



# Family Handbook

## 2024-2025

Saint Joseph Regional School

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“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

## OUR PARISH

### **Parish of the Holy Spirit**

Saint Bernard Church  
185 Main Street, Keene

Saint Margaret Mary Church  
33 Arch Street, Keene

Saint Joseph Church  
35 Brattleboro Road, Hinsdale

Parish Office  
173 Main Street  
Keene, NH 03431  
(603) 352-3525

**V. Rev. Alan C. Tremblay, VF** | *Pastor, Parish of the Holy Spirit*  
**Rev. Peter Cuong V. Nguyen** | *Associate Pastor, Parish of the Holy Spirit*  
Deacon Fintan Moore

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

## MISSION

**The mission of Saint Joseph Regional School and Our Lady of Mercy Academy is to empower students to grow as informed, inspired, compassionate souls.** We welcome families of all faiths from the greater Monadnock region, serving students in Pre-Kindergarten through Grade 12. Our faith-based school programs promote high academic standards and positive self-esteem, encourage personal responsibility and public service, and instill a sense of community. We foster kind, thoughtful, joyful souls.

## PHILOSOPHY

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

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

We believe that together, the Saint Joseph Regional School and Our Lady of Mercy Academy communities of parents, students, and teachers share a common vision---one formed by the compassionate 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 compassionate 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 instruction.

Realizing the beauty of our God-given identity, relatedness and purpose, we strive to form each student into a young adult, responding to those needs by being:

- A Hope-Filled Person
- A Person Who Emulates Christ's Love to All People
- A Whole Person
- A Responsible Person
- An Enthusiastic Person
- A Wise Person
- A Compassionate Person

## **CHANGES AND MODIFICATIONS TO SCHOOL POLICY & PUBLICATIONS**

Saint Joseph Regional School reserves the right to add, modify or amend any part of this Handbook between publication dates. The school will inform students, faculty and staff through various means when any changes to this Handbook are made. These changes will supersede any previously published policies on the same topic.

This Family Handbook attempts to address all relevant school issues; in cases where an issue is not addressed, it will be the responsibility of the Parish and School Administration to revise or update the Handbook. Additionally, Handbook changes may be made without notice if necessitated by prudent management of the school by the Parish, School, or Diocesan Administration.

## 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 able to use the bathroom independently and be three years of age by July 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 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 may 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 Enrollment Fee of \$250.00
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. Copy of most recent Report Card

## TUITION PAYMENT/REFUND POLICY

The following payment plans are available:

1. Full payment due by July 15 with a 2% discount given.
2. 10 monthly payments beginning in August through the FACTS Tuition Management Program.

The FACTS Tuition Management Program is an automated payment plan. Payments begin in August and will be deducted from your account on the 5<sup>th</sup> or 20<sup>th</sup> of each month. It is a 10-month payment plan.

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 one regular tuition rate for all families. Financial assistance is available to qualifying families through the Parish of the Holy Spirit, the Children's Scholarship Fund (Education Tax Credit Scholarships, Education Freedom Accounts), the Nielson Scholarship Fund, and the Monsignor Daniel O. Lamothe Adopt-A- Student Fund.

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.

## **TRANSFERS AND WITHDRAWALS**

Notice of a student's withdrawal from Saint Joseph Regional School should be made by the parent to the Principal 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 must be up-to-date and refunds of advanced payments will be given accordingly.

## PRESCHOOL

The Saint Joseph Regional School Preschool program is designed to engage its students with a school-readiness curriculum and a hands-on approach to support developmentally appropriate learning. Eligible students attending the program must be three years of age by July 1 of the year of entrance. Our preschool instruction times begin at 8:15am and end at 2:50pm during the school year.

All preschool students can be enrolled in our morning/extended care services that begin prior to schooling at 7:30am, and commence again after instruction from 2:50pm-5:30pm.

All students are required to wear their special Preschool t-shirts every day.

Following the in-person or online registration and payment of a non-refundable enrollment fee of \$250 per child, all up to date medical records/vaccinations and a birth certificate must be submitted to the Main Office prior to beginning the program.

Tuition payments must be made through FACTS Tuition Management. We regret that families who do not keep their accounts in good standing will lose their student's spot in the current instructional session.

Participating students must be able to use the bathroom independently. Frequent bathroom accidents by a student can result in a suspension from the program until the student can physically manage the lavatory unattended. There is no guarantee that a spot can be saved in the current class if the student has been withdrawn for reasons aforementioned.

Any unsafe conduct from a student will be addressed immediately with the student's parents/guardians to help resolve those specific issues. Unfortunately, continual unwelcome behaviors that put the safety of other classmates in jeopardy can be cause for that student to be dismissed from the program.

## ARRIVAL/DISMISSAL TIMES

All students arriving between 8:00-8:15am are to go to Extended Day. The bell for all students is 8:15am, and classes will begin promptly at 8:30am. Students may not enter their classrooms prior to 8:15am.

If students arrive to school after 8:25am, they must first go to the Main Office and be signed in by a parent/guardian there.

Dismissal for all students is 2:50pm. On early release days, dismissal is at 11:50am.

## ARRIVAL PROCEDURE

For the safety of all students, parents who drive children to school in the morning are asked to not drive up directly to the main school entrance area. Please park in parking spaces to refrain from blocking the main entrance. All students must be dropped off and enter at the main entrance of the school (not at the playground).

## DISMISSAL PROCEDURE

Students:

1. Designated pick-up area for rides---on KSC college side, near gym.
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. Turn right, and line up near the KSC fence.
2. The teachers 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 the 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 teachers on duty if you are new and unsure 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. Do not walk across the rides line to pick up your child. Wait until rides line is over.

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 3:00pm. Children left waiting will go directly to Extended Day, which will incur the normal fee.

If you have an appointment with a teacher, park in the parking area and check in at the Main Office.

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 the main parking lot next to the school. When dropping off in the morning, please do not park in the faculty spots.

## 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 8:00am to supervise children and after school until 3:00 p.m.; on early release days, supervision is provided until 12:15pm.

For safety reasons, children arriving before 8:15am must report to Extended Day, and those remaining after 3:00pm must be taken to the Extended Day Program where they can be properly supervised. Parents will be billed for this service.

## 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/tardy, parents need to email [attendance@stjosephkeene.org](mailto:attendance@stjosephkeene.org) OR call the school (603-352-2720) and leave a message. Parents may call/email at any time of day as the email/voicemail is available 24-hours a day. **Parents are required to notify the school before 8:30am.**

To ensure your child's safety, the Main Office will call you at home or at work if you have not notified the school and your child is absent. The email/voicemail is checked frequently throughout the day for any important messages.

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 8:25am.

## 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.

Once a student reaches 15 absences, parents will be contacted by the Dean of Students with a warning. 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.

## 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 obtain the Planned Absence Form from their homeroom teacher, and gather advanced assignments from his/her teachers and establish a schedule for completing assignments and tests. The form should be completed TWO WEEKS prior to the absences. 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. Parents should email the Main Office detailing the date of departure and date of return, as well as, reason for absence. This request needs to be made at least TWO WEEKS prior to the planned absence.

## EARLY DISMISSAL

When students are to be dismissed early, parents will notify the teacher in writing (note or email) 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 Main Office.

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.

## 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.

## SCHOOL CANCELLATIONS

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

When SAU #29 (Keene) closes or cancels school, SJRS may also be closed or cancelled. In the event of an emergency, early closing, cancellations or delayed school openings, any information will be shared by an automated calling/texting system that has been put into place to provide this news to all. To be notified immediately by phone, text, or email, please update your RenWeb account with the proper contact information. During any inclement weather, always watch for possible cancellations.

Notification will also appear on our social media.

Parents should always make the final decision as to whether their student will travel to school in the event of inclement weather.

## 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, typically on a weekly basis, 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, Holy Eucharist, and Confirmation at our parish church, Saint Bernard. 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 Main 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 Diocese of Manchester.

Please note that while on campus, all adults are to use the staff restroom in the Nurse's Room on the second floor. Student restrooms are not to be used by adults.

## OUTSIDE RECESS

Students should always be dressed with the expectation of outside recess. Children may be excused from outdoor recess with a medical excuse from a physician.

Outside recess may be cancelled on inclement weather days. On days when the temperature is very low, students not in Morning Care may be allowed into the building

earlier than 8:15am. Students dropped off earlier need to register for Morning Care as they cannot be on campus unsupervised.

## THE PLAYGROUND

The playground includes the area north of the parking lot that is enclosed by the fence behind and beside the school. Students are supervised by faculty members at all times 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. Any rough play will be considered a disciplinary issue.

## 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 playground. 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 his/her 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.

## 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 only when the entire class is being invited. Otherwise, please do personal invitations outside of school.

## 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 items you should purchase, please refer to the list that will be distributed during the summer prior to the school year. Students are expected to bring all supplies on the supply list on the first day of school.



## RenWeb/FACTS Parent Web

RenWeb/FACTS is a web-based student information system used by SJRS to maintain student data including attendance, grades, and course information, as well as used by parents for ordering lunches, completing forms, and monitoring academic progress. RenWeb accounts should be created and maintained by all families. Information will be provided at the beginning of the school year.

## REPORT CARDS AND PROGRESS

Report cards are issued at the end of each quarter. 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 are not sent out. **Parents are expected to actively monitor their child's academic progress throughout the school year using RenWeb, our student information system.** RenWeb is updated regularly and available anytime. Middle School parents receive automatic emails from RenWeb, alerting them when their child's graded work is missing. Parents in need of assistance with RenWeb are asked to contact the Main Office.

## TEACHER CONFERENCES (K-8)

Formal parent/teacher conferences are held at the end of the first quarter for grades 3-8. Grades K-2 hold parent/teacher conferences at the end of the second quarter. 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 email, 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.

## GRADING SYSTEM

Grades K-2:

Report cards are issued two times per year (January/June). Conferences are held at the end of the second quarter (January).

- 4 = Above Grade Level Expectations
- 3 = Meets Grade Level Expectations
- 2 = Approaching Grade Level Expectations
- 1 = Needs Improvement

Grades 3-8 (Letter Grades):

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	68 - 70 = D
83 - 85 = B-	65 - 67 = D-
	0-64 = F

## HONORS

High Honors for Middle School students (Grades 5-8) is a 95 (A) average with no lower than an 89 (B+) in all subjects.

Honors for Middle School students (Grades 5-8) is a 92 (A-) average with no lower than an 86 (B) in all subjects.

Please note: PE, Art, Band, and Chorus are not included in Honor Roll calculations.

Please note: Participation in the Christmas Concert is considered a mid-term grade and the Spring Concert is a final grade when averaging grades for Middle School students. Both concerts are also part of the participation grade for Elementary students.

## GRADE PROMOTION

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 (School Counselor and Principal) 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.

All decisions regarding double grade promotions (i.e., skipping a grade) must include the student, their teacher(s), their parents/guardians, and the Principal.

## 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):
  - a. The student is placed on academic probation.
  - b. An academic plan is developed.
  - c. Weekly progress reports are recommended.
  - d. A letter is mailed home.
2. If, by the end of the **third** quarter, satisfactory work has not been achieved:
  - a. The student is placed on academic probation.
  - b. An academic plan is developed.
  - c. Weekly progress reports are recommended.
  - d. 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:
  - a. Attend and successfully complete a Saint Joseph Regional School approved summer school (30 hours) before fall term begins, to determine academic status.
  - b. Repeat academic year.

B. Current enrollment status:

1. 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. Recommendations are not given to parents, but sent directly to the institutions.

## STANDARDIZED TESTING (GRADES 2-8)

Saint Joseph Regional School students take standardized tests three times per year. The testing evaluates students' learning and academic growth in subject areas. Testing is managed by the Diocese of Manchester using the i-Ready online platform.

Standardized 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 – 1 ½ hours, nightly

Grades 7 & 8: 1 - 2 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 with the Main Office.

## 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
- Pediculosis        Until hair is 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 student 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 student indicating the desire that the school assist the student 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 whenever 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 (see FORM A), available from the Saint Joseph Regional School Main Office, for dispensing medication for that child.

## **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.

## **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.

## FIELD TRIPS

All field trips are educational and are planned by the teacher in conjunction with class instruction (Learning Units). Field trips are taken with the approval of the Principal and the teacher.

**Students:** There is a blanket permission trip for short trips within Cheshire County, many of which are walking trips within Keene. For trips outside of Cheshire County, signed permission slips and payment, if necessary, must be in one day prior to the field trip. Field trips will be billed within the FACTS Tuition Management System.

**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.

## 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.

## 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 Main Office to obtain the necessary forms and information for acquiring a library card.

## MUSIC DEPARTMENT

### GENERAL MUSIC: Preschool – Grade 3

#### INSTRUMENTAL MUSIC:

Instrumental lessons are available to students in grades 4-8 and are given weekly, individually or in groups of similar instruments (sectionals). Students in grade 4 comprise the Beginning Band and rehearse two times per week. Students in grades 5-6 are members of the Intermediate Band and grades 7-8 are the Advanced Band. The Intermediate and Advanced Bands rehearse three times per week.

#### VOCAL MUSIC:

Middle School Chorus, grades 5-8, rehearses three times weekly on developing music reading ability, breath control, diction, phrasing, sensitivity to pitch and overall correct tonal production. 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. Since Saint Joseph Regional School is 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.

## HEALTH/PHYSICAL EDUCATION

The objectives of the Health/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. Preschool through second grade focuses on developing gross motor skills, such as body movement and awareness, throwing, catching, and age-appropriate games. Third through eighth grades continue to develop the basic skills necessary to play various sports and games introduced at this level. Maintaining a healthy mind, body, and spirit will be discussed throughout the year. Students should wear the appropriate PE clothing, as outlined later in the Handbook, and should bring a water bottle to class.



## 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

- Eucharistic Liturgies
- Patriotic and Prayer Assemblies
- Computer Science within the curriculum
- Band/Chorus
- School Performances
- Field Trips
- Art Show and Spring Music Concert
- Colonial Theatre Matinee Series
- Academic displays

## SCHOOL SUPPORTED OUTLETS FOR STUDENTS' CREATIVITY

- Art Mural Club – Elementary and Middle School
- Spelling Bee (grades 4-8)
- Chess Club (grades 3-8)
- New Hampshire Dance Institute (NHDI)
- Chorus
- Band
- Art Showcase
- Christmas Concert & Pageant
- Spring Concert
- Talent Show
- Leadership Council

## Co-Curricular Activities

Students who attend or participate in games, meets, plays, concerts or any other school sponsored events, activities or athletics must conduct themselves in a respectful

manner as described in this Family Handbook. The academic standing and attendance policy apply to all students who represent SJRS at co-curricular activities. Students who participate in an event or athletic competition after school must have been in school on that day.

## School Supported Athletics

A yearly current physical form should be on file in the Main Office for all students participating in SJRS athletics programs. To cover costs associated with athletics, students will be charged a fee for each sport for which they participate. All jerseys/uniforms must be returned at the end of the sport season or will incur a \$25 replacement fee.

- Middle School Sports
  - a. Soccer (fall)
  - b. Cross Country (fall)
  - c. Basketball (winter)
  - d. Track & Field (spring)

Students who participate in an athletic competition after school must have been in school on that day.

## 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 should fit properly, be laundered regularly, and are worn appropriately each day. No rips or large stains on uniform clothing. 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 Main Office.

Please mark all clothing, sneakers, mittens, hats, and coats with your child's name. We will begin wearing the school uniform on the first day of school.

Uniforms will be inspected on a regular basis to ensure that everyone is adhering to our policy.

### PRESCHOOL

- All students are required to wear their special Preschool t-shirts every day.

## **KINDERGARTEN THROUGH GRADE FOUR**

- Pants - Navy or khaki (Dockers style. Dockers style indicates the material as being sturdy cotton or khaki. This includes pants having buttons, zippers, and pockets.)
- No leggings, yoga pants, or spandex without a skirt/dress over it (girls). No bike shorts.
- Shirt - Oxford in white, navy, or light blue
- Polo shirts - Long/short sleeve with collar in white, navy, or light blue
- Turtlenecks - White or navy blue
- Sweater - V-neck cardigan/pullover in solid navy blue only
- Walking Shorts - navy only – Knee length
- Navy blue fleece vests w/ or without school letters/logo
- Plaid or navy jumper – Knee length
- Plaid or navy skirt/skort – (Girls grade 3 & 4 only) – Knee length
- Blouse - Peter Pan collar in white or light blue (Girls grade 3 & 4 only)
- Navy blue or white tights or leggings may be worn with skirts/dresses/jumpers.
- No hooded sweatshirts.

## **GRADES FIVE THROUGH GRADE EIGHT**

- Pants - Navy or khaki (Dockers style. Dockers style indicates the material as being sturdy cotton or khaki. This includes pants having buttons, zippers, and pockets.)
- No leggings, yoga pants, or spandex without a skirt over it (girls). No bike shorts.
- Skirts/Kilt – Khaki, navy or plaid (all girls) – Knee length
- Shirts - Oxford in white, navy, or light blue
- Polo's - Long/short sleeve, with collar in white, navy, or light blue
- Turtlenecks - White or navy
- Sweater - V-neck cardigan/pullover in solid navy blue only
- Walking Shorts - Navy or khaki – Knee length
- Navy blue fleece vests w/ or without school letters/logo
- No hooded sweatshirts.

## **ALL GRADES**

- Shoes and sneakers in good condition. (See below for details.)

- Belts are to be worn with uniform pants and walking shorts in grades 3-8. Walking shorts are permitted for approximately the first eight weeks of school and in the spring when announced due to the change in weather.

## PHYSICAL EDUCATION

- Navy sweatshirt and sweatpants
- Navy t-shirt
- Navy mesh shorts – Knee length (Yoga pants, leggings, and bike shorts are not permitted.)
- Sneakers

## UNIFORM EXCHANGE

A gently used uniform exchange is held each summer. Please watch the school newsletter for details. Uniforms are often brought in when a student outgrows them and made available to our families. Please feel free to inquire in the Main 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. Ear piercing should be limited to one or two pairs, 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 must 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 dyeing/bleaching will be accepted at school. No distracting headbands or hair accessories.

## BACKPACKS/BAGS

All students may use backpacks or other appropriate bags to transport their books, folders, binders, supplies, lunch, Chromebook/laptop, and other needed items to/from home. Students in grades 5-8 may not use their backpacks/bags during the school day. Students will have access to their lockers many times throughout the day. Students may not have bags/backpacks with wheels as they are a safety concern.

## CHROMEBOOKS/LAPTOPS

All Middle School students are required to have their own Chromebook or laptop. Devices must have Chrome (internet browser) to run all Google programs. Computers are used in the Middle School in the technology class; in Math class using a series of interactive, teacher-led games; in French class for Quizlet; in History with PowerPoint presentations; and in English/Literature for outline drafting and a learn-to-type program as well as for mid-term/final exam preparation. Devices are also used for i-Ready standardized testing three times per year.

## 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 interests 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 or an email directly to the teacher. 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 **contact the Dean of Students**.

3. If the situation is still unresolved or the questions not answered, either party is welcome and encouraged to **contact the Principal** or set up a time to meet.
4. 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.
5. 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, or you may email the teacher. The teacher you wish to meet with will return your call/email as soon as possible. Teachers may not leave their classrooms for telephone calls. Please do not call or text a teacher at home unless this is the teacher's request.

## GRIEVANCE POLICY

Saint Joseph Regional School values the opinions of its students and parents. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner. This process is intended to resolve complaints, including teacher misconduct, as soon as they arise, at the lowest possible administrative level, and in a positive and Christian manner.

Parents are encouraged to discuss their complaints or concerns through informal meetings with the Principal. Concerns and complaints should be expressed as soon as possible to allow early response and resolution. No employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint. The complaint procedure will provide for any complaint or grievance to ultimately be considered or heard. For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

### **Informal Conferences**

A parent or student may request an informal conference with the Principal, teacher, or other administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint/misconduct. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance to the Principal.

## **Formal Grievance Process**

The formal grievance process provides all persons with an opportunity to be heard. A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued.

## **Principal Review**

To begin a grievance, a parent or student shall submit a written grievance to the Principal or designee within the later of seven days from the time the event(s) causing the complaint were or should have been known, or within five (5) days following an informal conference with the Principal. The Principal or designee will meet with the complaining parent or student within seven (7) days of receipt of the complaint. Following the conference, the Principal or designee shall have seven (7) days to respond in writing.

## **Superintendent Review**

If the student or parent is not satisfied with the Principal Review decision, or if no decision is provided, the student or parent may appeal to the Superintendent or designee by filing written notice. The request must be filed within seven days of the Principal Review decision or the response deadline if no decision is made. The appeal must include a signed statement of the complaint/misconduct, any evidence supporting the complaint/misconduct, and a copy of the written complaint to the Principal and a copy of the decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The Superintendent or designee will hold a conference within seven days of receiving the appeal and issue a written decision within seven days following the conference. The resolution at this step is final.

## **General guidelines:**

- The conversations called for in this procedure are face-to-face. Avoid using email, text, or social media as a substitute, which can mask or inflame emotion and often worsen the situation.
- Express a concern/complaint as soon as you are aware of it so it can be resolved promptly.
- The goal of this procedure is to produce a solution. Not all resolutions will satisfy everyone, but the existence of this procedure helps ensure concerns are addressed in an orderly manner with a clear response at each step, and ultimately, closure.

## **NEWSLETTER**

Newsletters will be published every Thursday. They will be distributed via email and also posted on our website, [www.stjosephkeene.org](http://www.stjosephkeene.org). Generally, all other notices will be

sent home on Thursdays. **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 cafeteria outside the door to the Morning/Extended Care Room. **Please check immediately for any items belonging to your child.** 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 a multitude of items, which cannot be identified and are not claimed by students or parents.

## 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.

## PARENT VOLUNTEERS

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. Any volunteer who works with students more than six (6) times per year is now required to fill out a volunteer form, complete a course on Protecting God's Children and go through a process through the Diocese of Manchester and Criminal Record Check for the State of New Hampshire.

## STUDENT CONDUCT

Outstanding and respectful conduct is an expectation of social and academic excellence that is proclaimed and modeled by all school personnel and parents.

The discipline policies at Saint Joseph Regional School emphasize positive behavior. Consequences for inappropriate behaviors are assigned to reflect 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, 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.

## **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.

In addition to the standards of Student Behavior, students are expected to adhere to the following specific rules and expectations:

### **Rules & Policies on Safety and Respect for Self & Others**

- Students are expected to listen to others (including teachers, administrators and other students) and respond in an appropriate manner.
- Students are expected to speak in appropriate tones, volume and language and behave in a manner that shows respect for all. Inappropriate language or conduct is unacceptable.
- 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' eating habits and level of conversation in the lunchroom should be polite and respectable. 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.
- When school activities occur in the church, students are expected to be respectful of the church, the services within the church, and of others within the church.
- Vandalism, theft or willful destruction of school or personal property is strictly prohibited.

- Students are expected to treat each other with the utmost respect and safety. Fighting, threatening bodily harm, or physical/verbal harassment of any nature will not be tolerated.
- Smoking and possession of controlled substances is strictly prohibited.
- Possession of explosive devices (including Fire Crackers), weapons of any kind, or other devices that pose a threat to the safety of the students, faculty or school is strictly prohibited.

### **Policies and Expectations on Specific School Rules & Regulations**

- Students are expected to follow individual class rules.
- Students are requested to walk at all times in school unless otherwise advised.
- Students are expected to follow the school dress code.
- Students are expected to wait in line in an orderly manner.
- Students are expected to observe the lunchroom rules.
- Students are restricted from chewing gum at all times and from bringing candy and soda as part of their regular school lunch.
- Electronic Devices such as smart watches, radios, CD players, cassette players, hand-held 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 text/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.

### **Policies on Educational Expectations**

- The arrival of students ON TIME every day is crucial.
- Students are expected to come to school well prepared and with their assigned work completed.
- Students are expected to follow the direction of their teachers and not disrupt the classroom environment.
- Students are expected to fully participate in the classroom work.
- Cheating or plagiarism (submitting another person's work as your own) at any grade level is strictly prohibited.

## SMOKE-FREE ENVIRONMENT

Saint Joseph Regional School is a smoke-free environment. Smoking and Vaping 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.

## 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**.

## ANTI-HARASSMENT POLICY

### 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.

### HARASSMENT POLICY

It is the policy of the State of New Hampshire and of Saint Joseph Regional School 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.

Participation in an act of harassment, intimidation or bullying on **or off** school grounds will be addressed through the conduct & discipline process.

## BULLYING POLICY

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Saint Joseph Regional School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The School believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

### 1. Definitions

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or

- Interferes with a student’s educational opportunities; or
- Creates a hostile environment; or
- Substantially disrupts the orderly operation of the school.

Cyber bullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

## **2. Statements of Prohibition**

Bullying and cyber bullying shall not be tolerated and are hereby prohibited.

Saint Joseph Regional School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting – A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Principal or Principal’s designee.

Retaliation – Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyber bullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any eye witness expresses to the Principal or other staff member that he/she is fearful of retaliation, the Principal or Principal’s designee shall develop a plan to protect that student from possible retaliation.

## **3. Reporting Incidents of Bullying**

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

### **a. Reporting During School Hours**

#### *Reporting by Students-*

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

### *Reporting by Parents/Guardians and School Volunteers-*

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the Principal.

### *Reporting by School Employees-*

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Principal or Principal's designee.

#### b. Reporting Outside of School Hours

The Diocese will make available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

## **4. Response to Reports**

### Investigation

The Principal or Principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

### Initial Notice to Parent/guardian

The Principal or Principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such a waiver is deemed to be in the best interest of the victim or perpetrator.

### Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

### Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the Principal or Principal's designee shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notifications may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

### Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

## **5. Disciplinary Action for Substantiated Bullying**

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Principal or Principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber bullying but nevertheless is inappropriate for the school.

## **6. Notification**

### Handbooks

Saint Joseph Regional School will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

### Training

*Students* shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

*Parents* - Periodically, the Principal or Principal's designee shall provide parents/guardians with information about bullying.

*Staff and Volunteers* - The Principal or Principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.



## OFF-CAMPUS BEHAVIOR

Saint Joseph Regional School reserves the right to address all forms of student behavior whether occurring during the school day or outside of school hours. This policy is intended to protect the school environment and all the students. If the administration determines that a student's behavior is contrary to the moral standards of the school or causes a substantial disruption of the school learning environment, then disciplinary actions may be enacted.

## DISCIPLINARY PROCEDURES

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 description of disciplinary procedures set forth below is not intended to require progressive discipline. Disciplinary intervention may begin at any level. There is no requirement that interventions follow the levels in sequence, or that all levels must be used in the process.

The determination of the appropriate discipline, including suspension or expulsion from the School, shall be at the discretion of the Principal or their designees as appropriate. Each incident will be considered individually. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

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, 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 one’s 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 one’s 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 in consultation with the President.

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.

## **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.

## ADDENDUM A - USE OF RESTRAINT POLICY

### Definitions:

1. (a) "Restraint" means restriction that immobilizes a person or restricts the freedom of movement of a person's torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint. It is used to control behavior in an emergency situation. It is limited to actions taken by trained persons who are school or facility staff members, contractors, or otherwise under the control or direction of school facility.

(b) "Restraint" shall not include:

(1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the person reasonably believes to be the imminent use of unlawful force by a child, when the person uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the person does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

3. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. “Substantial and Imminent Risk” means the serious, imminent threat of bodily harm where there is the ability to enact such harm. Substantial and imminent risk shall exist only if all other less restrictive alternatives to diffuse the situation have been exhausted and have failed, or the level of risk prohibits exhausting other means.

### **Procedures for Managing the Behavior of Students**

The Principal is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Principal is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

### **Circumstances in Which Restraint May Be Used**

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others. Restraint will only be used in the presence of multiple staff members.

Restraint will not be as punishment for the behavior of a student. Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm. No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the Principal to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

### **Use of Restraint for Students with an Individualized Education Plan (IEP) or 504 Plan**

If an instance of restraint occurs with a student with an Individualized Education Plan (IEP) or 504 Plan the school should review the IEP or 504 Plan and adjust to reduce or eliminate the use of restraint in the future. A parent/guardian of a student with a disability can request a review of the plan and that review will be granted if there are multiple instances of restraint since the last review of the IEP or 504 Plan.

### **Reporting Requirements and Parental Notification:**

In the event restraint is used on a student, the Principal will verbally notify the student's parents/guardian of the occurrence as soon as practical and no later than the time the student returns to their parent/guardian.

The employees involved in any event of restraint will submit written notification by an “incident report” to the Principal within five business days after the occurrence. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Principal will provide a copy of the “incident report” to the Superintendent’s office.

Unless prohibited by court order, the Principal will, within two business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the Principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day.

The notification and record-keeping requirements shall not apply in the following circumstances:

a) When a child is escorted from an area by the way of holding the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location. However, if the child is actively combative, assaultive, or self-injurious while being escorted, the requirements shall apply.

b) When actions are taken such as separating children from each other, including a child to stand, or otherwise physically preparing a child to be escorted.

c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to those requirements.

## **Transportation**

The school will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary. Seat belts, harnesses and car seats are exempt from being considered "mechanical restraints" in this policy.

Whenever a student is transported to a location outside the school, the Principal or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child. Whenever a student is transported using mechanical restraints, the Principal or designee will document in writing the reasons for the use of the mechanical restraints.

## FORM A - PRESCRIBED MEDICATION

**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.