

ACADEMIC POLICIES

1 Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in an academic notice, and will ultimately affect the student's grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad. The use of Wite-Out is not permitted.

Textbooks are lent to students for their use. These may not be written in or scribbled on and are to be kept in good condition. All textbooks must be covered.

2 Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate.

3 Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up within the timeframe determined by the teacher (usually three days).

If a student is absent, parents may call the school office to request assignments. These can be picked up in the lobby between 2:50 and 4:00 p.m.

4 Academic Notices

Academic notices are sent home at the midpoint of the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions; we will issue an academic notice for any of the following reasons:

- Poor grades
- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent / guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work
- Carelessly written or incomplete homework assignments
- Doing homework in class
- Neglect of study homework

5 Student Recognition

Student achievements are acknowledged during morning announcements and/or in the weekly written home communications.

6 Promotion or Retention

Student progress is monitored throughout the school year. At the end of the first trimester, the parent/guardian is informed of the student's academic, social and emotional progress. At the end of the second trimester, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of support services and/or retention. By the end of may, the teacher(s) will schedule a follow-up meeting with the parent/guardian. If retention is indicated, the parent/guardian will receive an official notification that must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

7 Report Cards

Report cards are issued three times a year to students in Grades 1 through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- Major testing (at least three tests in the major subjects)
- Quizzes
- Oral and written reports
- Independent classroom work
- Active participation in classroom lessons and activities
- Class/individual projects

All financial obligations must be current in order for a report card to be issued.

8 Standardized Testing

The Terra Nova Test is administered each year to students in Grades 2, 3, 4, 6 and 8. The results are communicated to parents and are utilized by the school for curriculum planning.

9 Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, tests are to be signed by parents and returned promptly.

10 Summer School

Students (Grades 3-7) with a failing general average for any major subject must attend summer school. The following options are allowed:

- a) Attendance at summer classes offered through your school district.
A written report at its conclusion must be provided.
- b) Twenty hours of private tutoring
This must be done by a certified teacher who will supply the school with a checklist of skills taught and a narrative progress report. The twenty hours may include hours of attendance at an appropriate summer class offered at St. Joseph School.
- c) Attendance at the St. Joseph University Summer Reading Skills Program which is offered locally each year. Registration forms are sent home through the school.

Students graduating with a failing grade must follow the regulations set by the receiving high school.

11 Graduation

Eight grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

12 Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

CODE OF CONDUCT

Discipline Code

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Disciplinary Procedure for Kindergarten and Grades 1 to 3 usually will be handled individually by the classroom teacher.

Disciplinary Procedure for Grades 4 to 8. A demerit is issued for actions so warranting. Three demerits within a trimester result in an after school detention (held the second and third Thursday of each month – 3:15 to 4:15 p.m). Four detentions may result in a suspension. A student suspended a second time within a single school year is eligible for dismissal from school.

Harassment

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

All teachers, teacher aides, staff members and parent volunteers are required to attend a Safe Environment Program administered through Virtus and the Archdiocese of Philadelphia, and to provide the school/parish with proof of attendance. In addition, all adults who work with students on a regular basis must provide a Criminal History Check and Child Abuse Clearance to the school/parish. The parish will assume the fees associated with these for volunteers.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper

conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or parent/guardian – includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking
- stealing
- intimidation, harassment or threats of any kind
- possession of any weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to suspension or immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Demerits

The following chart is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/principal.

The following infractions may warrant at least one (1) demerit per infraction:

- a. **Improper behavior** – including, but not limited to, disturbances in class/playground/lunchroom, i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- b. **Cheating** – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- c. **Abusive language** – any inappropriate language used on school premises.
- d. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- e. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator and fellow student.
- f. **Invading the privacy of another’s desk** – teacher or student.
- g. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- h. **Dress code violation** – repeated infractions after warnings have been given
- i. **Damaging any school, church or personal property.**
- j. **Failure to return a signed demerit slip** – demerits must be returned within two (2) school days.
- k. **Out of bounds** – any student who is in the wrong place at the wrong time.
- l. **Other** – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate detention, suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include the following:

- a. **Truancy** – unexcused absences
- b. **Violent behavior** – any fighting or behavior that causes physical injury
- c. **Computer tampering**
- d. **Verbal, physical or sexual harassment**
- e. **Blatant disrespect for authority** – to any adult in the building
- f. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on a bus**
- g. **Irreverence**
- h. **Vandalism** – destruction or defacing of parish or school property
- i. **Profane/obscene language or gestures or engaging in immoral conduct**
- j. **Possession of any item which may present a danger to others in school or out**
- k. **Cutting class**
- l. **Leaving campus without permission from a school authority**

Procedure for Demerits

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the homeroom teacher. **A parent/guardian’s signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian’s permission for the student to receive the demerit. The teacher issuing the demerit and the principal have already made that decision.**

Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures that are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The principal will inform the parent's guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspension:

- a. Infractions of a serious nature, as determined by the school
- b. Parents/guardians of the student will be informed in writing of the suspension as soon as possible
- c. Suspensions will be implemented (in-school or out-of-school) at the discretion of the principal
- d. Following suspensions, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for readmittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior
- f. Where possible, a student will be referred to a counselor or a teacher for counseling
- g. A signed agreement of parents and a written report of the suspension will be filed in the student's record
- h. Suspension records become part of the student's discipline record. Ordinarily, suspension records will be made available only to authorized school personnel and parents

Dismissal

- a. After two formal suspension, a student may be dismissed
- b. Students who are dismissed may apply for readmission after one full year. The school will determine whether readmittance is appropriate
- c. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings
- d. Parents/guardians of the student will be informed in writing of the dismissal as soon as possible

ADMISSIONS

Our school admits children of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The school follows the Downingtown School District's age requirements for admission. The child must be five years old on or before September 30 of his/her kindergarten year or six years old by September 30 of their first grade year. The necessary forms for admission are:

- a. Birth certificate
- b. Baptismal certificate (regardless of home parish)
- c. A certificate of immunization that must be updated and available for confirmation
See below, 'Health'

Registration

Registration for kindergarten students and other students new to our school takes place in February/March. Registration information is communicated through the weekly communiqué, the parish bulletin and the school website. There is a non-refundable fee due at the time of registration.

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communiqué in February prior to the next school year. All financial obligations must be current before re-registration can be processed. A tuition deposit for the following school year is required of all families, old and new.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** – The policies regarding this area are as follows;
 - i. A student who has been absent from school, even for one day, is required to present a written note (preferably on a 3x5 index card) to his homeroom teacher.

- ii. A doctor's certificate is required for absence of 3+ days.
- iii. If your child is going to be absent or arrive late at school, you are required to call the school (610 269-8999) before 8:30 a.m. Leave a message on voice mail giving the child's name, homeroom number and reason for absence. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in, expect a call from the school to verify the absence or check on the child's whereabouts. Your child's safety and welfare are of great importance to us.
- iv. In the case of illness occurring during school time, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- v. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- vi. Please make requests for assignments for children absent due to illness at the time you report your child absent. This work may be picked up in the school lobby between 2:50 and 4:00 p.m. It is the responsibility of the student to complete work and tests that have been missed due to absence.

b. Arrivals

A child must come directly to the classroom between 8:00 and 8:20 a.m. Parents are asked not to leave a child at school before 8:00 a.m.

c. Dismissals

Children are dismissed from their classroom by their teachers at 3:00 p.m. No child may leave the building prior to dismissal without the Principal's permission.

d. Early Dismissal – Individual Students

No child will be excused early except in cases of emergency. This does not include hair appointments or sports events. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office to sign the child out. No parent may go directly to a classroom to request a child.

e. Emergency Closings

Early arrival of buses prompted by inclement weather or other emergency is determined by the various school districts. Our school will officially close early in these instances when the majority of buses have left. Unscheduled early dismissals are announced on WCOJ and posted on the school web site.

f. Emergency Contact Forms

The school requires the parent/guardian of each student to complete an emergency contact form provided by the school. It is important the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency.

g. Lateness

A student who arrives late for school must:

- report to the school office for an admission slip
- present a note from his/her parent explaining the reason for the lateness
- present the admission slip to the teacher in the class

Lateness, of course, impacts on a perfect attendance record.

h. Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please contact the principal directly if there is a need for your child to be away from school during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, assignments will not be given in advance. All work must be made up when the child returns to school.

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name and room number.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the cost of replacement.

Parents are welcome to visit the Lost & Found in the vestibule.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

CELLULAR TELEPHONES / PAGERS / HANDHELD ELECTRONIC GAMES

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the school may be distracting or disruptive to the learning environment are not permitted in the school.

CHILDREN ARE RECEIVING EXTENDED SERVICES (CARES) PROGRAM

After school child care is available for students in PM Kindergarten and Grades 1-8. The program runs until 6:00 p.m. The cost is \$5.00/hour for one child, \$9.00/hour for two or more. The Program does operate on both scheduled and unscheduled early dismissal days, including the first days of school. On these days the cost is \$11.00 plus the hourly rate starting at 3:00 p.m. Only those families who are registered may participate in this program either on a full or part time basis. The initial registration fee is \$25.00 per family per year.

Students who remain on school premises after 3:15 p.m. and who are not participating in a scheduled extra-curricular activity are considered part of the extended care program. Parents will subsequently be responsible for the required fee and you will be billed for the service.

COMMUNICATIONS / STUDENT RECORDS / RELEASE OF STUDENTS

a. Conferences

Parent-teacher conferences are scheduled at the mid-point of the first trimester for Grades 1 to 8. Kindergarten conferences take place in February.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conferences, please state the nature of the concern, so that the teacher can be better prepared to address it.

Teachers may not be interrupted during the school day. All business must be taken care of through the school office.

b. Family Communications Envelopes

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist

at our school to help keep parents informed of policies, activities, upcoming events and student progress. Regular forms of communications include this handbook, a yearly calendar of events, the weekly newsletter, family envelopes which go home weekly with the oldest child in each family, our web site, parent/teacher conferences, homework assignment books, Home and School meetings, progress reports and report cards.

It is the responsibility of the oldest child in each family enrolled at school to provide the parents with all written communications. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

c. Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent/guardian with legal custody.

d. Release of a Child

A child will not be released to a parent/guardian that does not have physical custody without the written permission of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

COMPUTERS – ACCEPTABLE USE POLICY

a. Purpose and Goals

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

--to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

--to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

c. General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Only students issued passes or permission and have completed training may use the school's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the school may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.

- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

d. Discipline

Violations of these rules will be handled by the computer education coordinator and the school administration.

e. Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, et.
- Students must not access material that is profane or obscene or that advocates illegal acts, violence, harassment or discrimination toward other people
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writing of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Violations of any of these rules may result in any or all of the following, at the discretion of the school:

- Loss of Internet access privileges

- Disciplinary and/or legal action by the school, law enforcement or other involved parties

f. Student Access Contract

Use of the school's computer resources requires that the student and his/her parent(s)/guardians(s) sign the Student Access Contract.

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

Any student not in compliance with the dress code will receive first receive a Uniform Violation Notice, then, with non-compliance, a demerit.

a. Hair Styles/Grooming

The student's hair is to be neat and clean, and groomed conservatively. No extreme bleaching, length or styles. Boys' hair length is to be above the collar. All students must have their hair out of their eyes. Students are expected to come to school in a state of cleanliness.

b. Jewelry

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each earlobe). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted. However,

No jewelry whatsoever may be worn to physical education classes.

c. Out of Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

ST. JOSEPH SCHOOL UNIFORM REQUIREMENTS

The school uniform marks each student as a member of St. Joseph School.

It should be worn correctly and with pride.

Flynn & O'Hara Uniforms (1-800-441-4122) supply school uniforms

B&E Sportswear (610-328-9266) provide gym uniforms

Flocco Shoes (1-800-799-3313)

Boys Grades K-8

Gray Uniform Pants, **with a brown or black belt**

White Dress Shirt (Long or Short Sleeve) –Grades 1-8

White Polo Shirt with Logo may be worn September-Mid-October, May, June

** (Kindergarten Boys may wear this polo shirt throughout the entire school year)

Prescott Red Sweater Vest Mandatory for Grades 6-8

Prescott Red Sweater Vest Optional for K-5

Ties: Plaid—Grade 1-3 Gray—Grades 4-8

Mandatory School Shoe Option: Bass Unisex - 'Dirty Buc' or 'Tuft' – Grades 1-8

**Kindergarten Boys wear sneakers

No earrings or other jewelry; no make-up; no fad haircuts; **all hair should be above the shirt collar and out of the boys' eyes**

Girls Grades K-4

Uniform Plaid Jumper

White Peter Pan Collar Blouse

Prescott Red Socks or Black Tights

Mandatory School Shoe Option: Bass Unisex - 'Dirty Buc' or 'Tuft' – Grades 1-8

**Kindergarten Girls wear sneakers

Optional Prescott Red Sweater with Logo

One small pair post earrings may be worn, one in each earlobe

No other jewelry, make-up or nail polish may be worn

Hair should be out of the girls' eyes at all times; simple headbands may be worn; fancy or long scarves may not be worn

Girls Grades 5-8

Uniform Multi-Pleat Kilt

White Oxford Blouse Long or Short Sleeve

Prescott Red Pullover Long Sleeve Sweater **OR**

Prescott Red Sweater Vest (optional)

White Polo Shirt with Logo may be worn September, Mid-October, May, June

Prescott Red Socks are worn with fall/spring uniform

Black Tights **must** be worn with winter uniform

Mandatory School Shoe Option: Bass Unisex - 'Dirty Buc' or 'Tuft'

One small pair post earrings may be worn, one in each lobe

No other jewelry, make-up or nail polish may be worn

Hair should be out of the girls' eyes at all times; simple headbands may be worn; fancy or long scarves may not be worn

The length of all girls' school uniforms is to the top of the knee

Gym Uniform – Boys and Girls – Grades 1-8 (Optional for Kindergarten)

****The regulation St. Joseph School gym uniform must be worn****

Green Nylon Mesh Shorts with Logo (previous ash grey still accepted but not for sale)

The only mesh shorts that are acceptable are those from B&E Sportswear or those from the school or CYO Spiritwear;

no team uniform shorts may be worn for gym classes

Ash Gray T-shirt with Logo or White Knit Uniform Shirt

Scuff-Proof Tennis Shoes that lace and tie,

White Crew Socks (socks may not be pushed down into the shoe)

Ash Gray Sweatpants/sweatshirt with Logo or Green Sweatpants with the Spiritwear Logo
(mid-October-April)

The Gym uniform with sneakers is worn all day on gym day

FIELD TRIPS / CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no activities that the school deems to be high risk; there will be no overnight field trips. Each student's parent/guardian must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent/guardian and the student on the form provided by the school.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

PHYSICAL EDUCATION

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

No jewelry of any kind may be worn to gym class. For further information regarding the gym uniform, please see Gym Uniforms under Dress Code.

HEALTH

a. Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the kindergarten or first grade present documented proof that the following immunizations have been received:

Diphtheria, 4 doses Toxoid – one after the fourth birthday
Tetanus, 4 does Toxoid – one after fourth birthday
Polio, 3 doses Trivalen Oral Vaccine
Measles, 2 doses of vaccine
Rubella, 2 doses of vaccine
Mumps, 2 doses of vaccine
Hepatitis B, 3 doses of vaccine

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

The State does not require Pertussis, Haemophilus influenza B (HB) or Smallpox vaccination, but parents should check with physician for current practices.

b. Nurse

The parish provides a registered nurse every day for St. Joseph School. A registered nurse is also provided by the Downingtown School District according to the school's enrollment, on days selected by them.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital. All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical program, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

c. Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the

student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

d. Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it is housed in the Health Office and taken in the presence of the school nurse.

Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent and physician to include: Name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse. **No medications should be placed in lunch boxes or school bags for students to self-administer.**

LIBRARY

The school library is staffed by a librarian and volunteer parents and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will require the replacement cost of the book. Appropriate conduct is expected at all times in the library.

LUNCH

All students stay for lunch during the school year. The forty-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play.

Please include in your child's lunch box at least two napkins. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of trash in the containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the parents who supervise and assist during this time, as well as to fellow students.

SAFETY

a. Fire Drills

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

b. Lock Down

All external doors are locked for protection. Entry to the school can be gained only after proper identification is given via the front door intercom. If a crisis or situation would occur that all classroom doors be locked, a code word is announced to initiate this. At the end of the day, the front door is locked at 4:00 p.m.

c. Shelter in Place

Should a crisis or situation so warrant, the students will be re-located for a designated area for holding. All windows and doors will be locked; staff and students may not leave this area until directed to so. No one (including parents) will be admitted to the school.

d. Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.
- Volunteers sign in and wear a volunteer tag when in the building

SMOKING

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities.

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. A stationery sale will be held in school the first week of school. During the school year, stationery items can be purchased in the school office during the morning activity period.

TELEPHONE – SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Please do not call the office to change a child's mode of transportation home. This is a matter that should be taken care of in the morning before school.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes cannot be made over the phone

a. Bus

The local public school districts provide bus transportation for students. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the bus assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher asking permission for this exception.

Please do not request permission, written or verbal, for a child to ride a bus other than that assigned.

b. Car Pick-up

Parents who pick up students must park their cars and meet the students at the school dismissal area. Running is prohibited. Several teachers will oversee car pick-up procedures each day.

c. Walkers

Walkers are dismissed with the car riders.

d. After School Activities

All students remaining for after-school activities report to the cafeteria with the car riders unless directed otherwise. No one remaining for a sports activity may report to the gym until a coach is present to supervise.

TUITION

Our school provides a quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community and most of all, through the many sacrifices made by the parents/guardians of the children enrolled.

Tuition is determined in March for the following school year. The school also may impose fees for other items, such as extracurricular activities, field trips, magazines, and registration. This information is communicated to the school parents/guardians through the weekly communication envelope. Tuition bills are mailed to parents in August.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The business manager reviews the tuition records on a periodic basis. The trimester report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the parish finance director. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

VISITORS

All visitors must report to the school office and sign the Visitor's Log when entering the school building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

All business is enacted through the school office. No visitor may report directly to a classroom.

VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

Library / Computer / Classroom Aides
Homeroom Parents
Assist with Extracurricular Activities

Lunchtime Aides
Stationery Sales
Copy Center Aides

All volunteers who work directly with the students must attend a Safe Environment Program and provide documentation of having done so. Those working with children on a regular basis must also provide a Criminal Background Check and Child Abuse Clearance. The parish will assume the cost of the latter.

AUXILIARY SERVICES

CHESTER COUNTY INTERMEDIATE UNIT NON-PUBLIC SCHOOL SERVICES DIVISION

The Chester County Intermediate Unit operates our largest state-funded program, Act 89, which provides remedial reading, remedial math, speech and language, and guidance and counseling services to our students in need of these provisions.

HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' roles in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

RECEPTION OF FIRST SACRAMENTS

All students in Grade 2 are catechized in class for the reception of the Sacraments of First Reconciliation and First Eucharist. All students in Grade 6 are catechized in class for the reception of the Sacrament of Confirmation. However, children must receive these sacraments in their home parish (St. Joseph, St. Elizabeth or St. Peter). Parents are required to attend all meetings that are presented by their parishes and fulfill whatever requirements are set forth.

REPORT CARD RUBRICS

EFFORT & STUDY SKILLS, GRADES 4-8

CRITERIA	4	3	2	1
<i>Attends to task</i>	-almost always focuses on task -routinely perseveres with task(s) when faced with problems -routinely uses time effectively to complete tasks	-focuses on task most of the time -frequently perseveres with task(s) when faced with problems -frequently uses time effectively to complete task(s)	-focuses on task some of the time -sometimes perseveres with task when faced with problems -sometimes uses time effectively to complete task(s)	-rarely focuses on task -rarely perseveres with task(s) when faced with problems -rarely uses time effectively to complete task(s)
<i>Demonstrates organizational skills</i>	-notebook is organized and complete, uses the agenda to record all homework, assignments and important dates	-notebook is fairly complete but needs some organization of pages, etc.; uses the agenda most of the time	-does not have notes and work up to date; notes are not in order; pages are falling out; has agenda but rarely used	-does not bring notebook, textbook pencils, paper
<i>Completes assignments</i>	-homework and assignments complete and answers have been checked and corrections are made	-homework assignments usually complete but answers are not always checked and corrected	-some assignments and homework complete; answers checked occasionally	-few assignments and homework complete; answers not checked
<i>Employs critical thinking strategies</i>	-fulfills assigned responsibilities with a high degree of skill & independence	-fulfills assigned responsibilities with a degree of skill & independence	-fulfills assigned responsibilities with moderate skill and independence	-fulfills assigned responsibilities with minimal skill and independence

<i>Participates in class</i>	<i>-volunteers to answer and ask questions, will help others, knows what needs to be done and does it</i>	<i>-participates when asked; begins to work when assignment is given</i>	<i>--rarely participates; starts work when reminded</i>	<i>-does not participate; has difficulty starting to work</i>
<i>Works cooperatively</i>	<i>-routinely listens to, shares with and supports others</i>	<i>-frequently listens to, shares with and supports others</i>	<i>-sometimes listens to, shares with and supports others</i>	<i>-rarely listens to, shares with or supports others</i>
<i>Works independently</i>	<i>-remains on task without reminders; works quietly and efficiently using notes, textbooks, classroom materials</i>	<i>-works quietly on assignment, asking questions when necessary</i>	<i>-quiet, daydreaming; eventually may get to work on the assignment</i>	<i>-distracts others; talks to others instead of working; teacher must remind student about getting to work</i>

PHYSICAL EDUCATION SKILLS, GRADES 4-8

- 4** Demonstrates complete understanding and high achievement of the physical education standards targeted during the marking period
- 3** Demonstrates satisfactory understanding and adequate achievement of the physical education standards targeted during the marking period
- 2** Demonstrates some understanding and minimal achievement of the physical education standards targeted during the marking period
- 1** Demonstrates little or no understanding and limited achievement of the physical education standards targeted during the marking period

EFFORT AND STUDY SKILLS, GRADES 1-3

CRITERIA	4	3	2	1
<i>Attends to task</i>	-almost always focuses on task -routinely perseveres with task(s) when faced with problems -routinely uses time effectively to complete tasks	-focuses on task most of the time -frequently perseveres with task(s) when faced with problems -frequently uses time effectively to complete task(s)	-focuses on task some of the time -sometimes perseveres with task when faced with problems -sometimes uses time effectively to complete task(s)	-rarely focuses on task -rarely perseveres with task(s) when faced with problems -rarely uses time effectively to complete task(s)
<i>Demonstrates organizational skills</i>	-notebook is organized and complete, uses the agenda to record all homework, assignments and important dates	-notebook is fairly complete but needs some organization of pages, etc.; uses the agenda most of the time	-does not have notes and work up to date; notes are not in order; pages are falling out; has agenda but rarely used	-does not bring notebook, textbook pencils, paper
<i>Completes assignments</i>	-homework and assignments complete and answers have been checked and corrections are made	-homework assignments usually complete but answers are not always checked and corrected	-some assignments and homework complete; answers checked occasionally	-few assignments and homework complete; answers not checked
<i>Listens/follows directions</i>	-routinely listens to and fulfills assigned responsibilities with a high degree of effectiveness	-frequently listens to and fulfills assigned responsibilities with a degree of effectiveness	-sometimes listens to and fulfills assigned responsibilities with some effectiveness	-rarely listens to or fulfills assigned responsibilities with effectiveness
<i>Participates in class</i>	-volunteers to answer and ask questions, will help	-participates when asked, begins to work when assignment is given	-rarely participates, starts work when reminded	-does not participate; has difficulty

<i>Works cooperatively</i>	-routinely listens to, shares with and supports others	-frequently listens to, shares with and supports others	-sometimes listens to, shares with and supports others	-rarely listens to, shares with or supports others
<i>Works independently</i>	-remains on task without reminders, works quietly and efficiently, using notes, textbooks, classroom materials	-works quietly on assignment, asking questions when necessary	-quiet, daydreaming; eventually may get to work on the assignment	-distracts others, talks to others instead of working, teacher must remind student about getting to work

PERSONAL & SOCIAL GROWTH, GRADES 1-8

CRITERIA	4	3	2	1
<i>Cooperative</i>	-almost always considers the needs of the moment	-frequently considers the needs of the moment	-sometimes considers the needs of the moment	-rarely considers the needs of the moment
<i>Respectful</i>	-routinely listens to, shares with and supports others	-frequently listens to, shares with and supports others	-sometimes listens to, shares with and supports others	-rarely listens to, shares with, or supports others
<i>Responsible</i>	-fulfills assigned responsibilities with a high degree of effectiveness	-fulfills assigned responsibilities effectively	-fulfills assigned responsibilities with moderate effectiveness	-fulfills assigned responsibilities with minimal effectiveness
<i>Self-Controlled</i>	-routinely chooses the appropriate	-frequently chooses the appropriate behavior for the classroom	-sometime chooses the appropriate behavior for the classroom	-rarely chooses the appropriate behavior for the classroom

PERFORMANCE INDICATORS FOR TECHNOLOGY LITERATE STUDENTS

Students demonstrate the knowledge and use of the following:

- Comprehension:** Understands basic computer operations and concepts
- Competence:** Applies understanding of productivity, communications, research, problem solving and decision making tools
- Accountability:** Practices ethical and responsible use of technology systems, information and software
- Personal Responsibility:** Completes work on time, in an appropriate manner
- Collaboration:** Works effectively with others and contributes to the overall productivity of the group

Exceeding 4 Always	Developing Appropriately 3 Frequently	Needs Improvement 2 Sometimes	Unsatisfactory 1 Seldom/Never
---------------------------------	---	---	--