

## TABLE OF CONTENTS

### Topics

Letter to the Parents	4
Faculty 2011 – 2012	5
Advisory Board	5
Mission Statement	5
Accreditation	6
Catholic Identity	6
Philosophy, Goals and Objectives	6
Respect of Individuals	7
Responsibilities of Students, Teachers, Parents	7
Accident Insurance	8
<b>ADMISSIONS</b>	8
Required forms	9
Withdrawal	9
<b>ACADEMICS</b>	9
Curriculum	9
Grading Code	9
After-School Help	10
Report Cards/Progress Reports	10
Honor Roll, Principal’s Honor Roll	10
High Honors, Honors	10
Intellectual Integrity	11
Technology and the Internet	11
Student Records	11
Standardized Tests	12
Retention Policy	12
Promotion/Graduation Requirements	12
Communication	13
Concerns Regarding School Personnel	13
Conferences	13
<b>ATHLETIC CODE OF ETHICS</b>	13
<b>ATTENDANCE</b>	14
Arrival and Dismissal	15
Tardiness/Attendance	16
Extended Day Care	16
<b>DISCIPLINE</b>	17
Detention	18
Suspension/Expulsion	18
Playground Rules	19
School Bus Policies, Rules	20
Care of School Property	21
<b>STUDENT HEALTH</b>	21
Admission Requirements, Re-admission	21

Screening Procedures	22
Physical Assessment	22
Medication Administration Policy	22
Immunization	22
Student Accidents	22
Injuries	23
<b>FINANCIAL POLICIES</b>	23
Tuition Payment Options	23
Tuition Assistance	23
Refund Policy	23
<b>DRESS CODE</b>	24
School Uniform	24
Shoes, Hair	25
Gym Day	25
Dress Down Days	25
<b>MISCELLANEOUS</b>	26
Birthdays	26
Books, Equipment, Materials	26
Cafeteria Rules	27
Field Trips	27
Fund-raising	27
Lost and Found	28
Lunch	28
Money	28
Parent-Educator-Parish Group (PEP)	28
Required Notes	28
Telephone Calls	29
Telephone Numbers	29
Visitors	29
Volunteers	29
Website	30
Conclusion	30
Administrator's Right to Amend	30
Handbook Agreement	31

*Let it be known to all who enter here  
that Christ is the reason for this school.  
He is the unseen  
but ever-present Teacher in its classes.  
He is the model of its faculty  
And the inspiration of its students.*

**ST. JOSEPH SCHOOL**  
10 SCHOOL HILL ROAD  
BALTIMORE, CT. 06330  
(860) 822-6141  
Fax: (860) 822-1479

August, 2011

Dear Parents,

Welcome to St. Joseph School! The administration, faculty, and staff look forward to working in partnership with all of you to provide a quality education that will prepare each student for his/her future, not only on this earth, but also in eternity. We are so proud to say that our school has provided this solid educational foundation for 130 years!

Your choice of a Catholic education tells your child that you are concerned about his/her total development. May God reward you for the many sacrifices that you make in order for your children to attend St. Joseph School.

This is the policy book for St. Joseph School. It is important for each parent and student to be familiar with, support, and adhere to the policies outlined in this handbook. We ask that you read this carefully as there are some changes in both format and content from the previous handbook. Hopefully, this will guide you with our procedures and policies.

God has entrusted your most precious treasures to us. We, at St. Joseph School, take very seriously this unique and important task of educating your children. Let us pray and work together for the good of the entire St. Joseph family

Parents/guardians, as well as students, must sign a Handbook Agreement form as well as the Acceptable Use Policy for student computer use and return these to the school office by Friday, September 2<sup>nd</sup>. Thank you in advance for your cooperation.

God bless you,

Mother Mary Patrick, SMC  
Principal

## SAINT JOSEPH SCHOOL FACULTY AND STAFF 2011 - 2012

Reverend Joseph Tito	Pastor
Mother Mary Patrick, SCMC	Principal
Mrs. Joanne Eisenhard	Assistant Principal
Mrs. Angie Daly	Pre-Kindergarten, Extended Day Staff
Mrs. Marie Arpin	Kindergarten
Sister M. Bernadette, SCMC	Grade 1
Miss Jennifer Clark	Grade 2
Mrs. Tammy Lamb	Grade 3
Sister M. Michele, SCMC	Grade 4
Mrs. Joanne Eisenhard	Grade 5
Miss Jessica Schlask	6, 7, 8 English, Literature
Mr. Sean Forrest	6, 7, 8 Religion
Mrs. Andrea Auer	6, 7, 8 Social Studies
Mrs. Rachel Stahr	6, 7, 8 Science, Math
Mrs. Marie Gaucher	Art
Mr. Glenn Costello	Physical Education
Sister Charles Marie, SCMC	Music
Mr. Kenneth Mazur	Administrative Assistant, Child Advocate
Mrs. Carol Kane	Librarian
Mrs. Kelly Marchesseault, R.N.	School Nurse
Mrs. Kathy Kokaska	Grade 1 Aide
Mrs. Joyce Smith	Pre-K Aide, Ext. Day Coordinator
Mr. Thomas Mahoney	Bookkeeper

### Advisory Board

Rev. Joseph Tito, Pastor	Mr. Carl Holte
Mother Mary Martin, SCMC, Principal	Mr. Edgar Daignault
Mr. Thomas Mahoney, President	Mrs. Laura Lechinsky
Mrs. Cheryl Salva	Mr. Michael Smith

### Mission Statement

Saint Joseph School is a Catholic elementary school serving students in grades pre-kindergarten through eight. Since 1874, the Sisters of Charity of Our Lady, Mother of the Church and dedicated lay staff have provided a strong religious and academic foundation while striving to develop self-respect, growth in self-discipline and service to others in a safe and nurturing environment.

### Philosophy

Saint Joseph School takes as its primary reason for existence the command of Jesus "Go teach all nations, teach them to observe what I have commanded you." (Mt 28: 19,20)

We provide a sound academic curriculum, which incorporates Gospel values. The atmosphere at Saint Joseph School is structured, purposeful, and conducive to learning self-discipline. Social and emotional development is learned according to the teachings of Christ.

St. Joseph School:

- Offers a sound religious program based on Gospel values and the Magisterium of the Church, which is incorporated into all aspects of the school;

- Provides opportunities to live the Catholic faith through witness and service to others;

- Provides a challenging academic program in accordance with Diocesan and state requirements;

- Fosters the spiritual, academic, social, and emotional growth of the students;

- Encourages each child to develop self-respect and to grow in self-discipline, responsibility, and accountability.

### **Accreditation**

St. Joseph School is accredited by the New England Association of Schools and Colleges and thereby approved by the State of Connecticut.

### **Catholic Identity**

While most of the religion curriculum at St. Joseph School is generic to all Christian denominations, doctrines and practices that are specific to the Roman Catholic Church are the core of our Religion curriculum. Although non-Catholic students are not expected to adhere to Catholic practices, they are expected to regard our practices and beliefs with respect and to participate in class discussions. Non-Catholic students will be expected to accompany the class to church and are welcome to participate in liturgical celebrations.

### **Respect for individuals**

In keeping with Christian values and recognizing the value of each person, we at St. Joseph insist on respect for each person. Harassment will not be tolerated, whether it be verbal, physical, or sexual. Threats against individuals or the general safety of all will be dealt with very seriously. The consequences of these behaviors will be determined by the seriousness of the violation and will result in an in-school suspension or expulsion. The dignity and safety of each individual person will be safeguarded by the administration, teachers, and staff.

## **Responsibilities of Students**

St. Joseph School students are expected to:  
speak politely to every person they come in contact with during the course of the school day;  
respect themselves and others by keeping hands to themselves;  
respect the property of others and never use the belongings of others without permission;  
be prepared for class at all times including studying for tests and quizzes and handing in homework and class assignments on time;  
perform his or her duties with the highest degree of effort;  
have a serious attitude in the classroom;  
have respect for school property and materials;  
conduct themselves in an orderly fashion.

Taking these responsibilities seriously will enable students to reach their academic potential.

## **Responsibilities of Teachers**

St. Joseph School Faculty and Staff will:  
perform their duties to the highest standard of professionalism;  
set a good example of Christian behavior;  
be charitable and tolerant of others.

Because the distinctive purpose of the Catholic school is as a teaching organization, and because the student learns not only from formal but informal association with the teacher, the teachers employed at St. Joseph School not only have knowledge of the faith adequate to teach its contents, but also live out the practical demands of the faith in their daily lives. The teachers must comply with the school's philosophy derived from the general principles of Catholic education and possess necessary professional qualifications.

## **Responsibilities of Parents**

In order to ensure success for each student, parents need to:  
provide adequate time, space and materials for students to do homework;  
monitor homework;  
review and sign papers as requested by the teacher;  
insist that the student assume responsibility for his/her own work;  
see that their children arrive to school on time;  
support and adhere to all policies of St. Joseph School.

It is the responsibility of every parent to uphold the values and high standards of St. Joseph School. Each parent should support the policies and work as part of a team to impart to "our" children that responsibility will take us beyond the academic world. A parent has the responsibility to be a good example in Christian behavior and to communicate a positive attitude about school and learning to their children. Parental involvement with the school, working with teachers, and reading

to their children are the kinds of things that positively influence student learning. We welcome all parents to the partnership of educating their children.

### **Accident Insurance**

St. Joseph School is enrolled in an accident insurance policy with Bailey Insurance Agency. Each student is covered for any school-related accident. The coverage extends door-to-door, from the time the student leaves for school in the morning until he/she returns home in the afternoon. It also involves any school-sponsored extracurricular activities 12 months a year. If parents have health insurance, this policy will cover expenses (i.e. deductibles, etc.) over their existing insurance.

If parents have no health insurance, this policy will pay for all covered expenses on a primary basis.

If an accident occurs, contact the school office for an accident report form. For more information about this insurance contact Brian Cole at Bailey Agencies (446-8255)

### **ADMISSIONS**

The St. Joseph School admissions policy adheres to the following tenets at the discretion of the Principal:

Incoming students are screened to discover their reading comprehension level and competence in math which enables correct and appropriate placement in class.

Incoming students must have a transcript of his/her records from the previous school forwarded to St. Joseph School. In addition, the registration form, copy of his/her birth certificate, social security card, baptismal certificate (for Catholic students), and immunization record must also be submitted. The Principal may also require a period probation to ascertain if the school can adequately meet the needs of the individual student and whether the student is able to adjust to the academic climate of the school.

No child will be accepted at St. Joseph School if in the judgment of the administration of the school it is felt that this school cannot meet the educational-developmental needs of the child.

In its admission policy, St. Joseph School does not discriminate on the basis of race, sex, creed, or national origin.

During the regularly scheduled period for registration, the following criteria are used to admit students to St. Joseph School.

- Children from families already enrolled in the school
- Children from the St. Mary of the Immaculate Conception Parish

Children from non-parish families where there is no Catholic School  
Non-Catholic children

**Required forms**

Each year, parents are required to submit the following forms to the office prior to the beginning of the school year: re-registration form, emergency form, release form, health update, extended-day form for students using extended-day services. All forms can be found on the school Website or may be requested from the school office.

**Withdrawal**

Once a parent chooses to remove a child or children from the school, and the parent(s) decide(s) to re-register the child/children, the parent(s) must meet with the Principal before the child/children will be permitted to re-register.

**ACADEMICS**

**Curriculum**

St. Joseph School follows the curriculum approved by the Archdiocese of Hartford, which is available in the office.

**Grading Code**

St. Joseph School follows the Diocesan grading code which is as follows:

Grades 1 – 3

VG	Very Good	S	Satisfactory
G	Good	I	Improvement Needed
		U	Unsatisfactory

Grades 4 – 8

90 – 99	A	70 – 79	C	Below 65	F
80 – 89	B	65 – 69	D		

NB The grading code for special subjects is the same as that used in grades 1 – 3 for all subjects.

In addition, the Comment Code used by the Diocese of Norwich is also used which is inserted into the students’ report cards.

### **After-School Help**

All teachers are ready to aid their students with school work and are available to give extra help. Ordinarily it is the student's responsibility to make arrangements with his/her teachers for this instruction, however, a teacher may arrange for a student to stay after school if he/she believes it is in the child's best interest. Parents must give written permission for a child to be in school during after-school hours.

### **Report Cards/Progress Reports**

Written reports shall be issued to parents three times a year. The report shall include information on the student's academic achievement, attitude, behavior and attendance. Failure must not come as a surprise to parents who have a right to notification and warning so they can take the necessary steps to ensure better school work on the part of their child. Report cards are distributed on November 30<sup>th</sup>, March 14<sup>th</sup>, and June 24<sup>th</sup>.

In order to keep parents updated on their child/children's progress, progress reports are issued during the interim of each marking period. These are sent home on October 12<sup>th</sup>, January 18<sup>th</sup>, and April 25<sup>th</sup>. Throughout the academic year, if a student's progress is judged to be deficient, the parents will be notified. Deficiency reports will be sent home as needed.

### **Honor Roll**

The Honor Roll is published at the end of each trimester. In addition to certificates presented to each honor roll student, the honor roll is submitted to *The Norwich Bulletin* and *Our Town*.

### **Principal's Honor Roll**

A student must receive an "A" average (90) in each of the major subjects: Religion, Reading, English, Math, Science, and Social Studies. A student must have an "S" or a satisfactory grade in other special subjects such as Physical Education, Art and Music. No negative remark may appear in conduct or effort for any class.

### **High Honors**

A student must receive all "As" and one "B" in each major subject. A student must have at least an "S" grade in all other subjects such as Physical Education, Art, Music, and Computer. No negative remark may appear in conduct or effort for any class.

### **Honors**

A student must receive all "Bs" in each major subject. A student must have at least an "S" grade in all other subjects such as Physical Education, Art, Music, and Computer.

No negative remark may appear in conduct or effort for any class.

### **Intellectual Integrity**

Given the ease and proliferation of technology, it is more important than ever to safeguard each child's intellectual development. We are committed to promote each child's honesty and integrity in good work habits, organizational skills, and time management procedures, which enables students to develop and express ideas and to become more self-confident. Taking materials from any source and presenting it as one's own is plagiarism. It is morally wrong and unacceptable. If a teacher determines that a student has plagiarized, the parent will be notified and the student will be responsible for re-doing the assignment. The Principal will determine the consequences of the act of plagiarism after consultation with the teacher.

### **Technology and the Internet**

St. Joseph School has Internet access to be used for educational purposes. Proper blocks via a firewall are in place. Students are responsible for accessing only appropriate Websites and reporting any accidental "hits" of inappropriate sites. Forbidden behavior regarding technology and Internet use consists of the following:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Cyberbullying, harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-on and/or password;
- Trespassing in someone else's folder, work, or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;

Revealing a personal phone number, name or address of one's self or another.

Students who do not comply with the above usage rules will forfeit their usage privileges. **All students and parents are to sign an "Acceptable Use Policy" at the beginning of the year, no later than September 2<sup>nd</sup>.**

### **Student Records**

Education records will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the education process.

The Family Educational Rights and Privacy Act of 1974, the Federal Law known as the “Buckley Amendment,” grants the parent the right to inspect their child’s school records, and to request correction of any information in the records that is inaccurate, misleading, or a violation of the child’s right to privacy or other rights. The law also guarantees the confidentiality of school records. St. Joseph School also abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

When a student withdraws, a copy of the entire permanent record and all documents in the student’s academic record are sent to the student’s new school as soon as the parents submit a record release form and all financial obligations are met. When a student graduates, a copy of the entire permanent record card along with the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade report cards are sent to the student’s choice of high school as soon as the parents submit a record release form.

#### **Standardized Tests**

In keeping with Diocesan School Policy, the standardized tests administered are the Iowa Tests of Basic Skills and Test of Cognitive Skills. This year these tests will be administered to students in Grades 2-8 September 26 – Oct. 7<sup>th</sup>. These tests are given for diagnostic reasons and the test results help teachers to ascertain student’s strengths and weaknesses. They also afford the administration and the staff the opportunity to evaluate the curriculum and address any deficiencies.

#### **Retention Policy**

Parents of students with any serious academic difficulty will be notified by the second trimester. Some factors that might make it necessary for a child to repeat a grade are:

- Failure to achieve academic potential at a particular grade level;
- Frequent absenteeism and/or tardiness;
- Lack of social, emotional or physical development which inhibits performance.

#### **Promotion/Graduation Requirements**

All students are required to pass all major subjects for the year. Any student who fails a major subject for the year will be required to make it up through an approved tutoring program or summer school program. No student will graduate from St. Joseph School unless he/she has passed all major subjects. The Principal reserves the right to make decisions regarding the academic status of students.

## **Communications**

All communications/fliers to the parents will go home with the youngest child in the family in the form of a "Wednesday Envelope." The notices will be sent home in the Wednesday envelope with the parents' name on it. The envelope is to be returned to school the next day empty, unless returning forms. The charge for a lost envelope is \$1.00 and is to be paid to the school office in order to receive a new one. Also, all weekly letters and pertinent information as well as various forms can be downloaded from our Website.

## **Concerns Regarding School Personnel**

Concerns involving individual school staff members should be discussed directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should then be referred to the school Principal for study and possible resolutions. If this does not settle the matter, it should then be brought to the pastor for consideration. At the discretion of the Principal, serious matters will be brought to the attention of the Diocesan Superintendent

## **Conferences**

Conferences with teachers are strongly recommended as often as there is a need. Conferences will only be granted by appointment. Any parent wishing to see a teacher should send a note to the teacher or call the school office and request a return call from the teacher. Planned Parent-Teacher conferences will be scheduled during the year, but if you feel a problem exists at another time, do not hesitate to schedule a conference. A teacher may also contact a parent to request a conference. When a problem exists, please contact the classroom teacher before contacting the Principal since the teacher knows the child and the situation much better. If a problem still remains after the discussion, then contact the Principal.

## **ATHLETIC CODE OF ETHICS**

Participation in extracurricular activities is limited to students whose academic and behavioral efforts indicate that they are capable of representing St. Joseph School as good sports on and off the court. A grade of "F" in one major subject or two "D"s in any two-subject areas disqualifies a student until the middle of the next marking period, at which time his/her eligibility will be reconsidered.

Good sportsmanship is expected at all times. Failure in this matter could result in removal from the team. The Principal will make the final decision in the matter after consultation with the coach and homeroom teacher.

All students must comply with directives of the town/state concerning physicals, etc., before beginning practice on any sports team.

Students are responsible for all uniforms and equipment issued to them. These must be returned to the school at the end of the season. A student failing to do so will be billed for the unreturned items, or items that are damaged through improper use.

Students must arrange for parents to pick them up at a designated time after practice and games to avoid long waits. Students must always be supervised.

### **ATTENDANCE**

Principals are responsible for the regular school attendance of students

A written request from parents or guardians is required for a child to leave school before the time of dismissal. The request must clearly state the reason for early dismissal. No student should be released from school during the day without the written request of the parent. Students will be released only to parents or to someone definitely authorized by them. The same procedure applies to students who become ill during the school day.

The Principal shall be responsible for seeing to it that an attendance record is maintained for each student. In addition a record for each student's attendance shall be entered annually on his permanent record."

**Serious consideration for retention will be given for absence in excess of 20 school days. A student may have to attend summer school to make up for lost time and skills.**

Frequent absence is extremely detrimental to the student's academic progress. In the event of an absence, parents are asked to:

1. Call the office before 9:00 a.m. on the first day of the absence and give the reason for the absence. If no call is made to the office, then the school will contact the parent(s) at home or at the place of employment.
2. If parents cannot be reached when their child is absent, then the parents are to send a written note when the child returns to school after being absent for more than one day, giving the dates of the absence and confirming the reasons.
3. Assignments will be available on the "Homework Site" on the SJS Website. If parents do not have Internet access, then they should call the office for assignments. A note may be sent with a sibling and he/she may get the assignments from the teacher.

\* A parent/guardian may request missed assignments after one day of absence; the teacher will prepare work if time permits.

Each child must have an Emergency Release Form in the office If the child becomes sick in school, the parent/guardian will be contacted first. If a parent/guardian cannot be reached, then the emergency number will be used. A parent or a designated representative must

come to the office for the child. He/she will not be dismissed from a classroom or sent home alone.

If it is necessary for a child to have an early dismissal, a parent must send a note to the office prior to the appointed time. Again, a parent or a designated representative must come to the office for the child and sign the logbook. Other than the regular daily dismissal, no child may leave the school directly from the classroom, nor leave the school without a parent or guardian.

**All appointments with doctors should be made outside of school time. Emergencies are exceptions. If a child has a medical/dental appointment during the school day, a note from the doctor's office must be submitted upon return to school. Family vacations should coincide with scheduled vacations on the school calendar. We strongly urge parents to cooperate in this policy. We cannot educate children who are not in school.** In the rare event that time must be taken during the school day, a note of explanation must be sent to the Principal. Advance assignments are not in keeping with the school policy; therefore students are responsible for any work missed and are to confer with their teacher(s) upon their return to school for the assignments missed. Parents are to remember, however, that class presentations and discussions can never be made up, and that some students have difficulty catching up. During an absence, assignments can be viewed on the homework site.

When a student has been absent it is his/her responsibility to make arrangements with the teacher to catch up on the missed lessons, to check the make-up work that was done at home, and to take any missed quizzes and tests. A student is given one day per each absent day to make up work and take tests and quizzes, although this may be adjusted according to the discretion of the teacher.

#### **Arrival and Dismissal**

**Students are expected to be dropped off in the St Mary of the Immaculate Conception Church parking lot no later than between 8:15 and 8:25 a.m. The school day officially starts at 8:30 a.m.** All students are to use the crosswalk and wait for direction from the crossing guard. Students are expected to come directly into the school building through the downstairs entrance. Parking near the main entrance of the school is not ordinarily allowed unless cleared by the Principal. Situations such as needing disabled parking, unloading or loading supplies, transporting very young children, etc. may merit a special permission to be granted by the Principal. Excessively parking near the main entrance can easily become a safety issue. Please see Extended Day Care for information about supervision before and after regular school hours. Parents may not accompany students to their classrooms unless special occasions warrant it. Should a parent have to give a message, it must be given through the office. This is to maintain an educational atmosphere in the school building.

If a student's ordinary mode of transportation is changed, parents are expected to send a note to the homeroom teacher who will, in turn, inform the office. **If the mode of transportation change needs to be made via phone, please call as early as possible in the day, no later than 2:00 p.m.** Calling in to change the mode of transportation should be a rare occurrence.

No student will be released to any person who is not listed on the Release Information Form to be completed at the beginning of the year by the parents or legal guardians. During the year this information may be changed if the parents or legal guardians make this change in writing; changes on the Release Information Form may not be granted over the phone.

### **Tardiness/Attendance**

Attendance will be taken in the classroom at 8:30 a.m. A student will be considered tardy if he/she is not in his/her homeroom by 8:30 a.m. **Any student coming to school after 8:30 a.m. must report to the office and be accompanied by a parent/guardian to sign in.** The student will be issued a late slip before reporting to class. **If the student has three unexcused "tardies," he/she will serve a detention.** Frequent or habitual tardiness is disruptive and detrimental to the learning process. Excused tardiness would include the following: doctor's/dentist appointment, poor weather/road conditions, family emergency.

### **Extended Day Care**

Extended Day before school is available from 7:30 am - 8:15 a.m. No student may be dropped off at school before 7:30 a.m. and left unsupervised; the parent must enroll the child in the Before Care Program. Contracts for this program are available in the school office and may also be found on our Website. **In the event there is a late opening due to inclement weather, Before Care will be available no earlier than one hour before school begins,** e.g., for a 90-minute delay, extended day care program begins at 9:00 a.m.

Extended Day after school is from 2:45 pm – 5:15 pm. It is also available on half days from 12:45 pm – 5:15 pm. **Should there be an early closing due to inclement weather or excessive heat, there will be NO EXTENDED DAY PROGRAM. Parents will be notified of any early dismissal.**

The cost of Extended Day Care is \$3.50 per half-hour in a.m., \$5.00 per hour for p.m.

If a child is to be picked up from the Extended Day Care after school by someone other than a parent, this must be stated in writing.

Any child/children being picked up after 5:00 p.m. will be charged an additional fee of \$7.00 and the child/children will be brought to the Motherhouse to be picked up there.

The EXTENDED DAY PROGRAM will not be available at dismissal time on the following days:

Wednesday, November 23<sup>rd</sup>

Friday, December 23<sup>rd</sup>

The last day of school.

#### **No School Announcements/Late Starts/Early Dismissal/Emergency Closing**

In the event of inclement weather or of any need to cancel classes, St. Joseph School follows the Sprague Public School System. School cancellations and early closing announcements are broadcast over several radio stations: **WICH (1310), WNLC (1510), WFSB (Channel 3), WCTY (97.7), NBC 30 Connecticut News, WTIC Fox 61**, as well as on “Weather Watch” on our website. The announcement may or may not specifically name St. Joseph School. It may mention “Sprague Parochial Schools” or it may just say “Sprague Schools.” In any case, we are included in the announcement. Generally, we do not make the decisions to delay or cancel school; we follow the Sprague Public School System.

#### **DISCIPLINE**

It is in keeping with the philosophy of St. Joseph School to encourage and to assist students in achieving age-appropriate self-discipline. A healthy self-discipline will help the individual student grow and will create a safe and productive environment for all concerned. In the event that students exhibit behavior contrary to our philosophy and interfere with the growth of other students, measures will be taken to reverse this behavior, keeping in mind the good of the individual student and the class and the school as a whole.

Courtesy and respect are the hallmarks of St. Joseph School staff and students and is expected to be shown at all times. Courtesy and respect should be illustrated in the following ways:

Students should feel comfortable in greeting visitors when they meet them in the hallways and stairwells.

When passing through a doorway, good manners dictate that the student step aside and hold the door open for the adult passing through.

Students should always look behind them when passing through a doorway to hold the door for the next person coming after them.

Students will stand and greet classroom visitors and make them feel welcome.

To create an atmosphere conducive to learning throughout the school building, students are asked to be as quiet as possible in the corridors and on the stairwells at all times. For safety purposes, no running is ever allowed in the building. Gum chewing is not allowed anywhere on school property, including the bus.

## **Detention**

Pupils are to be given 24-hour notice before a detention can be served. A slip explaining the reason for the detention will be sent home with the student to be signed by the parent/guardian and is to be returned to the teacher the following day. If the slip is not returned, another detention may be given. The length of a detention is ordinarily an hour. No student is exempt from a detention. It is the responsibility of the parents to provide transportation.

### **The following instances merit a Detention:**

- Reports of misconduct on the bus;
- Fighting on the school grounds;
- Rough games that risk injury to students and/or clothes;
- Three unexcused tardy slips within a trimester;
- Three incomplete or missing assignments within a month;
- Three uniform violations within a trimester;

## **Suspension/Expulsion**

Suspension means that a student is excluded from classes and all school activities for a given amount of time. All suspensions will be in-school suspensions unless otherwise determined by the Principal. During this time the student is expected to complete all assignments at an assigned room in the school. Should the suspension be out-of-school, all assignments are to be completed at home and/or under the supervision of parents and submitted upon return to school. Expulsion means that a student will be permanently withdrawn from the school and is thereafter not expected to be found in the school, on the premises, or at any school-sponsored function.

### **Suspension will be imposed for the following offenses:**

- Repeated disobedience or failure to observe school policies;
- Disrespect towards any school personnel;
- Destructive behavior toward another student or school property;
- Harassment or bullying in any form of another student or students, including cyberbullying;
- Any form of threatening a teacher or another student;
- Fighting on school grounds;
- Possession of matches, lighters, cigarettes, firecrackers, knives, laser beams or potentially dangerous materials;
- Possession of any controlled drug.

Threatening harm to oneself or to others will be taken seriously. This includes verbal or written threats.

Any offense which at the teacher's or Principal's discretion merits a detention.

#### **Multiple detentions merit suspension.**

Smoking, use of alcohol, use of drugs or any potentially dangerous materials (matches, fireworks, etc.) at a school activity, on school grounds, or at a school function of any kind will result in suspension or expulsion depending on the gravity of the offense. The proximity of graduation will not exempt a student from punishment.

In all matters, particularly suspension and expulsion, the Christian well-being of the individual is to be taken into consideration. Suspension, the temporary prohibition of a student's attendance, shall be in the jurisdiction of the Principal. Suspension is invoked only when all other means of discipline have failed, or when the offense warrants this action, provided that the student's parents or guardian are officially notified in advance in writing. Expulsion, the permanent termination of a student's enrollment is a most serious matter, and should be invoked rarely and only as a last resort. Expulsion is determined by the Principal after consultation with the Superintendent and the Pastor and may be appealed to the Diocesan Board of Education. Prior to the expulsion, the student and his/her parents or guardian must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents and guardian of the reasons in writing, and shall file a copy of this notice in the Diocesan School Office."

If a student is accused of a crime or a serious misdemeanor outside of school time and jurisdiction, the administration of St. Joseph School reserves the right to suspend that student from St. Joseph School if it has reason to believe that the learning environment will be jeopardized or negatively impacted by the student's presence. Teachers will provide schoolwork to be done at home during the time of the suspension. St. Joseph School is not obliged to provide extra help during this time of suspension. After civil authorities resolve the incident the future status of the student in the school community will be determined by the administration of the school.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

#### **Playground Rules**

The purpose of recess is to give the students an opportunity for exercise and relaxation between classes. With this in mind, the following directives are given to students who engage in indoor or outdoor recess:

Students are expected to respect the teachers on recess duty at all times;

Students are to be in the play area where the persons on duty are able to see them at all times. Students are not to play around parked cars;  
Students are encouraged to include everyone in their games and play as much as possible;  
Excessive rough play or any behavior that would endanger the safety of others is to be avoided;  
There is to be no physical contact; hands off.

### **School Bus Policies**

Students shall board or leave the school bus at his/her designated stop unless a written request has been made by the parent to do otherwise. This request must be approved by the school Principal and given to the bus driver.

All passengers are under the general supervision of the public school Superintendent of Schools and the direct supervision of the driver while on the school bus.

All students should be at the bus stop at least five minutes prior to the bus expected bus arrival (weather permitting).

The bus driver will not wait for students at the pick-up point beyond the expected departure time.

During the school year, the school buses shall be used only for transportation of students, except in extreme emergencies. In such cases the Superintendent of Schools must grant permission.

### **School Bus Rules**

Follow the directions of the bus driver or other adults in authority;  
Remain seated while the bus is in motion;  
Keep hands, feet, and objects to yourself;  
Respect others;  
Use appropriate language;  
Do Not play on the bus;  
Do Not run and play at the bus stop;  
Eating, drinking or gum-chewing is not permitted on the bus;  
Observe state and federal motor vehicle laws (Sec. 14-175);  
Keep any balls brought to school for recess in a bag while the student is in transit.

#### **The following is prohibited:**

**Fighting or causing injury to another.**  
**Opening, entering or exiting by the emergency door except in an emergency.**  
**Acts of vandalism.**

**Students in violation of the above rules will be reported in writing to the Principal and parent.**

Reports from the Sprague School Office concerning misconduct on the bus will result in a detention that will ordinarily be served on the following day. Three written reports from the Sprague School office will result in a suspension from the use of the bus for a period of time. The first period of suspension will result in a three-day loss of bus privileges; the second period will result in a five-day loss of bus privileges; the third period will result in a seven-day loss of bus privileges and will necessitate a conference with the parents or guardians of the student involved. Questions regarding a bus problem should be directed to the bus company.

### **Care of School Property**

Students are responsible for the proper care of the school property. This includes the school grounds, school buildings, equipment and any school materials. Students will be expected to make restitution for damage to school property, including the loss and defacement of textbooks and/or library books. Students are also expected to show respect for the belongings of other students.

## **STUDENT HEALTH**

### **School health admission requirements**

The following health immunizations are required before a child will be allowed to enter school:

DPT – all students entering kindergarten who are 48-71 months of age must show proof of having received at least four doses of DTP/DtaP vaccine and three doses of polio vaccine with at least one given on or after the fourth birthday;

MMR – all students entering kindergarten must show proof of having received two doses of the vaccine;

HIB – vaccine is required for students entering school before age 5;

HBV – any child born after Jan. 1, 1994, must show proof of three doses of hepatitis vaccine;

all 7<sup>th</sup> grade students must show receipt of at least one dose of hepatitis vaccine;

all students born after Jan. 1, 1997, must show proof of immunity to varicella (chicken pox);

Proof:

age-appropriate immunization;

signed and dated statement by physician that child has already had chicken pox;

Physical exams before entry into kindergarten and 7<sup>th</sup> grade;

Tuberculosis Test – required on all mandated physical exams.

### **Re-admission to school after illness**

A doctor's certificate allowing the child to return to school is required following an absence of five consecutive days for reason of illness. Saturday and Sunday are included in the five days if the child has been absent Friday and then the following Monday.

## **Screening Procedures**

Each year the following screening procedures are carried out:

- Vision screening- K - Grade 8;
- Hearing screening- K – 8;
- Postural screening- Grades 5 – 8;
- Physical examination- Grade 6 (either by private or school physician).

## **Physical assessments must include the following:**

- Hematocrit or hemoglobin tests
- Weight, height and blood pressure
- Updating of immunizations
- Vision, hearing, postural and gross dental screening
- Health history, as doctor feels appropriate
- Tuberculosis Screening- complete screening by physician
- Sickle Cell- at doctor's discretion

## **Children who are sick should not be sent to school.**

## **Medication Administration Policy**

Medications in School: Section 10-212a of the Connecticut State Statues requires written authorization, signed by the physician and the parent or guardian, before any medication can be dispensed in school. Authorization forms are available in each school, the Health Office and in most doctors' offices. Continued usage of medication in school must be renewed at the beginning of each school year.

All medications must be in the original containers and brought to school by a parent or authorized adult. Medicines should never be sent in with a child. Nasal sprays and the like must not be brought to school unless ordered by a physician. In cases of medicine being taken for a single occasion or for a brief period of time, a parent may come to the school office and administer the medication to the student.

## **Immunization**

If your child has received any immunizations from your doctor, notify the school nurse, and the health record will always be up to date.

## **Student accidents**

The school office should have on file each parent's home, work, cell, and emergency phone numbers. Both the health office and the parents will be notified of any accident. No child is ever sent home without the parent or guardian being notified.

In the event that issues arise in school regarding child abuse or AIDS, Diocesan policies will be followed. Please contact the office if you need more information.

### **Injuries**

If a student's activities are limited due to an injury or a health problem, a written note from a doctor is required. Students will not be excused from physical education classes without a note.

## **FINANCIAL POLICIES**

### **Tuition Payment Options, Registration and Book Fee Payments**

The tuition payment options are as follows:

Payment in full. Direct payment to the school no later than August 15<sup>th</sup>. **Parent receives a \$100.00 discount.**

Two payments – 1<sup>st</sup> payment by August 15<sup>th</sup>, and second semester payment by January 9<sup>th</sup>.

Payment through F.A.C.T.S. Program in ten equal installments.

All installment payments are processed through F.A.C.T.S Tuition Management Services. Payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, August through May. All tuition rates are published on the school Website and may also be obtained in the school office.

The registration fee is \$50.00 per family (nonrefundable) and the book fee is \$100 per student.

### **Tuition Assistance**

The school offers some tuition assistance to those in need. Applicants must complete the tuition assistance form and submit W-2 forms as well as a 1040 form for the most recent two-year period. The Pastor, Principal, and the finance committee will determine the eligibility and the amount of assistance.

### **Refund Policy**

The registration fee is not refundable. The book fee is refundable until the child receives the books. Tuition is prorated after October and until April 30<sup>th</sup>. No refunds are given after April 30<sup>th</sup>.

## **DRESS CODE**

### **School Uniform**

The wearing of a school uniform is specifically designed to encourage and promote Christian values, and shall not reflect current fads and trends. The uniform should always be neat and clean and the correct size for the child.

The basic uniform may be purchased from:

[www.DonnellysClothing.com](http://www.DonnellysClothing.com) (School code = JOSEPBALCT)

or [www.frenchtoast.com](http://www.frenchtoast.com) (Source Code = QS5TVDX)

### **Basic Uniform**

#### ***Uniform-Girls***

Maroon Tie – Grades K-8

Maroon Plaid Jumper – Grades K-4

Maroon Plaid Skirt—Grades 5-8

White Blouse, Long or Short Sleeve – All Grades

Maroon Knee Socks or Tights – All Grades

Maroon Cardigan Sweater or Vest – All Grades

Heels on shoes may not be more than one inch.

#### ***Summer Uniform – Girls***

Maroon Tie – All Grades

Maroon Culottes – All Grades

Short-sleeve Peter Pan white blouse (with appropriate white undergarment) Grades K-4

Short-sleeve oxford style white blouse (with appropriate white undergarment) Grades 5-8

#### **Uniform Boys**

Gray Twill Dress Slacks – All Grades

White Shirt, Long or Short Sleeve -- All Grades

Maroon Cloth Tie -- All Grades

Maroon Cardigan or V- Neck Sweater -- All Grades

Maroon Vest -- Kindergarten

Brown or black belts are to be worn.

#### ***Summer Uniform – Boys***

Maroon cloth tie – all grades

Gray walking shorts – all grades

Short-sleeve white shirt – all grades

Brown or black belt – all grades

Socks, black or brown shoes – same as regular uniform – all grades

**Shoes:**

Pupils are to wear a good sturdy low-heeled tied or buckle shoe, black or brown. Sneakers are to be worn for gym days only. No school shoes may have high tops, cleats, platforms, or wedges. No clogs may be worn. Shoe laces should match the color of the shoe. (No slip-ons are to be worn.) Snow boots are not to be worn in the classroom.

**Hair:**

Boys' hair may not be below the collar and must be kept neat. Girl's hair must be pulled back and out of the eyes. Hair ribbons should be small, unobtrusive and the color of the ribbon must be contained in the uniform. Any hairstyle which is contrary to good hygiene, is a distraction, or disruptive to purpose of the school will not be permitted. Tails, stripes and decoratively shaved head styles are to be avoided. **Hair may not be artificially colored or bleached and extensions may not be worn. The Principal has the final say in this matter.**

**Gym Day**

On gym days, the official gym uniform and sneakers are to be worn to school by all students instead of the regular school uniform. Students are to wear the following: a solid blue T-shirt, navy blue mesh shorts or sweat pants, and blue sweatshirt. Although low-cut ankle socks may be worn as part of the gym uniform, they may not be worn with the regular school uniform. Sweat pants may not be rolled up.

The summer uniform may be worn from the first day of school until October 1<sup>st</sup>, and from Monday, April 23<sup>rd</sup>, until the last day of school. (The Principal reserves the right to change these dates depending on the weather.)

**Special Note:**

**The following are not to be worn at St. Joseph School: nail polish, fake nails, nail tips, hair gel or mousse, hairspray, perfume, cologne, make-up, lip-gloss, or after-shave lotion. Girls with pierced ears may wear one stud in each ear; boys may not wear earrings or studs. No other body piercing is allowed. Students may wear a watch, a medal and chain, and one ring may be worn on each hand; no other jewelry may be worn.**

**Failure to adhere to any part of the uniform policy may result in a disciplinary action. Three uniform violations will result in one detention.**

**Dress Down Days**

Occasionally students are allowed to have "dress down" days during which students are able to wear casual clothes. Casual clothes must be neat. Jeans may be worn. Pants may not have frayed edges or holes in them. T-shirts may be worn, but no offensive or double-meaning words or graphics may be imprinted on

the shirt. No sleeveless tops, skirts shorter than three inches above the knee, or short shorts may be worn. Girls' tops should be long enough to tuck into skirt or pants. The midriff is not to show. Flip-flops and sandals may not be worn. The Principal will let the students know when shorts may be worn as part of a dress-down day. The school reserves the right to make the final decision whether a child's casual wear is appropriate for the school setting.

## **MISCELLANEOUS**

### **Birthdays**

Birthdays are recognized as special days for the children. Parents are invited to send in cookies, cupcakes, or popsicles for the classmates of the child. If your child wishes to also provide a treat for the teachers, please prepare a separate plate for the teachers' room rather than having the child/children walk to each classroom distributing treats. This will lessen the disruptions during the educational process.

Invitations to parties outside of school (e.g. birthday parties) may be given out to the children at school only if they are given to every child in the class. Sensitivity to the feelings of others requires that everyone in the class receives invitations or no one in the class receives invitations.

### **Books – Equipment – Materials**

General supplies, i.e., paper, pencils, glue, crayons, must be provided by the parent or guardian. No white-out is to be used by students.

School books which are the property of the school **must be properly covered**. Students are to have a school bag or backpack in which to carry their books and papers. No backpacks containing wheels are to be used unless the backpack contains a handle with which it can easily be carried. Any books belonging to the school that are lost or damaged will be billed to parents.

St. Joseph School is not responsible for lost articles. Your child's name should be put on the inside of his/her school bag, lunch box, sweaters and jackets, uniforms, pants, shirts, etc. Please check our school's Lost & Found when your child is missing any of these items.

Electronic devices such as CD players, Game Boys, cell phones, iPods, iPhones, laser beams, etc., are not allowed in St. Joseph School and will be confiscated and submitted to the office. The Principal reserves the right to withhold these items for as long as she deems necessary. **Should a parent deem it necessary for a student to have a cell phone, the student must leave the cell phone in the office at the beginning of the day and pick it up at the end of the day.** No toys are allowed in St. Joseph except if for use during the Extended Day Program; they must be stored in the student's backpack during the regular school day. Occasionally a child may bring in a toy as part of "Show and Tell."

## **Cafeteria Rules**

In order to create an atmosphere that is healthy and conducive to pleasant dining, the students need to attend to the cafeteria rules set up accordingly.

There are to be subdued tones of conversation at all times.

It is understood that no food is to be thrown and no running or shouting is to take place during the cafeteria period.

Students are expected to remain seated during the ordinary lunch period and not walk around the cafeteria.

Spills are the responsibility of the students and they are expected to clean any untidiness around their area after each meal. It is also important to throw all waste in the garbage and stack trays neatly.

Food waste should be kept to a minimum.

## **Field Trips**

Each class makes at least one trip of an educational nature each year. Field trips are a privilege. Parent permission for such trips is necessary. Forms are sent home for parent's consent and signature. If the signed permission slip is not returned to the school, the student may not participate in the trip. No permission will be accepted via the telephone.

Parents must cover the cost of the arrangements before a child may participate in a field trip. Efforts are made to keep the cost to a minimum. The teacher is the supervisor of the trips and is responsible for all the decisions made. Parents are encouraged to be chaperones, the number limited to the space available. Parents may not transport students on field trips unless they have followed the procedures outlined by the Diocese of Norwich under the Safe Environment for Children policies.

Uniforms are to be worn on class trips unless the Principal approves other appropriate dress.

**According to Diocesan policy, no overnight field trips are permitted.**

A teacher may make a request for a child to miss a field trip if he/she has not been completing school work or has been continually misbehaving. In the event that a student would miss a field trip due to these circumstances, no refunds for the trip will be given.

## **Fund-raising**

Since tuition does not cover the cost of the salaries, maintenance and education programs, it is necessary to do a certain amount of fund-raising in order to balance the budget. Each family is encouraged to take part in the fund-raising

activities that take place during the school year. Cooperation in this respect is vitally important to the school's actual existence.

### **Lost and Found**

Clothes and items such as boxes or thermoses must be marked with the child's name. Clothes found that are unmarked will be placed in the Lost & Found box outside the Principal's office. Students are responsible for their own items.

### **Lunch**

Hot lunch will be served daily in the Academy of the Holy Family dining room. All hot-lunch students will be led over to the cafeteria by a staff member and they will eat together. Students will remain in their homerooms for bag lunch. A monthly menu will be sent home. Students may buy tickets on a weekly or monthly basis. The tickets are sold only on Mondays or the first day of the school week. Cost of lunch without milk is \$2.50, and a pint of milk is sold for \$.25 cents. **Students who forget their lunch or have no lunch ticket will be served a peanut butter and jelly sandwich. \$1.00 may be charged for a peanut butter and jelly sandwich if a child consistently forgets his/ her lunch.**

### **Money**

Collecting money for any purpose must be cleared with the Principal prior to the collection. Any money sent to the school for milk, hot lunch, snacks, books, etc. must be in an envelope with the pupil's name, grade, and purpose of the money clearly indicated.

### **Parent Educator Parishioner Group (P.E.P.)**

We encourage every parent to become an active member of the home-school association.

As a home-school association we:

- Attend scheduled meetings of the home-school association;
- Assist the school in its continuing goal of improving the quality of Catholic education;
- Promote a clearer understanding of the mutual, spiritual and educational responsibilities of parents and teachers;
- Assist in St. Joseph School finances by raising a portion of the school's income.

### **Required Notes**

**Notes from home are required to give an explanation of:**

- An absence in the event that the parents cannot be contacted;
- a uniform code violation the same day itself;

missing homework in an emergency;  
a reason for early dismissal;  
a change in the usual dismissal routine (going to a friend's house, etc.);  
a rare appointment which requires the student's absence.

### **Telephone Calls**

Telephone calls to the school to leave messages for the students should be rare. Students will not be permitted to call home for forgotten items. If forgotten items are found at home and brought into school, they are to be left in the office. Classrooms are never to be disturbed during class time or dismissal time. Children are not allowed to answer the phone during school time unless it is an emergency.

### **Telephone Numbers**

Please notify the office if your home number, the number you listed on the emergency form, or your address changes. It is very important that the school has on file the current phone numbers and addresses of all students. The school telephone number is 822-6141 and the Motherhouse number is 822-8241. However, please refrain from calling the Motherhouse between the hours of 4:45 and 6:45 p.m. and after 9:00 p.m. Only call if absolutely necessary.

### **Visitors**

Apart from a formal Open House program, visitors will be allowed to observe classes only with the express consent of the Principal and with prior notification of the teachers involved. Consent should be given only when a visit will serve a valuable purpose and will not unduly disturb the class."

All visitors to the school are expected to report first to the school office. Visitors must sign in, state the purpose of their visit, and wear a visitor's badge. No one entering the school is to go directly to any classroom. Neither teachers nor classes should be interrupted during class time. The same procedure is true at dismissal time. Please do not go directly to a classroom during dismissal time to get homework or to speak with the teachers. Please wait until dismissal time is over. If you have an appointment with a teacher after dismissal, please stop at the office and report your arrival before proceeding to the classroom.

### **Volunteers**

Parents, grandparents, and other relatives are encouraged to volunteer their time, skill, and talents when and where they are able. The first and greatest benefits of schools are the giving of time and talents to our fund-raisers. Secondly we welcome parents as aides in the primary classrooms and for recess and lunch duties. Parents are also welcome to be guest speakers in classrooms where a presentation would be of interest and enrichment to our students.

**Anyone volunteering on a regular basis must comply with all of the forms from the Office for Safe Environments. These forms may be obtained from the Principal's office.**

#### **Website**

All pertinent information regarding the school is on our Website [www.StJosephBaltic.org](http://www.StJosephBaltic.org). This includes all necessary forms, Wednesday letters, upcoming events, the school calendar, monthly hot-lunch menu, and the *Parent-Student Handbook*.

#### **Conclusion**

We thank you, parents and students, for taking time to read the St. Joseph School Handbook. Please keep this handbook in a place in which you can refer to it readily. It will be your guide for as long as you are part of the St. Joseph School Family. We ask that both parents and students sign the enclosed sheet indicating your acceptance of and cooperation with the rules and regulations stated in the St. Joseph School Handbook. We thank you for your cooperation and support in helping us provide a strong spiritual and academic foundation for your child. This form will be kept on file.

**The Administration has the right to revise this handbook at any time. Parents will be informed in writing of any new policies.**

**2011 – 2012 HANDBOOK AGREEMENT**

PLEASE RETURN TO THE OFFICE

Our family, \_\_\_\_\_, has read and agrees to abide by the policies  
(Family Name)

and procedures outlined in the St. Joseph School Parent/Student Handbook.

child's/children's signature

\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

parent's signature: \_\_\_\_\_

date \_\_\_\_\_

\*\*\*\*\*

I authorize St. Joseph School to use my child's/children's pictures in

\_\_\_\_\_ the school brochures \_\_\_\_\_ newspaper articles

\_\_\_\_\_ the school website

\_\_\_\_\_

parents' s signature

\_\_\_\_\_

Date

\_\_\_\_\_

child's/ children's names