St. Joseph/ St. Robert

School Family Handbook

Focused on Faith and Learning!

This handbook has been compiled to communicate the policies of the school so that the rights and responsibilities of parents, students, and staff are clear. Please familiarize yourself with the content of each section of this handbook. St. Joseph/St. Robert School may update any of its policies and procedures and apply them as circumstances dictate. Changes will be communicated to the school community. If you have a question about a particular policy or procedure, please contact the principal.

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

August 2026

Table of Contents

1. Mission Statement
2. Memorandum of Understanding
3. Introduction: “Proud of our Past”
4. Policies Related to Admissions and Attendance
5. Non-Discrimination Policy
6. Admission Policy
7. Age Requirements
8. Transfer of Students
9. Record Dissemination and Release of Child to Custodial Parent
10. Registration
11. Tuition
12. Attendance
13. Lateness
14. Vacations
15. Policies Related to Arrival, Dismissal, and Transportation
16. Policies Related to Academics
17. Policies Related to School Culture and Climate

Mission Statement

St. Joseph/St. Robert School Community, with Jesus as our foundation, inspires us to live fully His message of love, courage, and compassion. Our academic rigor and relevance empower us 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.

Policies Related to Admissions and Attendance

NON-DISCRIMINATORY POLICY

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.
Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. If required by law, these methods may include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.
Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

St. Joseph/St. Robert School
850 Euclid Ave.
Warrington, PA 18976
www.stjstr.org
jdurkin@stjstr.org

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(within 90 days from the date of incident)

Office for Civil Rights
U.S. Dept. of Health and Human Services
Centralized Case Mgmt. Operations
200 Independence Ave., S.W.
Room 509 HHH Bldg. Washington, DC 20201
Customer Response Center: (800) 368-1019
TDD: (800)537-7697
https://www.hhs.gov/ocr/complaints
Email: ocrcomplaint@hhs.gov
(within 180 days from the date of incident)

Pennsylvania Human Relations Commission (PHRC)
333 Market Street, 8th Floor
Harrisburg, PA 17101
https://www.phrc.pa.gov/File-a-complaComplaints/Pages/How-to-File-a-Complaint.aspx
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279
(Within 180 days from the date of incident.)

Commonwealth of Pennsylvania Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@.pa.gov
(Within 90 days from the date of incident)

U.S. Equal Employment Opportunity Commission
801 Market Street, Suite 1000
Philadelphia, PA 19107
Inquiries: (800) 669-4000
TTY users only: (800)669-6820
https://www.eeoc.gov/filing-charge-discrimination
Email: PDOContact@eeoc.gov
(Within 300 days from the date of incident)

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

- Children entering our Pre- Kindergarten program must be 4 years of age on or before September 1st of the current school year and fully potty-trained.
- Children entering our Kindergarten program must be 5 years of age on or before September 1st of the current school year.
- Children entering our first grade must be 6 years of age on or before September 1st of the current school year.

MEDICAL DOCUMENTATION REQUIREMENTS

- Immunization records and general health examination reports must be presented to the school before admission. Bucks County health and immunization requirements must be fulfilled.
- Children entering St. Joseph/ St. Robert School for the first time must have a Hepatitis B Vaccination.
- The Archdiocese of Philadelphia states that no child in grades kindergarten through twelve may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Section1303A-Immunization-PA Public School 1949. A religious basis for a child not to be immunized is not recognized as an exemption. Please see the full policy from the Archdiocese here.
- Students entering Pre-K must have the Child Health Report completed by their pediatrician and are expected to follow the same immunization requirements as the rest of the student body.

ACADEMIC REQUIREMENTS

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

SEQUENCE FOR ADMISSION TO SJR

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

REQUIREMENTS FOR SCHOOL ENTRANCE

Catholic students entering Pre-K through Grade 1:

- Parish membership verification
- Baptismal Certificate
- Immunization record
- Birth Certificate
- Pre-K students and those students who will be using the CARES program have a health document that is included in the enrollment packet

Catholic students entering Grades 2 through 8:

- Parish membership verification
- Baptismal Certificate
- Immunization record
- Birth Certificate
- Transfer from previous school with academic records

Non-Catholic students are welcome to our school under the following conditions:

- 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.
- 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 early in the year. Information regarding registration is communicated through the parish bulletins, school website and family e-communication. There is a $150 non-refundable fee per child due at the time of registration for all new students.
- New students who join our community in grades 2 – 7 are expected to visit with the school counselor after the first weeks of school to discuss their experience as the adjust to SJR and gauge if there is any assistance that is needed. A permission slip will be sent home.

RE-REGISTRATION

Current families enrolled in our school community will receive a notice to enroll for the next school year. This is done online through our FACTS Enrollment process. A $100 fee is paid through FACTS. At the discretion of administration, the fee may increase after the initial enrollment period.

New families must pay a $150 enrollment fee per child and submit a check along with all other Admissions paperwork described herein.

TUITION

The pastors, with the advisement of the School Business Manager, and the Parish Finance Council, determine appropriate tuition rates each year based on expected school expenditures and appropriate levels of parish subsidies. By the beginning of February, the tuition rates for the following school year are communicated to the school families through the weekly update and

postings on the school website.

In order for a student to enter school in September, all prior year financial obligations must be paid in full. Any family who is not up to date with tuition payments upon leaving for Christmas break, must make payments in full prior to their students returning to school in January. The pastors reserve the right to withhold report cards and transcripts, as well as participation in field trips, graduation or other closing ceremonies if tuition is not paid in the agreed upon manner.

Tuition payments by families cover only a portion of the cost to educate a child at St. Joseph/St. Robert School. Both S.t Joseph and St. Robert parishes provide significant funds to operate the school. Regular Sunday contributions by the parishioners assist in paying expenditures related to the school. Accordingly, school families that enroll their children in Grades 1-8 and are registered parishioners of St. Joseph or St. Robert are asked to contribute to the parish a minimum of $520 annually. If they are not in good standing in regards to the church contribution by March 1st, an adjustment to their tuition rate may be included in their April tuition bill. Further, non-Catholic families are charged the actual cost to educate a student of $6,100. Families from other Catholic parishes who receive written approval from their pastors and an agreement that their respective parishes will provide a subsidy to our school, will be charged the "in-parish" tuition rate.

When a family provides written notification (email is acceptable) of a student withdrawal, a tuition refund will be processed by the School Business Manager. The refund will 1) relate to past payments remitted by the family for the current school year; 2) be calculated on the number of months that the student attended school; 3) include all fees and discounts, except the school registration fee, which is non-refundable; and 4) exclude one month's worth of tuition. If a student is expelled, no tuition will be refunded.

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 emailed to the school office (attendance@stjstr.org) on the morning of the child's absence. This email also serves as written notification. 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 them out. Children may not walk home or to an appointment during school hours.

A student who is absent from school or who leaves school early because of illness may NOT participate in CYO sporting events/school events/parish events that afternoon or evening without express permission from the principal (this may be granted if the absence was related to attending a funeral, for example.)

SJR reserves the right to require a doctor's note for absences of 72 hours or more.

SCHOOL HOURS

- Regular school hours for students in grades K-8 are 8:10 AM until 3:00PM. Students in grades 1-8 are supervised in the yard in the morning from 7:50 AM until the bell rings at 8:10AM. Kindergarten students proceed immediately into the building upon arrival at school.
- Full Day Pre-K arrival (For both three and five day a week programs) is at 8:20a.m. Parents park and walk their child to the front entrance where their teachers will be waiting to greet them and you. Dismissal is at 2:55 PM in the same area.
- Half Day Pre-K arrival is at 8:20 AM. Dismissal is at 11:30AM
- Half Day Kindergarten arrival is between 7:50- 8:10AM Dismissal is at noon.
- Full Day Kindergarten arrival is between 7:50 -8:10 AM Dismissal is at 3:00PM

LATENESS

Any 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 their classroom.

Punctuality is the sign of a responsible person. It also supports the safety efforts designed to minimize the number of times doors are open to the outside. To underscore the importance of arriving on time each day, the following system will be used to address any ongoing lateness with students in grades 5th - 8th:

- 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.
- If a child is late five times in a trimester, the child will serve a one-hour detention after school.
- 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 discouraged. 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. Upon their return, 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 their 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.

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. 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

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. 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 to be uploaded into their enrollment packet.

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 is included in the electronic enrollment packet to be updated annually.

Policies Related to Arrival, Dismissal, and Transportation

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 and staff is available for these days. Notice will be sent home in advance.

Parents are responsible to send an after-school snack with their child.
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.

SCHOOL HOURS

Regular School Hours for Students 1-8: 8:10AM - 3:00PM

Regular School Hours for Kindergarten Students: 8:10AM - 3:00PM (Full Day)
8:10AM- Noon (Half Day)

Regular School Hours for Pre-K Students: 8:20AM - 2:55PM (Full Day Programs, 5 or 3 Day)
8:20AM- 11:30AM (Half Day)

MORNING ARRIVAL/AFTERNOON DISMISSAL WALKERS, BIKE AND CAR RIDERS

- Students in grades 1-8 arriving prior to 7:50 AM will be sent to the Morning CARES program and billed accordingly.
- Upon arrival, all students in grades 1 – 8 should assemble in designated places in the yard.
- Students in Kindergarten will go directly into the school building.
- Pre-K Students will be met by their teachers at the front entrance at 8:20a.m. to escort them downstairs.
    - **Car riders (arrival)** – When dropping students K-8 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. Students who are in car seats should be in the rear passenger side of the car. If possible, parents should reach back to unbuckle when waiting for the valet. If you arrive after 8:10 when the bus/car lane closes, please park your car and walk your child to the front door.
    - **Pre**-K – When bringing preschoolers to school, parents park in the lot and wait for the students in grades 1-8 to enter the building. They then bring their child to the front doors to be greeted by their teacher. Please arrive at 8:20 as staff and students begin to move downstairs and are not available to greet those who arrive late.
    - **Bus Riders** – Children riding a bus must remain seated while the bus is in motion and obey the regulations of the bus drivers.
    - **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.
    - **Car riders (dismissal)** – Pre-K children are dismissed to their parents through the front door (teachers will inform parents at the beginning of the year).
    - **Car riders (K – 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 but rather to wait across from the school entrance, leaving this space clear for the children to exit the building.
    - **Half-Day Students** – Those students in Pre-K and Kindergarten who are half day should pull into the bus/car lane and wait for your child to be

brought outside by school staff.

- Students not picked up by 3:10pm will be sent to the CARES program and billed accordingly.
- A child will not be released to a non-custodial parent without the written consent of the custodial parent/guardian. To clarify 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 should be uploaded at the time of enrollment.

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.

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 as there is no assurance that they will have time to read the email prior to dismissal. *Children will not be released to people who are not listed on their paperwork. Please be sure this is updated.*

EMERGENCY SCHOOL CLOSING PROCEDURES

If classes at St. Joseph/ St. Robert School are canceled or if the opening of school is delayed, the FACTS 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.

EMERGENCY EARLY DISMISSAL OF CHILDREN

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.

Policies Related to Academics

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.aopcatholicschools.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.aopcatholicschools.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.aopcatholicschools.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:

- Cognitive Skills Quotient falling in the range of 125 in the Terra Nova Test Standardized test scores in Mathematics of 90% or above
- Standardized test score in reading Comprehension of 85% or above
- End of year test grade of 85 or above
- Final grade of 93 or above

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

SCIENCE

The Science curriculum is based on the Next Generation Science Standards with the approval of the Archdiocese of Philadelphia. The curriculum guidelines may be accessed on the Office of Catholic Education under the "Parents" tab. That can be found here.

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.aopcatholicschools.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 library using Chromebooks, or I-pads with those tools being in use throughout the day.

Information about the Technology course of study may be found on the website of the Office of Catholic Education under the Parents tab: www.aopcatholicschools.org

WORLD LANGUAGE

The Office of Catholic Education has created an Elementary education curriculum that allows students to explore the world of academia while deepening their relationship with Christ. 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.aopcatholicschools.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.aopcatholicschools.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.aopcatholicschools.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.aopcatholicschools.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

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, iReady Benchmark Testing results, 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 kindergarten through grade 8 with written consent.

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.

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 covers or removable fabric book covers. Students are not permitted to draw, write, or deface textbooks in any manner. Lost or damaged books are the responsibility of the student and must be replaced at the student's expense. Students are not permitted to bring correction fluid to school.

HOMEWORK

The purpose of homework is to provide reinforcement and practice in skills previously taught. It is also an opportunity for parents/guardians to know what material is being taught in class. Some children may need guidance with homework and parents should use their judgment, based on the age and ability of their child, to support them without completing the homework for them. Students are expected to work to the best of their ability. If the homework seems beyond their ability and there is significant frustration, please reach out to your child's teacher immediately. All class and homework assignments are to be carefully completed and

submitted to the teacher on time.

If absent, students must make up homework and classwork. Parents may pick up homework books or designate someone to do so or check with their child's teacher about the established procedures for this. Upon their return, students are responsible for communicating with their teacher regarding missed assignments and any need for additional help. Tests and projects must be completed on the day the student returns to school unless other arrangements have been made by the teacher.

GRADING SYSTEM / REPORT CARDS

Grades are based on both formal and informal assessment of students. A test folder is maintained for each student. Test papers are sent home for parental review and signature. Families have ongoing access to grades through our online grading system for students in grades 1-8. Each parent/guardian is provided with an individual user name.

PROMOTION AND 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.

RECORD DISSEMINATION

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. 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 to be uploaded at the time of enrollment.

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.

Policies Related to School Culture and Climate

SAFETY

The students' safety is our primary concern. To ensure a safe environment, St. Joseph/St. Robert School:

- instructs and provides monthly practice of safety drills including fire drill, intruder on campus drills, shelter-in-place drills, evacuation drills, and weather-related drills.
- Maintains safety procedures designed to increase the overall safety of the building.
- consults with local officials about the safety plans in place.
- teaches students in grades 6 -8 about, "Safe2Say," the youth violence prevention program run by the State Attorney General's Office.
- conducts "Kid Talk" child abuse prevention lessons created by The Archdiocese of Philadelphia's Office of Youth and Child Protection.
- In the event of an emergency that requires the school building to close, families would be notified via our FACTS communication system by email, text, and phone call about how and where to pick up your child. It is important that your contact information in FACTS remain up to date at all times.

STUDENT CODE OF CONDUCT

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 based on respect for others and personal responsibility and growth. All of our actions are based on Jesus' two great commands: Love of God and love of neighbor. The following code of conduct outlines the expectations for all Students attending St. Joseph/St. Robert School.

- Students are required to take care of all the things given them for their use.
- Students should appreciate that their environment must be kept neat and clean. Littering, chewing gum, and defacing property are unacceptable.
- 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.
- Students must obey all of 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.
- 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.

- 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. The suspension will be served at a time designated by the school.
- After two formal suspensions, a student is subject to dismissal. In certain cases, the infraction, because of extraordinary circumstances, may warrant immediate dismissal.
- 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

The teachers of students in grades 6-8 use an infraction policy to communicate any disciplinary Issues to the families of the students. Items contained in this policy do not differ from the Expectations used in the lower grades. A sample "Notice of Infraction" is included:

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)

Failure to return signed materials (1) Misuse of electronic devices (3 & confiscation)

Lying (10) Chewing gum (1) Harassment (Verbal / Physical) (5) Vandalism (10)

Minor inappropriate conduct (2) Disrespect/Irreverent behavior (5) Defiance (15)

Dress Code violation (3)

Possession of drugs/alcohol/illegal substances Fighting (15) (15 & notification of legal authorities)

Other: _____

Comments: _____

_____ _____

Teacher Signature *Student's Signature*

_____

Parent/Guardian Signature

The presence of a signature does not indicate agreement with, but rather recognition of the infraction.

This original slip should be signed and returned to the issuing teacher the next morning after the infraction or additional demerit point(s) will be issued.

ANTI-BULLYING POLICY

St. Joseph/St. Robert School recognizes the importance of having students feel safe, respected, and comfortable when at school, including conveyance to and from school property. It is the Policy of our school to maintain an environment in which bullying, in any form, is not tolerated.

Bullying is defined as intentional, repeated, hurtful acts, words, or other behavior, such as name-calling, threatening, or shunning, committed by one or more children against another when there is an imbalance of real or perceived power or status. These negative acts are not intentionally

provoked by the victim. For such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying consists of verbal, emotional, written, cyber, graphic, or physical conduct which in some way interferes with an individual's ability to participate in or benefit from any part of the St. Joseph/St. Robert School program.

- Verbal Bullying includes but is not limited to consistent name calling, threatening, teasing and gossiping.
- Emotional Bullying includes but is not limited to consistent rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing and peer pressure.

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 OF TECHNOLOGY

Technology offers opportunities for students to obtain information, communicate with teachers, other students, and other outside schools or organizations. The purpose of this is to enrich the educational experience. The use of technology throughout the day comes with a set of responsibilities. In an effort to assure the safety of students and guard the liability of the school and the Archdiocese, the following acceptable use policy has been developed. St. Joseph/St. Robert School and/or The Archdiocese of Philadelphia reserve the right to amend this policy. All parents are asked to discuss this policy and its contents with their child(ren). Parents and students are required to sign off on The Acceptable Use Policy in order to access the technology provided for use by the school. This is done electronically as part of the enrollment process.

Purpose: Computers and other electronic devices are valuable tools for education and one of our school's purpose 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 foster the development of the critical thinking and problem solving skills needed in an increasingly electronic, global society.

Responsibilities of Users/General Guidelines for the Use of the Internet

With the right of access to technology comes the responsibility to use the resource 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 Use Policy. Monitoring and controlling all material is impossible. St. Joseph/St. Robert School will make every effort to limit the appearance of such material while still providing access for educational purposes. To that end:

- All users are required to take basic internet training from the technology teacher.
- Email accounts through the school's server may be restricted.
- Any attempt to circumvent system security, passwords, or in any way gain access to secured or blocked resources is forbidden.
- Use of the internet for commercial gains or profits is not allowed from school property.
- Users will not move, repair, reconfigure, modify, or attach external devices to the system.
- The system operator has the right to monitor all activities.
- Students may never post personal contact information about themselves or other people. This includes, but is not limited to, home address, telephone number, and school address.
- Students may not access pornography or any other material that is profane, obscene, violent, or advocates dangerous or illegal acts, or encourages the discrimination of any group.
- Students may not use profane, rude, or threatening language or language/images that harass others.
- Students may not post false information about another person or organization.
- Students may not post photos of themselves or others.
- Students may not attempt to disrupt computer systems or destroy data by spreading computer viruses or by any other means.
- The illegal downloading of copyrighted software for use on home or school computers is prohibited.
- Use of technology in school is limited to school equipment unless otherwise specified by the teacher. Students may not use personal technology devices in school without permission.
- Additional rules and restrictions may be added at any time.

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

- Loss of access to the internet
- Disciplinary or legal action by the school or other involved parties
- Improper use of a personal technology device will result in confiscation of the device by the principal who will hold the device until a parent is able to come to school to discuss the situation and retrieve the device.

SEXUAL HARASSMENT

St. Joseph/St. Robert School follows the policy set forth by the Archdiocese of Philadelphia in regards to sexual harassment. Sexual harassment refers to any unwelcome sexual advances, requests for sexual favors and/or 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.

WEAPONS POLICY

No weapon shall be permitted on the property of St. Joseph/St. Roberts school.

The term "weapon" shall include, but not be limited to, and 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 at any time of the day - regardless of when school is or is not in session. The 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 onto the grounds/property of St. Joseph/St. Robert School. 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. The provisions of this section shall also 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.

Youth who are in violation of this policy and have been determined to have brought a weapon onto parish property to any school, CYO, or parish-sponsored activity, or conveyance providing transportation to any school, CYO, or parish related activity will be expelled for a period of not less than one year and will be reported to law enforcement agencies. The principal/parish administrator may recommend discipline short of expulsion on a case-by-case basis.

The principal/parish official in charge shall report the discovery of any weapon prohibited by this policy to local law enforcement officials.

UNAUTHORIZED SUBSTANCE POLICY

No unauthorized substances shall be permitted on St. Joseph/St. Robert School 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 any involvement of any nature with an unauthorized Substance may be criminal and, therefore, always requires administrative action. This may

result in the immediate removal of the child from school, parish, or CYO sponsored events and the intervention of law enforcement authorities and/or action by the school principal, CYO official, and/or pastor. Disciplinary options include, but are not limited to:

- Those actions determined by the police
- Verbal reprimand
- Conference with parent/guardian
- Behavioral contract
- Involvement of counselor
- Withdrawal of school or organizational privileges
- Detention
- Telephone call to parents/guardians
- In-school suspension
- Out of school suspension
- Other such consequences at the discretion of the principal and pastor which have the goal of rehabilitation of the child while ensuring the safety of others.

Employees who violate these weapons and/or unauthorized substance policies will be subject to appropriate disciplinary measures, which could include dismissal or the involvement of law enforcement.

DRESS CODE/UNIFORM

"Winter" or "Dress Uniform" - Late Fall through Early Spring

	Pre-K and Kindergarten	**Girls Grades 1-4**	**Girls Grades 5-8**	**Boys Grades 1-4**	**Boys Grades 5-8**	**All Students Grades 1-8 Gym Uniform**
Shirt	Gym t-shirt Uniform gym sweatshirt	White peter pan collar blouse OR white turtleneck.	White oxford blouse OR white turtleneck	White dress shirt or white turtleneck	White dress shirt or white turtleneck	Gym t-shirt Uniform gym sweatshirt
Pants/Skirt	Gym sweatpants	Maroon plaid jumper OR navy uniform pants	Maroon plaid skort OR navy uniform pants	Heather twill pants	Heather twill pants	Uniform gym shorts and gym sweatpants
Socks	White crew socks	Maroon knee socks or tights (dark dress socks with pants)	Maroon knee socks or tights (dark dress socks with pants)	Dark crew or dress socks	Dark crew or dress socks	White/black crew socks
Shoes	Sneakers	Bass oxford style tie shoe or black & white saddle shoe	Bass oxford style tie shoe or black & white saddle shoe	Suede Bass oxford or black oxford style dress shoe	Suede Bass oxford or black oxford style dress shoe	Sneakers
Accessories	-	Burgundy V-neck sweater or vest	Burgundy V-neck sweater or vest or maroon ¼ zip	Brown or black belt Burgundy V-neck sweater or vest	Brown or black belt Burgundy V-neck sweater or vest or maroon ¼ zip	-
Other	no nail polish no make-up natural colored hair boys' hair trimmed neatly above the collar and out of eyes. No outlandish hairstyles. No shaved designs in hair.	no nail polish no make-up natural colored hair No outlandish hairstyles. No shaved designs in hair.	no nail polish no make-up natural colored hair No outlandish hairstyles. No shaved designs in hair.	no nail polish no make-up natural colored hair boys' hair trimmed neatly above the collar and out of eyes. No outlandish hairstyles. No shaved designs in hair.	no nail polish no make-up natural colored hair boys' hair trimmed neatly above the collar and out of eyes. No outlandish hairstyles. No shaved designs in hair.	no nail polish no make-up natural colored hair boys' hair trimmed neatly above the collar and out of eyes. No outlandish hairstyles. No shaved designs in hair.
Jewelry	Minimal Jewelry: One religious medal necklace. Girls: Stud earrings One ring No smart watches	Minimal Jewelry: One religious medal necklace. Girls: Stud earrings One ring No smart watches	Minimal Jewelry: One religious medal necklace. Girls: Stud earrings One ring No smart watches	Minimal Jewelry: One religious medal necklace. No smart watches	Minimal Jewelry: One religious medal necklace. No smart watches	Minimal Jewelry: One religious medal necklace. Girls: Stud earrings One ring No smart watches

DRESS CODE/UNIFORM

"Summer Uniform" - Late Spring through Early Fall

	Pre-K and Kindergarten	Girls Grades 1-4	Girls Grades 5-8	Boys Grades 1-4	Boys Grades 5-8	All Students Grades 1-8 Gym Uniform
Shirt	Gym t-shirt	White or maroon uniform golf shirt.	White or maroon uniform golf shirt.	White or maroon uniform golf shirt.	White or maroon uniform golf shirt.	Gym t-shirt
Pants/Skirt	Uniform gym shorts	Khaki walking shorts OR khaki skort	Maroon plaid skort OR Khaki walking shorts OR khaki skort	Khaki walking shorts	Khaki walking shorts	Uniform gym shorts
Socks	White crew socks	White/black crew socks	White/black crew socks	White/black crew socks	White/black crew socks	White/black crew socks
Shoes	Sneakers	All white or all black sneakers	All white or all black sneakers	All white or all black sneakers	All white or all black sneakers	Sneakers
Accessories	-	Brown or black belt	-	Brown or black belt	Brown or black belt	-
Other & Jewelry	Same policies as above	Same policies as above	Same policies as above	Same policies as above	Same policies as above	Same policies as above

DRESS CODE

At SJR, our school uniform is a visible expression of our commitment to order, respect, and a faith-filled learning environment. The uniform consists of modest, neat attire that reflects Catholic values of dignity, simplicity, and self-respect. It also signifies each student's place within a community united by shared beliefs and a common mission. An added benefit of school uniforms is the simplicity they bring to daily routines— eliminating the need to choose outfits each morning or debate what's appropriate to wear. Please review the uniform chart above. Starting in 2025, Flynn & O'Hara began offering an optional khaki skort as part of the summer uniform for girls in grades 1–8. The previous maroon plaid kilt for grades 5–8 as part of the dress uniform is now replaced by a plaid skort. However, students may continue to wear existing kilts if they meet the dress code requirements for length.

Please note that this policy will be enforced for students of all ages/grade levels in the school. It is part of your responsibility to ensure that your child is dressed appropriately for school each day. We'll be sending home reminders if a student's uniform—including infractions related to jewelry or makeup—isn't in line with the dress code. If the issue continues, older students will receive demerits and I will be in touch with parents of the younger students. As you shop in the summer for new or used uniforms, please make sure everything fits well and that skirts are a modest length—no more than two inches above the mid-knee.

LOST AND FOUND

Articles of clothing and other items which are found and not labeled with a student's name will be shown on SJR Today and then placed in the lost and found. These items will be disposed of by donating them to the used uniform collection, Purple Heart, or other charitable organization when possible at the end of each trimester. If your child is missing something, please have them check in the office for it.

COMMUNICATION

Good communication between home and school is essential to support your child's learning and and to maximize their ability to take advantage of all of the learning opportunities available to them at SJR. Every Wednesday there will be a newsletter from the principal sharing information about any school news and upcoming events. There will be reminders about upcoming events for the week emailed to the community on Sundays.

If there are any changes that occur in address, telephone numbers, email address, or emergency contact information for your family, please notify the school immediately so that the information in FACTS can be updated.

Administration

All requests for appointments with the principal must be scheduled through the main office via note, phone call, or email. If that appointment is in regard to a problem your child is having at School, every effort should be made to resolve that problem with the appropriate teacher before seeking an appointment with administration.

Teachers

Parents/guardians may request individual conferences at any time during the school year. Scheduling should be initiated through a written request to the teacher via note or email. The teacher will respond within twenty-four to forty-eight hours to all emails and will work to set up a conference as soon as possible.

Sending Money into School

Though tuition and many other payments are handled electronically,
there are still some occasions when you find you may need to send money to school. If that need arises, please be sure it is in an envelope labeled with your child's name and grade.

School Telephone

The telephone in school is used for official business. Students are permitted to use the phone only in the event of an emergency. Students will not be able to make phone calls if they have forgotten books, homework, musical instruments, gym supplies, school and/or extracurricular related materials. Students must be encouraged to learn to check for supplies before leaving home

in the morning, otherwise, they will learn from the logical consequences of their mistake.

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.

Smartwatches and Fitness Trackers are prohibited from being worn at school. If a student should have one of these devices on, they will be reminded of the expectation and asked to remove the device and place it in their school bag for the remainder of the day and not bring it back to school on subsequent days.

Policies Related to Health and Safety

HEALTH SERVICES

The Central Bucks School District provides our school with nursing service one day per week. The school nurse checks the 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. St. Joseph/St. Robert School also employs a part time nurse for the other four days of the week to assist students and school staff as needed.

Because there is not a full-time nurse assigned to the school each day we discourage the distribution of medication during the school day. However, if your child's doctor decides that it is necessary for them to receive prescription medication during school hours, their 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 nurse. If they are not available, it can 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 where it will be kept in the nurse's office. 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.

LUNCH: A school lunch is available each full school day to all students who are in attendance.

Students in Pre-K who are full-day students will eat lunch in their classrooms each day with supervision provided by the teacher and assistant.

Students in Kindergarten through eighth grade recite Grace Before Meals in their classroom before proceeding to the dining hall where they will eat lunch. Grace After Meals is recited together before exiting to the recess yard or playground. (The use of the playground area at recess is rotated daily among kindergarten through third grade students.) These students will be supervised daily by the lunch volunteers and the principal who, if out of the building for a meeting, will have a faculty member replace her.

If your child has a food allergy that requires special consideration for their safety, please be sure to include that information in their enrollment data but please also contact the school nurse to discuss their needs. You can reach them by calling the school office at 215-343-5100.

Lunchtime regulations:

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

Yard regulations:

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

VISITOR POLICY

In an effort to increase school safety, the office will keep a list of expected visitors for the day. If a parent or guardian has business in the front office, they will be buzzed in for that purpose. If you are not on the list of expected visitors, simply give your information to the staff person upon your arrival. All visitors must enter through the front doors and proceed to the office where they will sign in and be issued a visitor's badge. Visitors must sign out in the front office and exit the building without holding the door open for other visitors.

Parents/Guardians who are dropping things off for their child will not be buzzed into the building. There will be a place in the entry where it will be requested that you leave the item. Be sure that it has your child's name and grade on it.

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 office.

Student Release, Waiver of Liability, and Indemnity

Attendance at St. Joseph/St. Robert School (the "school") and participation in activities that are sponsored and/or supervised by or taking place at St. Joseph/St. Robert School ("school activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in St. Joseph/St. Robert School acknowledge such risks and voluntarily assume those risks, or other unknown risks, and accept that the school, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from school activities and expressly waive any claim for such compensation.

Acknowledgements

Parents/guardians agree that they: (1) consent to their child's participation in school activities; (2) understand the nature of the school activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the school activities.

Medical Treatment

In the event of a medical emergency, parents/guardians' consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the school can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release

By acknowledgement and acceptance of this handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue St. Joseph/St. Robert School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the school activities except if caused by the gross negligence or intentional misconduct of any of the released parties which shall not be imputed to the other released parties.

Indemnity

Parents/guardians will indemnify, save, and hold harmless each of the released parties from any litigation expenses, attorney's fees, loss, liability, damage, judgment, or cost which may be incurred as the result of any claims by others against the released parties on behalf of the parents/guardians or their child.