

**PARENT AND STUDENT
HANDBOOK
2011-2012**

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(Form 1, Form 2, and Form 3 to be signed and returned.)

“Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God’s help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.”

---To Teach as Jesus Did
National Conference of Catholic Bishops

The Parish of the Holy Spirit is comprised of the following administrative offices and churches:

Parish Office
Clairvaux Center
161 Main Street
Keene, NH 03431
(603) 352-3525

Serving:

Saint Bernard Parish
173 Main Street, Keene

Immaculate Conception Parish
31 School Street, Troy

Parish Office
Clairvaux Center
161 Main Street
Keene, NH 03431
(603) 352-1311

Serving:

Saint Margaret Mary Parish
33 Arch Street, Keene

Mary, Queen of Peace Parish
Saint Joseph Church
12 Prospect Street, Hinsdale

Saint Stanislaus Church
82 Richmond Road, Winchester

Very Reverend Daniel Lamothe
Rev. Paul B. Boudreau, Jr.
Rev. Steven M. Kucharski
Deacon Arnold Gusstafson

Saint Peter Parish
285 Main St., P. O. Box 332
Charlestown, NH 03603
(603) 445-5304

Saint Joseph Parish
Elm Street, Walpole

Rev. Michael Gendron, Pastor

Divine Mercy Parish
Saint Peter Church
18 Vine
Peterborough

Rev. Gerald Belanger

MISSION

Saint Joseph Regional School, serving students in grades Pre-K through 8, is a Catholic school welcoming families of all faiths from the greater Keene area. Our faith-based school program promotes high academic standards and positive self-esteem, encourages personal responsibility and public service, and instills a sense of community.

PHILOSOPHY

We believe in Catholic Education that is centered in the Spirit of the Gospel of Jesus Christ, the Lord.

We believe that our heritage in the Keene area gives us a faith-filled view of our school, of life, and of our mission.

We believe that together, the Saint Joseph community of parents, students, and teachers share a common vision---one formed by the message of the Gospel. We affirm the values of high academic standards, responsibility, service, community, and worship.

Because of our belief in high academic standards, we teach for a mastery of the basic learning skills by challenging students to use and develop their talents to the fullest.

Because of our belief in responsibility, we encourage our students to work both independently and cooperatively with others in a respectful manner.

Because of our belief in service, we teach our students to be aware of the needs of others and to reach out and help them.

Because of our belief in community, we choose to be a people who care for one another and to create a family atmosphere in our school.

Because of our belief in worship, we celebrate our personal commitment to Jesus Christ in prayer, in song, in liturgies, in the sacraments and in religious instructions.

Because of our belief in the gospel message, we accept the challenge of Catholic Education calling us to a new vision of what our school can be.

Realizing the human need for identity, relatedness and purpose, we strive to form each student into young adults, responding to those needs by being:

A Hope-Filled Person

A Person Who Emulates Christ's Love To All People

An Enthusiastic Person

A Whole Person

A Responsible Person

A Wise Person

ADMISSIONS

Saint Joseph Regional School welcomes all students of varying races, religions, national origins, and social-economic backgrounds.

To be eligible for preschool, a child must be toilet trained and three years of age by September 1 of the year of entrance.

To be eligible for kindergarten, a child must be five years of age by September 30 of the year of entrance.

Students and their parents in grades 1-8 entering Saint Joseph Regional School for the first time are required to meet with the Principal before enrolling and to schedule a school visit which will also include informal evaluation/testing. A copy of the most recent report card is required before acceptance and completion of the registration process.

REGISTRATION

The following materials are required at the time of registration:

1. Completed Registration Form
2. Completed Enrollment Agreement
3. Check to Saint Joseph Regional School for a Registration Fee of \$100.00
4. Copy of Birth Certificate
5. Copy of Baptismal Certificate (Catholics)
6. Completed Physician's Report of School Health Examination, including up-to-date immunization records.
7. Completed Consent for Release of Educational Records
8. Completed Fundraising Agreement Form
9. Copy of Most Recent Report Card

TUITION PAYMENT POLICY

1. The following payment plans are available:
 - a.) Full payment due by July 15th, with a 5% discount given.
 - b.) 11 monthly payments beginning in July through the F.A.C.T.S. Tuition Management Program.
2. The F.A.C.T.S. Tuition Management Program is an automated payment plan. Payments begin in July and will be deducted from your account on the 5th or 20th of each month. It is an 11-month payment plan.
3. Unpaid accounts will result in non-registration for the following school year. Students will not be permitted to begin classes until all outstanding tuition payments have been made. If necessary, the school will employ a collection agency to recoup our committed funds to educate your child/ren.

The tuition at Saint Joseph Regional School is based on Catholic Sponsored Rate and the Regular Tuition Rate. Families eligible for the Catholic Sponsored Rates need to fulfill the following three requirements:

- Registered members of the Catholic Church in their NH community.

- Active participants in the life of their parish or mission.
- Contributors of record in their parish or mission.

TRANSFERS AND WITHDRAWALS

Notice of a student's withdrawal from Saint Joseph Regional School should be made by the parent to the Principal and teacher no later than one week in advance of the withdrawal. This will enable the teacher to secure grades and the office to settle accounts. Before school records will be released, a signed Consent for Release of Educational Records from the receiving school must be obtained. Financial payments need to be up-to-date and refunds of advanced payments will be given accordingly.

PRESCHOOL

The Saint Joseph Preschool Program is a school-readiness program with a hands-on approach to support developmentally appropriate learning. Our Preschool Program is designed for children ages 3-5. Preschool sessions are held from 8:30 a.m. – 12:30 p.m. and 8:30 a.m. – 2:45 p.m. A snack is served in the morning and afternoon. Preschool lunch is at 11:15 a.m. The Saint Joseph Preschool follows the Saint Joseph Regional School calendar.

Children currently enrolled in the Saint Joseph Preschool and children of families already attending Saint Joseph Regional School will be given first priority in placement. **THE DATES FOR IN-HOUSE REGISTRATION ARE [MARCH 1ST – MARCH 15TH]. AFTER THAT DATE, IT IS OPEN TO FAMILIES ON THE WAITING LIST.** To facilitate planning, children must be signed up for specific preschool sessions. Parents are financially obligated for those sessions during the school year, whether the child attends or not. When families have more than one child in the preschool program, the child receiving the greatest service will be charged full tuition and each additional child will be allowed a 20% discount. There is an annual non-refundable Preschool Registration Fee of \$100.00 per child.

A Medical Form, Sign-in/Sign-out Sheets for names of those picking up your child and a Walking Field Trip Permission Slip will also need to be completed by the parent/ guardian.

Tuition payments will be made through FACTS Tuition Management. We regret that families who do not keep their accounts current will be asked to withdraw their child (ren).

Appropriate clothing for outdoor play is always required. Boots are needed from October through April. Snow pants are needed during winter and early spring months. A complete change of clothing and an extra pair of mittens should be in the child's cubby at all times.

The Preschool students can also go to the Before and After School Child Care Program to fit your schedule and the needs of your child.

ADMINISTRATION – FACULTY/STAFF

The Principal is the chief administrator of the school. He/She is ultimately responsible for a positive school climate and the operation and development of the school, including academic, spiritual, personnel, and student, financial, physical and community dimensions.

Faculty Members are responsible for the instructional and supervisory schedules of the students assigned to them for the academic year. The teacher is a caring and highly qualified, certified professional educator, competent in the area of her/his academic discipline.

Physical Education Instructor is responsible for the physical education development classes for our students in Preschool through grade eight. The Principal works closely with volunteers in providing appropriate sports activities for our Middle School students.

Support Staff includes all non-teaching staff that are vital to the over all effective and positive functioning of the school.

The Director of Library Services is responsible for the elementary and middle school library programs and services, and makes sure that access to library materials is equally available to all students and faculty.

The Technology Coordinator is responsible for the purchase and maintenance of the school's technological network. He/She coordinates faculty/staff development, prepares the technology budget, maintains network integrity and security and oversees the acceptable use policy for students and staff.

The Director of the Before/After School Program is responsible for the school age child care program during extended school hours. Please refer to the After School Program material for further details.

ARRIVAL/DISMISSAL TIMES

Students in K-5 arriving between 8:15 – 8:35 a.m. are to go to the playground. The bell for students in grades K-4 is 8:35 a.m. Classes begin 8:45 a.m. Middle School students (Grades 5-8) are to report directly to their classrooms between 8:15 and 8:20 a.m. Middle School classes begin at 8:30 a.m. Dismissal for all students is 2:45 p.m. On early release days, dismissal is at 12:00 noon. It is the parents' responsibility to pick up their children by car on early release days, and whenever there is no bus transportation.

ARRIVAL

For the safety of all students, parents who drive children to school in the morning are asked to not drive up to the school entrance area.

In the mornings, parents may drop off children at the Wilson Street curb. Parents choosing this option should watch carefully for other children and are reminded that no parking is allowed on Wilson Street.

Whenever using the Saint Bernard's parking lot, parents must park in the middle of the lot. Parents using the Saint Bernard's lot must use extreme caution when entering the parking lot, watching for children and adults who may be walking, running or biking between cars.

(map appears here in printed version)

DISMISSAL PROCEDURE

Students:

1. Designated pick-up area for rides---on college side, near gym (see map).
- 2. Students will be picked up by car in designated area only.**
3. Students should be outside immediately upon dismissal.

Parents:

1. Arrive using the Davis Street entrance by the Clairvaux Center. Turn right, going inside the cones and proceed toward the Wilson Street exit (see map). This allows for five cars to be loaded at the same time.
- 2. The teacher on duty will signal for students to go to waiting cars. Please stay in your car once the line starts moving.**
3. Proceed out of the parking lot when car in front of you leaves.
4. As the line moves, please move all the way to the exit before stopping if you are first.
5. Ask your child's teacher or the teacher on duty if you are new and not sure of the procedure.

If your child did not come out of the building when he/she was dismissed, leave by Wilson Street and return by the Davis Street driveway. We will make every effort to have your child outside on time; there will be no waiting in line for late students. Encourage your child to be prompt. For your child's safety, car-pooling arrangements need to be completed before your child leaves home in the morning and a note to be sent in to his/her teacher. All students being dismissed will be dismissed from rides line.

If you have an appointment and need to leave as soon as possible, try to arrive early to be at the head of the line. All children are to be picked up by 3:00 p.m. Children left waiting will go directly to Child Care. There is a charge for Child Care. If you have an appointment with a teacher, park in the Church parking area and sign in at the office. Thank you for your cooperation. These procedures are for the safety of your children. They provide a safe and orderly way to dismiss everyone at the end of our school day.

PARKING

The parking area along the fence is reserved for faculty and staff parking. Parents and visitors are expected to park in Saint Bernard's parking lot behind the double line. When you sign in, please indicate your car and license plate number.

BEFORE/AFTER SCHOOL SUPERVISION

For the safety of our students, it is never permissible for a parent to leave a child unsupervised on school property. Teachers are on duty beginning at 8:15 a.m. to supervise children and after school until 3:00 p.m.; on early release days, supervision is provided until 12:15 p.m.

For safety reasons, children arriving before 8:15 a.m. and remaining after 3:00 p.m. must be taken to the Child Care Program where they can be properly supervised. Parents will be billed for this service.

CHILD CARE SUMMER ADVENTURE PROGRAM

During the summer months, the Child Care Program is available from 7:00 a.m. to 5:30 p.m. Using a summer day camp model, the program is organized around swimming, field trips, crafts and other summer type activities. To assist in parental planning, a brochure describing fees and regulations is made available in April of each year.

ATTENDANCE

It is required by state statute that children enrolled in school will attend all of the days school is in session. Excused absences are limited to illness. Students should be absent only in case of illness or emergency. A habit of regular and faithful attendance is a prerequisite for a successful school experience.

ABSENCES/TARDINESS

When students are absent, parents need to call the school and leave a message on the answering machine. Parents may call at any time since the answering machine is on 24 hours a day. If a student is absent because of illness or other unforeseen circumstance, **parents are required to notify the office before 8:30 a.m. by calling 352-2720.** To ensure your child(ren)'s safety, the school secretary will call you at home or at work if you have not left a message on our machine and your child is absent. This machine is checked frequently throughout the day for any important messages. Upon returning to school a child is to provide his/her teacher with a note explaining the absence.

When students are tardy, parents are to bring children to the office and sign them in. Students may not sign themselves in. (Students are considered tardy after 8:45 a.m. for Kindergarten through Grade 4. Middle School students are considered tardy after 8:30 a.m.)

When students are to be dismissed early, parents will notify the teacher in writing of the anticipated time of dismissal. Parents must visit the office to sign out the child. Students will be called to the office for dismissal by the school secretary. Under no circumstances will children be allowed to leave the school without an adult. A child will be released only to the parent(s) designated unless the school has written notification from the parent granting permission for someone else to pick up the student. Identification may be required. For your protection and the protection of the school, do not take another child off school grounds without written permission.

Frequent Absences

If a student, for any reason whatsoever, is absent from Saint Joseph Regional School for more than 30 school days, (not necessarily consecutive), and does not attend a Saint Joseph Regional School approved educational institution during the time of her/his absence from Saint Joseph Regional School, he/she may be required to do one of the following:

- Make up the missing time by attending a Saint Joseph Regional School approved summer school and successfully pass its course of studies.
- Repeat the school year.

The Principal may waive the above requirement(s), if the student receives extra academic help during the school year through tutors arranged by the student's parents/guardians.

SCHOOL CANCELLATIONS

Saint Joseph Regional School closely follows the annual school calendar of SAU #29, Keene School District, with limited variations. This calendar is available by the end of May of the previous school year.

When SAU #29 (Keene) closes or cancels school, Saint Joseph Regional School may also be closed or cancelled. In the event of an emergency, early closing, cancellations or delayed school openings, any information will be broadcast on these local radio stations:

TV Channel 9, Radio Stations: BOB Country 95.3 & 107.1, OLDIES 104.3 & 96.3, Q106WHDQ, 104.9 Hot Country WYRY, WMUR NH Public Radio. During any inclement weather, please stay tuned for possible cancellations. It will state **Saint Joseph Regional School in Keene. (Pre School is included within our school and is not stated separately.)**

A notification will also appear on our website, at www.stjosephkeene.org.

On days that school is cancelled due to weather, Child Care is available from 7:00 a.m. to 5:30 p.m., unless otherwise announced. Refer to Child Care Section for details. If Child Care feels the need to close early, you will be telephoned with the appropriate closing time.

Vacations

Major school vacations are scheduled during Christmas, February and April. Students are not expected to be absent from school for special vacations. **Families should plan their trips to coincide with the regularly scheduled school holidays. Absences due to special vacations or trips outside the regularly scheduled vacation periods minimize the value of school and should be avoided. It is virtually impossible to reclaim the benefits of the group**

interaction and instruction that occur during valuable class time. It is also disruptive to the educational process of other students when vacationing students return and are not up-to-date in their assignments or do not understand the material.

Planned Absence Policy

Student achievement is directly related to consistent school attendance. In addition to the fact that state legislation requires school attendance, Saint Joseph Regional School believes that regular school attendance is necessary to ensure that students understand the instruction and material presented by its faculty. **Time lost from class is irretrievable in terms of opportunities for instructional interchange. Thus, a student's attendance should not be interrupted, except for important matters or unavoidable circumstances. Parents should be aware that the student's grade might be adversely affected by this planned absence.**

When there is a planned absence, the student is required to gather advanced assignments from his/her teachers and to establish a schedule for completing assignments and tests. Since it is not always possible or desirable to provide all of the assignments that will be covered during the time of the absence, some assignments may be required to be completed by the student upon his/her return to school. The parents will submit a letter to the office detailing the date of departure and date of return, as well as, reason for absence. This request needs to be made at least **five** school days prior to the planned absence.

ELECTRONIC DEVICES

Devices such as radios, CD players, cassette players, hand-held computers, lap top computers, cell phones and beepers, which may interfere with the proper atmosphere for learning, are not to be brought to school. If a student does have a cell phone as a means to arrange transportation, etc., it may **not** be used during the school day or in the school building. It should be turned off and kept in the student's backpack to be used outside of school and school time. No instant messaging is allowed in school. If students do not follow these guidelines, they may be asked to leave their phone at the office where it can be picked up from the Principal at the end of the day by the student or parent as deemed by the Administration. Cell phones on field trips will be carried by the teacher and returned to the students at the end of the trip.

PRAYER

The school day at Saint Joseph Regional School begins and ends with a period of prayer. Other customary times for prayer include before lunch and/or at the beginning of each class.

LITURGY AND PRAYER SERVICES

Eucharistic celebrations and prayer services take place regularly at Saint Joseph Regional School. School liturgies are held in Saint Bernard Church. Parents are always welcome to attend prayer services and liturgies. All students and faculty members, Catholic and non-Catholic, attend school worship services.

SACRAMENTAL PREPARATION

Catholic students are prepared for the Sacraments of Reconciliation and Holy Eucharist (Grade 2) at Saint Joseph Regional School. Parents of students preparing for sacraments should realize that reception of the sacraments is the pastoral responsibility of the parish, according to Diocesan policy and parents should contact their pastor or D.R.E. early in the fall to determine what additional meetings and/or responsibilities their family will have to meet.

TELEPHONE USE

Students may use the school telephone for **emergencies only**. Students and teachers will not be called out of class for telephone calls, except in an urgent situation. Arrangements for after school should be made at home **before coming to school**.

SCHOOL VISITORS/VOLUNTEERS

Federal Law requires **all visitors/volunteers, including parents**, to report to the office before going to any classrooms. At Saint Joseph Regional School, parents, guest speakers, Keene State College students, and other visitors are welcome if they have been properly cleared through the Principal's Office, have procured the appropriate name tag and wear it throughout the time they are volunteering or visiting at the school. It is also necessary for all volunteers to attend a session of "Protecting God's Children".

OUTSIDE RECESS

Students should always be dressed with the expectation of outside recess. If the temperature falls drastically, outside recess may be cancelled. On days when the temperature is very low, students not in Before School Child Care may be allowed into the building at 8:15 a.m. Supervision begins at 8:15 a.m. for all students. Students dropped off earlier need to register for Child Care as they cannot be unsupervised.

Children may be excused from outdoor recess with a medical excuse from a physician.

THE PLAYGROUND

The playground includes the area south of the parking lot that is enclosed by the fence behind and beside the elementary school. Students are supervised by faculty members while on the playground. Activities such as tackle football, wrestling, fighting, pushing, kicking, and playing with a hard ball are considered unsafe and are not permitted.

BICYCLES

Bicycles are permitted with written parental approval and a bicycle rack is provided for storage. A written request signed by the parent will be kept on file in the office and a copy will be provided to the child's teacher. For safety reasons, students who ride their bicycles to school are not to ride into the schoolyard. They should dismount and walk their bicycles to the bike rack. Bicycles can only be allowed onto school property **with an approved helmet**. Each child with permission to have a bicycle at school needs to provide their own lock.

SNACKS

Each classroom in preschool through grade four may have its own snack time. We encourage nutritional snacks that do not promote tooth decay, such as fresh fruit, cheese, raw vegetables and crackers. Please do not send fruit juice for snack time. If a beverage is needed plain water is one of the healthiest means of hydration. Also 2% milk is available to be purchased on a monthly basis.

CHILDREN'S PARTY INVITATIONS

In keeping with the spirit of the school and treating everyone equally, invitations to your child's party may be distributed at school when the entire class is being invited. Otherwise, please do personal invitations outside of school.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued approximately every eight weeks. End-of-Year Report Cards/Transfer of Records are issued only to those students whose parents have met all of their financial obligations to the school. Progress reports may be sent home halfway through each marking period. Progress reports indicate a significant change in achievement, either positively or negatively at the time of issue.

TEACHER CONFERENCES

Formal parent/teacher conferences are held at the end of the first and third marking periods. Parents are notified of the date and conferences are scheduled through the Main Office, thus coordinating faculty and parent schedules. During the school year, parents are encouraged to maintain contact with their child's teacher through the use of individual conferences. Parents desiring a conference should contact the teacher either by note or by leaving a message with the office. It is helpful at the time of your request to suggest times when you would be available. Teachers will contact parents to schedule a convenient meeting time.

REPORTING STUDENT'S PROGRESS

Formal reporting on a child's academic and personal skills development is conducted four times a year for students in grades 1-8. All students in grades 5-8 receive progress reports approximately four/five weeks into each semester. (See Calendar) These reports are designed to give parents a status report on a child's progress and are not meant to be another report card. A student's progress in the Integrated Arts (Art, Music, Instrumental Music, and Physical Education) occurs twice a year, at the end of the second and fourth quarters. A Pre K and kindergarten student conference occurs after first quarter and third quarter. A progress report is issued at the end of the school year. The reporting system at each level (Pre K-K, 1-2, 3-4, 5-8) is consistent within the level and is uniquely designed to reflect the differing curriculum demands and developmental expectations for the age group.

GRADING SYSTEM

Pre Kindergarten/Kindergarten – Evaluations issued three times yearly.

Grades 1 & 2: S+
S
S-

Grades 3-8: Letter grades are used in grades 3-8.

98 – 100 = A+	80 – 82 = C+
95 – 97 = A	77 – 79 = C
92 – 94 = A-	74 – 76 = C-
89 – 91 = B+	71 – 73 = D+

86 - 88 = B

83 - 85 = B-

68 - 70 = D

65 - 67 = D-

0-64 = F

In grades 5-8, an incomplete (INC) may be issued for unfinished assignments due to absences. Work must be completed **one** week from the date that student returns to school or within one school week after grades have closed for the quarter, in order to receive credit for the assignment(s). Extenuating circumstances will be dealt with at the discretion of the teacher and the Principal.

HONORS: SAINT JOSEPH LIST AND PRINCIPAL'S LIST

Middle school students (Grades 5-8) who earn straight A's (A+, A or A-) in all seven subjects are recognized as High Honors and are members of the Saint Joseph List.

Middle school students (grades 5-8) who earn all A's and B's (no lower than a B-) in all seven subjects are recognized as Honor students and are members of the Principal's List.

PROMOTION TO THE NEXT GRADE

The school is committed to providing its students with an enriching and successful learning experience at each grade level. When it is apparent that more time is needed at a particular grade level and that the child would benefit from additional time in the present grade, dialogue among teachers, parents, and administrators will commence as early as possible in order to plan an educational program best suited for the child and his/her growth and academic success.

Promotion of middle school students will also be based upon the recommendation of the Saint Joseph Regional School faculty and the following criteria: 1.) 67% or more as year's average in all academic subjects. 2.) Attendance at an approved summer school or tutored 30 hours when suggested in the event of a failing grade or insufficient mastery in a subject area.

EIGHTH GRADE GRADUATION REQUIREMENTS

The decision for graduation will be based on the following conditions, taking into consideration the student's academic and social benefits for promotion or retention as mutually agreed upon by the Principal and teachers.

- A. Satisfactory achievement (67 and above) in all academic areas:
 1. If achievement is not satisfactory by mid-term (January):
 - The student is placed on academic probation.
 - An academic plan is developed.
 - Weekly progress reports are recommended.
 - A letter is mailed home.
 2. If, by the end of the **third** quarter, satisfactory work has not been achieved:
 - The student is placed on academic probation.
 - An academic plan is developed.
 - Weekly progress reports are recommended.
 - Parent meeting will be required.
 3. If, by the end of the **fourth** quarter, satisfactory work has not been achieved, parents will be notified that their child is not graduating and will not be allowed to participate in the graduation ceremony. The following options are available:

- Attend and successfully complete a Saint Joseph Regional School approved summer school (30 hours) before fall term begins, to determine academic status.
- Repeat academic year.

B. Current enrollment status:

If a student is suspended from school during the month preceding graduation, she/he may be asked not to attend the graduation ceremony.

- C. Graduation certificates and report cards will be issued and transcripts for high school mailed for those students whose parents have met all of their financial obligations to the school.

RECOMMENDATION LETTERS OR FORMS FOR GRADUATING EIGHTH GRADERS

All forms or requests must be given to teachers two weeks prior to the institution's deadline. A stamped envelope addressed to the institution or organization should accompany requests.

STANDARDIZED TESTING (GRADES 2-8)

Saint Joseph Regional School students take the Tera Nova InView and Achievement Test each spring. The testing evaluates students' learning and academic growth in subject areas. Parents will receive a report regarding the test scores.

Achievement testing is one way to determine that students are learning and mastering the curriculum at Saint Joseph Regional School. Testing is one part of the total picture of students' proficiency. The child's day-to-day achievement and successes, over the entire school year are also significant and valid indicators of his/her learning experience at Saint Joseph Regional School.

HOMEWORK ASSIGNMENTS

Homework is assigned as an extension and reinforcement of skills and activities introduced in the classroom situation. Assignments are made to ensure that students understand material being taught and to assess the individual's progress in, or mastery of, the material. **In the event of an absence, students are responsible for getting work that they may have missed.**

The following time frame should be used as a guide for grades 1-8.

Grades 1 & 2: 20 minutes, nightly

Grades 3 & 4: 30-45 minutes, nightly

Grades 5 & 6: 1 ½ hours, nightly

Grades 7 & 8: 1 ½ - 2 ½ hours, nightly

Homework on weekends will occur as necessary. Teachers communicate with each other regarding large, long-term assignments and tests.

HEALTH RECORDS

All new incoming students are **required** by law to have a copy of their physical and updated immunization records on file.

HEALTH CONCERNS

Any child not well enough to go out at recess should remain at home unless the child has an order from the family physician requesting that the child remain inside.

Generally speaking, children who have contracted a communicable disease should remain at home. Children MUST stay home for the period suggested if they have contracted the following:

- Chicken Pox One week after first skin lesion appears.
- Conjunctivitis Twenty-four hours after start of medication.
- Hepatitis (Inf) Until jaundice is clear and clinically well.
- Impetigo (Strep) Twenty-four hours after start of treatment.
- Mononucleosis Until clinical recovery.
- Mumps For nine days from onset of swelling.
- Ringworm Until treatment has started.
- Strep Infections Twenty-four hours after start of treatment.
- Staph Infections Until treatment has started
- Pedicuiosis Until hair cleansed with treatments and nits removed.

Lesions caused by poison ivy, oak and sumac are not considered communicable.

ALLERGEN SAFE ENVIRONMENT

It is the plan of Saint Joseph Regional School to provide for an allergen safe and supportive school environment through necessary accommodations where required, so that all students have all possible opportunities to participate fully in all school programs and activities.

For the purposes of this plan and procedures issued to implement it, “allergen safe environment” means an environment in which reasonable precautions have been identified and undertaken to minimize exposure to an identified allergen or allergens. It does not mean an environment is guaranteed to be free of the allergen.

PRESCRIBED MEDICATION

The following guidelines were established by action of the New Hampshire State Board of Education under RSA 541:A.

Any pupil who is required to take during the school day a medication prescribed by a licensed physician, shall be assisted by the office staff and subject to Saint Joseph Regional School having received and filed with the student health record:

- a. A written statement from the prescribing physician detailing the method of taking, the dosage and the time schedule to be observed.
- b. A written authorization (request) from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the manner set forth in the physician’s statement.

The Guidelines are as follows:

1. Any persons in grades preschool, kindergarten through grade eight under the above regulation, must be assisted by such persons and the medication, therefore, shall be in the custody of such persons.
2. The guidelines have been developed to safeguard students and staff and shall be considered to be the operating procedure of Saint Joseph Regional School.
3. Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen at home during other than school hours.
4. Non-prescribed medication will not be encouraged for use by students unless the school office personnel follows through with the parent of the student. No non-prescribed oral

medication will be made available to students or staff members by school office personnel.

5. Physician's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug and the dosage, and shall be renewed each school year if long-term (or oftentimes if a change in medication, dosage or time schedule is indicated.)
6. The medication should be delivered in an official container (prescription bottle) properly labeled with the student's name, physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.
7. Physician's written order and the written authorization of parents or guardian should be filed with the student's cumulative health record and kept for three years.

In keeping with the guidelines that have been established, any parent or guardian of a child at Saint Joseph Regional School is required to fill out the required permission form, available from the Saint Joseph Regional School office, for dispensing medication for that child.

LIBRARY

Library services are available to all students in the school. Each class (Pre K-Grade 4) is scheduled for one library period per week. Teachers (in Grade 5-8) may send students at other open library times for individual or group projects and assignments. Students may borrow books for a period of two weeks. Students will be charged for late, lost or damaged books at a rate determined by the Librarian. A birthday club is also available for families to donate a book to the library in honor of a child's birthday. Each donated book will have the child's name and birthday on a label placed in the front of the book.

Library Practices:

1. Regular Library hours are 9:30 to 11:30 a.m. and 12:30 to 2:30 p.m. each school day.
2. Students come to the Library to choose and return books, to study, to obtain information for class or to make up tests.
3. Studying together may be permitted if it does not disturb others and create unnecessary noise. Because the Library is a place for study and research, being quiet is important at all times.
4. Inappropriate behavior will be dealt with ranging from demerits to loss of Library privileges.
5. Students are expected to return books promptly. Overdue books prevent other students from using them. While fines are charged for overdue books, the seriousness is that it is keeping others from using the books. Lost books must be paid for at replacement cost.
6. Before leaving the Library, students should put chairs back in place and replace books on the shelves.

KEENE PUBLIC LIBRARY CARD

Keene Public Library provides a library card for all students at Saint Joseph Regional School at no charge. Please come to the school office to obtain the necessary forms and information for acquiring a library card.

MUSIC DEPARTMENT ELECTIVES

Instrumental Music:

Instrumental lessons are available to students in grades 4-8 and are given weekly, individually or in groups of similar instruments. In addition, first-year students (usually 4th graders) comprise the Beginning Band and rehearse once a week. Students in grades 5-8 are members of the Advanced Band and rehearse twice a week.

Vocal Music:

Middle School Chorus, grades 5-8, rehearse once weekly on developing music reading ability, breath control, diction, phrasing, sensitivity to pitch and overall correct tonal production. This chorus is an elective for those students in the band but is required for non-band members.

ART DEPARTMENT

The Art Curriculum at Saint Joseph Regional School exposes students Preschool through grade 8 to the following elements of art: Color, light, composition, texture, shape, and design. Students experience the use of many media such as: Drawing, painting, printing, collage, clay, calligraphy, fabric arts, batik and photography. In studying different aspects of art, works of famous painters are introduced and analyzed. Being a Catholic School, the rich traditions of the faith allow our art classes to include the saints, religious holidays and celebrations of the liturgical year.

PHYSICAL EDUCATION

The objectives of the Physical Education Program are to: Instill in students the skills and confidence necessary to live a physically active and healthy lifestyle; help each student discover and develop his/her individual athletic talents; and teach students teamwork and sportsmanship. Pre kindergarten through second grade focus on developing gross motor skills, such as body movement and awareness, rhythm and dance, throwing and catching, gymnastics, and balancing. Third through eighth grade are taught many different sports, including soccer, basketball, floor hockey, long-distance running, lacrosse, and softball. Nutrition and maintaining a healthy body are also discussed throughout the year. Students should wear the appropriate P.E. clothing as stated in the handbook. Students may bring their own water bottles to class.

EDUCATIONAL TRIPS

All field trips are educational and are planned in conjunction with class instruction (Learning Units), and planned for by the teacher. Field trips are taken at the approval of the Principal and teacher. All permission slips (walking or other transportation) are to be sent home and signed by the parent(s)/guardian and returned to the teacher. **It is mandatory that permission slips be signed and returned before a child can participate.**

SCHOOL PHOTOS

Each year a school photographer takes portraits of the students at Saint Joseph Regional School. Forms and information regarding time, styles, and prices will be sent home prior to the sitting. Purchase of the photographs is optional. Make-up dates (for absences or other reasons) are also available through your direct contact to the company unless a large number of students require a make-up date.

SPECIAL PROGRAMS

Computer Science
Johns Hopkins University Talent Search
Presidential Academic Excellence Program

Chorus
School Performances
Field Trips
Art Show and Spring Music Concert
Colonial Theatre Matinee Series
Academic Displays
Eucharistic Liturgies
Patriotic and Prayer Assemblies

SCHOOL SUPPORTED OUTLETS FOR STUDENTS' CREATIVITY

Math Counts
Destination ImagiNation
Spelling Bee
Foreign Language Week
Geography Bee
Middle School Sports – Basketball, Cross Country, Track & Field

DRESS CODE /UNIFORM POLICY

Dress Code

Saint Joseph Regional School is a private Catholic school. Emphasis is placed on education in the academic, spiritual and emotional domains. The uniform for students in grades K-8 was established to support a commitment to simplicity, neatness and lack of competition in the area of dress. Uniforms fit properly and are worn appropriately each day. Students who are not in proper uniform will be asked to contact parents to acquire proper uniform clothing or borrow available uniform clothing from the office.

Please mark all clothing, sneakers, mittens, and coats with students' names. We will begin wearing the school uniform on the first day of school.

1. J. B. Edwards Uniform Company is the official provider of the Saint Joseph School Uniform.
2. The official gym uniform is also provided by J. B. Edwards Uniform Company.

Kindergarten through Grade Four

Boys

Pants - Navy only (Dockers style)
Shirt - Oxford in white or light blue
Polo shirts - Long/short sleeve with collar in white or light blue
Turtlenecks - White or navy blue
Sweater - V-neck cardigan/pullover in solid navy blue only
Walking Shorts - Navy only
Navy blue fleece vests w/ or without school letters

Girls

Kindergarten - Grade Two - Plaid jumper or blue pants/blue walking shorts.
Grade 3 & 4 - Plaid jumper, skort, skirt, or blue pants/blue walking shorts.

Pants - Navy blue only
Blouse - Peter Pan collar in white or light blue
Polo shirts - Long/short sleeve with collar in white or light blue
Turtlenecks - White or navy blue
Sweater - V-neck cardigan in solid Navy blue only
Walking shorts – Navy only
Navy blue fleece vests w/ or without school letters

Grade Five through Grade Eight

Boys

Pants - Navy or khaki (Dockers style)
Shirts - Oxford in white or light blue
Polo's - Long/short sleeve, with collar in white or light blue
Turtlenecks - White or Navy
Sweater - V-neck cardigan/pullover in solid Navy blue only
Walking Shorts - Navy or khaki
Navy blue fleece vests w/ or without school letters

Girls

Skirts/Kilt - Navy or plaid
Pants - Navy or khaki (Dockers style)
Shirts - Oxford in white or light blue
Polo's - Long/short sleeve with collar in White or light blue
Turtlenecks - White or Navy
Sweater - V-neck cardigan/pullover in solid Navy blue only
Walking Shorts - Navy or khaki

All Grades

Socks - Navy or white
Shoes and sneakers in good condition. (See below for details.)
Belts are to be worn with uniform pants and walking shorts in grades 1-8. Walking shorts are permitted the first and last eight weeks of school.

Physical Education Clothing

Navy sweat shirt and sweat pants (with Saint Joseph Regional School printed)
Navy t-shirt (with Saint Joseph Regional School printed)
Navy mesh shorts (with Saint Joseph Regional School printed)

UNIFORM EXCHANGE

Uniforms are often brought in when a student outgrows them and made available to our families. Please feel free to inquire in the office if your child outgrows his/her uniform clothing and we would be happy to direct you.

Personal Appearance

We ask all students to adhere to the school's conservative policy on dress. If anyone is not certain about the appropriateness or acceptability of clothing, jewelry, hairstyle, etc., he/she should consult with the Principal before spending money in these areas. Not doing so may cause unnecessary difficulties and extra expense.

Practices including tattooing, body painting, and body piercing undermine the school's commitment to simplicity and lack of competition in the area of dress and are not acceptable. Jewelry should be simple and of a conservative nature. Pierced ears limited to one or two pair, please.

Shoes

Sneakers in good condition or leather shoes are appropriate for both boys and girls. Sandals and clogs are not allowed at any time. For safety, shoes must have closed fronts and backs with no "platform" style heels and soles. (Sneakers need to be regular sneakers without wheels.)

Hair

Traditional hairstyles are the acceptable styles allowed at school. Hair is to be neat and clean and away from students' eyes. No "unusual" hairstyles including hair dying/bleaching will be accepted at school. Boys' hair should be cut above the collar, please.

DISCIPLINE

Discipline is an expectation of social and academic excellence proclaimed and modeled by all school personnel and parents and is handled in a positive manner. The discipline policies at Saint Joseph Regional School emphasize positive behavior. Consequences for inappropriate behaviors are assigned to equal the action, situation, and occurrences of the action by an individual. Most situations are handled at the teacher-student level. **The emphasis is on respecting others, respecting their rights, and being sensitive to their needs, and allowing each of us to live and grow in a safe educational environment.**

Saint Joseph Regional School is committed to providing all of its students with a safe and positive environment. The following policies and procedures are intended to help all have a positive, productive and successful experience. The goal of the faculty and staff is to support students in developing responsibility, self-reliance and self-discipline.

SCHOOL DISCIPLINE PLAN

Philosophy

We believe that all disciplinary practices and interactions must teach and promote responsibility, enhance the safety and educational environment of the school, foster respect, and maintain the dignity of one's self and others. The ultimate goal is to foster within students the essential internal controls to be successful in all aspects of their lives.

SCHOOL BEHAVIOR

- Students are expected to follow individual class rules.
- Students are expected to listen to others and respond in an appropriate manner.

- Students are expected to speak with appropriate level tones, volume and language and behave in a manner that shows respect for all.
- Students are requested to walk at all times in school unless otherwise advised.
- Students are expected to use the stairs one step at a time.
- Students are expected to show appreciation for their school by not disturbing or defacing any decorations or displays, which adorn the hallways.
- When using the drinking fountains, students must not push others or place any foreign objects in the fountains.
- Students are expected to wait in line in an orderly manner.
- While in the lunchroom, students are expected to show respect and courtesy to their classmates, the lunchroom volunteers, teachers, parents and the custodian.
- Students' eating habits and level of conversation in the lunchroom should be polite and respectable.
- Students are expected to observe the lunchroom rules.
- Students are expected to be courteous and respectful to their peers, the adults serving them, and those on duty in the lunchroom each day. Lunchtime should take place in a quiet and unhurried atmosphere. Students must converse quietly while eating and while waiting to accompany the adult on duty to the playground or gym. Each student is responsible for leaving his or her eating area clean.
- Students are to remain on the school grounds until properly dismissed.

Standards of Student Behavior

A safe, caring and respectful atmosphere of learning is carefully maintained at Saint Joseph Regional School. The teachers and students create classroom rules and guidelines at the start of each school year. Students are clearly educated about these rules and are expected to follow them. The following are guidelines for behavior.

1. Students will respect the safety, rights, health and property of themselves, and others.
2. Students will respect the rules for specific areas in the school.
3. Students have the responsibility to complete educational and work assignments.

Disciplinary Procedure

It is the student's responsibility, appropriate to the student's age and grade level, to maintain appropriate behavior in the classroom and throughout the campus at Saint Joseph Regional School. The following levels of discipline are guidelines to follow so that a positive school climate is maintained.

Level One: If a student has chosen an off-task behavior, the teacher or supervising adult will attempt to guide that student back on task with interventions such as pleasant reminder/instruction, firm reminder/instruction, time-out within the space, work completion during free time, loss of privileges, opportunities for alternative recognition, a student success plan within the space, and/or parent notification/involvement. Off-task behaviors may include, but are not limited to, behaviors such as moderate disruptions, inappropriate verbal interactions, lack of response to teacher direction, inattention to classroom work, coming unprepared for class, or disturbance of other learners.

Level Two: If a student's off-task behavior continues beyond the level one interventions, the student will be referred to the Principal. The Principal will process the incident with the student, allowing the student to share his or her side of the incident, and appropriate consequences will be given. Parents may be notified of the incident and restitution and before or after school detention, loss of privileges, temporary removal from classroom, in-house suspension or short-term suspension.

Level Three: Level three behavior includes **chronic** violations of school or class rules, weapons possession, threat to use or actual use of weapons, drugs and alcohol possession or use, serious verbal aggressions, harassment or threat, damage to property, or serious physical altercations. Each of the above behaviors will result in a referral to the Administration and may include referral to Diocese of Manchester and police. Consequences may include: parent conference, restitution, short-term suspension, long-term suspension, expulsion, consideration for placement in an alternative program, and/or school failure. The student is a Saint Joseph student at all times. A student who engages in conduct during a school-sponsored activity whether inside or outside the school grounds, that is detrimental to others and to the reputation of the school may be disciplined by the administration.

SUSPENSION – This authority rests with the Principal. It is rarely used at Saint Joseph's, and when it does occur, it is for socially unacceptable behavior such as physical assault or smoking on the premises, possession of a dangerous instrument or weapon, or appearance of one, continued disruptions of the academic process and/or disrespect for ones elders and peers. The infractions are serious and hope exists that the student will behave as a positive contributing member of the school community after a temporary removal.

EXPULSION – If a student's behavior becomes a serious threat to fellow students and/or teachers, continued disruptions of the academic process and/or disrespect for ones elders and peers, and other unacceptable behaviors, the student may be permanently expelled from Saint Joseph Regional School. Expulsion occurs at the discretion of the Principal.

A student who has been arrested and accused of wrongdoing will be home taught at the expense of the parent and/or public system in which the student resides while under criminal investigation.

LEAVING THE SCHOOL GROUNDS

Leaving the school grounds during the school day is **not** permitted. The school day begins when students arrive at school and ends when they are picked up, take the bus, or walk home.

GUM, CANDY, AND SODA

To promote healthy and nutritional choices, candy and soda are not permitted as part of students' regular school lunch. Gum is **never** permitted as it gets ground into the carpet, stuck on the stairways and under desks and chairs. If students make a choice to chew gum they will be given a friendly reminder the first time, but a noon or after school detention may result if they do not follow the guidelines going forward.

SAFETY DRILLS

The school conducts two types of drills regularly for the purpose of keeping students and adults safe inside and outside the buildings. Our fire safety drills will acquaint all with a knowledge of exiting the building quietly and orderly in case of a fire or other emergencies. Our lockdown

safety drill will acquaint all to remain inside the buildings in a safe manner in case of an emergency.

FIELD TRIPS

Students: Signed permission slips and money, if necessary, need to be in one day prior to the field trip. **Parents/Guardians must sign the required office-issued form.**

Drivers: Drivers for school field trips must be 25 years of age or older. Drivers must give a copy of their driver's license and their current car insurance card to the student's homeroom teacher or to the office. All students must either wear a seat belt, be seated in a car seat or booster seat, in accordance with New Hampshire State Law with regard to height, weight and age requirements. No student, regardless of age is permitted to sit in the front seat on a school-sponsored trip or as he or she is transported to the school-sponsored athletic events. If students are to travel out of state, the laws of that state must be followed.

ASBESTOS

The Environmental Protection Agency (EPA) requires that annually Saint Joseph Regional School notify parents in writing of Asbestos Containing Materials (ACBM) in the school. To comply with this order, a management plan is available for your inspection in the school administration office outlining the presence and location of ACBM.

SMOKE-FREE ENVIRONMENT

Saint Joseph Regional School is a smoke-free environment. Smoking is prohibited in all school buildings and on the school grounds.

DRUG, ALCOHOL, WEAPONS POLICY

Saint Joseph Regional School needs to be a safe and secure place that encourages academic and social excellence. Therefore, drugs, alcohol or weapons will NOT be tolerated in the school as identified in the Diocesan Policy Handbook for Catholic Schools.

ANTI-HARASSMENT POLICY

I. Non-Discrimination Policy

It is the intent of Saint Joseph Regional School Board of Directors that the Board and its employees will not unlawfully discriminate in employment practices or educational programs and services on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, place of birth, age, physical or mental condition.

II. Harassment Policy

It is the policy of the State of New Hampshire and of Saint Joseph Regional School in particular that every student be provided a safe, orderly, and civil learning environment. Harassment, hazing and bullying have no place and will not be tolerated at Saint Joseph Regional School. Saint Joseph Regional School prohibits the harassment of students and Saint Joseph Regional School employees – as identified in the Diocesan Policy Handbook for Catholic Schools.

ACCEPTABLE USE POLICY FOR COMPUTER NETWORK

The Saint Joseph Regional School computer network is established for the educational and **professional use of Saint Joseph Regional School students, faculty and staff.** The goal in

providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Users are expected to avoid actions which are illegal, unethical, or against school rules. **Such actions include, but are not limited to:**

- Making false statements about other people – harassment of any kind, direct or **indirect personal attacks.**
- Deliberate access to inappropriate materials – including “adult” materials.
- Sending e-mail or PM (Personal instant Messages) **on the school’s computers.**
- Damaging the computers, computer system or computer network – including changing the configuration of the computers and the software, or any disruption of the computer system.
- Violating copyright laws – Users should cite information, found electronically, in the **same way they do information found in printed sources. Saint Joseph Regional School will not** tolerate the use of its system for the illegal copying or storing of illegally acquired **material.**
- Accessing other people’s files – Students may not attempt to gain unauthorized access to any **file, computer or network at Saint Joseph Regional School or through its systems, or go beyond** authorized access. This includes any attempt to log in through another person’s **account, access another person’s files, or take advantage of a user who inadvertently leaves a computer** without logging out.

Students found in violation of these guidelines will have their network privileges revoked **and may face further disciplinary action.**

The creation, distribution, and updating of any information and material to be placed on **Saint Joseph Regional School’s web site shall be specifically approved by the Principal or a person** explicitly designated by her/him as having the authority to approve such materials. **Saint Joseph Regional School reserves the right to remove from its server(s) any material that is outdated, not properly maintained, or not in compliance with school standards.**

REVIEW OF ADMINISTRATIVE DECISION

It is extremely important that Christian charity and justice form the basis of and permeate all policy and activity within the Diocesan School System. To this end, all channels of communication must be kept open at all levels. A sincere attempt shall be made to resolve any differences on the local level by open communication between the parties involved.

APPEAL TO THE SUPERINTENDENT OF SCHOOLS

An individual or group of individuals, who have standing on an issue, may appeal a local decision to the Superintendent of Schools.

APPEAL TO THE SECRETARY FOR CHRISTIAN FORMATION

An individual or group of individuals, who have standing on an issue, may appeal a Superintendent of Catholic School’s decision to the Secretary for Christian Formation.

APPEAL TO THE DIOCESAN CONCILIATION OFFICE

In cases under its jurisdiction, an individual or group of individuals with standing on an issue may appeal a Secretary for Christian Formation’s decision to the Diocesan Conciliation Office.

The “Schema for Conciliation-Arbitration in the Diocese of Manchester” outlines the procedures to be followed in the appeal and the issues under its jurisdiction. In cases not within its jurisdiction, no such appeal shall be allowed and the decision of the Secretary for Christian Formation shall be final.

COMMUNICATIONS

Saint Joseph Regional 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.

As a school community, we strive to communicate clearly, however, problems and misunderstandings may occur. When a situation or question arises, the faculty and staff at Saint Joseph Regional School 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 their child’s educational 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 Principal to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to observe the following guidelines for expressing concern over a school matter:

1. If a situation involves routine procedures like homework, class assignments, classroom or playground behavior, or student-to-student problems, the parent is asked to contact the teacher first. The best way to do this is usually through a telephone call to the school and a message will be given to the teacher to return your call. An appointment to meet at the earliest convenience for both parties will be arranged through the office.
2. If the situation is still unresolved or the questions not answered, either party is welcome and encouraged to call to speak with the Principal or set up a time to meet.
3. All staff members of Saint Joseph Regional School promise prompt attention to questions, privacy of discussion, professional courtesy and respect when situations are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach situations and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, and that of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of Saint Joseph Regional School, as well as the other children and families of our community.

TELEPHONE CALLS TO TEACHERS

If you wish to make an appointment with a teacher, please call the school and leave your name and phone number, and it will be transferred to the said teacher’s voice mail message. The teacher you wish to meet with will return your call as soon as possible. Teachers may not leave their classrooms for telephone calls. Please do not call a teacher at home unless this is the teacher’s request.

NEWSLETTER

Newsletters will be published on a regular basis (minimum of once a month), and as often as necessary to keep you informed. They will be distributed through the red folder. Generally, all other notices will be included in the red folder on Thursdays. Please remember communication is a two-way street. **Reading newsletters and communications sent home is crucial to all involved in our school community.**

LOST AND FOUND

Lost and Found is located in the small lunchroom on shelving against the wall. **Please check immediately for any items belonging to your child (ren).** Any remaining items are forwarded to a local charity at the end of each quarter, Christmas vacation, and the end of school. Clothing and personal belongings of students should be marked with the owner's name. Each year we collect hundreds of dollars worth of items, which cannot be identified and are not claimed by students or parents.

SCHOOL INSURANCE

Saint Joseph Regional School annually offers families an opportunity to purchase school accident insurance. School accident insurance is an economical way to provide extra protection for your child while on school premises and is highly recommended. Diocesan policy requires that Saint Joseph Regional School offer accident insurance or requires that parents/guardians explicitly indicate that the family has adequate coverage or accepts financial responsibility for the cost of medical treatment.

EMERGENCY INFORMATION

Emergency information is collected at the beginning of each school year. Parents should complete these forms accurately, sign them and return them to school promptly. If **changes occur** in emergency information during the school year, the school should be **notified immediately**.

TRANSPORTATION

Bus service is provided by Laidlaw Transportation for Keene area students. Bus drop-off and pick-up schedules are posted in the local newspapers prior to the opening of school in September.

Parents enrolling new students need to provide Laidlaw Transportation with detailed information regarding the location of their home and/or bus stop.

All questions about bus service should be directed to Laidlaw Transportation at 352-2303.

On early release days, no bus transportation is provided in the afternoon. Arrangements need to be made in advance for pick-up and Child Care services. Early release days are listed on the Saint Joseph Regional School Calendar. **Also, no bus service is provided when SAU #29 (Keene School District schools) are not in session.**

REGULATIONS FOR SCHOOL BUS PUPILS

1. The bus driver is in charge of the school bus and shall have the same authority to maintain order as a teacher in the classroom.

2. Pupils are expected to be on time at designated bus stops. Schedules will not allow waiting for late students.
3. Parents must provide advanced written permission for students to be left off at any other stop other than their regular destination.
4. Although the bus stops are occasionally monitored, the behavior of students at these stops is the parent's responsibility.
5. Students must be seated while the bus is in motion.
6. Loud talking, physical and/or verbal abuse of others and vulgar and improper language will not be tolerated. Soda bottles, gum, radios and dangerous instruments or harmful substances as judged by the driver are prohibited.
7. Students are expected to go to the rear of the bus when boarding unless assigned a front seat by the driver.
8. Violations of the above rules will be reported to the principal and disciplinary action will be taken.
9. Disciplinary action could result in immediate suspension from the school bus. Such action is at the discretion of the Principal and the bus company transportation coordinator. Parents will be notified and suspension will not begin until written or verbal notification is given to parents, except when safety and order is jeopardized.
10. Disciplinary action for bus rule infractions follows the following procedures:

FIRST OFFENSE - Verbal warning from driver, restricted to an assigned seat.
Notification of parents and Principal.

SECOND OFFENSE - One-day bus suspension.

THIRD OFFENSE - Three-day bus suspension.

FIRE DRILLS

Saint Joseph Regional School conforms to all current fire safety regulations and is inspected annually by the City of Keene. Regular building evacuation drills are held with the cooperation of the Keene Fire Department.

SCHOOL SUPPLIES

A special part of the ritual of returning to school is the selection and purchase of school supplies. While everyone needs plenty of pencils, each grade and teacher has a unique list of helpful items. If you have any questions about the kinds of items you should purchase, please refer to the list provided by your teacher that will be mailed out near the end of the summer.

CONSULTATIVE BOARD

Purpose

The Consultative Board is approved by the Catholic Diocese of Manchester and is made up of Monadnock Regional parishioners and citizens with expertise to help guide the administration in financial and policy-making issues.

PARENT GROUP

A formalized parent group of volunteer parents meet with the Principal on a regular basis throughout the school year. Please call the office if you would like to be a member of the Core Planning Committee. The primary focus of our school's Parent Group is to sponsor activities, create community social events, and to sponsor a few fundraisers for a specific need the school

has outside the regular budget funding. Parent volunteers are a vital part of Saint Joseph Regional School. Parents wishing to help in school community activities that benefit students and faculty are enthusiastically encouraged to do so. A variety of volunteer opportunities are available for interested parents. The Core Planning Committee will communicate parent volunteer involvement and opportunities to you on a regular basis. Sign-up sheets will be available on back-to-school night. Any volunteer is now required to fill out a volunteer form and go through a process through the State of New Hampshire.

PARENT RESOURCES

Saint Joseph Regional School works in conjunction with the Monadnock Deanery of the Diocese of New Hampshire. The services of the Catholic Faith Formation Center and NH Catholic Charities are available to all our Saint Joseph Regional School Family.

Catholic Faith Formation – 161 Main Street, Suite 118, Keene, NH 03431
352-7662, Hours: M-F 10:00 a.m. – 5:00 p.m.

- Offers adult education and formation through classes and many resources available.
- Has an extensive lending library of books, videos, and reference materials as well as religious books and articles for sale.

New Hampshire Catholic Charities – 161 Main Street, Keene, NH 03431 – 357-3093

- Provides individual, marital, and
- Family counseling services.
- Serves as a referral agency.
- Provides personal and family counseling without regard to age, race, or religion, or ability to pay.

The Saint Joseph Regional School Community is invited to take advantage of these services.

ADDENDUM A

**Saint Joseph Regional School
92 Wilson Street
Keene, NH 03431**

PRESCRIBED MEDICATION

I request that my child, _____ receive the
medication as prescribed by (Physician's name) _____
beginning (date) _____ to (date) _____

I agree as the parent or guardian of _____
that by signing this statement I will not hold liable ("hold harmless") any member of the school
staff, school nurse, or any other such staff person designated by the Principal assisting my child
in taking said medication.

Parent or Guardian

Address

Date Telephone No.

ADDENDUM B

(This is a copy of the form used for field trips.)

**DIOCESE OF MANCHESTER
 PERMISSION SLIP
 for
 Saint Joseph Regional School
 92 Wilson Street
 Keene, NH 03431**

ACTIVITY:

DATE OF ACTIVITY:

COST:

DEPARTURE TIME:

PLANNED RETURN TIME:

NAME OF MINOR CHILD/WARD _____

(Please Print)

Notes:

Please allow my minor child/ward to participate in the activity listed above. My child/ward is physically fit and capable of taking part in this activity.

I agree to have my child transported via ambulance and/or treated for emergency medical or dental problems if an emergency arises. I accept full responsibility for all medical expenses incurred as a result of my child/ward's participation in this program.

On the lines below I have listed any medical condition, physical disability, allergy to medicine, etc., which is relevant to rendering medical care to my child if s/he needs emergency medical care:

During the time of this activity, I can be reached at _____
 (Telephone No. & Cell Phone No., if possible)

Signed this _____ day of _____, 20____.

 Parent/Guardian name (Print)

 Parent/Guardian (Signature)

FOR ADULT CHAPERONES

I voluntarily agree to assist in the above activity. I give permission to be transported via ambulance if a medical emergency should arise. I accept full responsibility for all medical/dental expenses that may be incurred as a result of my participation in this program.

 Signature

 Date

FORM 1

ACCEPTABLE USE POLICY FOR COMPUTER NETWORK

The Saint Joseph Regional School computer network is established for the educational and **professional use of Saint Joseph Regional School students, faculty and staff.** The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Users are expected to avoid actions which are illegal, unethical, or against school rules. **Such actions include, but are not limited to:**

- Making false statements about other people – harassment of any kind, direct or **indirect personal attacks.**
- Deliberate access to inappropriate materials – including “adult” materials.
- Sending e-mail or PM (Personal Instant Messages) **on the school’s computers.**
- Damaging the computers, computer system or computer network – including changing the configuration of the computers and the software, or any disruption of the computer system.
- Violating copyright laws – Users should cite information, found electronically, in the **same way they do information found in printed sources. Saint Joseph Regional School will not** tolerate the use of its system for the illegal copying or storing of illegally acquired **material.**
- Accessing other people’s files – You may not attempt to gain unauthorized access to any **file, computer or network at Saint Joseph Regional School or through its systems, or go beyond** your authorized access. This includes any attempt to log in through another person’s **account, access another person’s files, or take advantage of a user who inadvertently leaves a computer** without logging out.

Students found in violation of these guidelines will have their network privileges revoked **and may face further disciplinary action.**

The creation, distribution, and updating of any information and material to be placed on **Saint Joseph Regional School’s web site shall be specifically approved by the Principal or a person** explicitly designated by her/him as having the authority to approve such materials. **Saint Joseph Regional School reserves the right to remove from its server(s) any material that is outdated, not properly maintained, or not in compliance with school standards.**

Student signature _____

Parent signature _____

Date _____

FORM 2

Please read through this handbook carefully, complete the forms on pages 29 and 30, and return them to your oldest child's teacher. A copy of this signed page will be placed in your child's cumulative folder.

Your signature indicates that you have read the handbook, and reviewed it with your child(ren), understand the policies of Saint Joseph Regional School and agree to be governed by it.

PARENT'S NAMES: _____

STUDENT'S NAMES/GRADES: _____

PARENT'S SIGNATURES: _____

STUDENT'S SIGNATURE(S): _____ GRADE: _____

_____ GRADE: _____

_____ GRADE: _____

DATE: _____

FORM 3

I understand that photographs of my child may be taken and used for publicity, newspaper articles, and/or the SJRS web site.

Parent Signature

Date

I do NOT want my child's photograph used.

Parent Signature

Date