

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 colloquium 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 School Mission Statement

St. Joseph School is a Roman Catholic school that works in partnership with parents and the Church to nurture the unique individuals that God has created. By encouragement, example, and high expectations, we strive to nurture a secure foundation of strong virtues and excellent academics so that our students will continue 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 School

1. **Strong Catholic Identity:** St. Joseph 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 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 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's 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 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:
 - Rosary
 - Stations of the Cross
 - Benediction of the Blessed Sacrament
 - 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 with the parish community 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 on the intermediate and junior high levels. 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.

Absence

St. Joseph 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-8 students at instruction in accordance with Education Law 3205.
- To establish a practical mechanism for St. Joseph 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 and the parent or guardian must come to the school office and sign out the student to be released.

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 office 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. **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, or have not been tardy more than once, or have not left early more than once.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed 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. St. Joseph 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.

Liturgical services are held on the First Friday of each month for the entire school community. Each month a different grade/class will prepare the Liturgical celebration. Students in grades 2-8 attend the Friday morning Mass at 8:30 AM. Parents, guardians, and family members are most welcome to celebrate the Liturgy with the school community.

Computer Literacy

Word Processing, Key Boarding, Database, Spreadsheets, Web Design, Mulitmedia, Internet, Digital Citizenship, and Integration with Curricular Subjects.

Extra-Curricular Activities

Choir, Band, Hand Bell Choir, 4/5/6 Boys and Girls Basketball, 7/8 Modified Sports through Notre Dame High School, Chess Club, Mission Club, National Junior Honor Society, Newspaper Club, Odyssey of the Mind, Kiwanis K-Kids, Extended Day Program Activities (Yoga, Crafty Kitchen, etc.)

Fine Arts

Music, Art, Art History, Piano Lessons, Instrumental Lessons, Hand Bell Choir, Drama Club, Odyssey of the Mind

Language Arts

Reading, Writing, Grammar, Word Recognition, Listening Skills, Speaking Skills, Fluency, Spelling, Vocabulary, Comprehension Strategies, Composition, Handwriting, Library Skills, and Appreciation of Literature.

Students in grades 3-8 take the NYS ELA (English Language Arts) Exam.

Mathematics

Number Sense and Operations, Geometry, Measurement, Statistics and Probability, Reasoning and Proof, Communication, Connections, Representation, Pre-Algebra, and Algebra. Students in grades 3-8 take the NYS Math Exam. Students in Grade 8 Algebra1 Common Core take the NYS Regents Exam in June.

In order to allow teachers to meet the students' individual needs in mathematics instruction, students in Grades 7-8 are placed into math groups.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their final math average, ITBS math stanine averages, and teacher recommendation based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either 7th Grade Pre-Algebra or Course II Math.

Grade 8

At the end of Grade 7, students in 7th Grade Pre-Algebra will be eligible to take 8th Grade Algebra if the following criteria have been met:

- Final average of at least 80% in 7th Grade Pre-Algebra
- ITBS Composite Math score from the previous school year
- Recommendation from the teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, proper behavior in the classroom, and displayed the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in 8th Grade Algebra 1 CC in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra 1 CC class. This is a high school level course taken for high school credit. Students not eligible to take 8th Grade Algebra1 CC according to the criteria outlined above will be placed in Course III Math.

Physical Education

Physical fitness programs appropriate for each grade and learning to maintain a healthy lifestyle.

Science

General Sciences (Earth Science, Physical Science, Life Science, Health Science), Scientific Method, and Laboratory Experiences and Safety.

Students in 8th Grade will be eligible to take 8th Grade Earth Science if the following criteria have been met:

- Final average of at least 85% in Science

- Recommendation from the teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displayed the ability to master Earth Science course material.

This placement is probationary and contingent upon ongoing acceptable performance in the Earth Science class. This is a high school level course taken for high school credit.

Students will be expected to take the Earth Science Regents Exam during the month of June.

Social Studies

Culture, Needs and Wants, Places and Regions, Environment and Society, Government, Citizenship, Geography, History, Interdependence, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. The student's academic progress will be assessed on a weekly basis. Students whose average is below 70 will not be allowed to participate in any sport until the grade has improved to a passing of 70 or above.

Admission Information

Nondiscriminatory Policy:

St. Joseph 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 1st.

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

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 School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship (CTGP Form-Catholic applicants only)
- Health Records
- Immunization Records
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of 504 Plan or IEP (if applicable)

Any family that does not meet the criteria for the CTGP (Catholic Tuition Grant Program), will be expected to pay an additional \$1350 per child.

Students applying for Admission in Grades 1-8 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 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 1-8. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph School.

Financial Obligations:

Tuition Schedule: School Year 2016-2017

KINDERGARTEN-GRADE 8

	Catholic	Non-Catholic
One Child:	\$3000	\$4050
Two Children:	\$5600	\$7800
Three Children:	\$8100	\$11,250

Material Fee (grades K-8): \$100 per family

Pre-K (1/2 Day Programs)

3 year olds (3 days):	\$1200
3 year olds (5 days):	\$1300
4 year olds (5 days):	\$1500

Financial Assistance Forms are available on-line at www.sjsbatavia.org. The application deadline to FACTS Grant and Aid Assessment is June 30th of each year. If there is too great a financial burden in meeting the tuition payments, the family should contact Father Ivan Trujillo, Pastor or Mrs. Karen Green, Principal.

Tuition Payment Options:

Payment Options:

Pay in full by August 1, 2016

OR

Enroll in FACTS Tuition Management Service. Payments begin in August 2016. Pay tuition over 1, 4 or 10 months via automatic deduction from a savings or checking account.

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 15th are responsible for ½ of the full tuition amount. Registered students who withdraw after December 15th are responsible for the full tuition amount.

Board of Limited Jurisdiction

The Board of Limited Jurisdiction will include members strategically chosen and will include members from surrounding parishes. In collaboration with the trustees, finance council and committees, the board will have the responsibility for the budget, policies, hiring and supervision of administration and oversight of the facilities and programs. The board consists of the Pastor, Principal, and 9-21 members. SJSAB by-laws are available in the main office.

After School Program

St. Joseph School offers an After School Program. Homework help, snacks, and other planned activities are available. A fee of \$4 per hour is charged for each student who attends.

Arrivals and Dismissals

Students should be in their classrooms at 8:00 a.m. each day. 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, or piñatas are not encouraged. Each student will be invited to a Birthday Lunch with the Principal during the school year.

Bullying and Cyberbullying

St. Joseph 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 (face-to-face, online, etc.) face detention, suspension, and/or expulsion regardless of whether the threats are serious or in jest.

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-5). Cell phones and devices in grades 6-8 are kept in storage bins by homeroom teachers. If a student needs to use their cell phone to discuss the following: walking home from school, entering a house where no one is home, or attending after school sports practices, games, or activities, he/she should ask a teacher for permission. At no time during the day should a cell phone be used without teacher's permission. **If a child is caught using a cell phone, it will be taken away and an adult will be responsible for picking it up in the main office.**

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 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 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.

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, 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.

Counselor

A certified part-time prevention counselor will serve the needs of students and parents through class and individual consultation. The school counselor is contracted through GCASA.

Crisis Plan

St. Joseph School has implemented a “crisis plan” in case of a lockdown 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 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 School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Parents who have violated the agreements in this handbook may also be excluded from St. Joseph School.

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 fire drills be held throughout the school year. During the fire drills, students should follow these regulations:

- 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.

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 **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 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 slumber parties or birthday parties 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.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Joseph 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. Official school-wide emergency communications will be sent using the School Messenger phone system. 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 office between 2:40-3:30 P.M. 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. 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 quarter, academic awards are presented to students in Grades 3-8 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.

Library

The school has a library and we also have a partnership with Richmond Memorial Library. Students are encouraged to use either 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.

Lost and Found

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 Found box located in the outer entrance of the girl's bathroom in the cafeteria. **Items placed in the Lost and Found remain there until the end of the school year. At the end of the year, uncollected items are donated to charity.**

Lunch Program

St. Joseph School offers a hot lunch program daily. Meals are prepared at Notre Dame High School. Students may purchase a lunch ticket for \$46 (subject to change). Checks need to be made out to Notre Dame Nutritional Services. The cost of each meal will be deducted from the lunch ticket. 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 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.

National Junior Honor Society

National Junior Honor Society is an organization that creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, develops character, and encourages citizenship. To be eligible for consideration as a member of NJHS the following requirements must be met:

- Maintain a 94% average for all marking periods of grade 7 and grade 8. If inducted in 8th grade, you must maintain a 90% average
- A completed application to NJHS showing good character, leadership, and good citizenship
- A favorable recommendation from the faculty
- At least 15 hours of community service completed

Nurse

Mrs. Shari Ange provides school health services five days a week from 8:30-1:30 PM. The Batavia City School District provides the following services:

- Screening: Grades K-8
- Hearing Screening: Grades K-8
- Scoliosis Screening: Ages 8-16
- Physical Exams: Mandated for Grades K, 2, 4 & 7
- Sports Physicals
- CSE Referrals
- New Entrants
- 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 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 *slacks
*shorts or skirts no shorter than two inches above the knee (when permitted)

Students may not wear:

*flip flop sandals *no open back shoes *tank tops *t-shirts with inappropriate writing/pictures *yoga pants
*make-up *hats *low cut blouses/tops *jeans with rips or holes *pajama pants

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 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.
 - 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 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.

Parent's Role in Education

We, at St. Joseph 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 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 School, we trust you will be loyal to this commitment.

During these formative years (Pre-K-8), 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 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 four times during the academic school year or every ten weeks. Kindergarten report cards begin in January.

Progress reports will be given mid-way between each ten-week grading period for students in Grades 3-8.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religious program at St. Joseph 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.

School Hours

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

Students not in their homeroom at 8:10 AM are considered tardy. At St. Joseph 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. Students arriving at this time will go to the school cafeteria until they are dismissed to their classrooms at 7:45 AM. Prayer and afternoon announcements begin at 2:15 PM each day. Dismissal immediately follows. Please check the school calendar and monthly newsletter for early dismissal dates.

St. Joseph School offers an After School Program. Snacks, planned activities, and assistance with homework are available. A fee of \$4 per hour is charged for each student who attends.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up on time will receive a phone call reminding you to pick up your student(s) on time. Students not picked up by 2:50 PM will be sent to the After School Program. Parents are charged the daily rate of \$4 per hour for using the program.

School Office Hours

The school office is open on all school days from 7:30 AM-3:30 PM.

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 rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost text books.

School Safety

St. Joseph 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.

Virtual Reality Sites such as, but not limited to, www.there.com and 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.

Service Projects

The stewardship program for students in Kindergarten through Grade 8 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. **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 **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Social Networking Media

Engagement in online blogs such as, but not limited to, MySpace.com, [Xanga](http://Xanga.com), [Friendstar](http://Friendstar.com), [Facebook](http://Facebook.com), 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. Organization

Supporters of St. Joseph 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 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 School Office for distribution. Completed forms must be sent via the U.S. Mail or faxed directly to a school.

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.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The following NYS Exams are given each year:

ELA:	Grades 3- 8
Math:	Grades 3- 8
Science:	Grades 4 & 8
Spanish Proficiency:	Grade 8
Algebra 1 Common Core Regents Exam:	Grade 8 Algebra Students
Earth Science Regents Exam:	Grade 8 Earth Science Students
Diocesan Religion Assessment:	Grades 3 & 7

Final exams are given to students in grades 3-8 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 high school.

Title IX

St. Joseph School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

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.

Uniform and Dress Code

Uniform components (pants, shirts, jumpers, blouses, shorts, sweaters, fleeces) may be purchased through: Flynn & O’Hara Georgetown Square 5225 Sheridan Drive Williamsville, NY 14221, <https://www.flynnohara.com>, or call 716-632-6581.

All students in Grades K-8 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 the parent will be called to bring the proper clothing.

Uniform Guidelines

Boys:

- Navy blue uniform dress pants
- Khaki Bermuda length shorts may be worn during the months of September, October, and after Easter break (purchased through Flynn & O’Hara, Target, or JCPenney) **NO cargo shorts**
- Belts must be worn at all times with pants or shorts with belt loops. Belts may be navy, brown, or black.
- White long or short sleeved oxford cloth shirt (tucked in at all times)
- Any t-shirt worn under the school uniform should be white
- Navy blue tie for grades K-5/Tie of choice in grades 6-8
- Monogrammed navy or green V-neck or cardigan sweater, school sweatshirt or monogrammed fleece
- White polo monogrammed shirt may be worn during the months of September, October, and after the Easter break (tucked in at all times)

- White banded monogrammed long sleeved shirt may be worn by students in grades K-5
- Sneakers or shoes (laces must be tied at all times)
- 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 hair coloring and bleaching is permitted
 - No wild hairstyles, including shaved heads, logos or number imprints, mohawks
- No earrings or tattoos of any kind
- 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 uniform jumper in Grades K-5 (must be knee length)
- Plaid or navy blue uniform skirt or skort in Grades 6-8 (must be knee length)
- Khaki Bermuda length shorts may be worn during the months of September, October, and after Easter break (purchased through Flynn & O'Hara, Target, or JCPenney) **NO cargo shorts**
- White long or short sleeved oxford cloth shirt or blouse
- Any t-shirt worn under the school uniform should be white
- Monogrammed navy or green V-neck or cardigan sweater, school sweatshirt or monogrammed fleece
- White turtlenecks
- White polo monogrammed shirt may be worn during the months of September, October, and after the Easter break.
- White banded monogrammed long sleeved shirt may be worn by students in grades K-5
- Navy blue dress pants may be worn from November 1st through March 31st
- Belts must be worn at all times with pants or shorts with belt loops. Belts may be navy, brown, or black.
- Navy, green, white tights, knee socks, or ankle socks
- 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, 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 and bleaching
 - No beads or scarves should be worn in the hair
- No cosmetics, lip gloss, or colored chap stick
- No tattoos of any kind
- One pair of earrings not larger than a dime and without hoops may be worn
- 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

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

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. 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

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 several local television and radio stations, and a message will be sent to the home phone or cell phone listed on a student's file via School Reach.

Right to Amend

St. Joseph 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 Richard Malone, Diocese of Buffalo

Sr. Carol Cimino SSJ, Superintendent of Catholic Schools, Diocese of Buffalo

Fr. Ivan Trujillo, Pastor, Resurrection Parish, Batavia

Deacon Tom Casey, Parish/School Liaison, Resurrection Parish, Batavia

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

The administration of St. Joseph School, which is the Pastor of St. Joseph School and the Principal of St. Joseph 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 School	585-343-6154
St. Joseph School FAX:	585-343-8911
Resurrection Parish:	585-343-5800
Principal’s Email:	kgreen@sjsbatavia.org
School Website:	www.sjsbatavia.org

Handbook Updated July 2016

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 School. These activities will take place under the guidance and supervision of employees and volunteers from St. Joseph School. A brief description is as follows:

Event/Location:

Date and Time of Departure:

Date and Time of Return:

Designated Chaperones:

Method of Transportation:

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 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 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 2016/2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name: _____

Parent Signature _____
Date

Parent Signature _____
Date

Student Signature _____
Date

Student Signature _____
Date

Student Signature _____
Date

Parents and students must both sign.

SIGNED FORM DUE IN THE MAIN OFFICE BY SEPTEMBER 16, 2016

