

WELCOME TO THE ST. JOSEPH SCHOOL FAMILY

Parent Handbook

2007-2008

We hope the contents of this handbook will lead each student and parent to a better understanding of our school policies.

PLEASE TAKE TIME TO READ IT AND DISCUSS ITS CONTENTS WITH YOUR CHILD OR CHILDREN.

We believe that within our school community everyone has certain rights. At St. Joseph School each student has the right:

- to learn and study in a quiet, cooperative atmosphere
- to share in a variety of learning experiences
- to question, in a polite way, both academic and personal matters
- to be respected at all times by everyone
- to have privacy within one's own assigned space
- to be treated as an individual who learns at one's own pace and who is held responsible for one's own actions.

With these rights go these corresponding responsibilities:

- to help create and maintain a good learning environment for all
- to speak at all times in a courteous manner
- to respect all personal and school property
- to accept the challenge of:
 - proclaiming God's word
 - building a Christian community
 - serving the needs of others

SCHOOL POLICIES

ATTENDANCE

School hours at St. Joseph are: 7:55 AM to 2:30 PM
on Monday, Tuesday, Thursday, and Friday.
7:55 AM to 2:05 PM on Wednesday.

REGULARITY OF ATTENDANCE AND PUNCTUALITY ARE OF PRIME IMPORTANCE. If for any reason a student will be absent from school, a parent is required to call the school by **8:30 AM** to confirm such absence.

TARDINESS

ANY STUDENT WHO IS CONSISTENTLY TARDY WILL RECEIVE A ONE DAY HOME SUSPENSION. CONSISTENT TARDINESS IS DEFINED AS 5 DAYS IN ANY CALENDAR MONTH. ADDITIONAL 1 DAY SUSPENSIONS WILL BE APPLIED IF TARDINESS CONTINUES.

A parent should notify the Principal, either by telephone or written memo, requesting permission for "special" absences.

PARENTS MUST MAKE A SPECIAL EFFORT TO SCHEDULE MEDICAL AND DENTAL APPOINTMENTS OUTSIDE OF SCHOOL HOURS. Frequent alterations in classroom schedules by students coming and going is very disruptive to the class.

A student is responsible for any work missed due to any absence. Upon return to school, the student is to speak with the classroom teacher(s) involved to schedule make-up work and tests.

VACATION

ALL FAMILIES MUST ADHERE TO THE SCHOOL CALENDAR FOR VACATIONS. If excessive snow days should occur during the school year, the April vacation will be utilized to make up the days. This will avoid going late in June. This decision will be determined by the principal before February vacation.

INCLEMENT WEATHER INSTRUCTIONS

In the event of INCLEMENT WEATHER, the school follows the Bristol Public School announcements regarding SCHOOL CANCELLATION, LATE OPENING AND EARLY DISMISSAL. Announcements are broadcast on WTIC 1080 AM radio and major TV stations. PLEASE DISCUSS EARLY DISMISSAL TRANSPORTATION ARRANGEMENTS WITH YOUR CHILD PRIOR TO COMING TO SCHOOL IN THE MORNING.

WHEN EARLY DISMISSAL IS ANNOUNCED, CHILDREN WILL BE DISMISSED AT 12:30 PM.

PLEASE refrain from calling the school as this ties up the lines for emergencies.

THE INCLEMENT WEATHER SCHEDULE FOR GRADES K-8 IS AS FOLLOWS:

On a 90 minute delay: 9:30 AM to 2:30 PM
 on Monday, Tuesday,
 Thursday, and Friday
 (regular 2:30 PM buses)

9:30 AM to 2:05 PM
on Wednesday

(regular 2:05 PM buses)

ACADEMIC ACHIEVEMENTS

REPORT CARDS: are issued four (4) times a year. It is one of the school's most important forms of student evaluation. The report cards focus on three important areas reflecting our philosophy of education: academic achievement, attitude and conduct, effort and study habits.

The major subjects include: Religion, Reading, Math, English, Science, History, Social Studies, and Geography.

The grading system, as established by the Archdiocesan School Office, is as follows:

A+	100-98	C+	79-77
A	97-94	C	76-73
A-	93-90	C-	72-70
B+	89-87	D	69-65
B	86-83	F	Below 65 (Failing)
B-	82-80		

Marks for academic achievement are letter grades based on numerical marks in daily work, tests and homework. Honor cards are awarded on the following basis:

First Honors: 4 A's in major subjects. Nothing below a B in other subjects.

Second Honors: Nothing below a B in major subjects.

Merit: A "Certificate of Merit" will be awarded to those students who demonstrate constant, praiseworthy effort in all subject areas.

A "U" (Unsatisfactory) on the report card automatically removes the student from the Honor Roll. Detention automatically removes a student from the Honor Roll.

TEACHER REQUESTS

We ask that parents do not request a teacher upon being promoted to the next grade. Student assignments are based upon teacher observations throughout the year and placement is made according to academic abilities and personalities, therefore, where a student will do his/her best.

BOOK BAGS

Children are to carry their books to and from school in some form of protective covering. ***Each book should be covered.***

A book cover ***must*** be replaced when worn out or removed.

LOST TEXTBOOKS/DAMAGED FURNITURE/ SCHOOL PROPERTY

If a child loses a book, the child is responsible for the replacement cost of the book. Also, if any furniture or school property is damaged, parents will be responsible for replacement.

BUS SERVICE

Buses are provided by the Bristol Public School district. Bus route schedules are published in The Bristol Press approximately one week prior to the opening of school. It is mandatory that all St. Joseph School students, riding the buses, conform to the rules and regulations of the bus company and the Bristol school district. ***Violation of any rules or regulations may result in the loss of bus service. Proper conduct should be displayed at all times.***
No student may leave the school yard while waiting for a bus. Upon leaving the school yard, a student forfeits the right to ride the bus on that day. Problems may be referred to First Student Bus Company at 584-2225.

CAR RIDERS

Parents should park in **Queen St.** lot across from playground when picking up students. ***DO NOT DRIVE*** into the playground. **PLEASE** do not block entrances to staff parking lots in front of the school. Do not park in "Faculty & Staff" lot directly across from the school. Do not park in the "NO PARKING ZONE" in front of the school. Additional parking is available on Queen St. (in front of church) or Goodwin St. (side of school in front of Parish Center). In the interest of the safety of our children, please adhere to these requests.

Dismissal - Parents are to wait for their child(ren) outside the front door of the school (Center St.) for dismissal.

DISCIPLINE CODE

Specified unacceptable conduct merits a violation. Three violations merit a detention. If a student receives three detentions, he or she will be given a 3-day in-school suspension. A student's "slate" will be wiped clean at the end of each marking period.

RESPECT FOR TEACHERS AND PRINCIPALS

Parents are held to the same standard as students with regard to respect for teachers and principals. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process.

Seriously disruptive behavior, such as fighting, threatening, verbal or physical abuse to any staff member or student will result in **IMMEDIATE** suspension and/or expulsion.

A student found to be in possession of a firearm or deadly weapon **will be expelled for one calendar year** unless said expulsion is modified on an individual basis.

Homework is essential to student attitude and a student who comes to school with unfinished or incomplete homework will receive a violation. Parents are required to sign the violation and it is to be returned to the homeroom teacher the following day.

INAPPROPRIATE ITEMS FOR SCHOOL

In accordance with State Law (P.A. 95-304 Sec. 8) no student shall possess or use a remotely activated device unless the child has obtained written permission from the principal. The following items are not permitted at school: chewing gum, MP3 players, Ipods, beepers, laser pointers, pagers, portable telephones, radios, Walkmans, electronic games, dice, healies, water guns, or any other items which might disrupt the school atmosphere or create a safety issue. Also, please note that the school will not be responsible for toys, games, or other items brought to school by students. The above items may be confiscated if brought to school. A parent will need to pick up the item in question.

BULLYING POLICY

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of, "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Bullying means any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

DRESS CODE—GIRLS

Grades K thru 4: jumper with white blouse with round collar.

Grades 5 & 6: plaid skirt with white oxford blouse.

Grades 7 & 8: khaki kilt (kilt must be knee length and worn with white oxford blouse or white knit lacoste style polo shirt).

Grades K thru 8: khaki skort (FINGERTIP LENGTH ONLY) with appropriate white blouse

WINTER—turtleneck with jumper (green, yellow, red)

Sweater—forest green, red, yellow (any style, solid color only)

Slacks—khaki with belt (October 15 to March 15)
Socks—knee or ankle socks—white, forest green, red, yellow
(solid colors only, must be above ankle, no sport socks)
Tights—white, black, forest green, red (solid colors only)
Shoes—classic tan suede bucs or black/white saddle shoes
Make-up of any type is not allowed during school hours. It is also suggested that use of jewelry be kept to a minimum and keeping in style with the uniform.

DRESS CODE—BOYS

Shirt—white knit lacoste style—long or short sleeve
Pants—khaki twill or docker style (belt to be worn at all times)
Socks—white (NO SPORT SOCKS)
Sweater— forest green, yellow, red (any style, solid color)
WINTER—white turtleneck
Shoes—classic tan suede bucs only
BOYS—EARRINGS ARE NOT ALLOWED!!!

BOYS AND GIRLS

Extreme coloring of hair (blue, green, etc.) is unacceptable. Parents will be alerted that any student who comes to school with trendy hair coloring will be suspended. Boys' length of hair is not to exceed mid-ear.

SHORTS—Khaki uniform shorts may be worn from the *first day of school until October 15 and beginning May 15 until the last day of school*. Shorts **must** be knee length and worn with appropriate blouse/shirt. Girls (K-4) white, round collar blouse, (gr. 5-6) white oxford blouse, (gr. 7-8) white oxford blouse or white knit lacoste style polo shirt. Boys may wear the white, knit (lacoste-type) shirt. White knee highs or socks, *no sandals*. Sneakers may be worn only with shorts or on gym day. Boys and girls must wear a belt with uniform shorts.

GYM - Students should wear a gray sweat suit. In warm weather, our gray St. Joseph t-shirt or a plain gray t-shirt must be worn. ***The SJS t-shirt may be purchased from the Neil Roberts Uniform Company.*** Gym shorts may also be purchased at the uniform store.

All uniform clothing may be ordered/purchased through:

Dennis School Uniforms
625 Wolcott Street
Waterbury, CT 06705
Phone: 203-597-9246 Fax: 203-597-8375
www.dennisuniform.com

SPORTS

St. Joseph School sponsors the following team sports or activities: girls softball, boys baseball, girls basketball, boys basketball, girls soccer, boys soccer, and cheerleading.

Maintaining a position on a team is dependent upon social behavior, athletic ability and academic performance. It is the right of the principal and any teacher to deny a student's participation in a team sport if the student is deficient in academic performance or personal behavior.

BAND

St. Joseph School is proud of its school band. Lessons are provided by **Future Musicians, Inc. (FMI)** to students in grades 4-8.

GUM CHEWING

Gum chewing is not allowed in the school building or on school property **at any time**. ***This merits a violation.***

HEALTH SERVICES

A full-time health aide is on duty each day to provide primary first-aid services, to facilitate emergency health care arrangements, to maintain student health records and to notify parents or guardians when a student is too ill to remain in school. ***It is of utmost importance that you do not send your child to school if he/she is not feeling well upon waking in the morning. Doing so contributes to the spread of disease putting your child and his/her classmates at risk.***

HOMEWORK

The value of homework to the child depends upon interest in continuing his learning experience. The student gains values from homework when he/she understands these facts:

- Homework serves a positive purpose and is closely integrated with class work.
- Homework is practice to improve basic skills.
- Students in upper grades are, on occasion, provided with long-range homework assignments; the purpose for such assignments are the development of research skills and promotion of time-organization abilities.

Nightly homework should not exceed the following time periods:

Gr. 1-2	Gr. 3	Gr. 4	Gr. 5-6	Gr. 7-8
30 min.	35 min.	60 min.	90 min.	120 min. (max.)

LIBRARY

St. Joseph School offers complimentary instructional resources in its school library. Children of all grade levels are provided materials as desired for instructional or recreational reading.

LITURGY

When a Holy Day of Obligation falls on a school day, students will attend Mass during school time. Throughout the school year, students will also plan and participate in other school-wide special liturgies.

LUNCH

Students are asked to “brown bag” their lunches. Fresh milk is available daily. Purchase of milk is made through payment due in September.

	Lunch Schedule	Recess Schedule
Kindergarten	11:45-12:15	11:15-11:45
Gr. 1-4	11:40-12:00	12:00-12:20
Gr. 5-8	12:00-12:20	11:40-12:00

HOT LUNCH

Throughout the year there will be a variety of lunches prepared and served by the “Hot Lunch Volunteers”. Notices of these will be on the monthly calendar. “Lunch Slips” will be sent home monthly. ***Please return these slips in a timely manner.***

SCHOOL SUPPLIES

Parents shall receive a list of necessary school supplies for their child or children from their teachers at the beginning of the school year. These supplies should be purchased at our ***Stationery Store.***

STATIONERY STORE

The stationery store is open every day. We carry copy books and homework agendas. We have a supply of pencils, pens, crayons, glue, folders, rulers, etc.

SCOUTS

Students who belong to any Scouting group may wear their Scout uniform to school on any meeting day.

SMOKING

Smoking is forbidden in the school building or on school property.

TELEPHONE

Telephone calls from students and telephone messages to students must be kept to a minimum and only for **urgent** circumstances. Excessive telephone calling detracts from the primary business of classroom instruction.

VISITORS

All visitors are required to report first to the Principal's office when visiting the school.

All visitors and parents are *required to report first to the Principal's Office to sign in when visiting the school.* **Lunch monitors must also report to the office, sign in, and proceed to the classroom only after the bell rings to end the last class period before lunch. Monitors are not to wait outside the classrooms.** (See lunch schedule on page 10.)

HOME & SCHOOL ASSOCIATION

To facilitate communication between the home and school, St. Joseph School has an active Home & School Association. Our school bears the tangible evidence of the benefits of this organization. The greater the synthesis between the learning which takes place in school and that which occurs in the home, the greater the likelihood of an effective education for the child. We encourage all parents to attend our general meetings during the school year. You will benefit from the activities and share in the dedication and enthusiasm that is so evident in our Home & School Association.

TUITION

Tuition rates are established by the St. Joseph School Board. Since 1995, our tuition has been handled by the F.A.C.T.S. Payment Plan Company. F.A.C.T.S. charges a small yearly service fee. The plan gives our families three payment options:

- | | |
|--|--------------------|
| Option 1: Single payment due July 1, CASH OR CHECK
St. Joseph School. 3% discount, no fee. | ONLY payable to |
| Option 2: Single payment due July 1, Visa or Master Card
discount. | credit card, no 3% |
| Option 3: Monthly payment plan through F.A.C.T.S. Tuition
Payment Plan. \$35 processing fee. Payment with-
drawn either from a checking or savings account.
First payment is withdrawn in July, last payment in
May. The \$35 service fee is withdrawn upon the
initial processing of the contract. | |

All tuition must be kept current and up to date.

If a family fails to keep tuition up to date, they will not be allowed to enter St. Joseph School in the fall.

If payments are not up to date in the fall, students will not be allowed to return in January.

Final exams will not be administered to any student whose tuition is not current.

If payments are not current in June, 8th grade students will not be allowed to graduate, nor will they receive their final report card.

No final report card will be given to any student in grades K-8 whose tuition payment is delinquent. This will automatically necessitate our not allowing the student to return to St. Joseph School.

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STANDARDIZED TESTING

The Diocesan School Office requires the following testing program:

Spring Kindergarten—Metropolitan Readiness Test; Level II

March IOWA TEST OF BASIC SKILLS FORM A

FOLLOWING TESTS: ALL STUDENTS IN GRADES 3—7 TAKE THE

- Vocabulary
- Reading Comprehension
- Spelling
- Capitalization
- Punctuation
- Usage and Expression
- Math Concepts/Estimation
- Math Problems/Data Interpretation
- Math Computation

In addition to the above,

- GRADE 3: Listening and Word Analysis Tests
- GRADES 4 & 6: Maps and Diagrams and Reference Materials
- GRADES 5 & 7: Science and Social Studies and Cognitive Abilities Tests
- Grade 5—CogAT Level C Form 6
- Grade 7—CogAT Level E Form 6

Archdiocese of Hartford
Office of Catholic Schools
467 Bloomfield Ave.
Bloomfield, CT 06002

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**CLASS REPRESENTATIVES
2007-2008**

Grade	Name	Phone
Pre-K 4	Carole Swicklas	584-2361
K Veronneau	Meg Staublely Cheryl Bechard	582-5664 582-9785
1 Stellan	Suzanne Houle Lisa Monckton	860-995-5572 583-2424
2 Ravita	Hope Stanford Samantha Vanoni	583-5511 860-978-3777
3 Ward	Akelina Demelo Mary Saucier	585-1034 583-1432

4	Carlozzi	Cathy Roberge Dena Jones	582-0306 584-0568	
5	Polulak Goodrich	Nancy Deschenes 583-1713	583-1523	Sue
6	Ashborn	Miki Latvis	584-2471	
7	Houle	Joyce Weglarz Lisa Roberge	860-940-9711 589-0489	
8	Jandreau	Maryann Mazzone	860-841-8396	

Melissa Subocz 202-4395
**ARCHDIOCESE OF HARTFORD
 EDUCATION FOR A LIFETIME
 VISION STATEMENT**

The fundamental purpose of Catholic Schools is to advance the educational mission of the Church!

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

**ST. JOSEPH SCHOOL
 MISSION STATEMENT**

Our mission is to provide the highest quality of spiritual, academic, physical, emotional, and social education for each individual student.

The Saint Joseph School community is dedicated to providing a warm and nurturing atmosphere in which each unique individual can progress with confidence to develop a passion for learning.

It is our sacred responsibility to help each student reach his or her highest potential in order to be better prepared for a productive secular and spiritual life, in a more technological world.

Rev. Joseph DiSciacca	Pastor
Mr. Mark J. Monnerat	Principal
Mrs. Kimberlee Donahue	DRE
Mrs. Barbara Leclerc	Pre-K-4
Mrs. Rebecca Ferraro	Pre-K 3

Mrs. Carol Veronneau	Kindergarten
Ms. Catherine Stellan	Grade One
Mrs. Trudy Ravita	Grade Two
Mrs. Christine Ward	Grade Three
Mrs. Mary Alice Carlozzi	Grade Four
Mrs. Joann Polulak	Grade Five
Mrs. Susan Ashborn	Grade Six
Mr. Robert Houle	Grade Seven
	Computers 7-8
Mrs. Jodie Jandreau	Grade Eight
Ms. Joan Pikiell	Computers K-6, Science
Mrs. Danielle George	Spanish 6-8
Ms. Allyson Emond	French
Mrs. Joan D'Addario	K Teacher Aide
Mrs. Suzanne Houle	Pre-K Teacher Aide
Mrs. Carol Atwood	Art
Mr. Michael Pirog	Physical Education
Mrs. Marci Silverhart	Speech Clinician
Mrs. Karen Nappi	Secretary
Mrs. Janet Weingart	Health Aide

ST. JOSEPH SCHOOL BOARD MEMBERS

Rev. Joseph DiSciacca	Douglas Larson
Mark J. Monnerat	Tom Rokosa
Susan Andrews	Georgiana Szydlowski
Robin Chiasson	Sam Vasile
Peter Roberge	Mary Fortier

ST. JOSEPH SCHOOL FACULTY & STAFF 2007-2008 Internet Policy

Introduction The Internet is a world-wide networking of computers from academic, government, commercial, organizational, and personal sites, all providing a wide array of information on countless topics. While the information and resources available on the Internet are not monitored, screened or evaluated for quality or accuracy, it is nonetheless fair to say that the Internet offers a vast potential for information that extends beyond the traditional print and non- print resources of a library.

The use of the Internet does pose some risks because of uncontrolled content. St. Joseph School, including its professional staff, cannot be held responsible for access to, or availability of, inappropriate material from the Internet. It is for this reason that the following guidelines and requirements for acceptable use of the Internet are established

for students from all grade levels in St. Joseph School.

Guideline Principles

- Students shall abide by the policies established by St. Joseph's School regarding use of the Internet.
- Students shall be held responsible for their actions and using the Internet.
- Use of the Internet is a privilege, not a right, and this privilege may be revoked due to inappropriate behavior.
- Each student and a parent or guardian shall sign an agreement from confirming consent of the policies for Internet use established by St. Joseph School.

endorsed by St. Joseph School: *guided and independent use*.

- *Guided Use.* A student will use the Internet under the direction of a certified staff member (subject teacher or library media specialist). The connection to the Internet will be controlled by that staff member, who shall be physically present at the site of the Internet- connecting hardware. All students of a class- grouping shall have access privileges unless a parent or guardian indicates otherwise, relative to a specific student, by written notification. A *teacher- Sponsor* form shall be provided to all students of a class, informing parents or guardians of the planned use of the Internet by these students.
- *Independent Use.* A student will be able to use the Internet independently and without immediate and direct supervision. All the guidelines and policies described in this *Student/Parent Handbook on Internet Use* shall apply. A student shall provide a completed *Student/Parent Internet Access Policies Agreement Form* to be kept on file by the certified staff member assigning the Internet access work. A student's signature on the form indicates the student's intent to use the Internet with full compliance to St. Joseph School's policies on Internet use, as listed and described in this *Student/Parent Handbook on Internet Usage*.

3. Privileges: The access to, and use of, the Internet as provided by St. Joseph School is a privilege, not a right. Each student who is allowed access will be given instructions by a certified staff member about the operating procedures and responsibilities involved in using the Internet, including judgments about what may be considered inappropriate use. St. Joseph School may suspend or revoke user access by specific individuals for just cause, that is, violation of any proportion of the policies for use of the Internet as contained in the *Student/Handbook on Internet Use* and as summarized in the *Student/Parent Internet Access Policies Agreement Form*.

4. Internet Etiquette ("Netiquette"): Each student allowed to use the Internet through the facilities and equipment of St. Joseph School shall honor the accepted rules of network etiquette, including (but not limited to) the following:

- **Be polite, messages should not be abusive to others.**
- **Use appropriate language: do not use vulgar or obscene language.**
- **Do not reveal or transmit personal address or telephone numbers- yours or anyone else's.**
- **Prepare and send e-mail messages with the understanding that they are not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to law authorities.**
- **Recognize that all communications and information transmitted through the Internet should be assumed to be private property. The use of networking and computing resources linked through the Internet should be in compliance with the regulations and protections displayed or described by the agency or agencies to which you are linked through the Internet. Transmission of material in violation of any regulation of the United States or of any individual state is prohibited. These**

include- but are not limited to – material protected by the copyright laws of the United States: threatening or obscene material; or material protected by patent or trade regulations; use of the Internet for personal commercial activity; product advertisement; and political lobbying.

5. **Non- liability-** St. Joseph School makes no warranties of any kind, either expressed or implied, regarding the service of access to the Internet that it provides through the school. The school shall not be responsible for any damages suffered, including – but not limited to – loss of data resulting from delays, non- deliveries, missed deliveries, or service interruptions caused by negligence, omission, or miss-operation of computer equipment and software operated in the school. St. Joseph School is not responsible for the accuracy or quality of information obtained through the internet.
6. **Networked environments:** Attempts to defeat or circumvent network security, or unauthorized access by misappropriated passwords or account names, shall result in revocation of user privileges and likely disciplinary action. Any user identified as a security risk or with record of inappropriate behavior regarding the use of computer equipment may be denied access to the school’s equipment and Internet. No other Internet access account other than that (or those) provided by the school shall be used with school facilities or equipment.
7. **Vandalism:** Vandalism- defined as the creation, uploading or introduction of computer viruses; and any malicious attempts to damage, harm or destroy computer hardware, computer software, networking, data or another user, the Internet, or agencies and networks accessed through the Internet- shall result on revocation of user privileges and likely disciplinary action.
8. **Disciplinary action:** Nothing as stated in the *Student/Parent Handbook on Internet Use* or in standing policies of St. Joseph School shall limit the school from taking disciplinary action against a student who willfully disregards the terms and conditions of access to the Internet as described herein.
9. **Student Homepages:** Student may be permitted with the supervision of certified staff members, to produce a World Wide Web homepage, provided that is related to a curricular application or classroom project. The following guidelines and requirements apply:

The school staff member who provides the student access in constructing a World Wide Web homepage is responsible for monitoring the construction and content of the homepage.

The homepage must be constructed in compliance with all the policies and requirements as described in the *Student/Parent Handbook on Internet Use*.

A parent or guardian shall be shown a hard copy printout of the student’s proposed homepage. No alterations, additions or deletions of content in a student’s homepage shall be permitted through the use of any computer equipment or Internet access not supervised by St. Joseph School. This includes- but is not limited to- personal computer hardware or software located off-site from St. Joseph School.

Statement of Instructional Intent:

St. Joseph School desires to provide access to the Internet with the goal of promoting the educational and instructional objectives of the School, as defined in its standing policies and approved curricula. St. Joseph School recognizes the instructional value of many resources to be obtained from the Internet, including- but not limiting to- downloading documents: public domain and shareware computer programming:

discussion groups, special interest groups; and electronic mail.

Statement of Limitations:

Access to computers and people from all over the world may unfortunately, include availability of material that may not be considered to be of instructional value in the context of the school setting. It is impossible to control and screen access to materials: users may be linked with material of a controversial or inappropriate nature. The school's goal of establishing Internet connection is to provide information resources directly related to curriculum projects and assignments. The Internet information retrieved does not imply endorsement by St. Joseph School of information accuracy or appropriateness of an educational setting.

Conditions and terms of use of the Internet by students of St. Joseph School:

1. **Acceptable use:** The purpose of the use of the Internet by the students in St. Joseph School is to support learning activities, projects, and classroom instruction while providing access to the Internet information resources and providing opportunities of collaborative work. School- use of the Internet must be directly related to an instructional objective as established by a certified staff.
2. **Levels of use:** Two types of Internet uses are

St. Joseph School
2007-2008

Dear Parent,

Please sign below to state that you read and understood the parent handbook and return this form to the school office.

Date _____

Family name: _____

Child(ren) _____

Grade(s) _____

Parent/Guardian Signature

SJS

ONE CENTURY OF CATHOLIC EDUCATION REACHING INTO THE NEXT

Tuition Return Policy

Each family registers at St. Joseph School by submitting a \$100 non-refundable deposit and signing a **TUITION PAYMENT CONTRACT AGREEMENT**.

The SJS School Board has reviewed the Tuition Payment Contract Agreement and offers the following clarification of the policy regarding pro-rating of tuition when a student withdraws or is dismissed:

- A. The tuition agreement for the next academic year can be cancelled (in writing without penalty except forfeit of the registration and tuition deposit) prior to July 1st.
- B. After July 1st, should a child be withdrawn or dismissed from school prior to the end of the school year, the tuition will be pro-rated accordingly. Tuition return amounts are based on a percentage of the annual tuition rate of the individual family.
- C. If a child is withdrawn or dismissed after July 1st, the tuition return premium will be calculated based on the following pro-rated schedule. The percentages shown below reflect the school's initial outlay of monies for materials (books, workbooks & supplies), staffing decisions and budget considerations made over the summer and based upon numbers of students registered as of June 1st.

Tuition Return Policy

- If withdrawn/dismissed after July 1st but prior to September 1st : 50%
- If withdrawn/dismissed after September 1st but prior to January 1st :35%
- If withdrawn/dismissed after January 1st but prior to April 1st:15%
- If withdrawn/dismissed after April 1st: 0

The percentage of tuition owed at the time of withdrawal/dismissal will be considered in default if not paid, and the Default Policy in the Tuition Agreement shall apply to the collection of tuition due.

Important Note: The Pastor and the Principal still are responsible for final decisions in the implementation of this policy. Decisions will still be based upon the specific details of each individual case. Their decision will be considered final.

St. Joseph School
Bristol, Connecticut

Parent Handbook 2007-2008

Please tear on line