



**ST. JOSEPH/ST. ROBERT SCHOOL**  
FOCUSED ON FAITH AND LEARNING

# **St. Joseph/ St. Robert School**

## **Family Handbook**

### **Focused on Faith and Learning!**

This handbook has been compiled to develop an awareness of the expectations the school has of our students and parents. This allows us to concentrate on developing the potential of our students and forming our future Catholic leaders! Please familiarize yourself with the content of each section of this handbook. St. Joseph/St. Robert School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

*STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY SAINT JOSEPH/ST. ROBERT SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT JOSEPH/ST. ROBERT SCHOOL*

**September, 2017**

## **Mission Statement**

St. Joseph/St. Robert School, with Jesus as our foundation and inspiration, prepares students to live fully His message of love, courage, and compassion. Our philosophy of academic rigor and relevance prepares our students to be contributing members of the Church and the global community.

## **Memorandum of Understanding**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching. As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop. As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

## **Introduction**

### **“Proud of our Past”**

St. Joseph. St. Robert School is located in Warrington, Pennsylvania. Our school was founded on the grounds of St. Joseph Parish in Warrington in 1925 and staffed by the Sisters, Servants of the Immaculate Heart of Mary. Originally called St. Joseph School, an additional building was added to the school campus on Valley Road in 1961. St. Robert Bellarmine Parish was formed from St. Joseph Parish on May 31, 1968. As St. Robert Bellarmine Parish grew, St. Joseph School became consolidated as St. Joseph/ St. Robert School. In September 1999, the Parish Religious Education Building was added to the St. Robert Bellarmine Parish complex and housed the students in grades 5-8 in what was known as the Annex Building. The children in Kindergarten through grade 4 remained at the Valley Road site. In September 2008, the school was completely incorporated on the St. Robert Bellarmine Parish Campus.

This Roman Catholic elementary school exists primarily to educate children in the practice of their faith and to provide an outstanding academic education.

The faculty and staff of St. Joseph/ St. Robert School seek to create an environment that integrates faith into all aspects of the students' formation by ensuring that Catholic values and practices permeate every facet of school life. Our teachers cultivate academic growth by challenging students to attain proficiency in basic skills while developing each child's God-given ability.

# **POLICIES**

## **NON-DISCRIMINATORY POLICY**

St. Joseph/ St. Robert School does not discriminate on the basis of color, race, national or ethnic origin in the admission of its students and staff, education policies or in any administered program.

## **ADMISSION POLICY**

Parents with children in Pre- Kindergarten through Grade 8 who desire an educational experience for their children founded on a Catholic philosophy of education and who fulfill age, health and academic requirements are eligible for admission to our school.

### **Age Requirements**

- ï Children entering our Pre- Kindergarten program must be 4 years of age on or before September 1<sup>st</sup> of the current school year.
- ï Children entering our Kindergarten program must be 5 years of age on or before September 1<sup>st</sup> of the current school year.
- ï Children entering our first grade must be 6 years of age on or before September 1<sup>st</sup> of the current school year.

### **Health Requirements**

- ï Immunization records and general health examination reports must be presented to the school before admission. Bucks County health and immunization requirements must be fulfilled.
- ï Children entering St. Joseph/ St. Robert School for the first time must have a Hepatitis B Vaccination.

### **Academic Requirements**

Acceptance of children in Grades 2 through 8 is contingent upon receiving complete and accurate information from the sending school.

### **Sequence for Registration/Admission**

- ï Families with children already attending St. Joseph/ St. Robert School
- ï Catholic children residing in a supporting parish
- ï Catholic children from other parishes
- ï Children from other denominations

## **Requirements for School Entrance**

### **Catholic students entering Pre-K through Grade 1:**

- ï Parish membership verification
- ï Baptismal certificate if the child was not baptized in either St. Joseph or St. Robert Bellarmine Church
- ï Immunization record
- ï Birth Certificate

### **Catholic students entering Grades 2 through 8:**

- ï Parish membership verification
- ï Baptismal certificate if the child was not baptized in either St. Joseph or St. Robert Bellarmine Church
- ï Immunization record
- ï Birth Certificate
- ï Transfer from previous school with academic records

### **Non-Catholic students may be admitted to our school under the following conditions:**

- ï Adequate facilities and space are available
- ï The parents/guardians of the students agree in writing to permit their child(ren) to attend religion classes and religious functions which are offered as part of the school program.
- ï The parents/guardians agree in writing to accept and to promote the philosophy, mission statement, goals, objectives and regulations of St. Joseph/ St. Robert School.

### **Registration**

Registration for Pre-Kindergarten, Kindergarten and other new students opens in February. Information regarding registration is communicated through the parish bulletins, school website and family e-communication. There is a \$ 120 non-refundable fee per child due at the time of registration.

## **Re-registration**

Families registered in our school are required to renew their registration annually. Information regarding renewal, tuition and fees for the following year is forwarded to each family by way of the family e-communication during the months of January and February. All financial obligations must be current before renewal forms can be processed.

## **Tuition**

The pastors and parish finance committees determine the tuition costs for the following school year. This information is then communicated to parents of school children through weekly family e-communication. Our pastors reserve the right to withhold report cards, official records, letters of recommendation, participation in field trips, participation in graduation and closing ceremonies should tuition not be paid in the agreed upon manner.

The mandate of the Archdiocese of Philadelphia to reduce parish subsidy to education impacts unequally on those who support the parish and attend Mass weekly and those who do not. Christian justice calls us to accept our responsibilities and to honor contractual commitments. Each student enrolled in St. Joseph/St. Robert School is the recipient of a scholarship contributed by the members of the supporting parishes. Families of our students agree to contribute ten dollars (\$10.00) in their weekly envelopes as part of their commitment to the parish school. Questions/concerns regarding the collection of tuition can be directed to the appropriate parish personnel or pastors.

## **ATTENDANCE**

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

Student absences must be called into school (215) 343-5100 before 9:00 AM or email the School Office ([mjewald@stjstr.org](mailto:mjewald@stjstr.org)) on the day of the child's absence. When the child returns to school, written notification of the reason for absence must be provided to the classroom teacher. Students arriving after 8:40AM will be marked absent for the morning session. Students leaving before 3:00PM will be marked absent for the afternoon session. Students not present for any reason, e.g. "Take Your Child to Work Day" are marked absent for the day.

Doctor and Dental appointments should be made outside of school time when possible. A child will not be released early without a note from a parent/guardian.

Should an early dismissal need to take place, the parent/guardian must report to the school office in order to meet the child and sign him/her out. Children may not walk home or to an appointment during school hours.

## **LATENESS**

A student arriving after 8:10AM will be marked late. The student must report to the school office in order to secure a late pass which will admit the child to his/her classroom. Late arrivals will deprive a student of perfect attendance. In addition, documentation of students leaving school prior to the 3:00pm dismissal bell will be kept. This too will deprive a student of perfect attendance.

Punctuality is the sign of a responsible person. To underscore the importance of arriving on time each day, the following system will be used to address any ongoing lateness:

- ï If a child is late three times in a trimester, there will be a conference held with the teacher, parents, and child to discuss the situation.
- ï If a child is late five times in a trimester, the child will serve a one hour detention after school.
- ï If a child is late more than five times in a trimester, the child may be subject to an in-school suspension unless a serious cause exists for the continued lateness. (For in-school suspensions, a substitute is hired for the day. The family of the child serving the suspension is responsible for the per-diem substitute fee.)

## **VACATIONS**

Vacations during school time are not encouraged, however we realize that not all families may be able to take vacations during the summer months. Before taking a vacation during the school year, a written notification must be submitted to the child's classroom teacher. It is the responsibility of the parent to see that students make up homework and/or class work that is missed due to a vacation taken during school time. No assignments will be given to a student prior to a vacation. All assignments will be given to the student upon his/her return. A reasonable amount of time will be allotted for the completion of missed assignments. In the event that a child needs help with concepts that were covered during their absence, it is the responsibility of the parents and student to communicate this to the classroom teacher. To

provide students with assignments does not replace actual classroom instruction that is missed while the student is absent.

### **FIELD TRIPS**

Educational field trips are permitted but not required. Student participation in any field trip is a privilege and is at the discretion of the administration and teacher. Field trips are considered regular school days and attendance is expected. Written permission from a parent/guardian is required for any student to participate in any trip. A faculty member will accompany the students on every field trip. Parent chaperones who accompany the children on field trips must have all necessary Child Abuse and State Police Criminal check clearances on file in addition to evidence of completion of the Archdiocesan Safe Environment Training.

**No child will be permitted to participate in a Field Trip unless their family tuition account is current.**

All students are expected to follow the rules of conduct of St. Joseph/ St. Robert School while participating in a field trip. Transportation for field trips is chartered with a private company. The student assumes the expense for a class trip.

### **HOMEWORK**

The purpose of homework is to provide reinforcement and practice in skills previously taught. It affords parents/ guardians the opportunity to be aware of the material being presented in class. The amount of parental interaction in the completion of homework should be appropriate with the grade level of the student and the child's ability to work independently.

Children are expected to work to the best of their ability. All class and homework assignments are to be carefully completed and submitted to the teacher in a timely manner.

#### **Homework for Absentees:**

- ï Students must make up homework and/ or class work when they are absent.
- ï Parents may pick up homework and books or designate someone to do so.
- ï Students are responsible to communicate with the teacher upon their return regarding missed assignments and the need for additional help.
- ï Tests and Projects must be completed on the day student returns to school unless other arrangements have been made with the teacher.

### **GRADING SYSTEM/ REPORT CARDS**

Grades are based on both formal and informal assessment of the students. A test folder is maintained for each student. Test papers are sent home for parental review and signature. Report cards are issued to students three times during the school year. Families have ongoing access to grades through our online grading system for students in Grades 1 – 8. Each family is provided with individual usernames for each child.

## **PROMOTION/ RETENTION**

Student progress is monitored throughout the school year. At the time of parent conferences, parents/ guardians are made aware of their child's academic, social, and emotional progress. The teacher will contact parents/ guardians of children experiencing difficulty to discuss options available regarding support services and/ or retention. In the primary grades, promotion/ retention is a joint decision of the administration, teacher and parent/ guardian.

Any eighth grade student who fails at least two of the basic subjects or who has a failing average will not receive a certificate of completion and will be required to attend summer school before being accepted into secondary school.

## **SACRAMENTS**

The students of St. Joseph/ St. Robert School receive Sacraments in the following grades:

Grade 3	Reconciliation
Grade 3	First Eucharist
Grade 6	Confirmation

Students receive these sacraments in their home parish.

## **TRANSFERS**

Parents/ guardians should notify the school office in advance of their plans to transfer students. Name, address and telephone number of the new residence and school are needed to complete transfer records. It is also necessary for parents/ guardians to sign a release of records form and to state the reason for withdrawal. Student records will be mailed to the receiving school upon request. Parents/ guardians are expected to fulfill all financial obligations before school records can be forwarded to the receiving school.

## **RECORD DISSEMINATION/ RELEASE OF A CHILD**

Unless a court or custody agreement otherwise specifies, each parent/ guardian is legally entitled access to all school records of their child(ren). Only the parent/ guardian having legal custody of a child has the right to make religious and educational decisions. A child will not be released to a non-custodial parent without the written consent of the custodial parent/ guardian. To determine legal custody, St. Joseph/ St. Robert School requests from all separated and divorced parents of children enrolled in our school, a copy of the court order adjudicating the determination of custody. The court order is placed in the child's file.

## **GRADUATION**

Eighth grade students who have successfully completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation. All financial obligations must be paid in full prior to participation in graduation activities.

## **PHOTO RELEASE POLICY**

Parents/ guardians will be asked to sign a Photo Release Form giving the Archdiocese of Philadelphia and St. Joseph/ St. Robert School permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of their children for use in press releases, school promotional materials, etc. This form will be provided when the children begin attending school.

## **STUDENT CODE OF DISCIPLINE**

In accord with our school philosophy, our faculty strives to develop an understanding and respect for each individual person. Our code of student conduct is built on respect for others and personal growth. All our actions are based on Jesus' two great commandments: Love of God and Love of neighbor. The following code of conduct is expected of all students attending St. Joseph/ St. Robert School.

- ï Students are required to take care of all the things given them for their use.
- ï Students should appreciate that their environment must be kept neat and clean. Littering, chewing gum and defacing property are not acceptable behaviors.
- ï Students are expected to demonstrate a Christian attitude toward one another. Fighting, abusive language, roughness, excessive teasing, or any similar conduct will not be tolerated.
- ï Students should obey all the rules and regulations of the school and their individual classrooms. Failure to comply with the student code of conduct will result in disciplinary action.
- ï Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward student dismissal. Therefore, students should understand that serious consequences will follow from an infraction of great magnitude, including but not limited to: truancy, vandalism, smoking, possession of alcohol, drugs or drug paraphernalia, possession and/ or use of a pocket knife or any instrument that could be construed as a weapon, theft, disrespect to teachers and/ or staff, plagiarism or any other seriously inappropriate behavior. Lack of proper immunization will also warrant suspension.

- ï Suspended students will serve their suspension in school. A substitute teacher will be hired for the day to oversee the student. The student’s family will be responsible for the per diem rate for the substitute teacher.
- ï After two formal suspensions a student is subject to dismissal. In certain cases the infraction, because of extraordinary circumstances, may warrant immediate dismissal.
- ï In situations requiring formal suspension or dismissal, parents will be immediately notified and the policy as outlined in Archdiocesan Policies and Procedures will be followed.

**STUDENT INFRACTION POLICY:**

Students in grades 6 – 8 use an infraction policy to communicate any disciplinary issues to their families. Items contained in this policy do not differ from the expectations used in the lower grades. A sample “Notice of Infraction” is included in this document.

**St. Joseph/St. Robert School  
Notice of Infraction**

Student Name: \_\_\_\_\_ Homeroom #: \_

Issued by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Trimester:    1        2        3

*This slip is issued for the infraction(s) circled; also indicated are the number of demerit points issued.*

Unprepared for class (1)	Foul Language (3)	Cheating (10)
Missing assignment (1)	Disruption of class (3)	Stealing (10)



- ï Emotional Bullying includes but is not limited to consistent rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing and peer pressure
- ï Written Bullying includes but is not limited to the consistent use of notes or words to threaten or demean another
- ï Cyber Bullying includes any technological harassment generated during any St. Joseph/St. Robert School program
- ï Graphic Bullying includes but is not limited to the use of photographs or drawings used to demean another
- ï Physical Bullying includes but is not limited to punching, poking, hair pulling, beating, biting and excessive tickling (For Sexual Bullying see Parish Elementary School Policies and Procedures 2000, Appendix D)

### **Procedures**

Any student who feels he or she is being bullied, harassed or discriminated against or who is aware of bullying, harassment or discrimination, **should report it immediately** to the principal, a teacher, staff member or the guidance counselor. Any student who is found to have engaged in behavior that is related to bullying, harassment, or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension or expulsion from school. In determining what disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct was not permitted, whether one incident or recurrent conduct was involved and whether there have been prior warnings or prior disciplinary actions for similar conduct. If bullying is found to have occurred, prompt and appropriate disciplinary action will take place. Retaliation for reporting bullying, harassment or a discrimination incident will not be tolerated.

## **ACCEPTABLE USE POLICY**

Technology offers opportunities for our students to obtain information, communicate with other students and schools and thereby enrich their learning experience. The use of technology throughout the day comes with a set of responsibilities. In an effort to assure the safety of our students and guard the liability of the school and the Archdiocese, the following Acceptable Use Policy has been developed. St. Joseph/ St. Robert School or the Archdiocese of Philadelphia reserves the right to amend this policy. All parents are asked to discuss this policy and its contents with their child(ren). Parents and students will be asked to sign the Acceptable Use Policy.

### **Purpose:**

Computers and other electronic devices are valuable tools for education and one of our school's purposes is to encourage the proper use of computer related technology. Students and all users of technology have a responsibility to use these tools properly and in accordance with the policy below.

### **Goals:**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/ communications technology. To encourage the development of critical thinking and problem solving skills needed in the increasing electronic and global society.

### **Responsibilities of User/ General Guidelines for the Use of the Internet**

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

- ï All users are required to take simple Internet training (how to sign on, log off, etc.) from the technology teacher or his/ her designee.
- ï Email accounts through the school's computer may be restricted.
- ï Any attempt to circumvent system security, passwords or in any way gain access to secured resources is forbidden.
- ï Use of the Internet for commercial gains or profits is not allowed from an educational site.
- ï Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- ï The system operator has the right to monitor all activities.
- ï Students may never post personal contact information about themselves or other people. This includes but is not limited to home address, telephone numbers and school address.
- ï Students may not access pornography or any other material that is profane obscene, violent, advocates illegal acts or discriminates.
- ï Students may not plagiarize (taking the ideas or writings of others and presenting them as their own).

- ï Students may not use profane, rude or threatening language. They may not harass others through the internet.
- ï Students may not post false information about another person or organization.
- ï Students may not post photos of themselves or others.
- ï Students may not attempt to disrupt computer systems or destroy data by spreading computer viruses or other illegal means.
- ï The illegal downloading of copyrighted software for use on home or school computers is prohibited.
- ï Additional rules and restrictions may be added at any time.

Violations of these rules will be addressed by the administration and faculty and may result in any or all of the following:

- ï Loss of Internet access
- ï Disciplinary or legal action by the school or other involved parties
- ï Too, the improper use of personal technology devices will result in the device(s) being confiscated and held by the principal until a parent is able to come to school for a conference to determine future usage.

## **SEXUAL HARASSMENT**

St. Joseph/ St. Robert School follows the archdiocesan policy regarding sexual harassment. Sexual harassment refers to any unwelcome sexual advances, requests for sexual favors and other verbal, visible or physical conduct of a sexual nature. Sexual harassment is unacceptable behavior and will not be tolerated. Any student who is determined to have violated this policy will be subject to appropriate disciplinary action, up to and including dismissal.

## **PROHIBITION OF WEAPONS ON SCHOOL GROUNDS**

No weapon shall be permitted on St. Joseph/ St. Robert School property.

The term “weapon” shall include, but not be limited to any knife, cutting instrument, cutting tool, firearm or any other tool or implement capable of inflicting serious bodily injury.

This prohibition applies to all persons who, for whatever reason, are on parish property whether or not during school hours or days. This policy shall remain in effect twenty-four hours a day, seven days a week. The fact that a federal, state or local license or permit may have been issued authorizing a person to own, possess or operate a weapon does not constitute an exception to this policy or otherwise constitute permission to such a person to bring a weapon upon St. Joseph/ St. Robert School property. This prohibition shall not include police or other law enforcement officers who enter St. Joseph/ St. Robert School property in response to a call for assistance, an emergency or as part of their official duties as police law enforcement officers.

### **Children and weapons possession**

- ï Youths who are in violation of this policy will be reported to law enforcement agencies.
- ï Any child determined to have brought a weapon onto parish property, to any school/ CYO or parish-sponsored activity, or conveyance providing transportation to a school/ CYO or parish-related activity will be expelled for a period of not less than one year.
- ï The principal/ parish administrator may recommend discipline short of expulsion on a case by case basis.
- ï The provisions of this section shall not apply to a weapon being used as part of a program approved by the school/ parish by an individual who is participating in the program.
- ï The principal/ parish official in charge shall report the discovery of any weapon prohibited by this policy to local law enforcement officials.

### **PROHIBITION OF UNAUTHORIZED SUBSTANCES ON SCHOOL GROUNDS**

No unauthorized substance shall be permitted on St. Joseph/ St. Robert property.

The term “unauthorized substance” shall include, but not be limited to, any solid, powder, liquid, gas or illegal drug capable of inflicting bodily harm.

The possession, sale, furnishing, use or involvement of any nature with an unauthorized substance may be criminal and always require administrative action. This may result in immediate removal of the child from school/ CYO, sponsored events, the intervention of law enforcement authorities and/ or action by the school principal/ CYO official/ pastor. Disciplinary options include but are not limited to:

- ï Verbal reprimand
- ï Parental conference
- ï Behavioral contract
- ï Involvement with Guidance Counselor
- ï Withdrawal of privileges within the classroom or organization
- ï Detention
- ï Telephone call to parent

- ï In-school suspension
  - ï Out of school suspension
  - ï Other such consequences at the discretion of the principal/ pastor which will result in rehabilitation of the child while ensuring other's safety
- Employees who violate these weapon and/ or unauthorized substance policies will be subject to appropriate disciplinary measures, which could include dismissal.

## **DRESS CODE/ UNIFORM**

A student's appearance, self-respect and performance complement one another. All uniforms must be appropriately sized. School uniforms are purchased through Flynn & O'Hara Uniform Company at <https://www.flynnohara.com> or 1-800-441-4122 Monday through Friday 9AM to 5PM, Saturdays 10AM to 2PM. Flynn & O'Hara offers extended hours in August Monday through Friday 9AM to 8PM. Gym uniforms are purchased through the School Office.

### **Pre-Kindergarten and Kindergarten**

#### **Optional Summer Uniform May 1st through October 31st**

- ï Uniform gym T-shirt and uniform gym shorts, sneakers, and white crew socks

#### **Dress Uniform November 1st through April 30th:**

- ï Uniform gym sweatpants, gym T-shirt, and uniform gym sweatshirt, sneakers, and white crew socks

### **Girls Grades 1 - 4**

#### **Dress Uniform November 1<sup>st</sup> through April 30<sup>th</sup>:**

- ï Maroon plaid uniform jumper no shorter than 2 inches above the knee or navy uniform pants
  - ï White Peter Pan collar blouse long or short sleeve, or white long sleeve turtleneck
  - ï Burgundy uniform cardigan sweater
  - ï Maroon knee socks or tights with jumper
  - ï Navy crew or dress socks with pants
  - ï Bass Oxford style or black and white saddle shoe with non-marking sole guaranteed by the manufacturer
  - ï **Gym Day only:** Uniform sweat pants, uniform sweatshirt/T-shirt, sneakers and white crew socks
- ### **Girls Grades 5 through 8**

#### **Dress Uniform November 1<sup>st</sup> through April 30<sup>th</sup>**

- ï Maroon plaid uniform wrap-around kilt no shorter than 2 inches above the knee or navy pants
- ï White Oxford blouse long or short sleeve, or white long sleeved turtleneck
- ï Burgundy long sleeved V-neck sweater or sleeveless vest
- ï Maroon knee socks or tights with kilt
- ï Navy crew or dress socks with pants
- ï Bass oxford style tie shoe or black and white saddle shoe with non-marking sole guaranteed by the manufacturer

### **Girls Grades 1 through 8**

#### **Optional Summer Uniform May 1<sup>st</sup> until October 31<sup>st</sup>:**

- ï Khaki pleated walking shorts
- ï White or Maroon uniform golf shirt
- ï Brown or black belt
- ï White crew socks
- ï All white sneakers
- ï **Gym Day only:** Uniform gym T-shirt and uniform gym shorts/sweatpants, sneakers and white crew socks

#### **All Girls**

- ï Neatly styled hair out of the eyes. No dyed or bleached hair. No outlandish style or extensions. Hair accessories should be simple.
- ï One pair of post (not dangling) earrings. One ring, one neck chain (religious) and one watch are permitted.
- ï Make-up and nail polish are not permitted.

### **Boys Grades 1 – 8**

#### **Dress Uniform November 1<sup>st</sup> through April 30<sup>th</sup>:**

- ï Heather twill pants with brown or black belt
- ï White short or long sleeve dress shirt
- ï White turtleneck
- ï Maroon V-neck pullover sweater or sweater vest
- ï Maroon (gr. 5 – 8) or plaid tie (gr. 1 – 4)
- ï Dark crew or dress socks
- ï Suede Bass oxford or black Oxford style dress shoe, with non-marking sole guaranteed by the manufacturer

## Boys Grades 1 through 8

### Optional Summer Uniform May 1<sup>st</sup> until October 31<sup>st</sup>:

- ï Khaki pleated walking shorts
- ï White or Maroon uniform golf shirt
- ï Black or brown belt
- ï White crew socks
- ï All white sneakers
- ï **Gym Day only:** Uniform gym T-shirt and uniform gym shorts/sweatpants, sneakers and white crew socks

### All Boys

- ï Hair neat and trimmed off of the collar and out of the eyes
- ï No earrings
- ï One neck chain (religious) and one watch are permitted

**DRESS DOWN DAYS:** Throughout the year, there are occasions when the children may “Dress Down” for the day. The following table illustrates Acceptable and Unacceptable Dress Down Day clothing:

Acceptable	Not Acceptable
Sneakers	Slippers, moccasins, flip flops, slide sandals
Boots	Heels over 1"
School/closed toe shoes	Ripped, torn, holes in shirts/slacks/pants/shorts
Denim jeans	Spaghetti straps or sleeveless "muscle/tank top" shirts
Pants	Tight-fitting leggings, jeggings, yoga pants (Grades 5 and above)

Capris	Flannel pants
Skirts/Skorts	Inappropriate sayings/pictures on T-shirts
Shorts (no shorter than 4" above the knee)	Off- the - shoulder shirts
Athletic-style shorts	

## **CURRICULUM**

St. Joseph/ St. Robert School follows the prescribed Pre-Kindergarten through Eighth Grade curriculum promulgated by the Archdiocese of Philadelphia. Curriculum modification and adapted grading procedures are employed for students formally diagnosed with special learning needs.

### **RELIGION**

The Religion guidelines of the Archdiocese of Philadelphia may be accessed on the website of the Office of Catholic Education under the Curriculum tab:

[www.aop Catholicschools.org](http://www.aop Catholicschools.org)

### **ENGLISH/ LANGUAGE ARTS**

The English/ Language Arts curriculum reflects the standards found in the Common Core State Standards which were adopted by the Archdiocese of Philadelphia. The English/Language Arts (ELA) curriculum may be found on the website of the Office of Catholic Education under the Curriculum tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

### **MATHEMATICS**

The mathematics curriculum reflects the Core Curriculum State Standards as adopted by the Archdiocese of Philadelphia. The Mathematics curriculum may be accessed through the website of the Office of Catholic Education under the Curriculum tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **HONORS MATHEMATICS**

The Elementary Honors Mathematics Program is designed to meet the needs of students who are capable of completing the regular mathematics curriculum in seven rather than 8 years. Students eligible for participation in this program are identified at the end of Grade 4 and begin formal instruction in Grade 5. Students who remain in the program are expected to complete an Algebra 1 course in Grade 8. The criteria, as defined by the Office of Catholic Education, for participation/continued participation in the Honors mathematics Program are as follows:

- ï Cognitive Skills Quotient falling in the range of 125 in the Terra Nova Test
- ï Standardized test scores in Mathematics of 90% or above
- ï Standardized test score in reading Comprehension of 80% or above
- ï End of year test grade of 85 or above
- ï Final grade of 90 or above

The teacher periodically evaluates the students to determine continued participation in this program.

## **SCIENCE**

The Science curriculum is based on the standards set by the Lab Learner Science Program with the approval of the Archdiocese of Philadelphia. Information about the Learning Cells presented in this program can be accessed on the Lab Learner website: [www.lablearner.com](http://www.lablearner.com) under the Parents tab.

## **SOCIAL STUDIES**

The social studies curriculum is based on the National Council for the Social Studies (NCSS) Standards. The curriculum guidelines may be accessed on the Office of Catholic Education website under the Parents tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **TECHNOLOGY**

The technology curriculum is based on the National Educational Technology Standards (NETS) and is cumulative in nature. Because of our belief in the continual integration of the use of technology, we do not support a stand-alone computer lab. Instead technology classes are taught in the homerooms using Chromebooks, Surface tablets or I-pads.

Information about the Technology course of study may be found on the website of the Office of Catholic Education under the Parents tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **WORLD LANGUAGE**

The World Language curriculum of the Archdiocese of Philadelphia promotes an awareness not only of a different language but also a respect for different cultures. Information about the World Language course of study may be found on the website of the Office of Catholic Education under the Parents tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **ART**

The art curriculum of the Archdiocese of Philadelphia is based on the National Standards for Art Education introducing each grade to the elements and principles of art. Students explore their creativity by experiencing a wide range of artists and their styles, media and techniques. Information about the course of study may be found on the website of the Office of Catholic Education under the Parents tab: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **MUSIC**

Students are taught that music has universal meaning. In grades PreK-2 children learn body motion, type and tone of sound, beat and rhythm, types of songs, group and solo singing, musical terms and symbols. Grades 3-5 learn a variety of rhythms, concepts of unison and harmony, musical notation and create instruments from everyday objects. Grades 6-8 translate music to stories, write short melodies and concentrate on styles, composers and different types of music. Specific information about the course of study may be found on the website of the Office of Catholic Education: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **LIBRARY**

St. Joseph/ St. Robert School Library offers students the opportunity to explore various fields of knowledge and provides a resource for pleasure reading. Through weekly instruction in library, reference and study skills, students learn how to gather and organize available data, enabling them to become independent researchers. Classroom teachers and our librarian work together to integrate acquired skills into all subject areas. Specific information about Library Skills that are taught may be found on the website of the Office of Catholic Education: [www.aop Catholicschools.org](http://www.aop Catholicschools.org)

## **PHYSICAL EDUCATION**

Physical fitness and teamwork are emphasized throughout all grade levels. In grades Pre-K-grade 2, children participate in activities involving movement, gross motor skills and rhythmic activities. In grades 3-5 these skills are reinforced and team sports are introduced through organized and non-competitive games. In grades 6-8 there is continued team building through sports and cooperative activities as well as fitness-for-life skills education. More information

about the course of study may be found on the website of the Office of Catholic Education:  
[www.aopcatholicschools.org](http://www.aopcatholicschools.org)

## **SPECIAL PROGRAMS**

### **BUCKS COUNTY INTERMEDIATE UNIT**

#### **ACT 89/ TITLE 1**

#### **READING/MATH SERVICES**

This program provides remedial, corrective or developmental reading or math skill reinforcement. Students are considered for this program based on their performance on the Terra Nova Test, teacher recommendation and/ or parental request. Service is coordinated with the classroom teacher in order to maximize reading, thinking and learning potential. Service is provided once parents/ guardians sign written consent forms.

#### **SPEECH AND LANGUAGE SERVICES**

Act 89 through the Bucks County Intermediate Unit provides speech and language services. Children are selected for service when standards of sound projection, fluency, language use, form or content fall below normal standards for a child's age and ability. Staff, parents or guardians initiate referrals for evaluation. The Speech therapist screens all third grade students. Evaluation and service are provided once parents/ guardians sign written consent forms.

#### **COUNSELING AND PSYCHOLOGICAL SERVICE**

The Commonwealth of Pennsylvania provides counseling and psychological service through the Bucks County Intermediate Unit. The school counselor provides quality service to students by consulting with school administration, faculty and parents/ guardians regarding individual students. Individual and small group counseling is available to students in Grades 1 through grade 8.

After consultation, individual students are eligible for education and psychological testing. The school psychologist consults with the administration, faculty, Parent/ guardians in order to prepare for the testing of an individual student. Following the testing of a child, the psychologist meets with the child's parents/ guardian to review test results.

After parental permission is obtained, the school psychologist shares the test results and recommendations with the school administration and the child's teacher.

### **CARES (CHILDREN ARE RECEIVING EXTENDED SERVICES)**

All full-day students are eligible to participate in the before and/or after school CARES program provided on site at St. Joseph/ St. Robert School. Before school CARES begins at 7:00AM. After school CARES begins at dismissal and closes at 6PM. Our CARES program is staffed by faculty and qualified staff who oversee our students in a child-centered environment. The CARES program will not operate on days when the school is not in session. CARES will be offered on half-days if sufficient families register for these days. Notice will be sent home in advance.

The CARES Program may close for inclement weather, depending upon local conditions. Please have emergency plans in place for such occasions. Information regarding fees and contacts may be found on the school website.

### **HEALTH SERVICES**

The Central Bucks School District provides our school with nursing service one day per week. The school nurse checks heights and weights of the students in grades Kindergarten – grade 8. Scoliosis screening is provided for students in Grade 6. Vision and hearing screenings are provided according to state mandates. The Central Bucks School District medical professionals may provide physical and dental examinations if necessary.

### **MEDICATION**

There is not a full-time nurse assigned to the school each day, therefore, we discourage the distribution of medication during the school day. However, if your doctor decides that it is necessary for your child to receive prescription medication during the day, his/her approval and specific directions must be provided to the school. For long-term medication, a special form is available and must be requested from the school office. Children are not permitted to have any kind of medication with them in the classroom. Medication should be given to the school secretary or the principal who will dispense it at the prescribed time. If it is necessary for a child to take over-the-counter medication, written permission to administer it is required. Over the counter medication must be sent to school in the original container.

Each student requiring daily medication must have documentation of permission on file in the school office. Appropriate forms may be obtained from the school office or found on the school website, [www.stjstr.org](http://www.stjstr.org)

### **LUNCH**

12:20PM – 12:40PM followed by recess until 1:00PM

Full day Pre-K children eat lunch in the Pre-K classroom and are supervised by the Pre-K Aide

Kindergarten through grade 8 eat lunch in the school dining hall, supervised by the principal or faculty member and by lunch parents. They go out to the recess yard, supervised by the lunch parents, principal and/or faculty members.

A Hot Lunch is available on Wednesday and Friday for families who order it. This program is run by our Home and School Association.

The use of the playground area at recess is rotated daily through grades Kindergarten – Grade 3.

**Lunchtime regulations:**

- ï Students are to remain seated during lunch.
- ï Conversation must be kept to a moderate tone.
- ï Students are responsible for cleaning up their own eating areas.
- ï Students may never leave the lunchroom without permission.

**Yard regulations:**

- ï Fighting is forbidden.
- ï Excessive pushing or shoving is unacceptable.
- ï Assigned play areas are to be used at all times.
- ï No student may leave the yard without the permission of the teacher or lunch monitor.
- ï When the bell rings, students are to stop playing and line up quietly.

**TRANSPORTATION**

This publicly funded service is provided to students who live outside the 1.5 mile radius of St. Joseph/ St. Robert School. At dismissal time each day, faculty members escort students safely to their buses. All students utilizing the bus service are expected to display courteous behavior while traveling to and from school each day. St. Joseph/ St. Robert School administration and the various township transportation services reserve the right to suspend a student from riding the bus should inappropriate behavior become evident. Children may ride only the bus to which they are assigned, no others.

Evacuation drills are conducted by the transportation provider and practiced throughout the year.

Transportation for class trips and field days are chartered with a private company. The student assumes the expense for class trips.

**MORNING ARRIVAL/AFTERNOON DISMISSAL**

## **WALKERS, BIKE AND CAR RIDERS**

Students arriving prior to 7:50 AM will be sent to the Morning CARES program and billed accordingly.

Upon arrival, all students in grades 1 - 4 should assemble in designated places in the yard.

Students in Pre-K, Kindergarten, and grades 5 – 8 go directly into school.

- ï Car riders – When dropping students off in the morning, all cars should pull through the lane in the front of the school building. The principal, teachers and student valets will greet the children and assist in helping them out of the cars.
- ï Bus Riders – Children riding the bus must remain seated while the bus is in motion and obey the regulations of the bus drivers.
- ï Bike Riders or Walkers – Children should come to the front of the school building and use the designated crosswalk to the school. All children riding bikes must wear bike helmets.
- ï Car riders (dismissal) – Pre-K children are dismissed to their parents out the side door closest to the playground.
- ï Car riders (K – gr. 8) will be dismissed once all of the buses have left the campus. Parents are asked to refrain from waiting outside of school under the portico.
- ï Students not picked up by 3:10pm will be sent to the CARES program and billed accordingly.

## **CHANGES IN TRANSPORTATION**

At the beginning of the school year, parents/ guardians are asked to specify how their children will be dismissed from school at the end of the day. Any change in dismissal procedures, even if for only one day, must be communicated to the classroom teacher in writing at the start of the school day. Children may not make transportation arrangements over the telephone. Please do not email teachers during the day to communicate transportation changes.

## **APPOINTMENTS – ADMINISTRATION**

All requests for an appointment with the principal must be scheduled through the main office via note or phone call, or via email. Every effort should be made to resolve student problems with the appropriate teacher before seeking an appointment with the administration.

## **APPOINTMENTS – TEACHERS**

Parents/ guardians may schedule individual conferences at any time during the school year. Scheduling should be initiated through written request to the teacher or via email. The teacher will contact the parent/ guardian to confirm date, time and place of conference. A teacher will request a conference as the need arises.

## **BOOKS AND MATERIALS**

Books and materials must be carried to and from school in a school bag. Books must be covered. It is suggested that workbooks be covered with clear contact paper. Textbooks must be covered with removable paper materials or fabric book covers. Students are not permitted to draw, write or deface textbooks or copybooks in any manner. Lost or damaged books are the responsibility of the student and must be replaced at the student's expense. Children are not permitted to bring correction fluid to school.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

If classes at St. Joseph/ St. Robert School are cancelled or if the opening of school is delayed, the School Reach automated phone system will be implemented to notify all parents/ guardians. The school website will also carry the school closing, delay, or early dismissal information.

## **EARLY DISMISSAL OF CHILDREN DUE TO EMERGENCIES**

Children designated by you to walk home or take the bus will be dismissed as usual, at the time set for dismissal or when the bus arrives. Children who are ordinarily car riders will remain in classrooms and supervised by our teachers until a designated adult comes for them. No child will be released to any adult who does not appear on the list provided by parents. CARES will remain open but families are asked to pick up students as soon as possible.

## **FAMILY COMMUNICATION**

Good communication between home and school is essential for the continued success of St. Joseph/ St. Robert School and its programs. Every Wednesday, an e-communication will be posted to the school website containing information of interest to our families. Any correspondence or monies should be sent to school in a properly labeled envelope.

## **FAMILY INFORMATION**

Parents/ guardians must notify the school immediately if any changes occur in address, telephone number, email address or emergency contact information.

## **LOST AND FOUND**

All clothing or other school supplies must be labeled with the student's name. Identified items will be returned promptly to the student. Unidentified items will be kept in Lost and Found in the office until the end of the school year and then handed over to our Uniform Exchange or St. Vincent de Paul Society.

## **SCHOOL HOURS**

Regular school hours are 8:10AM until 3:00PM. Students are supervised in the yard in the morning from 7:50AM until the bell rings at 8:10AM.

Full Day Pre-K	8:10AM until 3:00PM
Half Day Pre-K	8:10AM until 11:30AM
Half Day Kindergarten	8:10AM until 11:45AM
Full Day Kindergarten	8:10AM until 3:00PM

## **SCHOOL TELEPHONE**

The telephone in school is used for official business only. Students are not permitted to use the phone unless there is an emergency. Students should not request to make phone calls for books, homework, musical instruments, gym supplies, school and/ or extracurricular related materials. It is a student's responsibility to check school supplies before leaving home in the morning.

## **CELL PHONES/PERSONAL TECHNOLOGY DEVICES**

When a parent deems it necessary for a child to bring a cell phone to school, the phone must be turned off and kept in a student's backpack during the school day. Students may never keep a cell phone on their person during the school day for any reason. If this policy is violated the cell phone will be confiscated by school personnel and the student will serve an after school detention. In addition, the cell phone will be returned only to the parent/ guardian by the principal.

### **Personal Technology Devices**

- ï Students entering grade 5 are required to purchase a portable device for use in school. Parents may determine size and memory.
- ï In Grades 1 – 5, devices may be brought to school only with the consent of the classroom teacher and only used for the approved designated purpose. If this policy is violated, the device will be confiscated by the school personnel and the student will serve an after-school detention. In addition, the device will be returned only to the parent/guardian by the principal.

### **VISITS DURING SCHOOL HOURS**

Any parent visiting school during the day must report to the main office. Out of respect for the learning process, teachers or students may not be disturbed during the day unless there is an urgent reason cleared with the administration or main office personnel.

### **ANNUAL ASBESTOS NOTIFICATION**

St. Joseph/ St. Robert School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at our business office during regular school hours. Pennoni Associates Inc. is the asbestos program coordinator. Inquiries regarding the plan can be directed to them or the parish business manager.