



SAINT JOSEPH SCHOOL

Mission: Saint Joseph School is dedicated to providing students, UPK through 8th grade, with a rigorous and well rounded education. We believe all students are children of God, therefore, we promise to continually seek out the best-qualified programs and instructors to enhance their education and deepen their spirituality. Our faculty and staff are committed to providing all available resources: educational, spiritual, and developmental. We believe in cultivating a love of learning and continually celebrate the creativity and achievements of our students.



2018-2019

SCHOOL HOURS

Monday-Friday 7:30am-4:30pm

Breakfast in the Classroom 7:45am

After School KG- 8th Monday - Friday 4:30-6:30pm

After School for Pre-k 2:30-4:30pm

Extended After School for Pre-k 4:30-6:00pm

Saturday and Sunday CLOSED

OFFICE HOURS

Monday-Friday 8:00am-4:00pm

2018-2019 Theme: “Prepared, Informed, Ready, and Together Everyday.”

“The Best Preparation for Tomorrow is doing your Best Today.”

H. Jackson Brown, Jr.

School Policies

Academic Expectations

The school expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review, sign and returned to teacher. Parent's signature indicates that the parent is aware of the student's progress. Students must come to school and class prepared to learn, and they are expected to follow schoolwide and classroom specific expectations.

Graduation (E.19)

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to fulfill financial obligations, infractions against the school's code of conduct, etc.).

Homework (E.8)

Homework is an essential part of the instructional program, reinforces learning, provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to)

The time allotments for homework (written and study) are as follows:

Grade Kindergarten	may be given occasional short homework assignments related to the curriculum.
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework.

Grades and Grading (G.4)

Report cards are distributed four times a year for Grades K to 8. UPK report cards are distributed (two to four) times a year. The report card is an important part of the ongoing communication between the school and the home.

Academic Achievement (G.5)

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
 1. Classwork/Participation 20%
 2. Homework 10%
 3. Quizzes 25%
 4. Formative Assessments/Summative Assessments 45%

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests in grades 6-8. This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 Scale is used to evaluate student progress toward grade level standards in each core subject area.
 - **4: Meeting Standards with Excellence**
 - Students exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently.
 - **3: Meeting Standards**
 - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade-level work, and completes work independently with limited errors.

- **2: Approaching Standards**
 - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/or practice.
 - **1: Below Standards**
 - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/or practice.
 - **N/A: Not Assessed**
 - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments.
 - Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity. During the 2nd Quarter parents will be informed through Report Cards and Progress Reports of their child's performances.

Character Development (E.13)

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

Honor Roll (G.4)

The criteria for inclusion in the Honor Roll are particular for each school. As an acknowledgment of achievement in academics, a suggested model would be:

Grades 1 – 8	First Honors	A in every subject or 90% average with no grade less than 90% A or B in Effort, Conduct, and special class
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	Second Honors	B in every subject or 85% average with no grade less than 80% A or B in Effort, Conduct, and special class
	Effort	C+ in every subject or 75% average with no grade less than 75% and above A or B in Effort , conduct and special class

Good conduct is a requirement to receive First or Second Honors. Attendance: The maximum of Ten (10) lateness per quarter will affect eligibility for first or second honors. Therefore, a student must receive an A (excellent) or B (good), in conduct as while as maintaining attendance to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it.

Report Card Distribution (G.4)

Report cards are distributed in November, January, April, and June. Report cards will be withheld if all financial obligations have not been met and fees are outstanding. This does not exclude after school fees. Final report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Promotion/Retention (G.5)

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level. All grades must be above 70, or a D and up in order to pass.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program,

based on the school’s regular program, which follows the New York State Standards. A copy of the student’s modified program is retained in the student’s file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and ongoing progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, and written notification having been made on the report card. Although the teacher consults with the principal, the final decision retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

The student has failed to pass the major subjects on each grade level.

The following table indicates the specific failures by grade level that might result in retention at that grade level.

LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting academic expectation of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in English Language Arts.
Grade 2	Failure in English Language Arts.
Grade 3	Failures in English Language Arts and Mathematics.
Grades 4, 5, 6	Failures in English Language Arts and Mathematics, or failure in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies
Grades 7, 8	Failure in English Language Arts and Mathematics, or failure in English Language Arts or Mathematics and failure in one of the following subjects:

	Religion, Science, and Social Studies
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The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:

- Failure to complete assignments
- Failures on multiple summative assessments
- Repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student will be retained only once in the elementary grades (1-5), and only once in the upper grades (6-8).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

Assessments (G.4)

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided.

Archdiocesan Test (Will be used as the student’s End-Year Examinations for grades 6-8)

Religion Test	Grade 3 to 8	June
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Interim Assessments

<u>Interim Assessments - Administered Three Times per Year</u>	
Grades K-8	NWEA MAP Interim Assessments

NY State Tests

<u>New York State Exams</u>

The faculty of the school reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math. **Students that do not take the NYS EXAMS will not be eligible to participate in the DOE Title I Services the following school year.**

Accidents

Student accident insurance included in the school's yearly fees. In the event of an accident at school you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered-programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic School Regions, or religious communities within the Archdiocese.

The process for admission to the school is: parents must complete the school application form and provide all required documents. For regional schools, this application is found online and is processed through TADS Admissions. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child. For regional schools, this notification occurs via email.

While admission is on a first-come, first served basis the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents

are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

After School Program - *There is no after school when there is early dismissal.

An after school program is available to parents from 4:30 – 6:30 pm. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue expectations of behavior, which recognize the special nature of non-classroom activities. Students will be released only to a parent or a person previously specified IN WRITING by the parent. The monetary fee is \$250.00 per month payable through Smart Tuition account.

Prorated:

- We do not prorate any afters school fees.
- This includes for early dismissal by parent/guardian.

Late pickup for afterschool:

- Parents will be charged \$10.00 for the day, per child, if student is not picked up by 4:40 pm. Parents will be charged \$15 if a child(ren) is left after 5:00 pm. If the payment is not made the day of or the following, this will affect distribution of progress reports and report cards or does not exclude student records.

Failure to follow the school protocol of late pickup fees, affect students ability to continue in the afterschool program. If this occurs parent must make accommodation for pickup at 4:30pm of student/s.

Saint Joseph 4:30 dismissal: Students who are picked up after 4:30 will be placed in Afterschool and will be charged the Late pickup schedule above. Students who are not picked up by 6:20pm will be taken to the local 48 precinct.

Early School Dismissal Days:

- Late pick ups charge will be \$25.00 per child payable to SJS by **Money Order Only**.
- UPK Afterschool students will be placed in SJS after -school program at an additional charge.

Announcements

Informational announcements are handled through the school system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

Attendance (Late after 8:00am - students must be in their homeroom before 8am to be on time.)

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

Students will not be dismissed independently at the parent request during the school day for early dismissal for any reason. Parent, guardian or designated adult over the age of 18 must sign out and pick-up student.

When the child returns to school from an absence, a completed absence form must be given to the teacher. (See Appendix) This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences. The 24 hour notice provides less distribution to the students and your child.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone or emails call.

Parents will be contacted by the school via phone call, email or by an IRIS alert should the school not be informed of a student's absence by 10:00 am

Birthday of Students:

There are no Birthday parties for **Grades 1st -8th grade**. Students must be in full SJS uniform unless it's a gym schedule.

Pre K through K Students:

- Parents should notify the teacher in writing.
- Parents may *drop off* small individual items such as cupcakes, brownies, etc.
- Parents may not bring in favors or “goodie” bags for the students and **PEANUT** items.
PreK and K students may dress-up on their birthday.

Books

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. in September, each child will put a clean cover on each textbook received
 - e. in June, all textbooks are collected, extra materials and covers are removed.
 - f. all workbooks are collected in June.
2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

The city of New York provides buses within a 15-mile limit to students from their residence for students who meet specific criteria. The public school district where the student resides provides this service.

To obtain student transportation in school districts outside of New York City, parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district. Parents must contact their local public school district to determine their eligibility.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

Change of Address, E-mail, and Phone number (G.1)

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

Child Abuse Laws

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Child Custody (E.28)

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Communication (H.3, H.4)

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending an email, note or calling the main office. The teacher in question and the parent will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

Confidentiality (G.3)

There is a professional, legal, and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of confidentiality should prevail.

Contacts with the Media (H.2)

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents should provide such documentation to the school office: otherwise, they must fill out the media authorization release form. If enrolled in a regional school, this media authorization and release was embedded within the online registration process, so the written form is not required unless a family wishes to change their preference during the course of the school year. Parents of students enrolled in Universal Pre-Kindergarten Classes should fill out the media authorization form at the end of this handbook.

Crisis/Emergency Information (B.9, E.7)

Should a crisis require evacuation from the school building, students will be brought to a safe place located at **Trabajamos Community Head Start Child Care Center at 1997 Bathgate Avenue** and parents/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about the crises. For this reason it is extremely important to have all contact information current.

For further information concerning the crisis, parents can refer to the following:

Radio Station	TV Station	On the Internet
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Daily Schedule (B.10)

The following schedule will be observed by Grades Pre K - 8:

7:30 AM	Enter School
8:00 AM	School Begins
11:00-11:45 AM	First and Second Lunch (Gr. Pre-k – K)
11:45AM-12:55 PM	Third Lunch (1st - 4th grade)
1:00-2:10 PM	Fourth Lunch (Gr.5 – 8 th)
4:30 PM	Dismissal

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- Breakfast in the Classroom 7:45-8:00 am. /// Recess follows lunch period for all classes.

Before **7:30AM and after 4:30 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 AM** and parents must arrange **PROMPT** pickup at dismissal times.

Students Left Behind After 4:30 Dismissal

- Students will be included in the Afterschool program at 4:40pm. Parent will be charged a \$10.00 fee for each student for the day. Any child left after 5:00 pm will be charged a fee of \$15.00 per child for the day. This is not prorated based on time of pickup.
- If payment is not made the day of or the following day, this will affect distribution of progress reports and report cards and does not exclude student records.

After school program ends at 6:30pm.

- Late pickup will result in an additional fee of \$10.00 per student for the day, payable that day or the following day.
- Frequent latenesses in pickup can result in the student's dismissal from the afterschool program.
 - If this occurs parent must make accommodation for pick up at 4:30 p.m. of student/s.

The policy of Saint Joseph School in regards to students who are not picked up when the after school program has ended, is to bring the student to the local precinct. Should this be the case the local precinct address is:

NYPD 48th Precinct
450 Cross Bronx Expy
Bronx, NY 10456
(718) 299-3900

We would appreciate your best attempt possible to follow the Saint Joseph School policy for the after school schedule. Failure to follow the school protocols, affect a student's ability to continue in the afterschool program. If this occurs the parent must make accommodation for pickup at 4:30pm of student/s.

Early Pickups throughout the day:

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, etc., must be taken to the office after 8:30 am. The school office will see to it that the child receives these items. Please make sure that the items have your Child's name and Grade. Students must bring in a doctors note for early dismissal in order to reduce interruption in classrooms.

The office will be unable to call students for early pick up after 4:00pm due to the end of the day classroom routines. Should emergency situations occur the office will try to accommodate irregular pick up time. Patience is required in this circumstance.

Breakfast and Lunch is served on ½ a day dismissal unless notified in advance.

Discipline Code for Student Conduct (E.12, E.13, E.18)

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as (I-Phones, I-Pods, I-Pads, Cell/Camera Phones, MP3 Players, Cameras, any Hand Held Electronic Devices, Specialty Watches, etc. or anything deemed a distraction from

the instructional program of the school.) Cell phones are to be turned off before entering the school doors and left in the child's book bag until they exit to leave. Violation of this policy will result in the confiscation of the cell phone.

DISCIPLINE POLICY

Conduct Report-Detention-Referrals

Failure to comply with any of the listed expectations and rules in the SJS student handbook results in a conduct, detention, or referral depending upon the nature and the repetition of the offence.

CONDUCT REPORT: A conduct is given to remind a student that he/she has failed to meet the standards of Saint Joseph School.

DETENTION: A detention results from accumulating three conduct reports, upon the discretion of the teacher, Assistant Principal, or Principal. A detention may also be given for unacceptable behavior that demands more attention than a conduct report.

REFERRALS: A referral is given to remind students that they **MUST ACCEPT** responsibility for their actions. An accumulation of 3 detentions = a referral. Referrals are also issued for extremely serious misbehavior.

REASONS FOR REFERRALS

1. Consequence of accumulating 3 detentions.
2. Failing to serve a detention on a given day (unless there are extenuating circumstances).
3. Any inappropriate behavior which is unacceptable.
4. Fighting (including harmful physical conduct).
5. Blatant disrespectfulness to any authority figure or to property.
6. Repeated disruptive behavior.
7. Whether inside or on the school, church grounds, carrying harmful instruments and/or using drugs, alcohol, cigarettes, possession of matches or firecrackers, damage to school property, i.e. vandalism graffiti, refer to student handbooks.

Consequence of Conduct: Three (3) Conduct Reports = One (1) Detention

Consequence of Detention: Three (3) Detentions = Referral

1. Parents will be notified if their child has received a detention during a given week. A note will be sent home with the child indicating why the detention was given.
2. Students are expected to return the signed detention notice to the homeroom teacher on the following morning. If the student fails to return the signed notice the next morning, the parents will be alerted by the main office.
3. All detentions will be served on Wednesday After-School from 4:30-5:30 p.m
4. Students must serve the detention on the Wednesday they are scheduled. If a student fails to appear for detention, the student receives an additional detention on the following Friday. If a student is unable to serve detention due to illness, the parent must phone the school the day the detention is to be served, and the student will then make up the detention the following week.
5. If a student receives more than one detention in a given week, arrangements will be made to serve the extra detention on the following Friday.
6. Detentions are cumulative throughout the year. After Three (3) detention, the student will be placed on probationary status at Saint Joseph School. Participation on class trips is conditional and for 8th grade student, participation in any graduation activities and exercises is also conditionals.

Consequence of Referrals:

1. **First Referral:** Parents must call teacher issuing the referral to setup a meeting or conference with each teacher and Assistant Principal. The student will receive a one day in-school suspension. The student shall be responsible for all classwork and homework for that day.
2. **Second Referral:** Parents must come to the school for a conference with the Assistant Principal, teacher(s), and the student. ***This conference must take place before the child is allowed back into***

class. The student receives a two day in-school suspension where he/she is responsible for all classwork and homework for that day. The student is removed from any extracurricular activity or team.

- 3. Third Referral:** Student will complete all assignments while serving a three (3) day in-house suspension. *Parents must come to the school for a conference with the Principal, Assistant Principal, Teacher(s), and student before the child is readmitted to class.* After three (3) referrals, the student will be asked to leave Saint Joseph School and transfer out to another school.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Parents agree to abide by the rules and regulations of the school and support the school in helping a child to accept personal responsibility for his or her actions. Any corrections made by the administration or the teachers are to be respected.

Dress Code (E.20)

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform *always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.* *Saint Joseph school does not permit dress or casual shorts. Fall (September through October 31) and Spring (May - June) polo shirts are allowed with the school uniform.*

Girls 1 - 4: Jumper, white uniform blouse with round (peter pan) collar, button down school sweater and cross-over tie.

Girls 5 - 8: Skirt, cardigan, and white uniform blouse with pointed collar and solid burgundy sweater **mandatory**.

Girls 1 - 8: All girls must wear gray, white or burgundy knee high socks or tights, black or gray shoes. Hush Puppies mandatory. Sneaker-type shoes are not permitted; no high top shoes, sandals, flip flops, boots, UGGS, TOMS and TOM style footwear are not allowed. No makeup, lip gloss, acrylic style nails - only clear nail polish is permitted. Girls may wear burgundy or gray ribbons in their hair or simple barrettes.

Girls may ONLY wear one pair of dime sized hoops or post earring, one finger ring and one watch. Chains, bracelets (except medical alert bracelets), nose rings, body tattoos or piercings are not allowed. Bangs must be above eyebrows.

Boys 1-4: Gray dress uniform trousers (no corduroys or Dockers, or baggies), white collar shirts (long or short sleeves), button down school sweater and black or gray shoes, no sneaker type shoes or boots are permitted, Burgundy cardigan or vest sweater, plaid uniform tie **mandatory**.

Boys 5-8: Gray dress uniform trousers (no corduroys or Dockers, or baggies), white collar shirts long or short sleeves) , black or gray shoes , no sneaker -type shoes or boots are permitted, burgundy cardigan, or vest sweater, button down school sweater solid and plaid uniform tie.

Boys K - 8: No earrings, one finger ring and one watch. Chains, bracelets (except medical alert bracelets), nose rings, body tattoos or piercings are not allowed. Hair must neat and well groomed, braided, tied up and without designs. No facial hair is permitted.

P.E. Uniform: Gym school uniform shorts and sweats with the school name and logo, gray school tee-shirt with logo and sneakers. Only the day the children have gym, they may wear their full gym clothes. Students are allowed to wear sneakers on gym day only.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted. No streaked or dyed hair permitted. Uniforms should be clean and neat. Wristbands and charm bracelets are not permitted. Parents will be notified if a child comes to school in an untidy or inappropriate manner.

Dress down Code: On designated days authorized by administration, students are permitted to wear appropriate clothes. The following may not be worn: T-Shirts with lettering other than sports teams, ripped or hanging jeans, leggings, shorts (St. Joseph GYM shorts allowed) stretch pants, mini skirts, low cut tops, high heels, flip flops, hats, make-up.

During the cold weather, students may wear the burgundy button down school sweater. Other types of sweaters and sweatshirts may not be worn. Gym and School Uniforms may not be combined.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Uniforms should be neat and clean.

Hair should be clean and well groomed, braided or tied up without designs. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Drug and Alcohol Policies (E.15)

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices (E.30)

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices). **Any phone or watch capabilities that is brought to school must be kept locked in the backpack in the student's designated locker.** If a cell phone or device is found on a student or in a student's desk it will be confiscated and held by administration until the parent picks it up. If iPads are required for classroom use parents will be asked to complete proper documentation provided by the teacher. In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Grades 5-8 cell phones will be collected daily by homeroom teacher. Failure to surrender a phone can result in:

- Detention
- Confiscation for a period of one week

Confiscated phones will be returned only to a parent or designated adult.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Emergency Closings/Delayed Openings (E.7)

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools. Schools in Westchester, Putnam and the Upper Counties that rely on public school districts for bus transportation will follow the delayed opening and/or closing policy of the local district.
- Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.
- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
 - All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
 - After School and/or extended day care programs will be closed all day.

Expectations and Responsibilities for Students

Students attend the school in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.

- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities (E.31)

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (classwork and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Faculty Meetings (D.9)

Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12:00 or 2:30 on these days and no after school.

Mass assembly will be once a month.

Field Trips (E.10)

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

The school's policy at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual fee that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by the designated due date.

REFUNDS

- If written notice of withdrawal is received by the school prior to July 1, the entire portion of the tuition due will be waived, and if paid, will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school from July 1 through August 31, 90% of tuition will be forgiven, and if paid, will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school after August 31, refunds will be granted upon written request to the school. No refund will be made for any month in which the child(ren) attended one or more days of school in that month.

DELINQUENCIES

If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

- Families who are delinquent may receive a letter from Smart Tuition immediately following the due date.
- Families whose tuition payment is delinquent 60 days may receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child/children may not be permitted to attend classes.
- Records and report cards will not be transmitted at this time and financial aid/scholarships provided will be at risk and may be rescinded.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.

FEES

- Accounts with late payments will be assessed a late fee of at least \$40 for each late payment.
- Check and electronic payments that do not clear the bank will result in a \$35 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

FUNDRAISING ACTIVITIES

A. Candy Sale

Each family must participate in the annual fall candy sale by selling a minimum of \$120.00 worth of candy which is included in January's Smart tuition.

Fire Drills (E.25)

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidance (D.4)

A guidance program is a resource available to the school students. Service may include counseling, psychological intervention and support for families experiencing change.

Guidelines for the Education of Non-Catholics (A.5)

Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment/Bullying Policies (E.17, E.18)

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

The school provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

HIV/AIDS Curriculum (E.24)

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K–12. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student’s physician and parents (or legal guardian), together with the school administration:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

Illness (see Medication) (E.26)

If a child has an illness or chronic medical condition, it is the parent’s responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

Immunizations (E.24)

Students are required to have all vaccinations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC & NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

Lateness (E.6)

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after 8:00 am is considered late. Lateness affects your child’s ability to be on the honor roll and could impede your child’s re-registration for the coming year.

Liturgy/Religious Education (A.4)

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion. Students in grades 3 through 8 are required to take the Archdiocesan Final Religion Examination. Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit. Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

Lunchroom

The school provides a hot lunch through the Archdiocesan Child Nutrition program or the local Department or Board of Education. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility are noted on the form.

Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.

- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play recess yard; first lunch and second lunch until 11:55 am, third lunch until 12:40 pm, and fourth lunch 1:25pm.
- During inclement weather, the recess period will be in the homeroom.

Students have the option of: School Hot Lunch or Cold Lunch (Items students bring from home.)

Healthy items (Ex: Sandwiches, lunch-ables, carrots, fruits, crackers, cheese sticks, etc...)

Items that are prohibited:

- glass containers
- sodas
- Chips
- Cookies
- Candy
- outside food delivered to students

Noncompliance will result in following:

- Verbal Warning
- Confiscated items and Written Warning to Parents
- Student will no longer be allowed to bring Cold Lunch to school and will be provided the School Hot Lunch.

School does not provide ability to warm any student's lunch that has not been provided by the Archdiocesan Child Nutrition program.

Maternity/Paternity Policies (E.22)

As member of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic-schools- elementary as well as secondary-are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning the student's continued school attendance is made by the principal after consultation with his/her parents or guardians, in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

Student Abortion policy (E.23)

Rationale:

The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable...since it is the deliberate killing of an innocent human being."

Policies:

1. If a student decides to have an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

1. In the event the student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.

Medications (E.26)

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required. Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school. The school may receive a written request from a ***physician*** to permit a student to carry and self administer his or her own medication. ***Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.***

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Student medical forms must be updated yearly. Please provide forms for physicals to your child's pediatrician. Please do not bring in any medication to main office or to teachers. They are not permitted to provide, administer, or store any student medication. Please direct questions to the Nurse.

Money

Money that is brought to school for a specific purpose [class trip, book fair, fundraiser, dress down, special designated activities (approved by administration)] must be put into an envelope with the child's name, grade and amount. Snacks are available for After School students, since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. The school will not be responsible for lost money.

Parents as Partners (A.1, H4)

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.

- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

Philosophy and Goals (Forward)

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian

values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Re-registration (E.1, E.14, G.5)

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the re-registration fee is not completed by the due date as outlined by the school, we cannot guarantee a seat for your child in the upcoming school year.

Release of Students (during school day – School starts at 8:00am and ends at 4:30pm) (E.6)

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- In the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.
- for a pre arranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a pre arranged appointment.]**
- Notes/Letters must be provided by guardian the day before and in emergency situations the day of indicating student is leaving early.
- Please do NOT schedule vacations outside of the planned vacation periods. Teachers are ARE NOT required to get student work together for unauthorized vacations.

School Calendar:

A yearly calendar and student handbook is available online. Please refer to the School Website for any updates or changes.

The Mid-Year and End-Year Assessments schedule for grades 6-8 will be sent to parents when dates have been finalized.

Please do NOT schedule vacations outside of the planned vacation periods. Teachers ARE NOT required to get student work together for unauthorized vacations.

School Publications (H.3)

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current login information for any digital publication, email, or social media accounts that represents or use the school name. Parents, volunteers and external consultants must submit any and all posting for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent staff.

School's Right to Amend

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary, and posted online.

Security (E.27)

To assure the security of the building and the safety of each child before and during the school day, we do not allow parents of KG through 8th grade into the building before 8:30 am. Parents of UPK are to enter the building and drop their student off onto the 2nd floor classroom only. Students should not be left unattended by parent or guardian outside of the building before the school opens at 7:30am. The school strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal. The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

All students at the school surrender rights which involve searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Sex Offender Policy (B.11)

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking (E.15)

New York State Law prohibits smoking in a school building and on school property.

Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs (F)

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

Summer School (G.4, G.5)

Summer School is required for students who have a failure in any subject for the yearly average. It is sometimes recommended for students who need reinforcement in reading, math, or language over the summer period. The summer school Report Card must be submitted to the office in September.

Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is approved by administration of Saint Joseph School for the remediation, it must be undertaken by a qualified teacher. Students must earn a grade of 70% and up, and/or D and above in each subject in order to pass.

Telecommunications Policy (E.29)

Parent information forms are provided for signature and return to each parent at the beginning of the school year.

SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of School Office and the Archdiocese of New York media accounts.

All domain names and access, must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions, or oversight to be delegated to any parent, volunteer, or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content of such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

Student Expectations in Use of the Internet
(please see below for complete policy requiring student's signature)

Use of School Grounds

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 7:30 AM and after 4:30 PM. Unless student is enrolled in paid after school program. Students must not arrive on the school grounds prior to 7:30 AM and parents must arrange to pick up at dismissal times if not registered in afterschool.

Withdrawals and Transfers (G.3)

A transfer request must be obtained from the school Office Assistant. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school. Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records.

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at the school is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school. In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to

academic or disciplinary decisions or other matters covered within this handbook. **Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy** that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Saint Joseph School



Parent Signature Page – Return Due Date: September 28, 2018

We have reviewed a copy of the school handbook and have read it. The Handbook is actively available online.

Student name: _____

Grade: _____

Parent's signature

(Date