

**St. Joseph School  
5 Obtuse Hill Road  
Brookfield, Connecticut 06804**

## **WELCOME**

Dear Saint Joseph School Families,

I am happy to welcome you to the Saint Joseph School Community.

The administration, faculty, and staff of Saint Joseph School look forward to working in partnership with all our families to provide a quality education that will prepare every student for all their future endeavors.

This school handbook provides important information about our school, its policies, practices, and values. It is the responsibility of each family to familiarize themselves with the contents of this book and to adhere to the school policies it describes. Please do not ask for exceptions to be made, except under extraordinary circumstances.

Your choice of a Catholic school education tells your child that you are concerned about his or her total development. May God reward and bless you for the many sacrifices you make in order to send your child to Saint Joseph School.

I ask that you complete the enclosed acknowledgement form and return it to your child's homeroom teacher.

I am anticipating another wonderful year and I am looking forward to working with you again.

Sincerely,

Rosemarie Forte  
Principal

## **SAINT JOSEPH SCHOOL MISSION STATEMENT**

**Saint Joseph Catholic School, serving students in Pre-K through grade 8, is dedicated to building a foundation of spiritual and academic excellence with Christ as the cornerstone:**

- To nurture each student in a Catholic Community of dignity, respect, and kindness
- To provide a strong academic environment in which students are challenged, enriched, and motivated to reach their full potential
- To foster a spiritual growth which is strengthened by the Holy Sacraments of the Catholic Church
- To guide students to live as Disciples of Christ and be responsible citizens of society and the world

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## **PURPOSE OF ST. JOSEPH SCHOOL PRE-K THROUGH GRADE 8 FAMILY HANDBOOK**

The purpose of this handbook is to acquaint our St. Joseph School families with the policies and procedures specific to our school. We follow the guidelines established by the Diocese of Bridgeport Office for Education.

The rules, code of ethics and disciplinary actions for St. Joseph School are listed in this handbook. Please note that circumstances may arise when an action (incident) is not covered specifically within this text. The administration, faculty and staff have the right, as well as the obligation, to address the incident and impose a disciplinary action they deem necessary for the protection of the student, and others, as well as to maintain an environment conducive to learning in the classroom and school. This right also applies to school related events held on or off the school premises.

The contents of this handbook are written to ensure the safety of students, faculty and staff and to promote and preserve the mission of our school. These rules and procedures are intended to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct. They are designed around the St. Joseph School philosophy and our mission as a school dedicated to providing an excellent Catholic education. In helping our students to prepare themselves for their future, they need to learn to take responsibility for their own behavior. Certain rules and procedures are established to guide students through constructive growth. The administration, faculty and staff of St. Joseph School are sensitive personnel who have sound judgment and will act fairly in carrying out these policies. They believe that discipline should be supportive rather than punitive. Discipline is necessary to assure an orderly environment in which each person may learn to their full capabilities in harmony with others.

# CURRICULUM

## **Overview**

State requirements and the Bridgeport Diocesan Policies regulate the basic curriculum of Saint Joseph School. It consists of Religion, Language Arts, Mathematics, Science, Social Studies, Art, Music, Computer, and Physical Education for all students.

Across the curriculum, emphasis is placed on flexibility, sensitive to and focusing on the individual needs of each child.

A core curriculum with emphasis in Language Arts (Reading, English, Spelling, Writing) and Math is provided for the students in grades Kindergarten to Grade 5. The children move from this self-contained environment for Gym, Art, Music and Computer instruction.

A middle school atmosphere is provided in Grades 6-8 as the children change classroom for all subject areas. In addition, students in Grades 7-8 begin a Literature based Reading Program, as well as Spanish, for part of their core curriculum. Grades 7-8 students who demonstrate superior math skills are placed in either Pre-Algebra or Algebra.

An overall view of the curriculum is available from the school office and will also be available shortly on our website.

Evaluating and modifying the content scope and sequence of the Saint Joseph curriculum is an ongoing process of the highest priority. The faculty continuously reviews subjects taught at and across grade levels to determine the most appropriate content and methods for our children. As in the past, we will continue to evaluate the materials we use and determine what additional resources we need as well as possible professional development that may be needed. The diocese continues to include curriculum mapping as part of an ongoing process to coordinate instructional methods and materials.

## **Catholic Identity**

Our religious curriculum is specific to the doctrines and practices of the Roman Catholic Church. Religious instruction takes place daily in the classroom for all students. According to Diocesan policy, no student will be exempt from Religion class. Non-Catholic students will accompany the class to Church.

## **Prayer and Liturgy**

Prayer and Liturgy play a vital role in the life of each student at Saint Joseph School. Liturgical services in school (e.g. school Masses, class Masses) and Para-liturgical services (e.g. Scripture and prayer services) provide a setting for the development of a fully Christian life. This development, perhaps more than others, needs to have its roots in the home. This important element of Catholic education relies primarily upon the atmosphere of faith and prayer in the family. We, therefore, expect that the children are experiencing prayer at home, and that they are worshipping with a faith community regularly.

## **Homework and Testing and Policies**

Homework, an integral part of the curriculum, is regularly assigned in grades Kindergarten through Eight. The purpose of homework is to foster positive, independent habits, to reinforce skills and concepts learned in class, to encourage creativity and self-expression, and to instill the habit of reading along with creative writing.

Your child's skills, style and motivation can affect the balance of time and effort needed to do homework.

Homework is considered an integral part of the learning process, and is to count for between 5% and 10% of the quarter grade.

Homework should be assigned in accordance with the following Diocesan **guidelines:**

- Grade 1 – 10 minutes
- Grade 2 – 20 minutes
- Grade 3 – 30 minutes
- Grade 4 – 40 minutes
- Grade 5 – 50 minutes
- Grade 6 – 60 minutes
- Grade 7 – 70 minutes
- Grade 8 – 80 minutes

We ask parents to allow children to work on their own as much as possible. Problems will arise and we encourage you to help your child work through the problem. Please do not do your child's homework and encourage him/her to also bring problems directly to the teacher. Parents can also assist in the homework process by setting aside a specific time or place for homework to be accomplished.

## **Semester Examinations**

Semester Examinations will be administered to students in grades 6, 7, and 8.

The purpose of these examinations is four-fold:

1. To improve study skills
2. To cultivate organizational skills
3. To develop the skill of retaining information
4. To prepare students for high school.

The following guidelines apply to semester examinations:

1. Time allotment for each exam will not exceed 75 minutes.
2. The materials tested for the first semester will include work covered in the first and second marking periods. The materials for the second semester exam will include work covered in the third and fourth marking periods.
3. First semester exam grades are averaged in with the first and second marking period grades to determine the midyear (first semester) grade. The exam grade alone will NOT affect the honor roll status of the student.
4. Exams will be given in all of the major subjects: Religion, Mathematics, English, Social Studies, Science, and Reading/Literature. Exams in all other subjects are optional.
5. The format of the examinations will be left to the discretion of the teacher and submitted for review to the principal. The principal must assure that the exam

is comprehensive in nature, of a format appropriate to the academic subject and is of sufficient length and scope to cover the semester's work.

6. The semester exam will be weighed according to the following weight schedule:
  - Grade Six Exams count as 4% of the semester grade
  - Grade Seven Exams count as 6% of the semester grade
  - Grade Eight Exams count as 10% of the semester grade
7. Exam grades are to be reported separately on the report card.

### **Report Cards/Conferences**

Report Cards and Conferences are the primary means through which teachers assess student work and communicate with parents about their child's progress. They provide an overview of the child's development in social and specific subject areas. Comments may include discussion of the child's strengths or areas in need of improvement.

With the exception of Kindergarten, report cards are distributed to the students four times a year. Mandatory conferences for all students are scheduled in November. The school or parent may request additional conferences if the need arises.

At the end of the year, all homeroom teachers are required to sign each Pupil's Progress Report certifying that the pupil was **PROMOTED** to the next grade, **ADVANCED** to the next grade, or **RETAINED** in the same grade.

**"Promoted"** indicates that the student has completed the academic work to the extent of his ability and has attained a final average of a "D" or higher in all major subject areas. Major subject areas include Religion, Social Studies, Math, Science, Language Arts.

**"Advanced"** means that the student has failed to meet the minimum level of academic achievement. Considering all factors (social, emotion, physical, academic and age), and the involvement of Child Study Team, administration, and support services, it is determined that retention would not benefit the student and the parents will be notified.

**"Retained"** indicates that the student has failed to meet the minimum level of academic achievement. Considering all factors (social, emotional, physical, academic, and age), and with the involvement of teachers, parents, administration, and support services, it is determined that retention would benefit the student. All cases of possible retention at any grade level must be discussed with the principal between the second and third marking periods, or as soon as a problem becomes evident. Parents of a student who might be retained will be notified in writing no later than May 1 of the school year.

Report Cards will be distributed to Grades 1-8 on a quarterly basis as determined by the Office of Education. Kindergarten report cards will be distributed three times each year. Developmental evaluations may be used for Pre-K at the discretion of the principal.

### **Progress Reports**

Student Progress Reports, in conformity with the Diocesan Grading System, will be distributed mid-marking period.

Students who are failing a subject must receive a Progress Report.

Each school will determine specific procedures for Progress Reports.

## Grading

The Grading System for the elementary schools of the Dioceses of Bridgeport shall be as follows:

### Marking Codes

#### Grades 1-8 (All SUBJECTS\*)

A	94-100	Outstanding
A-	90-93	
B+	87-89	
B	84-86	Above average
B-	80-83	
C+	77-79	
C	74-76	Average
C-	70-73	
D	66-69	Below average, but passing
F	65 and below	Failure

#### KINDERGARTEN

M	Meeting success
P	Progress shown
I	Improvement needed
N	Not yet expected

\* The following grade codes are used in Grades 1-3 for Foreign Language, Art, Music, Computer Skills, and Physical Education:

S	Satisfactory
U	Unsatisfactory

#### Grades 1-5: Study Skills Conduct/Effort and Social Development

#### Grades 6-8: Conduct/Effort

1. Excellent	Exceeds teacher expectations
2. Good	Meets teacher expectations
3. Improvement needed	Is inconsistent; poor compliance with school regulations and subject assignments.
4. Unsatisfactory	Does not meet the above criteria

In certain extenuating circumstances, the Grades of S (Satisfactory), and U (Unsatisfactory) may be used after consultation with the Superintendent of Schools or his/her designee.

Only official Diocesan Report Cards and approved administrative software for the Catholic Elementary Schools are to be used in Kindergarten through Grade Eight.

## **Honor Roll**

Honor Roll status is only given in grades 6, 7, and 8.

The honor roll will be a two-tiered system:

**High Honors:** No grade lower than an A- including only 1's or 2's in conduct and effort. All subjects are included in calculating High Honors.

**Honors:** No grade lower than a B- including only 1's or 2's in conduct and effort. All subjects are included in calculating Honors.

## **Standardized Testing**

Children take part in the Diocesan Testing Program each year. The testing program measures the child's general ability as well as achievement in core subjects.

Test results are used for diagnostic purposes. Over time, results can be useful in revealing individual and group trends. Like all assessment measures, standardized tests are most helpful when viewed in conjunction with many other factors.

Please be sure your child is well-rested and attends school consistently on the standardized testing days.

## **Special Services**

The following services are provided through St. Joseph School and the Brookfield Public School system. All are scheduled on a part-time basis.

School Nurse  
Remedial Help  
Psycho-Educational Testing  
Learning Disability Instruction  
Speech and Language Instruction

## **Policy on Modifications in Academic Programs and Grading**

Modified programs with modified grading are available for students who have disabilities that result in qualifications for 504 Plans and/or IEP (ISP), both of which are legal documents. In order to qualify, students must have learning differences that are:

- Identified by means of a formal psycho-educational or educational evaluation or report from a medical doctor, therapist, clinical counselor or learning specialist, which is considered by the School Study Team.
- Described clearly to the parents (guardian) in a meeting with the evaluator, principal and classroom teacher(s).
- Presented to the parents (guardian) in writing on a form seeking informed consent.

The Development of a 504 Plan including accommodations for the student based on the disability is the responsibility of the Student Study Team with the assistance of the cluster Learning Specialist and all the teachers responsible for implementing the plan.

Teachers are authorized to make only those accommodations/modifications that are recommended by the school team and learning specialist and disclosed to the parent. Such accommodations/modifications may include, but are not limited to, extended time testing and/or oral testing, differences in content expectations, etc. Only those students

who have modified programs are eligible for modified grading and all students with modified programs will receive modified grades.

Report cards and permanent record cards of those students who have modified programs with modified grading will reflect these modifications. An “\*” will be used to indicate the specific programs and/or grades have been modified. Thus, a report card grade of “A\*” indicates that a particular student has done very well, but that this grade was earned with some modification, and therefore, is not the same as that of a student who earned an “A” without modification.

Upon graduation, students with modified programs with modified grading who successfully complete the required course of studies will receive a diploma.

### **Computer Use**

The use of the computer, and specifically the Internet, is for school purposes only. Any child who accesses inappropriate material may be suspended or expelled. Furthermore, harassment of another student during the course of a school day via the computer is also grounds for suspension or expulsion.

Students in grades 3-8 are given the Parent Permission Form to sign that they have read and understand the Acceptable Use Policy.

### **Field Trips**

Field trips are planned to coordinate with classroom programs. The written permission of parents must be obtained before any student is permitted to take the trip. Transportation for most trips is by chartered school buses. Parents will receive information on field trips about a week before they are scheduled to take place. As a volunteer chaperone you will need to have VIRTUS training. *This is the mandatory 3-hour training program required of every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it.*

The number of chaperones and the choice of chaperones are left to the discretion of the teacher organizing the field trip. If you are interested in chaperoning a class trip, you will be expected to assist the teacher in the supervision of his/her students. The safety of the children should be the top priority of a chaperone. Therefore, siblings are not permitted to participate in class trips.

If a child has an allergy that needs to be monitored, parents are asked to accompany them on the trip.

### **Summer Review Packets**

To encourage reading for pleasure and to develop positive reading habits, students are given recommended reading lists and sometimes particular books to read. Requirements vary from grade to grade. Reading lists and suggested activities are sent home in June. Math packets are also sent home to review the skills taught during the school year.

### **Extra Help**

All of our teachers do make themselves available to their students for extra help after school. When a child does remain after school for extra help a written note is required on the day the student is staying and it is the parent's responsibility to make sure their child is picked up at the end of the session.

# COMMUNICATION

## St. Joseph School Parent-Teacher Covenant

Since St. Joseph School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us teachers, administrators, parents, guardians and other caregivers has the child's best interest at heart.

While we are, as a school, excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises we will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems, or are confused with some matter regarding your child's education experience, are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures, such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call or an email. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal, in writing, or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.
3. All staff members will address issues or concerns in a timely fashion and make every effort to resolve the problem in a Christian manner.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Joseph School, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community. We will not tolerate assaults or harassment of a staff member, students or parents. Nor will we tolerate intimidating or verbally abusing any member of the community **in person or in writing**.

## **Responsibilities**

### ***...of teachers include, but are not limited to:***

1. setting a good example of Christian behavior;
2. performing of their duties to the highest standard of professionalism;
3. being charitable and tolerant of others.

### ***...of parents include, but are not limited to:***

1. adhere to the policies of Saint Joseph School;
2. see that their child comes to school prepared, on time, rested and ready to learn;
3. communicate and work cooperatively with the school.

### ***...of students include, but are not limited to:***

1. to be respectful of others at all times;
2. to be prepared for class;
3. respect school property and the property of others.

## **Parental Involvement**

Parental involvement is a key element to the success of Saint Joseph School. There are opportunities for every parent to be involved regardless of your time, talents or interests. Each parent is encouraged to actively participate, to build community and to share their gifts and talents with the larger community. Participation includes, leading events, working on events and attending events.

During the course of the school year there are many opportunities to participate. Some of these include: athletics, computers, development, fundraising, library, parish functions, and school-time projects.

## **Home and School Association**

The Home and School Association consists of all current parents of the school. A strong Home and School Association is an essential part of any successful Catholic School. The Association provides a sense of community for parents, promotes communication between parents and the school, and supports the school through fundraising events. Association activities are an excellent way to meet other parents, to learn about the school and to have fun while participating in activities that support the school financially. The Executive Board of the Home and School Association is elected at the Annual Meeting in May. All parents are eligible to run for an officer position or member of the Board. There are monthly Advisory Committee meetings that are open to anyone interested in attending as well as four Home and School Association General Meetings held throughout the school year.

The Home and School Association must raise a designated amount of money that is determined yearly to support the school budget. It is imperative that all parents get involved in the fundraising efforts. We met and exceeded this goal in the past and we know we can do it again with everyone's help. Please watch for information about the Home and School Association activities in the Weekly Notice.

## **School Advisory Board**

The School Advisory Board represents the educational institutions of the Diocese of Bridgeport and is under the authority of the Office of Education of the Diocese of

Bridgeport. The School Advisory Board will provide leadership to foster an environment that provides underlying Catholic values, long-term strategic planning and financial stability. The role of the School Advisory Board complements the school's mission which is to nurture and foster the spiritual, moral, intellectual, physical and social growth of the student through its religious and academic curriculum and extracurricular programs. The School Advisory Board's responsibilities include strategic planning, finance, facilities, marketing, and development activities.

### **Room Parents**

Room Parents, headed by a chairperson, meet at the beginning of each year. They work closely with the classroom teachers, the principal and the Home and School Association to implement any number of activities. They often make phone calls to remind parents of an event, assist with classroom parties, accompany a class on a field trip and assist with the fundraising of the Home and School Association. Parents interested in becoming a Room Parent should contact their child's teacher.

### **Contacting Teachers**

We encourage communication with your child's teacher. In fact, when you or your child has a classroom-related issue, we ask that you contact the teachers directly involved first. Please make every effort, however, to reach teachers at the school during school hours. If a teacher is in class, *please leave a message and your call will be returned as soon as possible.* **Unless the matter is urgent we request that you do not call the faculty at their homes.** Email is an excellent way to communicate with your child's teacher. You will receive your teachers email address at the beginning of the school year. This information will be available in the school directory and on the school website. Thank you in advance.

### **Telephone Calls**

Students will not be permitted to call their parents except in an emergency. In addition, please do not call the office to leave a message for your child unless the matter is urgent. Neither should parents call the school asking to speak with their child. Students are permitted to carry cell phones to school. The cell phones must be turned off, may not be used during the school day and must be kept in the lockers or backpacks. St. Joseph School will not be held responsible for any lost or damaged cell phones.

### **Open House/Back to School Night**

Held early in the fall, Open House/Back to School Night is an opportunity for parents to meet the St. Joseph School faculty and staff and learn about the curriculum. Parents gather in the gym to hear the principal talk about the year's educational initiatives. Parents go to their child's classroom to hear about the grade-specific curriculum. Questions of a general nature are encouraged from parents; questions about individual children are best discussed in conferences. The evening ends with refreshments in the gym. **THIS IS STRICTLY A PARENT EVENING!**

### **Visitors**

As you know, visitors are most welcome at St. Joseph School. However, we ask that parents do not disturb our teachers or children while school is in session. Please report to the office when you come into the school. If for some reason you need to go beyond the office, you must wear a Visitor's Tag, which can be found in the outer office. Furthermore, **no child**, other than a current student or a prospective student, may spend a school day at St. Joseph School.

### **Snow Days and "No-School" Announcements**

For school closing announcements because of bad weather, check the school website or listen to **radio stations WINE or WLAD**. In most cases, St. Joseph School will have the same status as the Brookfield Public Schools. If for some unforeseen reason the school must close prior to regular dismissal, the website will be updated and the Room Parents will do their best to call each family.

### **Weekly Notice**

The Weekly Notice is a vital source of current information and school communication. It is sent home weekly with your child and is available on our website. It includes dates of special events, trips, assemblies, a monthly calendar of events and special notices from various groups.

### **Attendance Policy**

The state of Connecticut requires that students attend classes a minimum of 180 days per year. Students in Grades K-8 are expected to attend classes every day unless sickness or family emergencies arise which may make absence necessary. In case of absence, the parents or guardian must call the school nurse before 10:00 A.M. and written excuse providing the dates and reason for absence must accompany the child upon return to the school. Students who have an excess of ten unexcused health absences or excessive tardy arrivals are subject to a parent conferences and to a report may be submitted to the State Department of Family and Children Services.

**All K-8** students should be in school no later than 8:30 A.M. Classes officially begin at 8:35 A.M. Prompt arrival at school is critical if a child is to have a successful and productive day. Students who arrive after 8:30 A.M. will be marked tardy and must report to the office first.

Tardy slips will be sent home for parents' signature. If a student is tardy three times within a two-week period, the parent will be called and a conference may be required. Students who are tardy more than 3 times will not be considered for perfect attendance. We encourage you to contact the school in the case of unusual traffic delays.

Exceptions will be made in the event of road construction, bus delays, etc. Teachers are legally obligated to record late arrivals in their attendance reports.

**Please make every effort to get your child to school on time. Frequent or habitual tardiness is disruptive and detrimental to learning.**

### **Special Requests: Absences and Make-Up Work**

If your child is going to be absent, please call or *email the school at [kvalzania2@diobptedu.org](mailto:kvalzania2@diobptedu.org)* each day of the absence before 10:00 A.M. Any requests to pick up or send work home must be made before 10:00 A.M. This will provide the teacher(s) with ample time to ready the work by dismissal. Requests for work made after 10:00 A.M. may not be honored that day. Homework will not be faxed. Homework will be ready to be picked up at the end of the school day.

The school does not approve of absences for reasons other than sickness. Family vacations should coincide with school vacations. We urge parents to cooperate in this matter; we cannot educate children who are not in school. Advance assignments are not in keeping with Diocesan policy; therefore, pupils are responsible for any work missed and are to confer with their teacher(s) upon their return to school for the assignments missed. Appointments for children should be made after school hours.

A written explanation for a child's absence must be presented to the teacher upon the child's return to school. Please remember that if your child misses class for any reason (doctor's appointment or music lesson, for example) it is their responsibility to find out what they missed and to complete the necessary assignments. Once again, parents need to remember that class presentations and discussions can never be made up and some students do not catch up.

### **Medical Appointments**

Since continued absences and early dismissals can hinder a child's academic progress, medical appointments should be scheduled after school hours. In cases where this is impossible, a written request for early dismissal must be submitted to the teacher at the beginning of the day. The request should include the time of dismissal, and the name of the person picking up the child. Children leaving school early will be dismissed from the office, and must be signed out by the adult picking them up.

### **Admission to St. Joseph School**

Each student at St. Joseph School is recognized as God's unique creation. We welcome students of any religion, race, color, or ethnic origin. We expect St. Joseph School students to participate in the programs, privileges and required practices of the school.

Registration is ongoing at St. Joseph School; students wishing to transfer can apply at anytime. Admission is generally based on previous school records demonstrating the student's ability to achieve the academic, moral and social standards of our school.

All candidates for admission are required to provide a birth certificate, baptismal certificate (if applicable), and record of immunizations.

The age requirements for admittance to Kindergarten or Grade One is in accordance with that of the Brookfield Public School System. Kindergarten students must be five years of age by December 31.

Open registration is formally held once a year. The number of openings we have available in Grades 1 through 8 is calculated by the responses we receive from our existing families who are re-registering for the following year.

Registration for Kindergarten usually begins in February. Before a child is accepted into Kindergarten, a screening is scheduled which is designed to determine a child's school readiness. Students are accepted into Kindergarten based on the child's test performance and according to the Diocesan priority procedures listed below.

1. Re-registrants including Pre-K
2. Children with siblings currently attending St. Joseph School have next priority.
3. Parishioners' children have next priority.
4. If space permits, we welcome children whose families are parishioners at other Catholic parishes.
5. If space permits, we welcome children whose families are not affiliated with any Catholic parish.

On occasion, a transfer student may be accepted on a probationary period of up to one year.

Final determination of admission is at the principal's discretion.

### **Pre-K Admission:**

**The requirements for admittance to Pre-Kindergarten are as follows:**

#### **Three-Year-Old Programs:**

2 Day: Children must be three years old by December 31 and fully toilet trained.

#### **Four-Year-Old Programs:**

3 Day: Children must be four years old by December 31.

**Bathroom Training Policy:** St. Joseph Preschool has a bathroom-trained requirement for all children attending the program. St. Joseph Preschool defines "bathroom trained" as children being able to control both urination and bowel movements and are able to use a toilet with little or no assistance when they feel the need. An occasional accident happens for all children. However, if a child has accidents regularly they are not considered fully trained and do not meet the St. Joseph Pre-School requirements.

### **Screening Procedures**

#### **Kindergarten and First Grade Screening**

Students who apply for admission to St. Joseph School in Kindergarten and Grade 1 will be administered an educational screening. The primary purpose of this screening is to obtain a broad sampling of a student's skills and behaviors for one or more of the following reasons:

1. To assist the screening team in evaluating a child's developmental readiness skills.
2. To help determine the most appropriate initial placement or grouping of students.

#### **Transfer Student Placement Testing**

Students who are seeking to transfer to St. Joseph School will be evaluated according to a curriculum-based assessment program. Careful perusal of the students' transcript records is necessary prior to acceptance.

**There is a nonrefundable registration fee of \$60.00 per family. In-house registration is early-mid January; new student registration is scheduled for late January/early February of each year.**

## TRANSPORTATION

### Arrival at School

School starts at 8:40 A.M. As a courtesy to our parents, children may be dropped off at the back entrance of the school at 8:00 A.M. Any child, who arrives at school between 8:00 A.M. and 8:10 A.M., waits in the gym with a member of the staff. When the teachers report to their rooms at 8:10 A.M., the children can proceed to their respective classrooms. **Please be aware that next year, school times may change slightly in accordance with the Brookfield School System, which may require a longer school day.**

Once again, if you are dropping your child off at school, **drop off is in the back of the school.** Do not leave your child(ren) unless you know that he/she/they are safely inside. *St. Joseph School will not be responsible for any child left before 8:00 A.M.*

### Leaving School Early

If it is necessary for a student to leave school earlier than the regular dismissal time, the homeroom teacher should be advised, in writing, in advance. Understandably, there will be times of emergency when it will not be possible to plan on an early leaving. At that time, a phone call or e-mail should be made to notify the school.

### Dismissal

As of this writing, dismissal is at 3:15 P.M. Children riding the town buses are dismissed from **BEHIND** the school.

Parents who pick up their children at dismissal, must park in the upper church parking lot and walk to the side gym entrance. Please **DO NOT** block the driveways!

### Late Pick-Ups

At dismissal time, students who are driven home in private cars are dismissed through the side gym door. A teacher will supervise them until 3:30 P.M., at which time the children still waiting will be brought to the After School Program. Parents or other designated individuals, who are late picking up their children, will need to pick them up in the After School Program on the lower level of the school and parents will be billed accordingly. Parents can rest assured that their child will be cared for and comforted, as they become concerned when their pick-up rides are late.

### Student Care Club

St. Joseph School offers an after school program which is staffed by St. Joseph School personnel and is located in the lower level of the school building. The Student Care Club will be available from dismissal at 3:15 to 5:30 P.M. This program may not be available on early dismissal days. Children may come to the Student Care Club on a regular daily basis or occasionally. Advanced sign-up is not necessary. A note to the classroom teacher or a telephone call to the school stating that your child will be attending that day is all that is required. Those children, who attend on a regular basis, need only to have one note. There are days when student care may be provided before school if advanced notice is given to the staff. There is a fee for the care before and after school.

**Students are expected to abide by all rules during the Student Care Club.** If a child's behavior becomes problematic, privileges within the program may be withheld. If problems continue, the child will be asked to withdraw from the program. The Student

Care Program telephone number used during the hours of 3:30-5:30 P.M. is (203) 775-2774.

### **Student Transportation**

Any student whose normal mode of transportation home changes, (i.e., a bus student who will be picked up; a pick-up who is taking the bus) must have a written note or an e-mail before 10:00 AM. from his/her parent/guardian indicating the change. In case of emergency, the parent/guardian is asked to call the school before 1:00 PM. This is to be considered a rare exception.

### **Buses**

Brookfield children in Grades K through 8 are eligible to ride the town bus. Appropriate bus behavior is essential.

In accordance with the rules published by the Brookfield Public Schools regarding bus safety, St. Joseph students shall:

- Remain well back from the roadway while awaiting the arrival of the bus and respect the property rights of others when waiting on or near private property for the bus.
- Respect and obey the bus drivers. All directions given by the driver are to be followed.
- Enter the bus in an orderly fashion and proceed immediately to a seat and remain seated until your destination is reached. Standing is not permitted at any time.
- Keep all parts of your body inside the bus when sitting near an open window.
- Open windows to the second catch by permission of the driver only. Such permission will not be granted if any student riding the bus is allergic to bee stings.
- Talk in conversational tones.
- Keep all articles, such as athletic equipment, books, musical instruments, etc., out of the aisles.
- Keep feet off the seat backs and cushions.
- After leaving the bus, step well away from the bus. If crossing the road is necessary, students do so in the FRONT of the bus and in sight of the driver while all traffic is stopped.

Additional rules include:

- Not eating on the bus.
- Not using tobacco, drugs or alcohol at any time.
- Not carrying on unnecessary conversation with the bus driver.
- Not marking, destroying or mutilating the school buses.
- Not touching safety equipment on the bus.
- Not fighting.
- Not standing in the aisles.
- No inappropriate language or taunting of other students.

Failure to adhere to the above guidelines is a serious offense and may result in suspension of bus transportation for an appropriate period of time.

**Parking**

Cars may be parked in the upper church parking lot if you have to come into the building for any reason. Cars may not park in the front driveway because this is an emergency lane. Please do not park in the teachers' parking lot. Use the Church parking lot when visiting the school.

## HEALTH AND SAFETY

### Health Assessments

All Kindergartners, transfer students from out of State, and incoming 3rd and 6th graders, must have a physical before school begins unless previous arrangements have been made with the school nurse. Any 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7th, or 8<sup>th</sup> grader who plans on trying out for the basketball or cheerleading teams and all students who play in any sport must have a sports physical before tryouts in the fall. Having this physical, however, does not guarantee a spot on the team.

### Health Procedures

During the school year parents are notified of cases of contagious diseases. Please notify the school immediately if your child has a contagious disease.

A school nurse, or in her absence the Principal or a trained staff member, may administer medicinal preparations to any student with the written order of a licensed physician and the written authorization of the parent or guardian. Parental authorization forms are available in the office. Medication must be brought to the nurse's office in the prescription container by an adult. Medication should never be transported on the bus.

In the event of any medical emergency, the school tries to reach the parents at the numbers indicated on the Emergency Sheet. If the parents are unavailable, the school then calls the doctor listed on the Emergency Sheet. From that point, we follow the doctor's advice.

In the event of any serious or life-threatening situation, the local Rescue Unit is immediately called and the child is taken to a designated hospital. Although there is always someone available to look after an ill child, parents should be aware that the school does not have a full-time nurse. **It is crucial that information on Emergency Slips turned in at the beginning of the school year is current.** We will count on you to advise the school of changes.

### Food Allergy Policy

In an effort to try to protect students who are allergic, please note the following Diocesan guidelines:

1. Parents/guardians of an allergic student are responsible for notifying the school.
2. Parents/guardians of an allergic student must teach him/her to only eat what is provided to them from home. The student must be instructed not to trade/accept food with others.

Saint Joseph School will work with the parents/guardians in order to minimize (as much as is reasonably possible) the chances of an allergic reaction. However, St. Joseph School cannot guarantee that no contact with an allergy related product would occur.

Furthermore, the school may not be required to accommodate the medical requirements of all allergic students. Extreme circumstances will be reviewed on a case-by-case basis.

## **Injuries**

If a student's activities are limited due to an injury or a health problem, a written note from a doctor is required. Students will not be excused from physical education classes without a note.

## **Pets**

Due to the fact that many of our children have allergies, we ask all parents to refrain from bringing their pets in or around the school building.

## **Suspension/Expulsion**

Student behavior must be maintained at a high level to reap the greatest benefit from the teaching/learning situation. Therefore the Principal has the right to suspend any pupil whose presence in the school is an impediment to the school operation. Furthermore, any student who has a history of suspension may be subject to expulsion. In severe cases, expulsion may be immediate. (Example: Possession of drugs or alcohol).

Grounds for suspension include, but are not limited to:

1. Use of profane language or obscene gestures.
2. Striking or assaulting any member of the school community.
3. Threatening or intimidating any member of the school community.
4. Destruction of property.
5. Deliberate failure to obey a member of the school community.
6. Any action that constitutes a danger to the safety, health or welfare of the St. Joseph community.

## **Bullying**

It is our goal at St. Joseph School is to provide a safe, nurturing and Christ-centered environment in which a child can pursue a Catholic education. St. Joseph School will maintain a respectful, compassionate environment where we nurture both emotional/social and academic growth. No child shall be subject to treatment, direct or indirect, which is contrary to this goal. Physical or psychological intimidation will not be tolerated.

Bullying can consist of, but is not limited to, behaviors which directly affect a student. These can be teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against another student. It can also be indirect behavior, such as, spreading rumors that cause a student(s) to be socially isolated through intentional exclusion.

Bullying is a serious problem that can affect a student's academic and social growth.

## **Detention**

A teacher can require a student to remain after school for a detention for a number of reasons including forgotten assignments, fighting or destruction of property. It is the responsibility of the parent to provide transportation.

## **Lunch/Recess Detention**

A lunch detention will be issued for the following reasons:

- Student is not prepared for class
- Student is disruptive to teacher or others in the class
- Student is disrespectful to school property

### **Hot Lunch Program**

A hot lunch program is offered on a daily basis provided by a caterer. A menu is provided monthly at the beginning of each month. Lunch may be purchased monthly, or on a day-to-day basis. Milk is available on a daily basis or you have the option of purchasing a milk/water bottle tickets for multiple days. Contact the school nurse with any questions.

### **Lunch /Recess Rules**

Recess/Lunch is obviously a time when much supervision is needed.

The following rules have been established in order to ensure (as best we can) that all of our children have a safe and enjoyable recess and lunch:

- During lunchtime, all children are to remain seated until dismissed by the teacher in charge.
- Due to food allergies, no child may share or trade their food or drink with another.
- After eating, all children must dispose of the litter.
- If a child must leave the gym/cafeteria during lunchtime, they must have permission.
- All children participate in recess, unless they have permission from their teacher and principal.
- No one may jump, climb or stand on the swings.
- Only one child on a swing at a time.
- Playing on the stone wall is prohibited.
- Sticks, stones, dirt or snowballs may not be thrown.
- Do not climb trees.
- No one may go back in the building unless an adult has given permission.
- Fighting will not be tolerated.
- Children may not play in the woods or on the hills near the playground.
- No child may play in the upper church parking lot.
- When the teacher signals to end recess, children are to stop playing immediately and re-enter the building in an orderly fashion.
- Foul language is prohibited.

### **Candy/Gum/Soda**

Candy, soda and gum are strictly prohibited during the course of the school day, except as part of a special event or celebration, and are not permitted on the school bus.

### **Toys, Games**

No toys or games of any kind should be brought to school without the permission of the teacher.

## **UNIFORM POLICY**

*All students are required to wear the complete school uniform. Uniforms (jumpers, pants, shorts, embroidered polo shirts, sweaters, and vests) can be purchased from the Flynn & O'Hara Company. Alternatively, embroidered polo shirts, sweaters and sweats may be purchased from Lands End. Gym Uniforms can be purchased through Lands End only.*

### **Summer Uniform Policy**

**Summer uniforms can be worn until Columbus Day and after Spring Recess.**

#### **Girls and Boys K-8**

- Navy shorts with solid dark belt.
- White knit polo with Saint Joseph School logo
- White or navy socks
- Solid black, brown, or navy shoes

### **Gym Uniform**

#### **K-4**

- Navy shorts (no logo) and gray t-shirt with logo (Lands End only)
- Navy sweat pants (no logo) and navy sweatshirt with logo (for winter, Lands End)
- White socks
- Sneakers

#### **5-8**

- Navy shorts (no logo) and gray t-shirt with logo (Lands End only)
- Navy sweat pants and navy sweatshirt with logo (for winter, Lands End)
- White socks
- Sneakers

### **Winter Uniform Policy**

#### **Girls K-4**

- Solid black or navy shoes
- Navy or white knee socks or navy tights
- Uniform plaid jumper or navy uniform pants
- White knit polo with logo

#### **Girls 5-8**

- Solid black or navy shoes
- Navy knee socks or tights
- Uniform plaid skirt- no more than one inch above the knee
- White knit polo with Saint Joseph School logo
- Navy vest or V-neck pullover with logo

#### **Boys K-8**

- Solid black or navy shoes
- Navy socks
- Navy slacks
- White knit polo with Saint Joseph School logo
- Navy vest or V-neck pullover sweater with logo

**School Spirit Wear Sweatshirts are permitted on non-gym days.**  
**Unacceptable Attire for All Students**

- Sweatshirts and non uniform sweaters
- Make-up
- Nail polish
- Hiking boots, sandals, jellies, clogs, high heeled shoes
- Inappropriate hairstyles and excessive hair clips or jewelry
- Jewelry may not be worn around the neck except for a crucifix or a religious medal.
- Jewelry may not be worn on the wrist except for a wristwatch.

Hairstyles for both girls and boys are expected to be appropriate, neat, and clean. Hair color other than one's own and the like are not permitted. Boy's hair is not permitted to hang below the collar nor have shaved design. Boys are not allowed to wear earrings.

**UNIFORM INFRACTION NOTICES WILL BE SENT HOME TO BE SIGNED BY A PARENT/GUARDIAN - PLEASE RETURN TO SCHOOL THE NEXT DAY.**

**\*\*\* PLEASE LABEL ALL CLOTHING**

**Lost and Found**

Please label all your child's belongings, including lunch boxes and thermoses. The *Lost and Found* is located in the Main Office. Any unclaimed items are periodically donated to charity.

## **SPECIAL EVENTS**

### **Sharing Assemblies**

This is an opportunity for each class to share something they have collected with those less fortunate. Individual classes choose a charitable organization for which they can collect needed items. Sharing assemblies are a compassionate time for sharing and community building. Parents and friends are invited. Please consult your school calendar, the school website, or the weekly notice for Sharing Assembly dates.

### **Book Fair**

The Home and School Association sponsors the Book Fair to raise money and spark children's interest in reading. Books are displayed in the gym and are available for purchase. Once again, consult your calendar and Weekly Notice for the dates.

### **Staff Development Days**

The Diocese of Bridgeport encourages each school to schedule days for professional and spiritual development for the staff. Professional development days are listed on the school calendar.

### **Reconciliation, First Holy Communion, and Confirmation**

The sacraments of Reconciliation and First Holy Communion are received by the second graders. Reconciliation is generally received in the late winter before First Holy Communion which is usually received in the spring. Confirmation is received by the eighth graders and is held at the convenience of the Bishop. The dates for these events are selected in coordination with St. Joseph Parish Religious Education Program and other parish events.

### **Catholic Schools' Week**

The last weekend in January kicks off our annual Catholic Schools' Week celebration. The week is filled with activities for the children and their families.

### **Christmas Concert**

This festive afternoon or evening of songs, carols and music by the students takes place shortly before Christmas vacation. Families are warmly invited to attend.

### **The Monster Mash**

A yearly wonderful family event just for fun! Children from Kindergarten through grade eight are welcome to don their costumes for this scary event! Parents are encouraged to dress up too.

### **Field Day**

Field Day, held in June for the entire school, provides the opportunity for children to demonstrate the skills of teamwork taught through the Physical Education program. It is also an opportunity to recognize individual and team achievement. The day consists of a sequence of athletic events at which parents are warmly welcome.

### **Graduation**

Graduation takes place in St. Joseph Church in June. A reception for the graduates, their families, the faculty and the staff, follows in the gym.

### **School Pictures**

Early in the school year we arrange for a photographer to take individual and class pictures. Parents may purchase these pictures if they wish. The pictures usually arrive well before the Christmas holidays.

### **Birthday Parties**

If you would like to bring a treat to celebrate your child's birthday, please consult with your child's teacher as some classes are "peanut-free." If permitted, finger foods or cupcakes are requested for this purpose.

Birthday party invitations may not be distributed in school unless the entire class has been invited or the birthday boy is inviting all the boys or the birthday girl is inviting all the girls.

### **Ice Cream and Ice Cream Socials**

Ice cream is available to students during lunch for an additional fee. If your child is allergic to ice cream or has a special need with regard to ice cream, please let your child's teacher and the school nurse know.

In addition, Ice Cream Socials are held during the school year. These are a wonderful treat for everyone. The first one is usually scheduled within a few days of the start of the school year. Please check the calendar and weekly notice.

## EXTRA-CURRICULAR ACTIVITIES

As is the case in parochial schools, most of our extracurricular activities rely on parent volunteers and the level of student interest.

Some of the activities offered are:

### **Basketball, Cheerleading, Track and Field**

Saint Joseph School offers Basketball, Cheerleading and Track and Field programs as a means of building character and good sportsmanship. Basketball is offered for students in grades 5-8 with 4<sup>th</sup> grade being optional. Cheerleading is open to any students in Grades 1-8. Spring Track and Field is open to all students in grades K-8. Any boy or girl, who is physically capable, is well-behaved and who is working to his/her potential, may try out for these teams. **All parents will have to certify that their child has insurance in order to be eligible to play.**

Students are ineligible for participation in interscholastic activities if they fail to maintain an acceptable level of academic achievement. The Principal shall make a determination based on reports from the teachers.

Unacceptable and/or inappropriate conduct on the part of the student, as measured against school standards and levels of expected behavior, will be reason for the Principal to declare a student ineligible to participate in interscholastic activities.

Saint Joseph School is a member of the Greater Danbury Parochial Basketball League. St. Joseph School basketball teams compete against other parochial schools in the area as well as Christian Life Academy in Brookfield.

At games, players and spectators should exhibit the following behavior:

- The judgment of the officials should be accepted.
- There is NO booing. Players and spectators should treat the opposing players and spectators with respect.
- Spectators should not yell or wave hands when the opposing team is shooting foul-shots
- When St. Joseph School players and spectators leave the stands, the seating area should be clean.

### **Student Council**

The Student Council is made up of representatives from 5-8<sup>th</sup> grade. The purpose of the St. Joseph School Student Council is to enrich the lives of the student body, local, and global communities by modeling the importance of student council service by way of Christ's example. As a young leader, we expect members to contribute ideas and participate in the planning and organization of the Student Council activities for our school. In addition, many activities will be planned to benefit others outside our school.

## STATEMENT OF POLICY ON TUITION PAYMENTS

In order to insure that all parents are informed with respect to the Diocesan's and School's position on the collection of tuition, please be informed that:

1. It is required that all tuition payments be received by the due date in accordance with the tuition payment plan.
2. If a tuition payment is past the due date, the following actions will occur
  - the student will not receive a report card;
  - the student may not be permitted to participate in any class trips or other class functions;
  - the student may not be allowed to attend class.
3. If a student is withdrawn from the school while there is an outstanding tuition account balance, the student's scholastic records will not be forwarded to any other school.
4. If at re-registration time, there is a past due tuition amount, the re-registration will be denied.
5. If at the end of the school year there remains an outstanding tuition account balance, the student's registration for the following year will be canceled.
6. If there is an outstanding tuition account balance relating to a student candidate for graduation then:
  - The student will not receive a graduation diploma or a final report card;
  - The student will not be permitted to participate in graduation exercises;
  - The student's records will not be forwarded to any high school.

## CODE OF CONDUCT

We expect our students to adhere to the following Code of Conduct so that:

1. the school atmosphere is conducive to carrying out our spiritual and educational mission; and
2. to ensure the health and safety of all members of our St. Joseph School family.

### ***St. Joseph students agree to:***

- Greet and answer teachers, visitors, and peers in a polite, kind and courteous manner.
- Treat others with respect by refraining from any physically harmful actions.
- Participate in Church services in a prayerful, reverent manner.
- Respect all adult authority (teachers, aides, and parents) by politely obeying all reasonable directives.
- Listen quietly and attentively when others speak, and raise one's hand before speaking.
- Walk quietly throughout the school so as not to disrupt the learning environment.
- Ask permission before leaving the classroom or homeroom.
- Use lockers quietly.
- Respect the rights and property of school, Church, teachers, others and self.
- Come to school prepared to work, bringing homework and all necessary supplies.
- Clean own work area and assist in keeping the school clean and neat.
- Take pride in doing one's own class work and homework by completing it neatly, promptly, and accurately.
- Conduct oneself in a safe manner at all times, promising to use materials and objects for their intended purposes. Weapons of any kind are forbidden in school.
- Adhere to the Lunch, Recess, and Bus Rules.
- Use the bathroom quickly and quietly, respecting school property.
- Bring only materials suitable to a Catholic school environment to school.
- Use computer technology in school and at home in a responsible manner, adhering to the Acceptable Use Policy.

## ADDENDUM

### **Discipline**

**4016 (Practices/Procedures)**

The primary goal of any disciplinary code is self-discipline: enabling the student to internalize Catholic values and principles and to behave in accordance with those values and principles. Each student has the right to learn in a safe, caring, Catholic environment. This right must be respected and safeguarded.

The Diocese of Bridgeport has a published Student Code of Conduct (Practices/Procedures) which outlines specific behavioral expectations and consequences to be used as a guideline for each individual school's own discipline policy. Additionally, the following guidelines apply to all:

1. A teacher should never dismiss a pupil from the classroom for a disciplinary reason without notifying the principal.
2. A student must be accompanied by school personnel when dismissed from class.
3. On the rare occasion when it is necessary to remove a student from the school for part of a school day, the principal will resolve the situation and notify the parents/guardians.
4. Direct supervision of a pupil who is being disciplined is the responsibility of the teacher or principal and is required in all cases. Placement in corridors, closets, or corners is never acceptable.
5. The use of corporal punishment is forbidden.
6. Discipline records shall be maintained.  
(Practices/Procedures)
7. Bullying of a student by another student is forbidden.  
(Practices/Procedures)

### **Bullying Policy**

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other

student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

1. Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize the procedure. Each school shall also set up a procedure so that parents/guardians of students may make written reports of acts of bullying.
2. Any school that receives an anonymous report from a student, or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

### **Investigation Procedures**

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Deputy Superintendent (elementary schools) or Superintendent (high schools).

### **Consequences/Intervention**

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.