



Dear Parents and Students,

Welcome to St. Joseph Regional School! In choosing St. Joseph Regional School, you demonstrate a commitment to the values and philosophy of a Catholic Education.

The Parent/Student Handbook reflects the policies of St. Joseph Regional School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Joseph Regional School during the 2023-2024 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings in the new school year,

Mrs. Karen Green  
Principal

**St. Joseph Regional School**  
2 Summit Street  
Batavia, NY 14020  
Phone: (585) 343-6154  
Fax: (585) 343-8911  
Website: [www.sjsbatavia.org](http://www.sjsbatavia.org)

## **St. Joseph Regional School**

St. Joseph Regional School is a Pre-Kindergarten through Grade 6 Roman Catholic School under the Diocese of Buffalo Schools Office and subscribes to the teachings of the Roman Catholic Church.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Joseph Regional School, we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of New York guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem-solving rather than by precept. We strive to offer a program which makes use of many sources of reading materials, a wide variety of audio-visual and technology tools and a multi-text approach to content areas.

## **Diocesan Schools Mission Statement**

The Catholic Schools in the Diocese of Buffalo are Christ-centered learning communities which nurture academic excellence, Christian character and service to others. Our mission is to educate individuals to reach their full potential in an atmosphere rooted in Catholic tradition and Gospel values.

### Goal 1:

To partner with Catholic elementary and secondary schools in providing faith based education, academic excellence and service to the community

#### Objectives

- a. To promote strong Catholic identity by integrating faith and gospel values into all programming
- b. To increase teacher/administrative effectiveness by offering high quality professional development
- c. To identify opportunities for schools to reach their communities, by sharing resources, time, talents, facilities

### Goal 2:

To empower stakeholders *To Teach as Jesus Did* through open communication, professional development, and school-to-school partnerships

#### Objectives

- a. To provide opportunities for collaboration among schools by hosting Executive Council and continuing regional meetings
- b. To ensure access and equity by coordinating public and private funding and programming
- c. To ensure a faith integrated approach according to scripture, by offering training opportunities

## **St. Joseph Regional School Mission Statement**

St. Joseph Regional School is a Roman Catholic school that teaches in partnership with parents and the Catholic Church to nurture a secure foundation of strong virtues and excellent academics. We guide our students to grow in holiness and skills to be well-equipped to fulfill their individual missions in life.

Goal 1: To immerse students and staff in a Roman Catholic environment in which the teachings, truths, and traditions of the Church—as evidenced through Sacred Scripture, the Catechism of the Catholic Church, the Liturgy, sacraments, prayer, and service—permeate the daily school routines, activities, behaviors, and decisions.

Goal 2: To provide a solid and well-rounded academic curriculum that meets New York State Education Department standards as well as those of the Diocese of Buffalo in all required subject areas.

Goal 3: To uphold the expectations for all students to achieve their highest potential academically and morally, and to provide many and varied opportunities for that development.

Goal 4: To teach children about the dignity they share with everyone created in the image of God, and about the responsibility we all have for respecting each other and serving each other as we work to fulfill God’s plan for ourselves and the world.

Goal 5: To nurture the partnership between the school and students’ families for raising children who are prepared to take their place in this world, as well as the next.

## **Four Cornerstone Reasons for Choosing St. Joseph Regional School**

1. **Strong Catholic Identity:** St. Joseph Regional School is *authentically Catholic*, meaning that it follows the teachings of the Roman Catholic Church and the religious guidelines as found in the *Catechism of the Catholic Church* and the *Handbook of Elementary Schools in the Diocese of Buffalo*.
2. **High Academic Standards:** In addition to following the NYS Standards of Education as well as those outlined by the Diocese of Buffalo, St. Joseph Regional School builds an environment where each staff member is highly qualified, teachers distinguish themselves in their field of instruction, and each student is encouraged and expected to reach their highest academic potential in all subject areas.
3. **Family Focus:** St. Joseph Regional School recognizes that the primary educators of a child are the child’s parents, thus

striving to build a strong partnership between school and home. Staff and students are expected to honor and be supportive of the families, and families are expected to be involved in enrichment, support, and operation of the school.

4. **Quality Investment in the Whole Child:** St. Joseph Regional School is committed to the full development of the whole person. We feel that the best way to educate children is to not compartmentalize their development, but to attend to their spiritual, intellectual, emotional, and physical development all day, every day.

### **Statement of Faith**

Remaining authentically Catholic means that St. Joseph Regional School will follow the religious guidelines as found in the Handbook of Elementary Schools in the Diocese of Buffalo.

#### **Prayer in the Life of the School:**

- Daily prayer, both private and public, helps promote opportunities for the expression and development of a loving relationship with God.
- Children should be made aware of God's presence within themselves and in their surroundings. Talking in a familiar fashion with God and listening to God should be encouraged.
- It is important that the Church's great prayers be understood, memorized, and prayed frequently. Prayers for appropriate grade levels are found in the Elementary Curriculum published by the Department of Catholic Education.
- Children must be imbued with an appreciation of traditional devotions and rituals of our Catholic faith such as:
  - The Rosary
  - Stations of the Cross
  - Observance and celebration of the liturgical year and church feasts
- Children must have exposure to contemporary prayer forms, liturgical gestures, rituals, and contemporary Christian songs.
- Shared prayer must be encouraged on all levels by example and practice.
- Celebrating weekly Eucharist is integral to the faith formation and prayer life of students and their families.
- School atmosphere and décor should reflect the seasons of the liturgical year.

#### **Liturgical/Sacramental Celebrations and Prayers:**

- Preparation for liturgy is necessary, and participants are encouraged to be involved in the planning, according to their capabilities.
- The celebration of the Eucharistic Liturgy may replace one formal religion class per week.
- The National Conference of Catholic Bishops has decreed the Lectionary for Masses with Children be used at all Masses with children. No other English lectionary for Masses with children may be used.

- Ongoing catechesis for the Sacrament of Reconciliation is essential. Opportunities for the reception of the Sacrament are to be provided whenever possible, but especially during the liturgical seasons of Advent and Lent.
- The Eucharist may not be received by a non-Catholic student or one who has not received First Reconciliation and First Eucharist.
- Well-planned prayer liturgies may be a part of religion class and should be employed often for making group prayer a living, virtual experience.
- Non-Catholic students participate in all liturgical celebrations.

## **Attendance Policy**

St. Joseph Regional School has developed an attendance policy in accordance with New York State Education Law Section 3205 and to be implemented on July 1, 2002. This policy will help uphold the philosophy of the school as stated in the school's handbook.

The elements of our comprehensive attendance policy are as follows:

### **Objectives**

- To ensure the maintenance of an adequate record verifying the attendance of all K-6 students at instruction in accordance with Education Law 3205
- To establish a practical mechanism for St. Joseph Regional School to provide accountability of all students throughout each school day
- To ensure sufficient student attendance at all scheduled periods of actual instruction or supervised student activities

### **Strategies to Meet Objectives**

- Use of a daily register of attendance (computerized or written)
- Use of a recording system in departmentalized grades
- Use of a recording system for an excused or unexcused absence for a day or portion of a day
- Use of a recording system for tardiness or early departure
- Use of a recording system for each scheduled day of instruction
- Use of dates for entries and withdrawal of enrollment

### **When Attendance will be Recorded**

- Daily at the elementary level
- Period-by-period at elementary or middle school level that is departmentalized and when students attend special area classrooms

### **Determination of Excused and Unexcused Absences**

Excused absences shall include:

- sickness
- sickness or death in family
- required to be in court
- approved high school visits
- quarantine
- religious observance
- attendance at health clinics
- “Take Your Child to Work Day”

Unexcused absences shall include:

- unlawful detention
- truancy
- suspension
- family vacations (The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.)

### **Attendance and Course Credit**

Schools within the Diocese of Buffalo Catholic Education System believe that student attendance in school increases student success. In order for each student to develop their personal talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of their children. Regular attendance in school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

**Therefore, students who miss thirty (30) days of school, and have not met periodically with the school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative education plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.**

### **Description of incentives and/or sanctions**

- An Excellent Attendance Award given in accordance with school policy
- Regular attendance determines participation in special occasion days or events
- Regular attendance determines promotion
- Excessive irregular attendance or persistent tardiness may warrant notification of proper authorities

### **Description of Notification of Parents**

- **Parents notify school for absence and/or tardiness between 7:45 -8:30 a.m.**
- School will call if parent has not called by 9:30 a.m.
- Students who are tardy must first report to the school office.
- A written excuse must be completed by the parent giving a specific reason for the absence or tardiness within three(3) days of the child's return to school. **Students should be fever-free for 24 hours before returning to school.**
- **If an excuse is not received within three(3) days, the absence is recorded as unexcused.**
- An unexcused absence or tardiness is recorded in the school register of attendance.
- A note is submitted to the school office when a student is going to be released early. The parent must notify the office when they have arrived to pick up their child.

### **Description of Intervention Strategies**

- School personnel will keep the administration aware of persistent attendance problems or patterns.
- The school notifies the parents of the problem or pattern.
- If the problem or pattern persists, the school administration will notify the proper authorities.

### **Identification of Person to Review Attendance Records and Initiate Action**

Pupil attendance records shall be reviewed by the principal for the purpose of initiating appropriate action to address unexcused absences, tardiness, and early departure.

### **Making up missed work due to absence**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

A parent may call the school office **before 9:30 a.m.** to arrange for homework assignments. Homework assignments may be picked up at the school between 2:40 PM-3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** Arrangements for missed regular classroom tests due to an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

An absence of 3 days or more requires a physician's note to return to school. **Excessive absence (30 days or the equivalent of 30 days including tardies),** can be cause for a student to be retained in the current grade for another year.

Three tardies or three early withdrawals are considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

At the end of the school year, an **Excellent Attendance Award** will be presented to those students who have not missed more than one school day.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. If the child returns to school during the same school day, he/she must be checked back into school in the office. Students who are away from school for an appointment for 3 1/2 hours or more will be counted as absent for 1/2 day. Three (3) early withdrawals each less than 3 1/2 hours are considered a one-half day absence.



## **Academic Information**

### **Curriculum:**

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Buffalo is posted on the Diocesan website. St. Joseph Regional School offers students opportunities for growth in the following major subjects:

### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, Preparation for the reception of the Sacraments of Reconciliation and Eucharist

Students in grades K-6 attend the Friday morning Mass at 9:00 AM. Parents, guardians, and family members are most welcome to celebrate the Liturgy with the school community.

### ***Computer Science and Digital Fluency***

Impacts of Computing (society, ethics, accessibility, career paths)

Computational Thinking (modeling and simulation, data analysis and visualization, abstraction & decomposition, algorithms & programming)

Networks and System Design (hardware & software, networks & the internet)

Cybersecurity (risks, safeguards, response)

Digital Literacy (digital use, digital citizenship)

Integration with Curricular Subjects

### ***Extra-Curricular Activities***

3/4/5/6 Boys and Girls Basketball, Yearbook Club

### ***Fine Arts***

Music, Art, Art History

### ***English Language Arts (ELA)***

Reading, Writing, Phonics & Phonological Awareness, Print Concepts, Fluency, Word Recognition, Speaking & Listening Skills, Knowledge of Language, Lifelong Practices of Readers & Writers, Spelling, Vocabulary Acquisition & Use, Comprehension & Collaboration, Key Ideas and Details, Presentation of Knowledge and Ideas, Handwriting, Library Skills, and Appreciation of Literature

Students in grades 3-6 take the NYS ELA (English Language Arts) Exam.

### ***Mathematics***

Counting and Cardinality, Operations and Algebraic Thinking, Number and Operations in Base Ten & Fractions, Ratios & Proportional Relationships, The Number System, Expressions and Equations, Functions, Measurement & Data, Geometry, Statistics & Probability

Students in grades 3-6 take the NYS Math Exam.

### ***Physical Education***

- Sport skills and games
- Dance, Movement and Rhythmic Activities
- Fitness Activities
- Lifetime Activities
- Movement Concepts
- Strategies & Tactics
- Fitness Planning
- Additional Health Enhancing Behaviors
- Self Awareness and Management
- Social Awareness and Relationship Skills
- Responsible Decision Making
- Overall Wellness
- Challenge
- Self Expression/ Enjoyment
- Personal and Community Resources
- Careers

## ***Science***

K: Matter and its Interactions, Forces and Interactions, Interdependent Relationships in Ecosystems, Weather & Climate, Engineering Design

1: Light & Sound, Structure, Function & Information Processing, Space Systems, Engineering Design

2: Structure & Property of Matter, Interdependent Relationships in Ecosystems, Processes that Shape the Earth, Engineering Design

3: Forces & Interactions, Interdependent Relationships in Ecosystems, Life Cycles and Traits (*Circle of Life* Investigation), Weather and Climate, Engineering Design

4: Energy (*Light it Up* Investigation), Waves & Information, Structure, Function, and Information Processing, Processes that Shape the Earth, Engineering Design

5: Structure and Properties of Matter (*What's in the Bag?* Investigation), Matter and Energy in Organisms and Ecosystems, Earth's Systems, Stars and the Solar System, Engineering Design

6: Structure and Properties of Matter, Chemical Reactions, Forces and Interactions, Energy, Waves and Electromagnetic Radiation, Structure, Function and Information Processing, Matter and Energy in Organisms and Ecosystems, Interdependent Relationships in Ecosystems, Growth, Development, and Reproduction of Organisms, Natural Selection and Adaptations, Space Systems, History of Earth, Earth's System, Weather and Climate (*Cloud in a Bottle* Investigation), Human Impacts, Engineering Design

## ***Social Studies***

Gathering, Interpreting and Using Evidence, Chronological Reasoning and Causation, Comparison and Contextualization, Geographic Reasoning, Economics and Economic Systems, Civic Participation

Kindergarten: Self & Others

Grade 1: My Family and Other Families, Now and Long Ago

Grade 2: My Community and Other Communities

Grade 3: Communities around the World

Grade 4: New York State and Local History and Government

Grade 5: The Western Hemisphere

Grade 6: The Eastern Hemisphere

## **Admission Information**

### ***Nondiscriminatory Policy:***

St. Joseph Regional School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

Children entering 3 year old Pre-K must be three (3) years of age by December 1<sup>st</sup>.

Children entering 4 year old Pre-K must be four (4) years of age by December 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by December 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness during the Kindergarten screening process.

At the time of registration, all new students seeking admission to St. Joseph Regional School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Health Records
- Immunization Records
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Custodial Agreement
- Report Cards
- Standardized Test Results
- Record of 504 Plan or IEP (if applicable)

Students applying for Admission in Grades 1-6 must present a copy of the current report card and standardized test results. These documents will be reviewed to determine whether the program at St. Joseph Regional School will meet the educational needs of the student(s). An interview with the student is also a part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 1-6. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period the school determines that St. Joseph Regional School is not an appropriate educational placement for the student, the student's attendance will be ended immediately. The recommendation and decision of the school is final.

St. Joseph Regional School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Joseph Regional School cannot accommodate students who have *extraordinary* learning differences. Under the Americans with Disabilities Act, and section 504 of the Rehabilitation Act, Catholic schools are not required to meet the needs of every child. Because the relationship of the student and the parent to the school is contractual in nature, it is vital that administrators recognize that they should not enroll students whose needs cannot be met by the school's current program, resources and available staff.

Students in Catholic schools must, however, be given the opportunity to seek diagnosis of special needs from the public school's Committee on Special Education. Should the student be given an Individualized Education Services Program (IEP) from this committee, the public school district will provide the determined services for the student while the Catholic school provides any recommended accommodations described. Students with an IEP must request special education services from the public school district by June 1 in order to receive those services in the following school year. The Catholic school must make enrollment decisions (acceptance, continued enrollment) for each child with a disability based on whether they believe they can meet the child's educational needs utilizing the services being provided by the public school district under the IEP along with the school's education program that is available to all children.

Section 504 of the Rehabilitation Act, which only applies to schools accepting Federal funds, indicates that a child with a diagnosis for a disability that affects their ability to access the education program at the school may also qualify for a school-based accommodations plan. Although most Catholic Schools do not accept federal funds, meaning Section 504 does not apply to our schools, Catholic schools should work to create an accommodations plan for students who would qualify for accommodations under section 504 in a public school. Schools will only provide minor accommodations based on a diagnosed disability to allow a child to better access the education program. The school must make enrollment decisions based on whether they believe that the minor accommodations they are able to implement will allow the child to fully access the school's education program and enable the school to meet the child's educational needs.

Students who have been expelled from a previous school will only be allowed admission with board approval.

***Financial Obligations:***

**Tuition Schedule: School Year 2023-2024**

**KINDERGARTEN-GRADE 6**

	<b>Catholic</b>	<b>Non-Catholic</b>
One Child:	\$3850	\$4550
Two Children:	\$7300	\$8800
Three Children:	\$10,650	\$12,750

**Material Fee (grades K-6):** \$200 per family

(Covers registration materials, classroom supplies, technology equipment and repairs, and office supplies)

**6<sup>th</sup> Grade Graduation Fee:** \$25 per student (due by June 1, 2024)

**Pre-K (1/2 Day Programs)**

3 year olds (3 days):	\$2000
3 year olds (5 days):	\$2100
4 year olds (5 days):	\$2300

**Financial Aid** is available through the BISON Fund. K-6 scholarships are awarded for students using a lottery system from submitted pre-application forms. Families can learn more at [bisonfund.com](http://bisonfund.com).

***Tuition Payment Options:***

**Payment Options:**

- Pay in full by August 1, 2023
- Enroll in FACTS Tuition Management Service. Payments begin in August 2023. Pay tuition over 1, 4 or 10 months via automatic deduction from a savings or checking account or credit card.

**Enrollment/Re-Enrollment:**

- The \$100.00 Registration Fee for new students must be submitted with the registration form.
- Returning students must reserve their spot by paying the \$100 Registration Fee by the date designated.
- All Registration Fees are **NON-REFUNDABLE**.

- There will be a \$25 returned check fee for all checks made payable to St. Joseph Regional School that do not clear the bank.

### ***Withdrawal Policy:***

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.

**A RETURN FEE OF \$25 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

### **After School Program**

St. Joseph Regional School offers an After School Program run by LE3Inc. Homework help, snacks, and other planned activities are available. Families may read additional information or register by visiting [www.le3-inc.org](http://www.le3-inc.org).

### **Allergy Policy**

St. Joseph Regional School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has specialized training. Training is updated as needed.

#### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler when necessary. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler to be kept in the nurse's office. All inhalers must be labeled with the child's name by the parent.

#### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Joseph Regional School, parents are asked to submit a child's medical record. From this information the school keeps an asthma register which is available for all school staff. If medication changes in-between times, parents are required to inform the school.

#### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible,

the school does not use chemicals in science or art lessons that are potential triggers for children with asthma.

#### **4. Food Allergy Policy**

St. Joseph Regional School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, SJRS will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

#### **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse through the main office.

Information will be kept about student's food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. If needed, snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom or cafeteria.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Arrivals and Dismissals**

Students should be in their classrooms by 8:00 a.m. each day, 8:10 AM is considered tardy. When arriving in the morning, parents should stop by the barriers and drop-off their children. We ask that parents do not get out of their vehicles at this time and slow down the arrival process. It is recommended that cell phones not be used at this time.



Beginning at 2:20 p.m. bus students will be dismissed as their appropriate bus arrives. At approximately 2:35 p.m. and after the bus traffic has ended, the teachers will escort those students who are walking or being transported by a private vehicle to the Summit Street parking lot. If your child is a walker or rider, please do not pick them up before 2:35 p.m. It is dangerous for students to be walking through the parking lot as buses arrive and depart, and it is disruptive to classrooms to ask for early dismissals.

Vehicles may be waiting in the Church parking lot and should leave the parking area after all students are safely in their cars. It is recommended that cell phones not be used at this time.

### **Birthday Observances**

Birthday treats (store bought) may be brought to school for students. The date of the party should be discussed in advance with the classroom teacher. Pizza parties, treat bags, balloons, or piñatas are not encouraged. Notre Dame Nutritional services will continue to offer a “Birthday Party Treat Service” for interested St. Joseph Regional School families. You may contact Mrs. Shannon Plath at Notre Dame High School with questions: 585-343-2783, extension 106 or shannon.plath@ndhsbatavia.com

### **Board of Trustees**

A Board of Trustees, working under the Corporate Members, shall provide leadership and oversight to a regional Catholic school. The board shall be responsible for implementing the mission of the school in collaboration with the principal and Canonical Administrator Chaplain. The board shall assist in the governance of the school or schools and provide necessary support. The members consists of the Bishop of the Diocese of Buffalo, the Vicar General of the Diocese of Buffalo, the Secretary of Education of the Diocese of Buffalo, the Chief Operating Officer (COO) of the Diocese of Buffalo, the Chancellor of the Diocese of Buffalo, the School Chaplain, the Principal, and 5-21 Board of Trustees members. SJRS by-laws are available in the main office.

### **Buckley Amendment**

St. Joseph Regional School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to the privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof.

## **Bullying and Cyberbullying**

St. Joseph Regional School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats in any form (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## **Canonical Administrator Chaplain**

The canonical administrator chaplain shall be appointed by the Bishop as the pastoral and administrative leader responsible for implementing the educational mission of a Diocesan school in collaboration with the chief administrator of the school and appropriate advisory bodies and in accordance with the policies and guidelines provided by the Catholic Schools Office.

## **Cell Phones**

If a student brings a cell phone to school, it should be turned off when he/she enters the school and be kept in a backpack during the school day (grades K-6). If a student needs to use their cell phone to discuss after school plans (walking home from school, entering a house where no one is home, or attending after school sports practices, games, or activities, etc.), he/she should ask a teacher for permission to call from the school office. At no time during the day should a cell phone be used without a teacher's permission. This includes Apple watches. **If a child is caught using a cell phone or Apple watch, it will be taken away and an adult will be responsible for picking it up in the main office.** The administration reserves the right to search the contents of a confiscated cell phone.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating may also be placed under academic probation for an amount of time determined by the Principal.

## **Child Abuse Laws**

St. Joseph Regional School abides by the Child Abuse laws of the State of New York. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **Circumstances Beyond the Control of the School**

In times of events beyond the school's control, i.e. pandemics, flooding, fires, tornadoes, etc. where a school's normal operations are impeded, temporarily or fully stopped during the school year, the school will continue to provide an instructional program using alternative methods that may include online learning or alternative school settings. In such events it is understood that the school must continue to employ its faculty and staff to insure instruction continues. Accordingly, tuition payments to the school must also continue to be paid throughout the year as per contractual agreement between the school and those who have made the financial commitment for those tuition payments.

## **Concussion Management**

The [NYS Board of Regents adopted new Concussion Management Protocols](#) that must be implemented in our Catholic Schools beginning on 7/1/2023 per the [June 1, 2023 Board of Regents Meeting](#). [Section 136.5 of the Commissioner's regulations](#) requires Catholic (nonpublic) schools to:

Ensure their coaches, physical education teachers, school nurses and athletic trainers to biennially complete a [course approved by the Department, related to recognizing the symptoms of mild traumatic brain injuries](#).

Include information on concussions and/or reference how to obtain information on concussions from the [New York State Education Department](#) and [New York State Department of Health](#) websites on their permission or consent forms for students to participate in interscholastic sports.

Immediately remove from athletic activity any student suspected of having sustained a mild traumatic brain injury (a.k.a. concussion).  
The student:

- Is not permitted to return to athletic activity until they have been symptom free for not less than 24 hours;
- Has been evaluated by and received written authorization from a licensed physician to return.
- The authorization is required to be kept in the student's permanent health record.
- Nonpublic schools must follow any guidance from the student's treating healthcare provider regarding limitations on school attendance and activities for a student who has been diagnosed with a concussion regardless of where the injury occurred.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action

if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, e-cigarettes, radios, toys, trading cards, pagers, fidget spinners, laser lights, palm pilots, CD's, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in school. **A parent/guardian will be required to pick up any items taken away from a student in the main office.**

### **Communicable Illness**

Please telephone the school immediately if your child is diagnosed with having a contagious illness. The school must report this information to the Health Department. The school administration strongly urges parents to refrain from sending their children to school while afflicted with any contagious illness. This is for the health and safety of the ill child and the students, faculty, staff, and other school families.

### **Crisis Plan**

St. Joseph Regional School has implemented standard response protocols in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of four designated locations:

1. St. Joseph Church
2. First Presbyterian Church
3. Richmond Memorial Library
4. St. James Episcopal Church

### **Discipline**

#### ***Detention:***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form through the Parent Portal with written notification of the detention. The date and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over practices, lessons, tutoring, ballgames, etc.**

#### ***Suspension:***

Students who are given in-school suspension will be required to report to school each day and work in the main office. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension and turn them in to the appropriate teacher when they return to school.

***Expulsion:***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph Regional School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Joseph Regional School.

**Dismissal**

Valid reasons for dismissal may include:

- repeated disregard for Christian principles of moral conduct;
- parents' and/or student's continued lack of cooperation in supporting the school's mission and policies;
- student behavior that disrupts learning or presents a threat to the safety of others; and/or
- the principal's determination that the school's program cannot provide a benefit to the child.

The following directives should be observed:

1. only the principal and/or the canonical administrator may dismiss.
2. an accurate record should be kept of all previous measures of remediation, counseling, probation and suspension.
3. parents must be notified in writing that dismissal is being considered.
4. a conference where the grounds for dismissal are presented and discussed should be held with parent(s), student, principal, and may include teachers.
5. the principal should consult with the Diocesan Superintendent of Catholic Schools before dismissing a student with specific reasons for dismissal and previous actions taken to avert such action. The Diocesan Superintendent of Catholic Schools will assist the principal in making the final decision.

**Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Emergency Drills**

State law requires that drills be held throughout the school year. During the drills, students should follow these regulations:

### **Fire Drills**

- Rise in silence when the alarm sounds
- Close windows and doors
- Walk to the assigned place briskly, in single file at all times, and in silence
- Stand in a straight line and remain silent
- Return to the building when signal is given

### **Hold**

- Remain in classrooms with doors locked
- Do business as usual

### **Secure**

- Remain in classrooms with doors locked
- Do business as usual

### **Lockdown**

- Doors locked, lights out, move out of sight
- Maintain silence
- Do not open the door
- Wait for signal from building administrator to return to normal activity

### **Evacuate**

- Staff and students evacuate using normal fire evacuation routes and assembly sites
- Staff and students remain at assembly site until permission is given to return to the building

## **Facebook and other Social Media Posting of Student Photographs**

St. Joseph Regional School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. SJRS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at SJRS are forbidden from posting photographs taken at school sponsored events that include images of students other than their own on their personal Facebook page. Such postings are a violation of SJRS's adherence to FERPA and the CPA. The students of parents who post such photos may be separated from St. Joseph Regional School.

## Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure 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.
- A written official permission slip **provided by the school** and signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission and hand written permission forms **cannot** be accepted. Permission slips are due back to the classroom teacher forty-eight hours after receipt of the permission slip.
- A **telephone call will not be accepted** in lieu of the proper field trip permission form.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. **Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.**
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are **non-refundable**. **Cell phones are not allowed** on the field trip unless otherwise directed by the teacher and/or administration.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on a field trip.
- All chaperones must be 25 years of age or older.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. All chaperones must have VIRTUS training and be up-to-date on the monthly training bulletins. (VIRTUS is an educational and awareness program created by the National Catholic Risk Retention Group. The "Protecting God's Children" workshop seeks to combat sexual abuse of children in the Church.)
- A field trip permission slip is printed at the end of this handbook. This is the only format that may be used to allow a student to attend a field trip during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. **A handwritten note will not be accepted in lieu of the proper field trip permission form.**

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among the other students. Invitations for parties (birthday, slumber parties, etc.) should be sent to the homes of students via U.S. Mail unless an invitation is being given to **every** student in the entire class. Valentines distributed at classroom parties should include a Valentine for each student in the class.

### **Grading Scale:**

**A=94-100**

**B=88-93.9**

**C=80-87.9**

**D=70-79.9**

**F=69 or below**

### **Gum**

Students should not chew gum at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for any student chewing gum during the course of the school day without teacher permission.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, St. Joseph Regional School uses a “family envelope” system. Official envelopes containing all correspondence are sent home with the youngest child and should be returned the following day. Your child is responsible for returning the envelope to their homeroom teacher. One envelope is used for the entire school year, so please take proper care of its condition and return it promptly. Official school-wide emergency communications will be sent using the School Messenger phone system by email, phone and/or text messages. The monthly newsletter and lunch menu will be available on-line, unless the office has been notified otherwise. Weekly email reminders/updates will be distributed on the first day of each school week.



## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich the class work, and to prepare for certain lessons through varied experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework may be assigned to students on a daily basis.

## **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends and vacation time throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments are required to be given in anticipation of the vacation.**

## **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent must call the office **before 9:30 a.m.** to arrange for homework assignments. Homework assignments may be picked up at the school between 2:40-3:30 P.M. For short absences, students should make arrangements with classmates regarding assignments. Students in grades 4-6 can monitor assignments on Google classroom to stay up to date. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who misses three days should be given three school days to complete the missed work.

## **Honor Roll**

At the end of each trimester, academic awards are presented to students in Grades 3-6 who achieve First Honors (94%-100%), Second Honors (89%-93.9%), and Merit Honors (85%-88.9%). Grades in all subjects are included in the quarter averages as required by the Diocesan Department of Education.

## **Instagram**

Photos or captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary actions.

## **Items Brought to School**

St. Joseph Regional School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

## Library

The school has a partnership with Richmond Memorial Library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.

## Lockers

Each student is assigned a locker or cubby in which to store back packs, clothing, and textbooks. In order to maintain a quiet atmosphere, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside unless permission has been given. Student schedules and pencil holders facilitate the learning process and may be posted on the interior of a student's locker door.

## Lost and Left

Any items found in the school building or on the school grounds should be brought to the main office or be placed in the Lost and Left box located in the outer entrance of the girl's bathroom in the cafeteria. **Items placed in the Lost and Left remain there until the end of the school year. At the end of the year, uncollected items are donated to charity.**

Parents are to be advised that many items are actually *placed* in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's items in the Lost and Left box.

## Lunch Program

St. Joseph Regional School offers a hot lunch program daily. Meals are prepared at Notre Dame High School. Students may purchase a lunch ticket for \$77(20 lunches) or \$3.85 per lunch (subject to change). Milk is available for \$0.65 per milk. Milk tickets should be purchased for \$13(20 milk). Checks need to be made out to Notre Dame Nutritional Services for both lunch and milk tickets. Extra lunches are available for \$1.50 each. The cost of each item will be deducted from the tickets. Notice will be sent to parents when additional funds are needed to renew the lunch ticket. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. A federally subsidized free and reduced lunch program is available to families who qualify.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school nurse in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose
- Date

All non-prescription medication should be taken to the School Nurse with the following information:

- Child's name
- Frequency
- Dose
- Date

**A parent or guardian must request that the school comply with the physician's orders by providing a written permission.**

## **Nurse**

Our school nurse provides school health services five days a week from 7:30-2:30 PM. The Batavia City School District provides the following services:

- Vision and Hearing Screening: Grades K, 1, 3, 5 and New Entrant or as needed
- Scoliosis Screening: Girls in grade 5
- Physical Exams: Mandated for Grades K, 1, 3, 5 and New Entrant
- Sports Physicals
- CSE Referrals
- Screening and follow-up of children regarding communicable health problems
- Cumulative health record- maintained on every child to record significant data

## **Off-Campus Conduct**

The administration of St. Joseph Regional School reserves the right to discipline its students for school sponsored events that are held off campus that are not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the main office in writing of any change of address, home telephone number, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## **Out of Uniform Guidelines**

### **Students may wear:**

\*jeans                      \*sweatshirts                      \*jogging suits                      \*dresses                      \*pants  
\*shorts or skirts no shorter than two inches above the knee (when permitted)                      \*yoga pants or leggings with long shirts, dresses or skirts

### **Students may not wear:**

\*flip flop sandals/ slides                      \*no open back shoes (Crocs, etc.)                      \*tank tops                      \*t-shirts with inappropriate writing/pictures  
\*make-up                      \*hats                      \*low cut blouses/tops  
\*jeans with rips or holes                      \*pajama pants                      \*leggings worn as pants- leggings must be worn with a dress, skirt or long shirt

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

## **Parents as Partners**

As partners in the educational process at St. Joseph Regional School, we ask parents to:

- Set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Dresses according to the school dress code
  - Completes assignments on time
  - Has lunch money or a nutritional packed lunch every day
- actively participate in school activities such as Parent-Teacher Conferences
- see that the student pays for any damage to school books, iPads, chrome books, or property due to carelessness or neglect on the part of the student

- notify the school with a written note when the student has been absent or tardy
- notify the school office of any changes of address or important phone numbers
- meet all financial obligations to the school
- inform the school of any special situation regarding the student's well-being, safety, and health
- complete and return to school any requested information promptly
- read school notes and newsletters and show interest in the student's total education
- support the religious and educational goals of the school
- support and cooperate with the discipline policy of the school
- treat teachers with respect and courtesy in discussing student problems
- not post negative comments about students, teachers, or the administration on social media

### **Parent's Role in Education**

We at St. Joseph Regional School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, spiritually, mentally, emotionally, and psychologically. Your choice of St. Joseph Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. **Good example is the strongest teacher. Your personal relationship with God, each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. Joseph Regional School, we trust you will be loyal to this commitment.

During these formative years (Pre-K-6), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive

discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Joseph Regional School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

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

**Report cards** are important tools for communication. Report cards will be given three times (trimesters) during the academic school year or every thirteen weeks.

**Progress reports** will be given once during each trimester for students in Grades K-6.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religious program at St. Joseph Regional School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grades 2 and 3. In accordance with diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation (Grade 2) prior to First Eucharist (Grade 3). Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

**\*\*Due to Diocesan Policy, students must make these 2 sacraments in their own parish. They are no longer able to receive these through the school. Please reach out to your individual parish to discuss this as soon as possible\*\***

## School Hours

Grades K-6: 8:00-2:40

Students not in their homeroom at 8:10 AM are considered tardy. At St. Joseph Regional School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

**The school doors are opened for students at 7:30 AM. Students should not be dropped off prior to 7:30 AM as there is no adult supervision.** Bus students will go to the school cafeteria when they arrive, until they are dismissed to their classrooms at 7:45 AM. Prayer and afternoon announcements begin at 2:15 PM each day. Bus dismissal immediately follows. All other students are dismissed after the bus dismissal is complete.

St. Joseph Regional School offers an After School Program run by LE3Inc. Homework help, snacks, and other planned activities are available. Families may read additional information or register by visiting [www.le3-inc.org](http://www.le3-inc.org).

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students not picked up by 2:50 PM will be sent to the After School Program. Parents are charged the daily rate per hour for using the program. There is no adult supervision after 2:50 PM, so please do not have your students wait in the parking lot for a ride.

## School Office Hours

The school office is staffed on all school days from 7:30 AM-3:30 PM. Please call 585-343-6154 or email [dnorton@sjsbatavia.org](mailto:dnorton@sjsbatavia.org) for assistance.

## School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks borrowed by the student must have a proper book cover. No writing in borrowed textbooks is permitted. The student will pay a fine for the replacement of the damaged or lost text books before any final reports, transcripts, or diplomas are presented.

## School Safety

St. Joseph Regional School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all

complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.secondlife.com](http://www.secondlife.com) pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

### **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **Service Projects**

The stewardship program for students in Kindergarten through Grade 6 is entitled “Celebrate Service.” The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned project. All grades have been assigned a specific area of stewardship emphasis for consideration. **Grades K-2** will be organizing events directed towards helping other children. Projects in **grades 3-5** will emphasize the sick and elderly of our community, and the **6<sup>th</sup> grade** will participate in projects directed toward the hungry and homeless.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the NYS Police Department will be notified.

### **Smoking**

Smoking of any type is not allowed on school grounds. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

### **Snapchat**

Photos or captions on a student or parent’s Snapchat account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary actions.



### **Social Networking Media**

Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendstar, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **S.O.S. Parent Organization**

Supporters of St. Joseph Regional School work to support and enhance the educational ministry of the school. Fund-raising and parent education are goals of this organization. By-laws for S.O.S. are available in the main office.

### **Student Directory**

Within the second month of the school year, each family can receive a Student Directory listing students' and parents' names, addresses, home telephone numbers, cell phone numbers, and email addresses. Under the laws of FERPA, parents may choose to exclude any personal contact information from the Student Directory. You may choose not to submit your contact information and not receive a directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Student Records**

St. Joseph Regional School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail or faxed directly to a school. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Joseph Regional School Office for distribution. Completed forms must be sent via the U.S. Mail or faxed directly to a school.

### **Students with Special Needs (IDEA)**

To meet the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), every year each Public School District (or LEA – Local Education Agency) must expend a proportionate share of federal IDEA funds on equitable services for parentally placed private school children with disabilities. The LEA in which a Catholic school is located must evaluate all children suspected of having a disability attending that school and then provide services if any children are determined to require special education under IDEA. Each student with an identified disability who has been designated to receive special education and/or related services must have an individual educational services program (IEP). The IEP describes the specific special education and/or related

services that the LEA will provide to the student. The LEA must ensure that a representative of the Catholic school attends each Committee on Special Education (CSE) meeting to develop and update the IEP. The LEA must provide everything indicated on the IEP. Students with an approved IEP must request special education services from the public school district by June 1 in order to receive those services in the following school year.

## **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to Facebook, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or parish. Parents should refrain from creating a class/grade Facebook page without the authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Electronic Readers (E-readers):** Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers like Amazon Kindle, Barnes & Noble Nook, Apples's iTouch, and Apple's iPad are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Joseph Regional School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

**Instagram:** Photos and captions on a student's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Snapchat:** Photos or captions on a student or parent's Snapchat account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary actions.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.secondlife.com](http://www.secondlife.com) , etc. pose a

developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Telephone**

Permission to use the telephone must be obtained from the classroom teacher. Teachers will write a note that the student needs to present to the school secretary. The office phone is a business phone and students are permitted to use it only in the case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should never use the teacher's cell phone to make a telephone call.

### **Testing**

The following NYS Exams are given each year:

ELA:	Grades 3- 6
Math:	Grades 3- 6
Science:	Grade 5

Final exams are given to students in grades 3-6 in some major subject areas. Final exams test the student's knowledge of material presented throughout the school year and help students be more fully prepared for the assessment challenges and expectations of junior high school. There are no make-up exams given during finals week.

### **Title IVa**

This program provides funds on a formula basis and can be used to: 1) provide all students with access to a well-rounded education, 2) improve school conditions for student learning, and 3) improve the use of technology in order to improve the academic achievement and digital literacy of all students. Funding is based on prior-year BEDS enrollment. These funds come through the public school district where the school is located.

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

## **Uniform and Dress Code**

Uniform components (pants, shirts, jumpers, blouses, shorts, sweaters, pullovers, gym uniforms) will be purchased through: T-Shirts Etc. 37 Center Street Batavia NY 14020. Orders should be placed and paid for online utilizing this link:

<https://saintjosephsschool.secure-decoration.com/>

All students in Grades K-6 must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and a uniform will be located in the lending closet if possible, or the parent will be called to bring the proper clothing.

## **Uniform Guidelines**

We will be contracting with T-Shirts Etc. again to oversee our uniform purchases for the 2022-2023 school year. The following information will assist you as you place orders. Updated uniform information has been highlighted in yellow.

- A uniform station is located in our school cafeteria to try on sizes and view what is available. Feel free to remove items from the racks and try them on your children. We just ask that you please return these to their proper place when finished for other families to use. The items on the racks are not for sale and must remain in the school for future use.
- Below is our uniform guidelines for clothing for the 2023-2024 school year. You may use this as a reference as you make selections for your children.

### **Boys:**

- Dark navy blue flat front pants
- Khaki flat front shorts may be worn during the months of September, October, and after Easter break. **NO cargo shorts**
- Monogrammed white or light blue long or short sleeved oxford shirt (tucked in at all times)
- Hunter green, light blue or white polo monogrammed shirts may be worn during the months of September, October, and after the Easter break
- Hunter green, light blue or white monogrammed long sleeved polo may be worn by students in grades K-6
- Monogrammed navy or green button up or V-neck cardigan sweater or monogrammed navy polar fleece pullover
- Navy blue tie for grades K-3/Tie of choice in grades 4-6 (a tie must be worn with oxford shirts). Navy blue ties can be purchased in the main office for \$9.00.
- Gym uniforms (monogrammed t-shirts and sweat pants or gym shorts) may be worn on gym days for students in grades K-6.

- Monogrammed gym shorts may be worn during the months of September and October and after the Easter break.
- Sneakers or shoes (laces must be tied at all times)
  - White sole sneakers only for use on the gym floor
  - Dress shoes should be one solid color
  - No sandals, open back shoes, or crocs are permitted
- Any t-shirt worn under the school uniform should be white
- Hair should be neat at all times
  - Bangs should be above the eyebrows
  - Hair should be above and not touch the shirt collar and trimmed around the ears
  - No pony tails or buns
  - No hair coloring or bleaching is permitted, this includes highlights
- No wild hairstyles, including shaved heads, logos or number imprints or mohawks
- No earrings or tattoos of any kind
- No Hologram contact lenses
- No body piercing
- The uniform should be clean and pressed with all buttons attached
- Hats or caps are not to be worn in the school building
- Black or white ankle socks. Knee socks are not allowed.

**Girls:**

- Plaid, navy blue or khaki pleated uniform jumper in Grades K-6 (must be knee length)
- Plaid or navy blue pleated skirt in Grades 4-6 (must be knee length)
- Monogrammed navy blue or hunter green sport polo dress may be worn in grades K-6 during the months of September, October, and after the Easter break
- Khaki flat front shorts may be worn during the months of September, October, and after Easter break. **NO cargo shorts**
- Monogrammed white or light blue long or short sleeved peter pan collar blouse
- Monogrammed navy or green button up or V-neck cardigan sweater or monogrammed navy polar fleece pullover
- Monogrammed hunter green, light blue or white polo may be worn during the months of September, October, and after the Easter break.
- Monogrammed hunter green, light blue or white long sleeved polo may be worn by students in grades K-6
- Navy blue straight leg pants may be worn from November 1<sup>st</sup> through Easter break
- White turtlenecks
- Gym uniforms (monogrammed t-shirts and sweat pants or shorts) may be worn on gym days for students in grades K-6.

- Monogrammed gym shorts may be worn during the months of September and October and after the Easter break.
- Navy, green, white tights, knee socks, or ankle socks
- Any t-shirt worn under the school uniform should be white
- Sneakers or shoes
  - White sole sneakers only for use on the gym floor
  - Dress shoes should be one solid color
  - Oxford style, saddle shoes, loafers, top-siders are acceptable
  - No sandals, open back shoes, crocs, or any shoe with a heel over 2 inches are permitted
- Shoes with laces must be tied at all times
- Hair should be neat at all times
  - Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists
  - No hair coloring or bleaching, this includes highlights
  - No scarves should be worn in the hair
- No cosmetics, lip gloss, or colored chap stick
- No tattoos of any kind
- No Hologram contact lenses
- One pair of earrings not larger than a dime and without hoops may be worn
- No body piercing
- No artificial nails
- The uniform should be clean and pressed with all buttons attached and hem intact
- Hats or caps are not to be worn in the school building

All orders must be placed online. Use the following link to order: <https://saintjosephsschool.secure-decoration.com/>

Please direct any questions or concerns that you have directly to T-Shirts Etc. at [sales@myTshirtsEtc.com](mailto:sales@myTshirtsEtc.com) or 345-1993.

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve detention.**

## Out of Uniform Guidelines

### Students may wear:

- \*jeans
- \*sweatshirts
- \*jogging suits
- \*dresses
- \*pants
- \*shorts or skirts no shorter than two inches above the knee (when permitted)
- \*yoga pants or leggings with long shirts, dresses or skirts

### Students may not wear:

- \*flip flop sandals/ slides
- \*no open back shoes (Crocs, etc.)
- \*tank tops
- \*t-shirts with inappropriate writing/pictures
- \*make-up
- \*hats
- \*low cut blouses/tops
- \*jeans with rips or holes
- \*pajama pants
- \*leggings worn as pants- leggings must be worn with a dress, skirt or long shirt

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

## Visitors

School visitors (volunteers, parents, etc.) must come to the main door and announce themselves. If permitted to enter the building each person is required to sign in at the office when he/she enters the building for any reason for safety and security reasons. All visitors and/or volunteers are required to sign out at the time of departure. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their student** during the day. This is an interruption to the teacher and to the educational process. Personal meetings with the teacher are to be arranged by appointment. This may be taken care of by sending a note, email, or calling the office at 343-6154. Please do not attempt to visit a classroom or special area teacher at the beginning or end of the day. These are very hectic times for the teachers as they are preparing for the start and end of the school day.

## Volunteers

The main responsibility of a volunteer is to assist the administration, faculty or staff. All individuals who volunteer in the school must complete a Code of Conduct sheet and will be asked to complete the Diocesan mandated VIRTUS training and background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

### **Weather Emergencies**

If it is necessary to close the school because of weather conditions, an announcement will be made over local radio stations, and a message will be sent to the home phone or cell phone listed on a student's file via the School Messenger system.

### **Right to Amend**

St. Joseph Regional School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the "family envelopes" or through email communication



## **School Administration**

*Bishop Michael Fisher, Diocese of Buffalo*

*Dr. Timothy Uhl, Superintendent of Catholic Schools, Diocese of Buffalo*

*Fr. Bernard Nowak, Canonical Administrator*

*Mrs. Karen Green, Principal, St. Joseph Regional School, Batavia*

The administration of St. Joseph Regional School, which is the Canonical Administrator of St. Joseph Regional School and the Principal of St. Joseph Regional School, sets policies. The policies and procedures may be changed or added to by the administration with notification given to parents, guardians and students.

## **Important Telephone Numbers**

St. Joseph Regional School                      585-343-6154

St. Joseph Regional School FAX:        585-343-8911

Principal's Email:                      [kgreen@sjsbatavia.org](mailto:kgreen@sjsbatavia.org)

School Website:                      [www.sjsbatavia.org](http://www.sjsbatavia.org)

**PARENT / LEGAL GUARDIAN PERMISSION SLIP**

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in the field trip sponsored by St. Joseph Regional School. These activities will take place under the guidance and supervision of employees and volunteers from St. Joseph Regional School. A brief description is as follows:

**Event/Location:**

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**Date and Time of Departure:**

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**Date and Time of Return:**

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**Designated Chaperones:**

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**Method of Transportation:**

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If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability and medical release information. As a parent, legal guardian, you remain fully responsible for any legal responsibility that may result from actions taken by the named student.

**LIABILITY RELEASE**

I/We recognize and acknowledge that there are risks in my child’s presence and participation in the above mentioned event. I agree to indemnify, hold harmless, waive and relinquish all claims I may have against St. Joseph Regional School and the Diocese of Buffalo including any negligence claims on their part and its officers, agents, employees, representatives or volunteers arising out of the transportation to and / or from the event, or in connection with any claims arising out of or caused by any activity my child participates in during the event.

**MEDICAL RELEASE**

My permission is hereby given to the representatives of St. Joseph Regional School to authorize, by his/her signature, whatever medical or surgical treatment may be considered necessary in the event of an accident or medical emergency in which I cannot be reached. It is understood that every attempt to reach me will be made. If the physician below cannot respond, I authorize any licensed physician or medical center to treat the student designated below.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Health Insurance Company/Plan #/ID #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Primary Care Physician/Phone number

\_\_\_\_\_  
Emergency Contact/ Telephone Number

\_\_\_\_\_  
Allergies, Reactions or other pertinent medical information:

\_\_\_\_\_  
Parent/Guardian Name/Signature

\_\_\_\_\_  
Telephone Number

**Parent/Student Signature Page**

I have read the 2023/2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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**Student Signature**

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**Date**

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**Student Signature**

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**Date**

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**Student Signature**

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**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Parents and students must both sign.**

**SIGNED FORM DUE IN THE MAIN OFFICE BY SEPTEMBER 15, 2023**

