasional minor rashes will be treated with 1% hydrocortisone cream or calamine lotion.

All cuts will be washed with antibacterial soap and water or an antiseptic wipe. At times, first aid cream, Bactine™ or peroxide will be used on cuts and abrasions. Antibiotic ointment will be used if the cut is considered deep or dirty.

Any student who is unable to participate in gym class for more than one week must have a written directive from a physician. When a student is to be excused from a single gym period, a parent must send a written note.

The school should be notified if a student develops a new medical condition during the school year or if a child is ill with a communicable disease (other than routine colds and flu). Parents should call the First Aid Office if they have any questions about policies or procedures or if they need special accommodations for their child.

### E. Personal Hygiene

Basic personal hygiene (i.e. routine showering, hair shampooing, nail cleaning and clipping) is expected of all students. As students mature, deodorant should be used as needed, especially on Physical Education days. Perfume, cologne and scented lotions are not permitted.

## Inclement Weather Policies

### A. General Policy

Salem School District delays and cancellations apply to SJRCS. The following stations announce Salem School District information:

Television: Salem School District Channel CTV-6  
WMUR – 9

Families should use their best judgment in making decisions about school attendance on inclement weather days. Although SJRCS discourages absence from school, there is no school obligation that is worth risking anyone's safety. Consideration needs to be given to the location of the family home and to the condition of roads in that area. The type and condition of the vehicle to be driven and the driver's comfort level in difficult weather situations also need to be considered. Unless the Salem Superintendent has cancelled school for the day, it is always a parent's decision whether or not to send a child to school during inclement weather or when a major storm is predicted to begin during the school day.

When a 90-minute delay is called, SOAR (Extended Care Program) will open at 8:30 am and the first bell will ring at 9:45 am. No child may be dropped off before 9:30AM since there will be no adult supervision available. Maintenance personnel are not charged with student supervision.

### Mid-Day Storms

Parents should be alert to weather predictions of daytime storms and, on days when there is the possibility of inclement weather, they should frequently check the weather and the Salem School District Website for reports of early dismissal. Parents are asked not to call the school to check for early dismissal. Parents may pick up their children at any time during a storm. We request that the school not be called in advance. Office personnel will page students when parents arrive. No child will be allowed to go home with another adult unless there is parental authorization.

Salem Bus Students may be sent home early during a storm. SJRCS has no control over the Salem buses. If they are sent to the school early, bus students are dismissed accordingly. **Parents will not be called and notified.** Children should know what to do in such an event. The stations listed above announce any changes in the Salem District schedule and post notifications of Salem early dismissals. That information is also posted on the Salem School District website.

SOAR program will close at 4:00PM during a storm. Parents of students **normally** in the program will be called.

Planning ahead is key to avoiding problems during inclement weather days. All SJRCS personnel are concerned with the safety of the students and make every effort to ensure that safety. Parents can help by making plans for dealing with problems caused by inclement weather, by discussing those plans with their children, by notifying the school of those plans and by sending to the school all needed information.

Unless otherwise stipulated by the Salem School District, students will be credited with a full school day when inclement weather causes them to be dismissed early.

## Parking Lot Policies

The SJRCS parking lot, with all of its exits onto busy Main Street, creates challenges for our entire school community. Many arrival and dismissal procedures have been tried over the years. Committees have been organized to find solutions and safety officers from the town of Salem have been consulted. The following procedures are the ones that have worked the best to guarantee student safety and to accommodate buses, car line drop off/pick up, and student walkers.

### A. Morning Arrival Policies (Refer to diagram in Appendix I)

1. **Enter the schoolyard** using the driveway where the school sign is located (between the church and the yellow house).
2. **Keep to the right** and proceed to the lower parking lot. Cross in front of gate and make a U-turn. (Pre-School cars may park on the right, no one should be parking in the middle. When exiting, merge into the traffic.)
3. **Advance up the hill as far forward as you can** to the end of the yellow line by the gym entrance. When cars advance forward in this manner, we are able to allow several cars to drop off students at the same time, thus moving traffic more quickly and safely.
  - a. Students may get out of the car once it is stopped in this “drop off zone”. Please do not allow your child to disembark in any other area of this moving traffic circle. If the drop off zone is filled with cars, please wait in line until these cars leave and the next group of waiting cars can advance.
  - b. Students should be ready to disembark when the vehicle stops. **Parents should not get out of their cars since this delays the line and causes backup.** Teachers and staff are on hand to help younger children in car seats.
  - c. Stay in the line of traffic until you leave the school grounds leaving via the same driveway you entered. **Do not pass around a vehicle that is stopped in the drop off zone.** For the safety of students, please wait until all children in front of you have disembarked and are safely in the student walkway area.
4. **Arriving school buses have the right of way.** If a bus is approaching, please stop and let the bus pass to the front of the gym before proceeding forward. **Never drive around any school bus unless directed to do so by the bus driver.**
5. **If you need to park**, please do so carefully. There is very little parking and you must take care that your parked vehicle is not in the way of moving traffic. You must accompany your child to the student walkway or to the building.
6. **Vehicles are not allowed in the bus stop area between 8:00 – 8:30 AM.** All cars must exit to the left of the church or use designated parking and walk into the school.
7. **Students dropped off prior to 8:00 AM** should be dropped off at the SOAR Program entrance.

## B. Afternoon Departure Policies (Refer to diagram in Appendix II)

1. **Enter the schoolyard** using the driveway where the school sign is located (between the church and the yellow house). **This driveway is a One Way entrance from 2:30 to 3:00 PM.**
2. **The gate is opened at 2:35 PM.** Normally, if you arrive after 2:35PM, you will be able to proceed directly to the lower schoolyard and take your place in line. When falling into line, you should pull as close as possible to the preceding row and to the vehicle ahead of yours. Everyone's cooperation will allow for the placement of more cars and help to prevent backup.
3. **No vehicle should park further back than the yellow line** on the pavement. When you arrive, if the vehicle in front of you is parked at or on the yellow line, begin a new line on the right side of the existing line of parked vehicles.
4. **Turn off your vehicle.** Exhaust fumes travel into the school and create an unhealthy and unpleasant atmosphere for students and staff.
5. **Wait in the open space by the yard entrance** so that your children can see you as they leave the building and so that you can escort them safely back to your vehicle.
6. **The teacher on duty will start dismissing traffic** as soon as all students are safely in the waiting vehicles. Remain in line and proceed around the school building. Exit between the church and the funeral home. As you approach the church, fall into the correct line for either a right or a left turn onto Main Street.
7. **Buses have the right of way as they exit.**
8. **A "second pickup line will be formed by vehicles arriving after traffic has started to leave the school yard.** These vehicles should proceed along the student walkway area down to the outside gym stairs and wait until they are given the sign to advance into the lower yard. ***Keep in mind that this is a one way area during the afternoon and vehicles must not exit by going up the hill, they are to drive around the building via the lower parking lot.***
9. **No student may be dismissed from the waiting area once vehicles have begun to exit the yard.** Once the "second pickup" line of vehicles has been allowed to enter the lower yard, waiting students will be dismissed by the attending teacher.

## C. Important Considerations

1. **Arrive for dismissal between 2:35-2:50.** The early arrival of vehicles before we can open the entire schoolyard for parking can make a difficult situation worse. Eliminating the congestion of early arrivals can eliminate many existing problems and calm frayed nerves. Please do not arrive before 2:35.
2. **We all share a deep concern for the safety of the children.** The only way to ensure this safety is to have everyone follow a defined set of guidelines. At dismissal time, students need to exercise one of five options:
  - Proceed to the schoolyard for parent pickup
  - Take one of the Salem buses or the Boys and Girls Club bus
  - Go to the After School Program (SOAR)
  - Go to Homework Club (If you are in grades 5-8)
  - Wait in the gym until the bus duty teacher is free to escort walkers to the crossing guard.

**3. Parents jeopardize student safety when they:**

- Park beyond the end of the white line during morning drop off.
- Pass other cars in the drop of line.
- Exit through the bus loading area or the One Way lane.
- Park across or down the street to avoid dismissal procedures.
- Park in the funeral home parking lot and have their children meet them there.

**4. Waiting in front lobby for school dismissal:**

Parents who arrive early and socialize in the area of the reception desk create a number of problems. Office personnel are always happy to see parents, however, it must be remembered that this is a busy time of day and that personnel must see to their assigned duties. When parents gather in the small lobby space, they interfere with traffic flow, they compromise the confidentiality of school day occurrences and they distract students who are preparing for the end of the day. The few parents who have permission for indoor pick-up are asked to wait near the outside door and remain respectfully quiet during announcements and afternoon prayer. If, on a particular day, there is a real time conflict, please dismiss your child at the main office before 2:35.

## School Security Policies

All school entrances are kept locked during the school day. Anyone wishing to gain admittance at any time must do so at the main entrance. Upon entering the school, everyone must sign in at the reception table and must be issued a pass that is to be worn in a visible manner.

There are times when an entrance may be unlocked for a specific reason (i.e. the gym doors are unlocked in the morning to allow students to enter during inclement weather). An unlocked entrance should not be used to gain entry into the school.

Students are never allowed in hallways and classrooms before or after school unless they have been specifically directed to see a teacher or to meet with a staff member. Students who are attending an after-school activity or sports practice/event are not allowed in any part of the building except the gym or activity room under adult supervision. They should not be "roaming" the hallways unsupervised.

All of these precautions are taken to maintain the safety of our students and to provide for the accountability of persons within the building during fire drills or unforeseen emergency situations.

### A. Emergency Drills

In case of an emergency during school hours, it is imperative that staff and students know how to respond. In order to ensure a state of preparedness, practice drills are held throughout the year in compliance with state and local laws and guidelines.

Emergency exit routes are posted in every classroom and a Crisis Plan is in place. All emergency drills are held under the supervision of the Administration. Some emergency

drills, especially fire drills, are carried out in the presence and at the direction of the Salem Fire Department.

The following guidelines will prevail for all emergency drills:

1. Everyone within the building (including visitors, parish staff, volunteers, etc.) must take part in the drill. There can be no exceptions to this directive.
2. All must remain silent and attentive to directives.
3. Teachers and staff must be familiar with and must adhere to Emergency and Crisis Plan procedures.
4. An emergency drill is not ended until a signal is given by an Administrator. Only then may normal activity be resumed.

## B. Parent Guide to Emergency Procedures

If an emergency situation were to occur in the area, or specifically at SJRCS, local safety officials would quickly take over and would direct whatever actions had to be taken to respond to the uniqueness of the situation. In such an event, it would be important for parents to follow the guidelines listed below so that they could be safely reunited with their children. Parents are reminded that information on each student's emergency card could be crucial and that it should be complete and up-to-date.

1. Parents should **remain calm** and they should **not** call the school.
2. The same radio and television stations used for reporting school closings during inclement weather would carry news of the event and would offer directives for parents to follow.
3. In the event of an evacuation, parents would be told where to pick up their children. It would be important to **bring a picture ID** and to follow directions of local officials at the pick-up spot.
4. In the event of a lockdown or sheltering in place, parents would not be allowed to pick up their children until the incident is resolved. In such an emergency, nobody would be allowed to enter or leave the building. Faculty and staff would do everything possible to keep students safe and comfortable. Once the emergency situation has been terminated or brought under control, safety officials would direct the reunion of parents and students. A **picture ID** may be needed.
5. In any emergency event, **local safety officials will be in charge** and the Administration will follow their directives.

## Section 3

### ACADEMIC LIFE

#### Books

Some books issued to students at the beginning of the school year remain the property of SJRCS and will be used by other students in future years. Students must care for these books and must keep them covered at all times. Students are responsible for any damage to these books. If a book is damaged to the extent that it cannot be used again, or if it is lost, the student will be charged the full replacement cost of the book. If the book is still usable, a Damaged Book Fee will be assessed.

Consumable books are those that cannot be used a second time. Whether these books are purchased by the school or by the student, they must be kept neat and usable and should be covered to prolong the life of the fragile cover. If a consumable book is lost or destroyed, the student will be charged the cost to replace the book.

Care must be taken when covering books. Paper or stretch covers are acceptable. Covers that have adhesive on the backing are forbidden. Many of these covers have a disclaimer saying that the adhesive does not damage the book and can easily be removed. This has not proven to be the case, and many books have been damaged by this kind of cover. The best cover remains the brown paper bag. If it is properly applied, it can stay in place for the entire year. A clear or colored contact paper can be applied to the brown paper to reinforce it and to extend its durability.

## Curriculum

St. Joseph Regional Catholic School offers a well-balanced, challenging academic program that is faith-based, traditional in its emphasis on structure and accountability, and designed to prepare its students to undertake studies in a high school of choice.

The Religion curriculum combines direct instruction in Catholic doctrines and teachings with Christian behavior, service to others, and participation in prayer and the sacramental life of the Church. It is an integral part of the school's curriculum and permeates every aspect of school life.

Study and organization skills are taught at all levels. Students in grades 3-5 are given a SJRCS organizer. No other organizers are permitted for grades 3-5. Jr. High school students (grades 6-8) are to use their school issued iPads to keep track of assignments. If students in grades 6-8 wish to use a written organizer in addition to the iPad, they may do so after receiving permission from their advisory teacher, guidance, or the principal.

The school's Language Arts curriculum stresses strong grammar skills and exposes the students to all forms of literature. In addition, Phonics instruction in grades 1-3 provides the students with a strong base for success in advanced reading skills. The Six Traits Writing System is used at all levels as is the research tool IIM (Independent Investigation Method). This cross-curricular system teaches research skills to students in all grades. The Wordly Wise program helps students build strong vocabulary and spelling skills in Grades 4-8.

The Math curriculum is based on the National Council of Mathematics Standards. It places a strong emphasis on helping children develop number sense while providing students with the tools to become independent problem solvers. Pre-algebra and algebra are taught in Junior High.

Spanish is offered to students in grades 7 and 8.

SJRCS offers weekly Integrated Arts classes (Physical Education, Music, Art, Library, and Technology) as well as a full range of extra-curricular activities and sports.

## Field Studies

Educational field studies are planned to supplement the curriculum and to allow students to experience learning in a more relaxed manner. These field studies are a student privilege, not a right.

Students may be denied this privilege for a number of reasons, including (but not limited to) the following:

1. Lack of effort in class or in the completion of homework
2. Inadequate attendance
3. Poor behavior on previous field studies or at school

Parents/guardians must sign the appropriate Field Study Form before a student may attend a planned, school sponsored field study. If a student does not submit the necessary signed forms and fees associated with a particular field study, that student will not be allowed to participate. Telephone calls in lieu of the permission form will not be accepted. A sample of the Diocese permission form is available at the back of the handbook. All fees collected for a field trip are non-refundable. Financial concerns should be addressed with the Administration. Absence from a field study is considered as an absence from school.

**Students are not allowed to bring cell phones, I-pods or any other type of electronic equipment on field studies without explicit permission from the administration.**

## Grading

The grades received by students reflect their success in meeting the teacher requirements and expectations within a particular area of study. These include grades earned in effort and conduct. The following rubrics are used to help determine grades at SJRCS.

### A. Conduct Grades

The conduct grade is reflective of how students conduct themselves. Any major infraction of conduct, even an isolated, one-time incident, will adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

- 1- Excellent – The student always follows classroom/school rules and procedures without being reminded. When working in group situations, the student always works toward the attainment of group goals.
- 2- Good – The student usually follows classroom/school rules and procedures and usually works toward the attainment of group goals.
- 3- Average – The student needs to be reminded to follow classroom/school rules and procedures and to work toward the attainment of group goals.

- 4- Needs Improvement – The student often needs to be reminded to follow classroom/school rules and procedures and to work toward the attainment of group goals. Consequences have been applied but the student’s behavior remains inconsistent.
- 5- Unsatisfactory - The student disregards classroom/school rules and procedures and frequently fails to work toward the attainment of group goals. Consequences have been ineffective in resolving behavioral issues.

## B. Effort Grades

The effort grade is reflective of how students apply themselves to the learning process. A student’s failure to complete assigned work, to pay attention during class time, and to follow directions are but a few circumstances that may result in a low effort grade.

1 – Excellent – The student is always punctual turning in assignments and goes beyond the stated requirements relative to neatness and adherence to conventions. The student is always prepared and participates in classroom activities and discussions without being asked and is attentive and alert. The student works to exceed ability level.

2 – Good – The student is usually punctual turning in assignments and meeting the stated requirements relative to neatness and adherence to conventions. The student also is usually prepared and usually participates in classroom activities and discussions and is usually attentive and alert. The student works at ability level.

3 – Average – The student needs to be reminded to turn in assignments and/or to meet the stated requirements relative to neatness and adherence to conventions. The student is also sometimes unprepared and sometimes needs to be encouraged to participate in classroom activities and discussions and to remain alert. The student works at ability level most of the time.

4 – Needs Improvement – The student often is not punctual in turning in assignments and often does not meet the stated requirements relative to neatness and adherence to conventions. Often, the student is not prepared and does not participate in classroom activities and discussions and often does not remain attentive and alert. The student frequently works below ability level.

5 – Unsatisfactory – The student either is not punctual or does not turn in assignments and does not meet the stated requirements relative to neatness and adherence to conventions. The student is not prepared and does not engage in classroom activities and discussions. The student is not attentive and alert. The student does not work at ability level.

## C. Additional Code

/6 – The addition of this code to any Conduct or Effort grade indicates that the student lacks consistency.

/7 – The addition of this code to any Conduct or Effort grade indicates that the student has performed at the indicated level for most of the quarter but is starting to slip.

## D. Academic Grades

Academic grades are based upon several factors. Among those factors are objective and subjective evaluation by the teacher, test and quiz scores, assigned papers, projects and homework.

A (90-100) – The student has a complete and detailed understanding of the subject and has no misconceptions and/or makes no significant errors or omissions. The student is able to demonstrate this understanding in required assessments and shows complete mastery of the learning goals for this period.

B (80-89) - The student has a good understanding of the subject and has few misconceptions and/or makes few significant errors or omissions. The student is able to demonstrate this understanding in required assessments and shows mastery of the learning goals for this period.

C (70-79) – The student has a basic understanding of the subject but has some misconceptions and/or makes some significant errors or omissions. The student sometimes has difficulty demonstrating this understanding in required assessments but can usually show mastery of most of the learning goals for this period.

D (60-69) – The student has an incomplete understanding of the subject and consistently makes significant errors or omissions. The student has difficulty demonstrating the skill or process important to the topic but still accomplishes a rough approximation of the skill or process.

F (59 and below) - The student's understanding of the topic is so incomplete or has so many misconceptions that the student cannot be said to understand the topic. The student makes so many errors in performing the skill or process important to the topic that he or she cannot actually perform the skill or process.

## E. Weekly Classes

In Grades preschool - 5, students receive a Satisfactory or Needs Improvement grade. In Grades 6-8, they will receive the same grading as their other junior high grades.

## F. Junior High Honor Roll

An honor roll is published at the end of each quarter. All subject, effort and conduct grades are counted toward honor roll standing.

High Honors: All subjects A- to A+ (90-100); all effort and conduct 1 or 2  
Honors: All subjects B- to A+ (80-100); all effort and conduct 1, 2 or 3  
Honorable Mention: All subjects passing; all effort and conduct 1 or 2  
(Score Table: 1=Excellent 2=Good 3=Average 4=Needs Improvement  
5=Unsatisfactory /6=Lacks Consistency /7=Slipping)

## G. Grading Guidelines for Parents

1. A "1" in conduct and/or effort will be given with great care. When the grade is given too easily, it loses its meaning and becomes the expected grade. SJRCS has many well-behaved children and many good students, but it has

few who approach the perfection implied by a “1”. A student who deserves this grade for one quarter may not deserve it for the next quarter since it is very difficult to maintain that level of performance. A child who sits quietly during a lesson but who does not participate actively is not necessarily a “1” student.

2. Students and parents sometimes request extra work as a means of raising low test scores and/or making up for missed assignments. It is not the policy of SJRCS to assign or accept work for these reasons. Rather, students are expected to concentrate on the assigned work and studies in order to maintain acceptable grades or improve poor performance. Students, therefore, should not rely upon extra work to raise their grades, since no amount of extra work can ever equate the learning connected to class assignments as developed and enriched by the teacher’s guidance. Teachers, however, at their discretion, may sometimes choose to recommend some work to their students for the purpose of curriculum enrichment or extra practice.
3. Students should be prepared for tests and should not expect to be given the opportunity to retake a test that has been failed. At the teacher’s discretion, make-up tests may be given on rare occasions, especially when there are extenuating circumstances.

## Homework

“Homework will be assigned to reinforce skills and understandings learned in the classroom, to develop independent work/study habits, to encourage creativity and to foster a sense of self-discipline, personal responsibility, and independent thinking.”

*Diocesan Policy Handbook for Catholic Schools (2001)*

In compliance with the above statement, SJRCS staff assigns homework on a regular basis. This homework may be to prepare students for new content, to deepen understanding of a lesson just taught or to sharpen skills and review material previously learned.

At all grade levels, homework teaches responsibility, fosters good study habits, and helps students realize that learning is an on-going process that does not only take place at school. In addition to this, research proves that, in the upper grades, there is a direct correlation (all other things being equal) between the amount of time spent on homework and a student’s overall grade point average.

Homework is usually assessed in some way, but it is not always graded. Missed homework may impact a student’s grade, especially at the intermediate and junior high levels. A student’s effort grade will always be impacted by missed homework.

Parents can play an active role in homework and can help their children foster good work habits. The parents’ role will change as the children move through the grades, but the following guidelines apply to all ages.

1. There should be a set time for doing homework so that it becomes part of an expected routine.

2. A quiet space should be provided. This space should be large enough to accommodate the books and papers a child will be using. It should be sized so that the child can be comfortable and can write properly. It should be as free as possible of distracting clutter and activity.
3. Supplies should be readily accessible. There should be a stock of paper, pencils, pens, etc.
4. Parents should insist that their children use the organizer. Depending on each child's level of responsibility, parents may need to check off each assignment as it is done.
5. A timer is a useful tool for any child who is a dawdler. A goal can be set for a certain amount of work to be completed before the timer rings. For a child who works best in short spans of time, a short break can be scheduled at the ring of the timer.
6. Parents should be accessible to help and to answer questions, but they must be careful to maintain the child's responsibility for the work. It is ideal if parents can schedule some "homework" of their own at this time. Bill paying, reading, answering email, etc. is non-distracting and quiet activities which complement the work being done by the child and teach that homework is a part of life.

### Progress Reports

Notices of Improvement or of Deficiency are mailed home at mid-term. The purpose of these reports is to advise parents of a significant increase or drop in the student's grades, effort or conduct since the last report card. Any student who is showing a grade below a C- will receive a Notice of Deficiency. Parents are urged to sign these and return them to the school in a timely manner.

### Report Cards

Report cards are distributed three times a year. They are given to the student, usually on a Friday afternoon. The schedule appears on the school calendar. Parents are urged to contact teachers if they have any questions or concerns and they are asked to sign the report card and to return it to school in a timely manner.

### Special Education Services

St. Joseph Regional Catholic School does not have the personnel or the financial resources to provide services for students with Special Education needs. The Salem School District is responsible for testing children and for determining the scope of their learning challenges (both academic and/or behavioral). SJRCS personnel will guide and assist parents throughout this evaluation process and will work closely with the Special Education Team. In some cases, a child needs only minor accommodations that the staff at SJRCS is able to provide. In other cases, it is in the child's best interest to transfer to a school that can provide needed services. The child's best interest is always our main concern and always takes priority over all other considerations.

## Section 4

### STUDENT LIFE

#### Behavior and Discipline

##### A. Student Honor Code

As an institution of learning sponsored by the Church, St. Joseph Regional Catholic School values the Catholic faith heritage and expects all members of its community to uphold the principles of honesty, and of personal and academic integrity. Whenever these standards are violated, our Christian values are compromised and our entire school community is diminished.

The learning process is a personal undertaking and challenge. It allows students to grow and mature within the school's established mission of assisting in the formation of the whole person. Dishonesty, cheating and plagiarism greatly diminish and can destroy the learning process. They can also undermine a student's sense of pride, accomplishment and personal integrity.

##### B. Cheating

Cheating is presenting or assisting someone else to present another person's ideas, words or information as one's own. Acts of cheating include, but are not limited to:

1. Copying another student's homework or any other work assigned by a teacher, whether an entire piece of work is involved or just a few words are altered.
2. Providing answers or questions to a test previously taken by other students in an earlier class period.
3. Talking to another student or looking at a book, notes, or another student's paper during a quiz or test.
4. Helping another student to cheat in any way, such as writing a paper for someone else, providing answers or allowing another student to copy homework.
5. Plagiarizing or presenting information as one's own without giving credit to the source.

##### C. School Rules

School rules are established to provide safety, security, and Christian support to all students. When accepted and followed in a caring and diligent manner, these rules assist in character formation and development, help to insure the orderly functioning of the educational process, and provide students with a level of safety, security, and support as they interact within the school community. A school-wide personal behavior policy makes students aware of expectations. These expectations exist in the classroom, the hallways, the cafeteria, the bus, and the playground. The expectations also exist during field study trips and at school athletic practices and events at home or away. The partnership of parents, teachers, administration and staff who ideally model Christian behavior creates an environment conducive to learning where all students feel safe and protected.

1. Disciplinary Board

A Disciplinary Board may be convened when a serious infraction has been committed and a student faces severe consequences. This Board will be made up of the principal and three other staff members appointed by the principal. The role of the Board will be to conduct a thorough and fair investigation of the facts, to weigh all of the available information and to make a final determination of the consequences.

2. Inappropriate Student Behavior

There are many student behaviors that may fall under the category of "inappropriate". Some are minor infractions that can be dealt with easily. Others are more serious and demand the involvement of the Administration. Still others are extremely serious, may be illegal, and may demand the involvement of local law enforcement personnel. Students found guilty of behaviors in the latter category will appear before a Disciplinary Board, will be subject to serious disciplinary action and may face suspension or expulsion from the school. Listed below are some, but not all, of the behaviors that fall under this category.

a. Controlled Substance and Drug Abuse Violations:

In accordance with the Drug Free School and Communities Act, St. Joseph Regional Catholic School prohibits the possession and/or use of drugs and alcohol on school grounds or at any school related activity.

b. Weapons:

It is unlawful for any student to use or possess a firearm, explosive device or weapon while on school property or at a school related function. Weapons include, but are not limited to the following: guns, knives, slingshots, clubs, throwing stars, brass knuckles and any type of martial arts weapons.

c. Theft:

Theft is a serious violation against another person or against the school community. It will not be tolerated and it will be fully investigated. In addition to facing serious disciplinary action, any student found guilty of theft will be expected to make full restitution.

d. Harassment:

Harassment of any kind diminishes a person and creates an atmosphere of fear and intimidation. This type of behavior is governed by very strict and specific guidelines from the Catholic Diocese of Manchester and will not be tolerated. Any allegation of harassment that can be proven will earn serious consequences for the offending student. *This includes but is not limited to harassment on social media such as Facebook, twitter and Instagram.*

e. Fighting:

Physical confrontation is an unacceptable manner of resolving personal differences, especially in a Catholic school setting. Fighting, wrestling, punching, pushing or similar rowdy behavior of a physical nature will not be tolerated. Any student engaging in such behavior, whether as a participant, an enabler or an active observer will be subject to disciplinary action. The nature of the confrontation and/or the injury of the participants or bystanders may elevate the behavior to a higher level of

seriousness and may warrant the notification of the local law enforcement officials and the convening of a Disciplinary Board.

#### D. Student Responsibilities

Students at St. Joseph Regional Catholic School are expected to carry out the following responsibilities to assist in creating an environment that is conducive to learning in a Catholic school setting.

1. Participation

Students are expected to be positive contributors to the Christian environment of SJRCS. They are expected to fully participate in daily opening and closing exercises, to attend all school liturgical celebrations and to participate in all faith development activities.

Students are responsible for participating fully in the educational process in accordance with their age and ability. They must report to school and to all classes regularly and on time, remain in classes until excused, pay attention to instructions, actively participate in classroom exchange, complete assignments to the best of their ability and request help when needed.

2. Behavior

Students are responsible for avoiding any behavior that detracts from the Christian atmosphere or from the learning process at SJRCS. They must cooperate in maintaining reasonable orderliness in the school, in the classroom or on the playground.

3. Respect for Adults

Students are responsible for showing respect for teachers, staff members, volunteers, and visitors. Any teacher or staff member has the authority to correct a student. Students must conduct themselves in an acceptable and courteous manner at all times.

4. Respect for Fellow Students

Students are responsible for recognizing and respecting the rights and human dignity of fellow students. They must refrain from harassing, threatening, or fighting with others, from name-calling, disparaging remarks, and deliberate attempts to embarrass or harm others. A strict "hands-off" policy is enforced. Students must always respect the personal space of others.

*The above list provides a basic outline of rules and expected behavior. Any other behaviors that do not reflect the mission of the school or reflect poorly on SJRCS may be considered a violation of school rules and will be handled on an individual basis by the administration.*

## Academic Probation

### A. Purpose

The purpose of academic probation is to identify specific areas of academic concern and to notify a student that priority must be given to addressing these concerns. The goal of academic probation is to enable a student to focus on academic performance in one or more particular subject areas by providing extra help in the subject matter and by eliminating extracurricular activities. The aim is not meant to be punitive, but rather to eliminate distraction and motivate a student in academic peril to divert time and energy toward academic pursuits. Academic probation involves the removal of a student from any extracurricular activities sponsored by SJRCS. (Examples include but are not limited to: Student Council, sports team tryouts, practices, games)

It must be stressed that Academic Probation is not a punishment for poor grades. Because SJRCS seeks to challenge each student to achieve academic excellence, it is an opportunity for a student to spend concentrated time at home and at school, in partnership with parents and teachers, in achieving that goal. Students at SJRCS are viewed as unique individuals with varying degrees of ability and various life circumstances. A student who is consistently on Academic Probation despite following all guidelines may warrant a special meeting between parents, educators, and the Principal to determine another course of action to meet that student's academic needs.

### B. Confidentiality

The status of Academic Probation is confidential and is to be treated as such. Students, parents, parent volunteers, and staff are asked to respect each student's privacy.

### C. Criteria

Academic probation is warranted when a student's grade in any subject area falls below 70%. A student may also be placed on academic probation for conduct or effort which would merit a "4" or "5" according to the criteria established for the report card. Determination of academic probation is always done with the best interest of the student in mind and is clearly within a teacher's scope of practice.

### D. Notification and Duration

There are two particular times during the quarter when academic probation may commence or cease: the mid-quarter issuance of academic warnings and the end-quarter issuance of report cards. Teachers will notify the student in private when an academic probation is warranted. Parents will receive written notification when a student is placed on academic probation.

### E. The Probation Period

Once a student is placed on academic probation, he/she will need to meet with the teacher(s) in the applicable subject area(s) to discuss necessary adjustments to the student's academic routine and/or to arrange time for extra help. The student will work with the teacher(s) to develop and follow a plan to improve the grade(s). It is the student's responsibility to keep in contact with the teacher(s) during the probation period. Any student who fails to meet with the teacher will automatically be placed on Academic Probation during the next period because of poor effort in the subject area(s), even if the

grade(s) has improved. Students are strongly encouraged, though not required, to attend the Homework Club.

#### F. Removal from Academic Probation

All students are automatically removed from Academic Probation upon the next issuance of either academic warnings (mid-quarter) or report cards (end-quarter) unless either the grade, conduct, or effort fails to improve or no effort has been made to speak with the teacher(s), or the plan has not been fully implemented.

### Gum, Candy, Food, and Drinks

Gum chewing is not allowed anywhere on the school or parish premises. An appropriate consequence will be incurred for each offense.

During indoor breaks or recess, snacks are to be eaten in the classroom. No food or drink is allowed in the hallways. Younger students are usually allowed to eat snacks outside during recess periods. At such times, all wrappers, containers, and waste material must be discarded in the proper receptacles.

Vending machines in the cafeteria may be used by students:

1. To buy juice or water at lunch or snack.
2. To purchase drink items at break or after school once all bus students have departed
3. To buy drinks before school.

### Lockers

Student lockers are the property of SJRCS and the Administration reserves the right to inspect a student locker for reasonable cause. At the end of the school year, lockers must be emptied and cleaned. Students are responsible for the cost of repair or replacement of any locker that is damaged. All hallway lockers should be kept locked at all times. Students are responsible for purchasing a combination lock and must give the combination to the homeroom teacher.

All students in grades 5-8 are assigned a hallway locker. Books and personal belongings should never be left on top of the lockers or on the floor near the lockers. Stickers and decorations are not allowed on the outside of the lockers. Items appropriate for a Catholic elementary school setting may be affixed on the inside if they can easily be removed without leaving marks or defacing the locker. The use of magnets is an effective way to avoid damage.

Students are expected to keep their lockers neat and organized. Papers should be taken home on a daily basis and should not be allowed to accumulate. Food should never be left in a locker overnight. General locker inspections may take place without advanced notice.

### Personal Property

The only personal property students should have in school are items needed for academic or school activities. Personal property of a sentimental or monetary value

should not be brought to school. SJRCS assumes no responsibility for loss of any student items.

Items of clothing that may be removed at school, lunchboxes, and easily forgotten items should be marked with the student's name.

## Uniform and Dress Code

“While in school, students are expected to be neat, clean and attired in a manner consistent with accepted community standards of good taste, decency and safety. Dress or appearance that is disruptive to the learning process will not be tolerated.”

*Diocesan Policy Handbook for Catholic Schools*

### A. Uniforms

In accordance with Diocesan Policy, students are expected to be well groomed and neatly dressed in the uniform of the day. This means that:

1. Shirts are properly tucked in.
2. Slacks and shorts are secured with a belt and are worn at the waist.
3. Skirts and shorts are the appropriate length (not more than two inches above the knee cap).
4. Gym pants are zipped at the ankle.
5. Shoes and sneakers are laced.
6. Shirtsleeves are not rolled.
7. All items of clothing are in keeping with the uniform code, are appropriately sized, are clean, are not torn, and are in accordance with the uniform code. (Boys' pants rest on the waist and not on the hips. The pant leg touches the shoe but does not bunch up or drag on the floor. Girls' clothing is not too tight. Any clothing that is molded to the body is unacceptable.)
8. Outerwear including hooded sweatshirts is not permitted to be worn in the classrooms with the exception of the annual grade 8<sup>th</sup> sweatshirt.

Unless otherwise stipulated, students are to arrive at and leave the school in the uniform of the day. Changing to other clothing during or after school hours is allowed only if the student has permission and is involved in an extracurricular activity that warrants different attire. Students are expected to maintain a neat appearance and good grooming until all activities are completed and students have left the school for the day.

There are three uniforms worn at SJRCS:

1. **Daily Uniform:** May be worn every day except Dress or Gym uniform day
  - Khaki Dockers style slacks (or shorts Aug/Sept & May/June – shorts must be no shorter than two inches above the knee cap)
  - Evergreen polo shirt with logo
  - (Optional) Solid hunter green vest, cardigan, pullover or crew neck sweater, all with school logo
  - Brown/Black or Navy low heel, flat sole shoes and belts
  - White or tan crew socks
  - (Dress uniforms may be worn on a daily basis as well)

2. **Dress Uniform:** Is to be worn on liturgy days and other designated days

*Girls – Grades K-5*

- Plaid jumper (purchased at Lands' End/or used from the school boutique) (not more than two inches above the knee cap)
- Evergreen polo with logo
- (Optional) Solid green cardigan, pullover or crew neck sweater with logo
- Navy/Hunter green tights or knee highs
- Brown/Black or Navy low heeled, flat sole shoes

*Girls – Grades 6-8*

- Plaid skirt (not more than two inches above the knee cap)
- Evergreen polo with logo
- (Optional) Solid green vest, cardigan, pullover or crew neck sweater with logo
- Navy /Hunter green tights or knee highs
- Brown/Black or Navy low heeled, flat soled shoes

3. **Gym Uniform:** Is to be worn on gym days and other designated days

*Grades Pre-K through 8<sup>th</sup> (All gym uniforms to be purchased from Exquisite Stitches)*

- Evergreen w/white piping track pants or shorts (shorts-Aug/Sept & May/June)
- Evergreen/white piping shirt with school logo
- Sneakers (laced)
- White crew or “no show” socks
- (Optional) green/white track jacket with logo
- *Please note:* Pre-School will have solid green sweatpants, t-shirts and sweatshirt w/logo to be worn daily. (shorts-Aug/Sept & May/June)

B. Hair Styles

Hair must be kept neat and clean. It must be trimmed above the eyebrows. It may not be bleached or dyed to non-natural colors. Colored hairpieces are not allowed.

***Oversized bows and novelty headbands are not allowed. Hair accessories must match the uniform colors or be a neutral color (matching the wearer's hair color).***

Facial hair, shaved heads, spiked hair, long side-burns, Mohawks, or other non-conventional or faddish hairstyles are not permitted. Boys' hair must be above the shirt collar and must not fall below the earlobe.

C. Make Up, Perfume and Jewelry

Make up, perfume, and cologne are not allowed. Students may wear a *thin* foundation for acne cover, but it should not be noticeable. Once it is noticeable, it is not permissible. Simple jewelry may be worn. Students may not wear more than two small earrings per ear. All jewelry must be conservative in style and size. No oversized or large items are to be worn at school. Expensive jewelry or jewelry with great sentimental value should not be worn to school and SJRCS assumes no responsibility for such items.

#### D. NU Days (Non-Uniform Days)

As the name implies, NU Days are days when students are allowed to come to school in non-uniform clothing. On those days, students may choose to dress in a dressier or more casual manner than normal. Guidelines regarding sizing, neatness, appropriateness, modesty, make up, jewelry, perfume, etc. continue to apply on NU Days. Clothing that is too tight, too baggy, suggestive, revealing, sloppy, torn or is in any way considered inappropriate for a Catholic school setting may not be worn. If sandals are worn, they must have back straps. All footwear must be appropriate and safe for playground wear and for use on stairs. ***Girls wearing yoga pants or leggings are to wear a top with a bottom hemline that falls at or below the fingertips when arms are held straight and parallel to the torso.***

Students violating NU Day guidelines or students wearing NU Day clothing on a non-NU Day will be given appropriate clothing from the “boutique” if available or their parents will be called to bring in appropriate clothing. *They may also lose privileges for future NU Days and could be required to come to school in uniform on those days.*

#### E. General Considerations

1. Pants are “Dockers” style. They have side slit pockets and internal back pockets. They have belt loops and need to be worn with a belt. They zip in the front. Cargo pants are not allowed. Elastic waistbands are acceptable if the pants otherwise fit the above description. Elastic waistbands do not usually have a fly front or belt loops (in which case a belt need not be worn).
2. Girls may wear spandex shorts under their uniform and under their gym shorts.
3. Turtlenecks are not permitted.
4. Hats and sunglasses may not be worn in the building.
5. Only low-heeled, flat-soled shoes and sneakers are allowed for safety reasons. Heels should measure no more than one and one-half inches as measured on the back of the heel from the sole to the tip. Platforms, clogs, backless styles, sandals, and high heels of any kind are not allowed. Sandals may be worn on NU Days if they are flat and are not backless. Boat shoes, loafers, casual or dress oxfords are acceptable forms of footwear. Athletic footwear, sneakers, sneaker-like boots or shoes may not be worn with the dress or casual uniforms. Appropriate sneakers may be worn with the gym uniform. Wheeled or bubble footwear is never acceptable.
6. Visible tattoos and body markings or piercings are not permitted.

#### F. Uniform Purchases

Daily and dress uniforms may be purchased through Lands’ End. Khaki pants may be purchased outside of Lands’ End but must meet the dress code criteria. This is a transition year.

Gym uniforms must be purchased from Exquisite Stitches.

#### G. Uniform Boutique

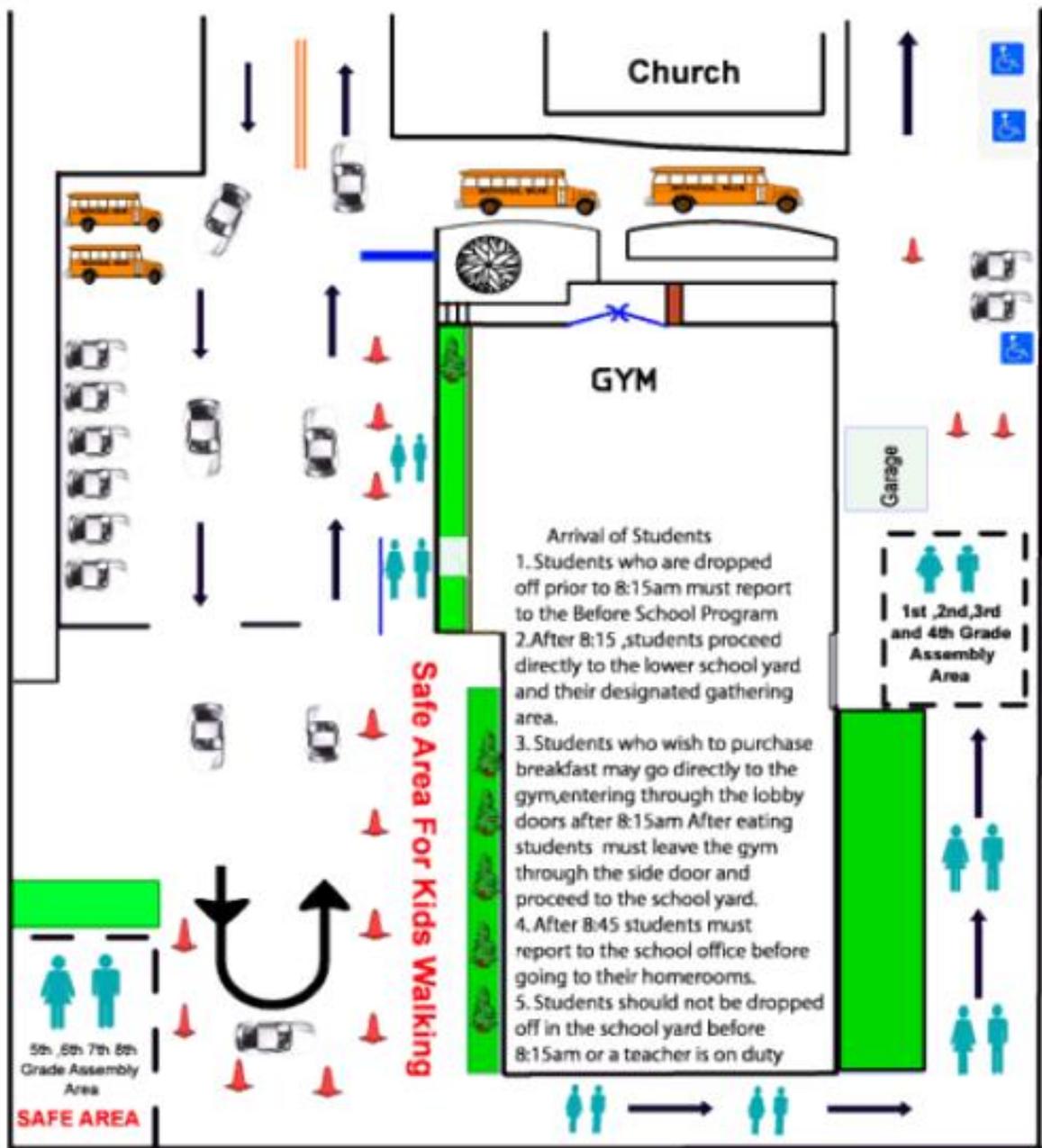
Gently used uniform items are available in our *Boutique*. Most items are \$1.00. Jumpers and skirts are \$7.00. Gym pants and jackets are \$5.00. The inventory changes often.

***NOTE: Violation of dress code will result in notification of the parent/guardian with the expectation that proper attire will be brought to the school in a timely fashion. Repeated violations will result in disciplinary action.***

# APPENDIX

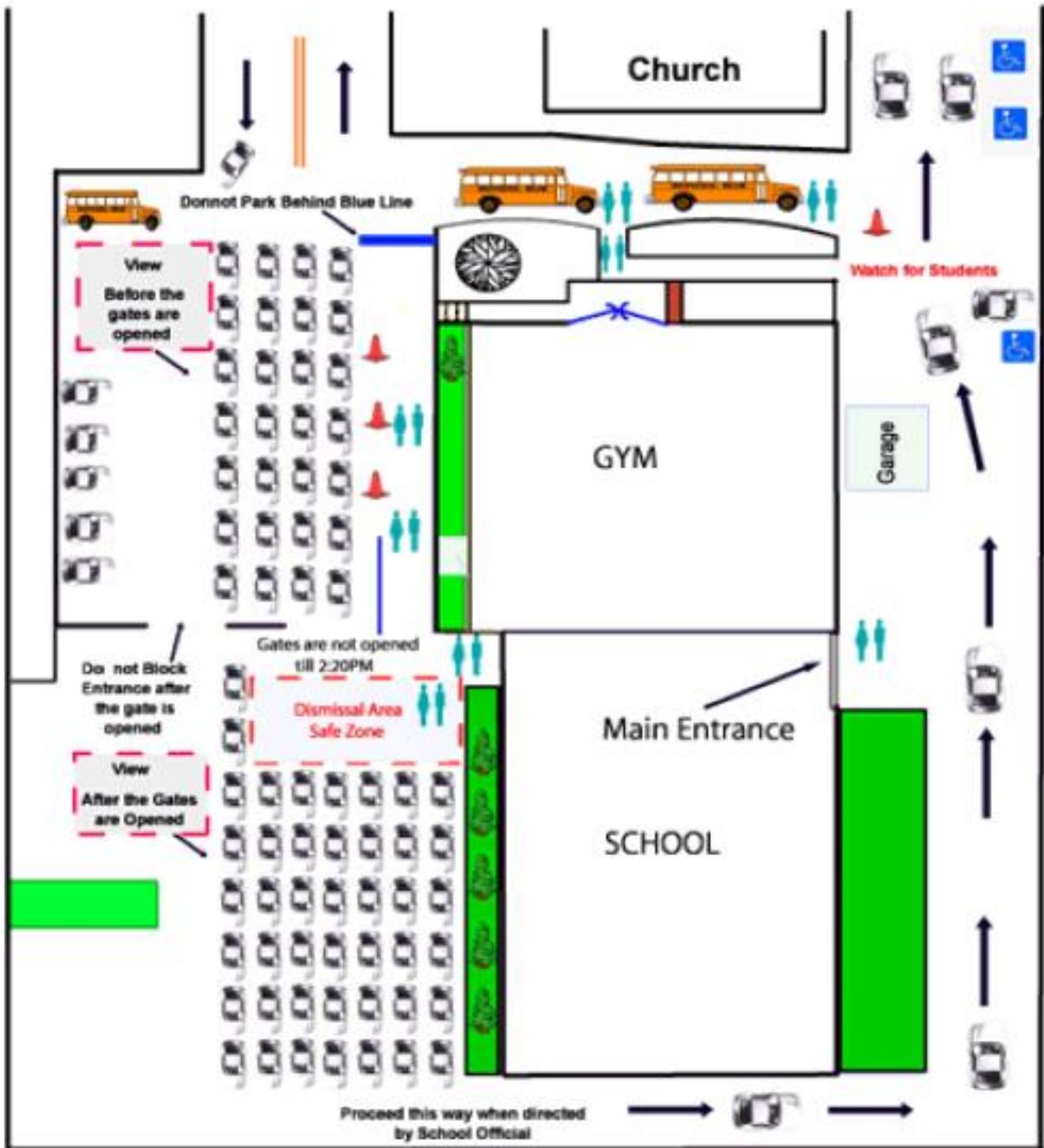
## Parking Lot Diagram for Arrival

Please note: the safety of our students is our top priority. Please listen to and follow any directions given by staff members during dismissal. Students should not exit vehicles until the car has passed the metal barrier. Cars must wait in line – **passing other cars on the hill is prohibited as it poses a danger to students and staff.**



## Parking Lot Diagram for Dismissal

Please note: the safety of our students is our top priority. Please listen to and follow any directions given by staff members during dismissal. **Parking on the hill and exiting via the school entrance is not permitted between 2:30 and 3:00 pm.**



Roman Catholic Diocese of Manchester

### Permission Form

Please return Form by: \_\_\_\_\_.

I \_\_\_\_\_ hereby give "My Child" \_\_\_\_\_  
(Parent/Guardian Name) (Child Name)

permission to participate in the "Activity" described below.

Sponsor Organization	
Activity Description	
Date(s) and Times*	
Transportation	<input type="checkbox"/> Bus <input type="checkbox"/> Personal Auto (Employee/Volunteer Driver)
Special Instructions, if any	
Cost	\$ _____, make check payable to _____
Chaperones Needed	Yes No Chaperone Cost: \$ _____

\* If the Activity cannot be held on the Date or Times listed above, I intend for this Permission Form to apply and be effective for any rescheduled Date(s) and Times for the Activity.

I certify that My Child is physically fit and capable of taking part in the Activity.

I give permission for My Child to receive any emergency medical treatment deemed necessary until the Emergency Contact(s) can be notified, and I agree I will assume full responsibility for the payment of such treatment.

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

On the lines below, I have listed any medical condition, physical disability, and medical, food, insect, and other allergy that may be relevant to rendering medical care. Any medication taken during the Activity must be provided in its original container.

\_\_\_\_\_

\_\_\_\_\_

I understand that photographs and videos of My Child may be taken, and I authorize them to be used for publicity.

I understand that staff will use their best efforts to supervise the Activity; however, I agree and acknowledge that the Roman Catholic Bishop of Manchester, a Corporation Sole d/b/a as the Sponsor Organization and its respective directors, officers, trustees, employees, and volunteers shall not be responsible for bodily injury or loss of or damage to personal property that may result from the Activity.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Chaperones:

I voluntarily agree to assist with the Activity. I give permission to receive any emergency medical treatment deemed necessary until the Emergency Contact(s) can be notified, and I agree I will assume full responsibility for the payment of such treatment.

Chaperone Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# STUDENT AND PARENT ACKNOWLEDGEMENT

## STUDENT USER / PARENT PERMISSION FORM

The **Student Local Area Network Use Policy – (SLANUP)** deals only with the **Local Area Network** computers at St. Joseph Regional Catholic School (SJRCs). This account will only give students access to the files and computers located in the building. *This account DOES NOT allow access to the World Wide Web.*

As a user of the St. Joseph Regional Catholic School's computer network, I hereby agree to comply with the above stated rules and policies – communicating over the **Local Area Network** in a reliable fashion while honoring all relevant laws and restrictions.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

The **Student World Wide Web Use Policy – (SwwwUP)** deals only with the **World Wide Web** access at St. Joseph Regional Catholic School. By signing this policy students gain access to files and computers all over the world. It must be understood that with access to this technology comes the possibility that any student, acting independently, may access information that may not be appropriate for student viewing. On the World Wide Web, it is impossible to control all materials. We cannot filter items posted on connecting computers by others. If you do not want to risk your child's possible exposure to inappropriate material, do not sign below.

As a user of the St. Joseph Catholic School's computer network, I hereby agree to comply with the above stated rules and policies – communicating over the **World Wide Web** in a reliable fashion while honoring all relevant laws and restrictions.

Date: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for this student to access the **World Wide Web** computer services. I understand that individuals will be held accountable for violations. I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for this student to follow when selecting, sharing or exploring information and media.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

- I have received instructions of how to obtain a copy and understand it is my obligation to read the St. Joseph Regional Catholic School Policy Handbook. I understand that the policies described in the St. Joseph Regional Catholic School Policy Handbook are subject to change at the discretion of the school.
- I understand that my signature below indicates that I have read, understood, and have reviewed with my child/children the policies contained in this handbook and, in the spirit of partnership with the school administration, **agree to abide** by such policies.

### Signatures of Custodial Parents:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Student Name(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A copy of this agreement will remain on file with the student's record.**