

ST. JOSEPH UNIVERSITY SCHOOL

3275 Main Street

Buffalo, NY 14214

716-835-7395

Fax: 833-6550

Dear Parents/Guardians and Students:

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. Joseph University School! In choosing St. Joseph’s you have demonstrated a commitment to the values and philosophy of a Catholic Education.

The Parent/Student Handbook reflects the policies of St. Joseph University School for the 2014-2015 school year. Please read this document carefully and sign and return the agreement found in the back of this book. This agreement states that you intend to abide by the policies of St. Joseph University School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the contest 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 fulfillment.

God bless you,

Mr. Mark Mattle
Principal

Mrs. M. Anne Wojick
Director

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St. Joseph University School – Mission Statement

St. Joseph University School is a Catholic school built on a strong academic curriculum and centered in Christian values. It serves children from diverse faiths, ethnicities and socioeconomic backgrounds to prepare students to be lifelong learners.

Belief Statement

- Children will learn when they believe they can.
- Children will learn in an environment that is physically and psychologically safe.
- Children will learn when they have opportunities to learn in their Learning Style.
- Children will learn when there are multiple forms of assessment – class quizzes, standardized tests, demonstrations, interviews, projects, etc.
- Children will learn when mistakes are seen as part of learning and not as a punishment for failure.
- Children will learn in a label free environment.
- Children will learn in an atmosphere with a positive feeling tone that includes creativity, fun, humor, and patience.
- Children will learn when all students have access to quality teaching, similar opportunities, and when they have some say.
- Children will learn when there is open communication among teachers, students, administrators, parents, and the community.
- Children will learn when support is available at all stages of the learning.
- Children will learn when it is an active process that includes working alone, in small groups, and as a total class with variety of learning activities that contain a combination of lectures, independent work, and hands on activities.
- Children will learn when the physical and performing arts (music, art, physical education, movement, dance, etc) are included in all the curricular areas.

Vision Statement

St. Joseph University School students will approach life embracing creativity and innovation, equipped with skills and knowledge to continue their learning within our school environment and beyond.

The educational staff will maintain and reinforce the focus of the New York State Standards, skills, and values through continued mentoring and instruction.

St. Joseph University School will strive for collectivism and collaboration, maintaining transparency and truth. The culture will celebrate diversity and appreciate a broader understanding of individual perspectives.

The staff will relate to parents and to the communities in an open, welcoming, interactive manner with a process to problem solve and grow.

Our students will be eager, adaptable, and proactive lifelong learners who will be successful members of society, dedicated to the service of others, and rising to their fullest potential.

LIFELONG GUIDELINES/LIFESKILLS

Students at St. Joseph University School are expected to take responsibility for their own behavior. To help students make good choices, we have implemented these lifelong guidelines: Trustworthiness, Truthfulness, Active Listening, No Put Downs, Personal Best. Personal Best can be defined by terms called the Lifeskills. The purpose of the Lifeskills is to provide parameters that help students evaluate their own performance – to guide them, individually and in groups, to an understanding of which social behavior will enhance their success.

The Lifeskills are:

- *Integrity*: To act according to a sense of what is right and wrong
- *Initiative*: To do something because it needs to be done
- *Flexibility*: To be willing to alter plans when necessary
- *Perseverance*: To keep at it
- *Organization*: To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
- *Sense of Humor*: To laugh and be playful without harming others
- *Effort*: To do your best
- *Common Sense*: To use good judgment
- *Problem Solving*: To create solutions in difficult situations
- *Responsibility*: To respond when appropriate, to be accountable for your actions
- *Patience*: To wait calmly for someone or something
- *Friendship*: To make and keep a friend through mutual trust and caring
- *Curiosity*: A desire to investigate and seek understanding of one's world
- *Cooperation*: To work together toward a common goal or purpose
- *Caring*: To feel and show concern for others

The Lifelong Guidelines are social outcomes we have set for our students and ourselves as adults. They are consistent with brain research, based upon respect for others and self, and when consistently followed, ensure that students are ready for academic learning.

(The information on this page was cited from literature published by Susan Kovalik and Associates, phone (253-631-4400.)

The Ideal Graduate

At the end of Grade 8 in St. Joseph University School the ideal graduate will...

- Have a love for learning
- Have well-rounded academic skills, including the arts
- Be able to work well and be comfortable in social groups
- Have a strong sense of Christian values
- Possess the life skills as listed on the previous page
- Have confidence in their learning ability
- Have a feeling of accomplishment
- Be high school ready
- Possess a sense of serving others
- Be culturally aware of their own and other groups
- Have faith and trust in the educational system
- Be centered in their faith
- Have a desire to learn
- Be driven to learn
- Possess the necessary academic skills
- Possess confidence going into the world
- Be knowledgeable and flexible with the changes in society
- Be able to attain a diploma and possible scholarships for future learning
- Be a lifelong learner.

ACADEMIC POLICIES

Curriculum

The Catholic Schools of the Diocese of Buffalo use curriculum guidelines issued by the State Education Department as a basis for instruction. These guidelines have been enhanced through curricula published by Interdiocesan and Diocesan Curriculum Committees to meet the needs of Catholic School students. At the heart of the Catholic school's curriculum is the development of the teachings of Jesus. All students, regardless of individual religious affiliation, are required to participate in religion classes and celebrations.

Homework

Homework is a constructive tool in the teaching-learning process. Daily homework assignments generally range from no more than 20 minutes at the Primary Level, to 50 minutes at the Intermediate Level, and 80 minutes at the Middle School Level. It is the student's responsibility to get homework assignments when absent. Parents may request homework assignments for a student who is absent due to illness. This is to be done by telephone at the time the parent is notifying the school of the child's absence in the morning. Parents are asked to specify who will be picking up the assignments.

Report Cards

Report Cards are issued four times each year, approximately every 10 weeks, to students in grade 1 through grade 8. Progress reports are issued midway through each quarter to students in grades 1 - 8. It is important that parents review report cards and contact the school with questions and concerns. Student achievement is assessed through tests, quizzes, projects, class work, class participation, and final assessments.

Honor Roll

The Honor Roll is a special recognition for academic achievement. Placement is based on the overall average compiled at the end of each quarter.

GRADES 3 to 8

First Honors	94 -100
Second Honors	88 - 93.9
Merit	Outstanding Effort

An effort award is given to students in any grade level who demonstrate **OUTSTANDING** effort.

The Diocese of Buffalo requires that we administer the following standardized tests:

Cognitive Abilities Test (CogAT) to grades 2 and 6.

The New York State Department of Education requires that we administer the following assessments:

English/Language Arts to grades 3 through 8.

Mathematics to grades 3 through 8.

Science to grades 4 and 8.

Promotion Standards Criteria

Factors to be considered in the PROMOTION of a student include:

- class performance according to grade level requirements.
- student achievement on school tests and examinations.
- performance on standardized and competency tests.
- successful achievement of required passing average.
- required attendance according to New York State mandate
(see Attendance Policies).

A student who successfully masters the grade level academic syllabi is promoted to the next grade level in June.

Retention Standards Criteria

The list below indicates the areas of each Grade Level that could result in retention.

Kindergarten – maturation level needed for the successful entry into Grade 1

Grade 1 & 2 – not reaching benchmarks for Reading and/or Math

Grades 3-8 – lower than 70% in two or more of the major subject areas of Reading, Language Arts, Math, Social Studies, Science/Health.

When the probability of retaining a student arises, the parent, teacher and Administration will hold a conference. The final decision for retaining a student rests with the Administration. Parents will receive notification of possible retention no later than the end of the first semester and/or the end of the third quarter.

ADMISSION POLICIES

St. Joseph University School does not discriminate on the basis of race, color, sex, national origin, or handicapping condition. This school gives preference in admission to Catholic students who are members of St. Joseph University Parish.

Before a child is registered at St. Joseph University School, the following procedure must take place:

1. An application is submitted.
2. Appointment is set up with administration.
3. Screening is scheduled for student.
4. Notification is given to parents.
5. Registration paperwork is completed.
6. A 10 week probationary period is invoked.

***Age requirements** for admission to St. Joseph University School are based on the age requirements of the district of the child's residence.

The following records are to be presented at the time of registration:

- * birth certificate as proof of the child's age
- * immunization record,
- * A non-refundable registration fee is required.

A physical examination and a dental examination are required when a student enters school for the first time. Students transferring from another school to grades 1 to 8 must provide all of the above information. In addition, the most recent report card from their previous school and on-site academic testing is required before they are accepted at St. Joseph University School.

TUITION AND FEES

St. Joseph University School has not and shall not discriminate on the basis of religion, race, and color, national or ethnic origin in administration of policies, scholarship, athletic, loan programs, and other school programs. St. Joseph University School does give preference in admission to children whose families are members of St. Joseph University Parish.

New Families who wish their child /ren to attend St. Joseph University School may register after an interview with and approval from the Administration. All new students are accepted on a 10 week probationary period.

The tuition schedule for families registered at St. Joseph University Parish is different from those that are not. An active Parishioner is one that is registered at the parish for at least one year, attends liturgy regularly, participates in parish programs and contributes to the parish. If a parishioner fails to continue to meet these requirements, they will be moved to "Inactive Parishioner" status and their tuition rate will change to Non – Parishioner. Current Parishioner status is reviewed on a quarterly basis by the pastor.

TUITION (New and Returning Families)

The primary source for tuition collection at St. Joseph University School is FACTS Tuition Management. However, multiple payment options are offered.

- Families enrolled in FACTS can use their Automatic Bank Payment option where the payment is electronically transferred from your check or savings account; Families can pay FACTS through their secure website. There is one time, non-refundable FACTS fee. A fee is also charged for any returned payments.
- FACTS accounts must be set up by the parent on the FACTS website: <https://online.factsmgt.com>.

Families not enrolled in facts will be mailed a bill each month for tuition payments. All tuition is due in the school office on the 1st of each month. Tuition is collected on a 10 month basis beginning September 1 and ending June 1.

There is a \$25 fee for checks that are returned to our school due to non-payment from the banking institution.

TUITION Schedule

Tuition schedules for the current school year are included with each registration packet. There is also a current tuition schedule also located on the website.

The tuition rate for Pre-K is \$4400 (full day session only, parishioner/non-parishioner).

Two programs are available to assist families in financing their child's education.

BISON Fund – The Buffalo Inner-city Scholarship Opportunity Network is a privately funded scholarship program for low-income children living in the Buffalo Diocese boundaries to attend non-public elementary schools. The BISON Fund office can be reached at (716) 854-0869 or at www.bisonfund.com.

Applications for BISON are due March 30 for the upcoming school year. (K – 8 grade only)

Diocese of Buffalo: Tuition Grant Program (CTGP): The “Catholic Elementary School Grant Program” (CTGP) is offered to families who are deemed "active" parishioners of a parish without a school and who wish to enroll their child(ren) in another parish affiliated Catholic school in the Diocese of Buffalo. A Parishioner Verification Form must be completed and signed by both the family and their parish pastor each new school year. Note: This program is for students attending parish schools only. The tuition is based at

Parishioner rate. (K – 8 grade only)

It is the responsibility of the parent or guardian to meet the “Condition of Eligibility” as stated on the BISON and CTGP application form. Should the parent or guardian not stay current with these conditions, the School Office will notify the parent or guardian in writing and an appropriate plan of action formulated.

TUITION REFUNDS (Full Tuition only)

Families, who have made full tuition payment prior to the start of the new school year and withdraw their child (ren), shall be refunded as follows:

Prior to first day of school	100% refund (tuition only)
Sept – Dec	50 % refund (tuition only)
Jan - March	25 % refund (tuition only)
April – June	No refund

DELINQUENT TUITION FROM PREVIOUS SCHOOL YEAR

All unpaid tuition for the previous school year must be paid by August 1 of that school year. If it is not, the student will not be readmitted to St. Joseph University School.

FEES (payable with tuition for grades Pre K – 8)

A \$125 (per student) Student Fee is due at the time of registration for all families. This fee covers registration, textbooks, computer lab fee and student testing. **This fee is non-applicable to the tuition and is non-refundable.**

Sport and field trip fees will be collected by the teacher or Home School Association.

Tuition Policy

1. It is important to communicate to the School Office (letter, telephone or in person) any circumstance that may delay a tuition payment. These circumstances will be handled on a case by case basis. Any restructured arrangement for tuition payment will be confirmed in writing by the School Office to the parent or guardian. Please contact (716) 835-7395.
2. All outstanding tuition and fees from the previous school year must be current by August 1 or the child/ren will not be readmitted to St. Joseph University School.
3. Monthly tuition payments are to start on a 10 month basis, beginning September 1 and ending June 1.
4. If payment is not received by the 15th of the month, a phone call will be made, after which you will have 5 days to make payment.
5. If payment is not received by the 20th of the month, a warning letter will be sent home.
6. If payment has not been made by the 25th of the month, a withdrawal letter will be sent home and student(s) will not be allowed to return to school until payment is made in full.
7. Full monthly payment must be made each month; no partial payments.
8. BISON funds will not be applied to the base tuition amount until notification is received from that organization by the School Office.
9. No records will be released to the parent or guardian with tuition in arrears. Once your account is current, the child/ren records will be sent to the parent or guardian.

ATTENDANCE POLICY

A student's academic success depends greatly on regular and punctual attendance at school. Frequent absence and/or tardiness from the regular classroom experience hinders the continuity of the learning experience. Frequent absence/tardiness will require a conference between the parents/guardians and the administration.

Reporting Student Absences

When a student is absent from school the parent/guardian is to notify the school office by 8:15 a.m. Upon returning to school after the absence the student is to present the homeroom teacher with a written excuse signed by the parent/guardian.

The following format is to be used:

Student's Name _____ Grade _____

Date(s) of Absence _____

Reason: _____

Signature of Parent/Guardian: _____

New York State law requires absence excuses to be kept on file. If a written excuse is not sent to school, the absence is recorded as illegal.

Tardiness

A student who is not in his/her homeroom and ready for class by 8:00 a.m. is considered tardy. A student who arrives late must report to the school office for a late slip. Students who ride the school busses are not considered tardy due to late arrival of the bus.

Ineligibility due to Absence/Tardiness

A student who is absent from school because of illness on a given day cannot participate in an extra-curricular activity on that same day.

Early Release

Parents are to notify the school office in writing if their child/ren must be released before the end of the school day.

The following format is to be used:

Student's Name _____ Grade _____

Date & Time to be picked up: _____

Reason _____

Person picking up student _____

Parent/Guardian Signature _____

All students must be picked up in the school office. If someone other than the parent picks up the child(ren), he/she is required to show identification to a staff member in the office. The adult who is picking up the student must sign a log book. Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours.

Parents of students who are not following the established dismissal procedure on any given day must provide the school with a written release stating the alternate plan for dismissal of their child otherwise students will follow their usual dismissal plan.

Vacations

Students removed from school for family/personal vacations are considered illegally absent from school. Parents are to notify the teacher and administration of the vacation in writing at least one week in advance. Students are required to make up all work missed when they return to school.

Birthdays

Please adhere to each teacher's policy regarding birthday celebrations.

CAFETERIA SERVICES

St. Joseph University School participates in the National School Breakfast/Lunch Program. Free and reduced-priced breakfast/lunches are available for students whose family income falls within the eligibility criteria established through federal guidelines. Applications for participation in the free and reduced price lunch program are required from all families for every new school year. These forms will be distributed to all students the first week of school.

Monthly menus are sent home. Students may bring their lunch to school. **Students may not have special lunches (i.e. Burger King, McDonalds, etc) delivered to school.** Milk and snacks are available. Students are allowed to purchase one snack. Students may not bring carbonated beverages or any glass containers to school.

COMMUNICATION

Parent/Guardian-Teacher/Administrator Conferences

Parents/Guardians may arrange appointments with a teacher by contacting the school office or the teacher. Spontaneous, unannounced visits to the classroom are disruptive to classroom procedure. Any parent entering the school must report to the office.

Parents/Guardians with a concern are to discuss the situation with the teacher before contacting the administration.

Appointments for a conference with the administration can be arranged through the school office. A reason for the conference should be given when the appointment is made.

Parent/Guardian-Teacher Conferences

Conferences are scheduled with parents/guardians of all students at the end of the first marking period. There will be only one conference scheduled per child and both parents/guardians are encouraged to attend this conference. Teachers will contact parents/guardians to request additional conferences if need arises.

School Communications

Calendars, H.S.A. minutes, announcements, events, etc. will be in the communication folder. This folder will be sent home with the youngest child. This folder must be returned to school within a few days. The information is also available by email to those who provide the school with an email address. **Email is the preferred method of communication.** Certain information is also posted to the school website, www.sjsbuffalo.org

Non-Custodial Parents

In the absence of a court order to the contrary, St. Joseph University School will provide the non-custodial parent access to a student's academic records and other school-related information. If there is a court order denying access to said records and information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The non-custodial parent may request to have a copy of the materials in the family folder sent by mail by calling the office.

Providing an email address is the preferred method of communication.

Privacy Law

Parents may ask to inspect and review the material in their child(ren)'s official school file. The request must be made in writing at least 24 hours in advance. The records may be reviewed only in the presence of one of the school administrators or appointed staff member.

Telephone Use

The school office telephone is a business phone. Students **may not** use the phone except in **emergencies**.

Cell Phones

Students who bring a cell phone or any electronic device to school must hand it into the school office **before the child proceeds to the classroom**. Cell phones are picked up on the way out of school.

Cell phone use is not permitted in the school building or on the school bus. At no time during the day should a cell phone be in a student's locker or in his/her possession. Items taken away from students will be returned to the parent/guardian after a conference has been held with parents and administration.

TRANSFER POLICIES

When a student is transferring to another school, parents/guardians are to notify the school at least one week prior to the transfer. Parents are to obtain and sign a record release form at the child's new school. All financial obligations must be met before records will be released to the new school.

DISCIPLINE

ALL DISCIPLINARY ACTIONS ARE AT THE DISCRETION OF THE PASTOR AND ADMINISTRATION

Discipline is the combined effort of the school, student and the parent(s)/ guardian(s) and is reflective of our mission, philosophy, and school goals. It is one of the most important lessons education should teach, that is, to help children develop their own problem-solving and choice-making skills. Discipline at St. Joseph University School endeavors to assist the process of forming self-disciplined Catholics and Christians who exhibit behavior that reflects their faith and their values: respect, trust, honesty and caring for others. Continual lack of growth in self-discipline disturbs the learning atmosphere and infringes on the rights of all students.

Acceptable student behavior demonstrates the following:

- respect for self and self-control when dealing with others.
- respect for all members of the school community, and for all visitors to the school.
- courtesy in speech and manner.
- proper decorum in the classroom, hallways, and in the cafeteria.
- acceptance of responsibility for academic learning and moral development.
- exercise of proper safety habits and care of school property.
- appropriate grooming and attire for the school environment.

All faculty will clearly define expectations for students and assist in the understanding that standards are intended to benefit the entire group. Each teacher is responsible for sound classroom management policies, and for preserving discipline throughout the school. Should concerns arise, the teacher will contact the parent/guardian.

Areas in which discipline measures warrant parent/guardian notification are:

- disregard for Christian principles of moral conduct.
- chronic and incorrigible misbehavior which undermines the classroom standards and impedes the academic progress of other students.
- persistent defiance of the authority of any adult in a supervisory position in the school.
- the use of abusive, vulgar or inappropriate language.
- damage to school or personal property. Restitution would be expected.
- cheating, copying and/or forgery.
- assault, battery, fighting or the threat of force or violence directed at other students or school personnel.
- substance abuse.
- sexual harassment.
- possession of drugs or weapons.

When a student has been referred to the Administration the following procedures may be implemented:

- * The student will meet with the teacher and administration to discuss the incident.
- * Parents/Guardians may be contacted by telephone and/or in writing for an appointment with the administration, teacher and student.
- * Disciplinary action may result because of the seriousness of the problem.
- * The student may be asked not to return if unable to make the effort to improve behavior.

A parent/guardian may request a meeting of all persons involved if the issue is not resolved. The parent should send to the office a written explanation for the reason for this meeting.

Gum

Students should not chew gum at any time that they are on the school grounds or in the building. This includes before school, during school, and after school. Disciplinary action will be taken with students who are chewing gum during the course of the school day.

Disciplinary measures are at the discretion of the Administration in consultation with the Pastor.

GIFTS/INVITATIONS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for private parties should be sent to the homes of students by mail, unless an invitation is being given to every student in the class.

GRIEVANCE POLICY

Parents/Guardians are asked to go through proper channels when clarification or misunderstanding in a classroom occurs and needs to be corrected. The following procedure may be followed:

1. Initial contact should be made between the parties directly involved; for example, parents/guardians and teacher. Please contact the teacher for an appointment, informing him/her briefly what the problem involves. (Please do not settle it on the phone.)
2. Meet with the teacher, materials needed, facts prepared, child (if warranted) and arrive at a solution.
3. If the problem is not resolved, then it can be directed to the Administration, who will contact the Pastor, if necessary.
4. If at any time you need information regarding your child's progress at school or an explanation of some matter, please do not hesitate to contact your child's teacher. We want the parents/guardians of the children in our school to feel free to contact our school as soon as any difficulty or problem arises.
5. Anonymous phone calls or letters are disregarded. All written communication should be placed in a sealed envelope to assure privacy.
6. No disagreements are to be handled in front of the children. At no time is loud, angry, profane, or abusive language to be used. If this happens, the teacher may simply dismiss the parent/guardian, or walk away from the discussion.

CONTROLLED SUBSTANCES

Any student in St. Joseph University School who is in possession of drugs or alcohol, or selling, or providing drugs or alcohol to other students in school or at a school sponsored event is liable for expulsion. If a student is under the influence of drugs or alcohol, the parent/guardian, and the proper authorities, will be contacted immediately. The student will be suspended immediately and a conference with the student, parent/guardian, and administration will be arranged soon after the incident. The student may be put on probation. The student may be asked to see a counselor.

The following may never be brought to school by the student:

- alcoholic beverages of any kind
- drugs
- weapons of any kind, real or toy (ex. water guns, cap guns) fireworks
- tobacco products
- immoral or pornographic materials (including CDs or cassettes with parental advisory labels)

SEARCH AND SEIZURE POLICY

School officials have the right to search students' lockers, desks, or storage spaces that are the exclusive property of the school when there is a reasonable or probable cause. Probable cause exists when a school official has reliable knowledge about the whereabouts of illegal or dangerous material in the school.

SEXUAL HARASSMENT POLICY

It is the policy of Catholic schools in the Diocese of Buffalo that all students have the right to be free from all forms of discrimination, including sexual harassment, in the school environment. Sexual harassment may take different forms. The following acts, although not automatically sexual harassment, may constitute sexual harassment under certain circumstances:

1. Verbal - sexual innuendoes, jokes of a sexual nature, and sexually degrading language to describe an individual.
2. Nonverbal - displaying sexually suggestive objects or pictures, leering and making obscene gestures.
3. Physical - unwanted physical contact or touching, brushing up against the body and any other type of coerced sexual activity.

Any student who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the administration. **The administrator will thoroughly and immediately investigate all claims of sexual harassment.** If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular offense and may range from written warnings, parent/guardian conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

The school will take reasonable measures to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student wrongfully charged with sexual harassment.

Schools in the Diocese of Buffalo do not condone and will not tolerate any type of unlawful harassment.

ANTI-BULLYING/HARASSMENT POLICY

The Catholic Elementary Schools in the Diocese of Buffalo call on Jesus as the model for our thoughts, words, and actions. Our schools have a tradition of excellence in developing youth who are sensitive to others and live in the tenets of our Catholic faith.

Children learn best in a climate of acceptance, tolerance, and respect where bullying and harassment are not tolerated. Therefore, our school strives to create and maintain an atmosphere absent of threat in interactions with peers or adults.

Bullying behaviors may include words, actions, and/or body language that happen repeatedly or present a threat to physical or emotional safety due to an imbalance of strength, power, or numbers. It may take several forms: verbal, nonverbal, and/or physical. It refers to behavior that is usually or often repetitive, frequent, would ordinarily not be considered of a social nature, is unwelcome, offensive, or fails to respect the rights and dignity of others.

Incidents of bullying/harassment will be addressed by the administration or designee and a response initiated in a timely manner. The following steps of investigation will be taken:

1. Individual discussions with the parent/guardian(s) of the target (s) and the student(s) responsible for the behavior.
2. Individual discussions with the target(s) and the student(s) responsible for the behavior.
3. Discussion with direct witnesses or bystanders.
4. Discussion with the supervising adult.
5. Completion of an incident report:
 - If required by diocesan policy, report the incident to the Department of Catholic Ed.
 - If required by law, report the incident to law enforcement.
6. Follow up with the target within 48 hours of the report.
7. The incident report, complete with plan of action and follow up summary, will be filed in each student's records.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken immediately. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of the student who files a complaint and to protect the reputation of any student wrongfully charged in a complaint. A plan of action will be age and incident appropriate.

Consequences of the behavior will be in accord with the school's Discipline Policy.

EMERGENCY CLOSING

When school must be closed due to weather conditions or other situations endangering the health or safety of the children, announcements will be made over local radio and television stations. When Buffalo Public Schools are closed due to weather emergency, St. Joseph University School is also closed.

Emergency Release Plan

In the event that an emergency arises while the children are in school and an early dismissal is necessary, these procedures will be followed:

- * Children whose parents/guardians have been contacted will be released to their parents/guardians.
- * Children whose parent/guardian substitute has been contacted will be released to their parent substitute.
- * All other students will remain in the building if parents/guardians cannot be contacted.
- * If District busses are available, students will be transported home.
- * If the entire complex must be evacuated, the children will be moved to Gloria J. Parks Community Center.

The following radio and television stations will be notified of the emergency dismissal and the point of evacuation:

WGR-550 AM WBEN-930 AM Channels 2, 4, 7

EXTENSION PROGRAM

The extension program provides care to St. Joseph students before and after the official school day (7:00 -7:50 am and 2:30 -5:30 pm). Details and a registration form are sent home in September and must be filled out and returned to school for all students each year. It is advised that you fill out the registration form even if you do not intend to use the program. A situation may arise during the school year that would necessitate your use of the program at which time the information on the form becomes vital.

A fee is charged for this service. These fees are the sole support of St. Joseph Extension Program. It is not subsidized by the school or parish. Parents are expected to be current with their extension payments.

The extension program will be open every school day. Every effort should be made to pick up the child at the time the parents indicate when registering for this service. When this is not possible, it is the parent/guardian's responsibility to inform the extension staff immediately.

EXTRA-CURRICULAR ACTIVITIES

St. Joseph University School affords its students a wide range of extra-curricular activities, depending on the availability of volunteers.

Standards have been established for participation in extra-curricular activities to promote personal responsibility among students.

STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Attendance: Regular attendance at school, sports practices and games is required. **Excessive** tardiness and/or absenteeism from school can result in dismissal from an extra-curricular activity. To participate in an activity on a given day, the student must have been present in school.

Academics: If students do not maintain a passing average in all academic subjects, they may not be able to participate, contingent upon review by the teacher(s) and the administration.

Behavior: Students are expected to display courteous, cooperative, and respectful behavior at all times. A student placed on suspension is ineligible to participate in school-sponsored extra-curricular activities on that day.

FIELD TRIPS

Educational or cultural trips which broaden the background of the students are planned by teachers after consultation with the Administration. A fee is often required to help cover admission and transportation expense. Field trips are part of the educational process. Each student will receive an official Field Trip Permission Form which must be returned to school before the field trip. For each field trip, parents/guardians must sign a permission form which releases the school from liability. **Students will not be permitted to go on the field trip if the official permission slip is not signed and returned.** Verbal permission over the telephone will **NOT** be accepted.

[For the parent/guardians' convenience, a copy of the standard permission form appears on our website (www.sjsbuffalo.com). It may be used in case a child misplaces the original form.]

- Field trips are designed to correlate with teaching units and achieve curricular goals.
- Field trips are re-evaluated each year to determine the trip's 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 doesn't not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips in a given year.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Protocol for field trips will include timely notification of the school nurse.

Medications including an EpiPen, inhaler, etc. and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone, in the possession of an adult, must be available on the trip for emergencies.

The adult carrying the EpiPen or other medication will be identified and introduced to the student as well as chaperones.

HEALTH INFORMATION

Contagious Diseases

Parents/guardians of students with a contagious disease are asked to inform the school immediately after the illness has been diagnosed. When a child is absent due to a communicable disease, letters indicating the situation are sent home to the parents/guardians of all students in the class.

Family Emergency Information

At the beginning of each school year, Family Information and Emergency Forms are filled out. This information contains the names and telephone numbers of persons to be contacted in the event a child becomes ill or is injured in school. Parents/Guardians are responsible to inform the office by written notification immediately if there are any changes throughout the school year.

Physical Examination

New York State Education Law (Section 903) requires that each new entrant to the school and students in PK, K, 2, 4, and 7 must have a physical examination by their family physician. A physical examination form must be completed by the family physician and submitted to the school nurse. Vision, hearing and scoliosis screening will be performed by the school nurse. All students who play on a sports team must have on file with the nurse a current physical evaluation that is signed by his/her doctor.

Dental Examination

New York State Law (Chapter 281) permits schools to request a dental examination upon entering the following grades: K, 2, 4, 7.

Immunizations

In accordance with New York State Public Health Law (sec. 2164) and the New York State Education Law (sec. 901), the school requires the immunizations listed to protect students from communicable diseases and to promote the health and welfare of the student body in general.

Requirements for school attendance:

All children entering and attending school must be immunized against measles, mumps, rubella, diphtheria, polio, hepatitis B and chickenpox (varicella). Children enrolled in Pre-K are required to have one dose of HIB vaccine in addition to the requirements above. No principal, teacher, owner, or person in charge of a school shall permit a child to be admitted to school without the Immunization Certificate. The exemptions stated in the law are:

1. certification from a physician in New York State that one or more of the required immunizations may be detrimental.
2. Or, a written statement from the parent/guardian of the child that such person is a bona fide member of a specified religious organization whose teachings are contrary to immunization. The administration or person in charge of the school may require supporting documents from the religious organization specified.

New York State Immunization Requirement for School Entrance/Attendance

Vaccine	Pre-Kindergarten	K to 8
Diphtheria Toxoid Containing Vaccine (DTaP, DPT)	3 doses	3 doses
Polio (IVP, OPV)	3 doses	3 doses
Hepatitis B	3 doses	3 doses
Measles, Mumps, Rubella (MMR)	1 dose	2 doses of measles containing vaccine And 1 dose each of mumps & rubella Preferable as MMR
Haemophilus influenza Type B (HIB)	3 doses if less than 15 months of age or 1 dose administered on or after 15 months	Not applicable
Chickenpox (Varicella)	1 dose for children born on or after 1/1/2000	3 doses if born on or after 1/1/2005 or 1 dose of Tdap for previously unvaccinated students seven years of age or older
Tetanus Toxoid-containing Vaccine and Pertussis (DTaP, DPT)	3 doses for children born on or after 1/1/2005	Not applicable until students are born on or after 1/1/2005
Tetanus, Diphtheria & Pertussis Booster (Tdap)	Not applicable	1 dose for all children born on or after 1/1/94 or children who are enrolling in gr 6
Pneumococcal Conjugate Vaccine (PCV)	Born on or after 1/1/08 4 doses by 15 mo of age, given at age appropriate times and intervals.	Not applicable

The Ill Student

An ill student should be kept at home to prevent the unnecessary exposure of other children to the illness. Do not send your child to school with any of the following:

- * an undiagnosed skin rash
- * an inflamed condition in one or both eyes
- * head or body lice (or eggs)
- * a fever
- * persistent cough, congested or runny nose.
- * vomiting and/or diarrhea

In the event that a child is sent to school ill or becomes ill at school, school nurse/office staff will contact the appropriate person as noted on the emergency contact form. The child should be picked up immediately and may not return to class.

Medication During the School Day

School policies regarding administration of medication are consistent with procedures established by State Education Law. For students to receive medication (**prescription or nonprescription**, including cough drops and other “**over the counter**” drugs) during the school day, the following procedures **MUST** be followed and renewed each year:

Prescription Medication

The parent or legal guardian must submit a written request to the school authorities together with a written request from the prescribing physician indicating the frequency and dosage.

Non-Prescription Medication

The medication must be brought to school by a responsible adult in the original container labeled with the name of the student and the dosage. The Parent/Guardian must provide written instructions including the time to administer the medication and the dose.

Unless these procedures are followed, medications will **NOT** be administered in school.

STUDENTS MAY NOT CARRY MEDICATION IN SCHOOL, this includes cough drops.

INSURANCE

All students are covered by accident insurance purchased through the diocese. This insurance is underwritten by Commercial Travelers Mutual Insurance Company. It covers medical expenses that are not reimbursed by the family’s primary insurance when a student is injured at school, or while participating in a field trip or school-sponsored extra-curricular activity. However, any injuries resulting from fighting and horseplay are NOT covered. Drugs and equipment such as crutches, braces, and wheelchairs are also excluded. This policy does not provide coverage for sickness or disease.

INTERNET USE

The school allows students and staff to access the Internet.

- * Students must obey the following rules with regard to Internet use:
- * Students may use the stations only with the consent of the supervising teacher and at times deemed appropriate by that teacher.
- * The computer stations are to be used for educational purposes only. Students may not use them to read or respond to personal e-mail, to enter “chat-rooms”, to window-shop, etc.
- * For the children’s safety, students may NEVER give out personal information. This includes full name, address, phone number, and/or social security number. In the event that this information is solicited from the student while on the Internet, the student should inform the teacher immediately.

*** Parent and student sign the Acceptable Use Policy and return to the school each new school year.

A filtering program is in place to prevent students from gaining access to inappropriate websites. However, no filtering program is foolproof. If a student enters one of these websites, he/she should inform the teacher immediately so that the site can be identified and actions taken to avoid this site in the future.

Failure to obey these rules may result in suspension of computer privileges.

Student Acceptable Computer Use Policy

The Internet is a global network of networks connecting many millions of computers. The Internet is an environment of independent, unregulated resources that can change on a daily basis. This resource is used similarly to the way books, magazines, newspapers and videos are used in an educational setting.

St. Joseph University School is preparing students for the future by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse.

It is a general expectation that the school’s resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of St. Joseph University School. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse. Assigned passwords are to be kept confidential and not shared with other students.

The following are **NOT** permitted:

- Accessing, displaying or sending pornographic or offensive material, whether written or graphic.
- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.
- Using the Internet for transmission of materials in violation of local, state or federal regulations.
- Using obscene language.
- Violating copyright laws.
- Accessing personal email, instant messaging and entering chat rooms.
- Tampering, misusing, abusing or vandalizing any hardware, software, or security measures.
- Trespassing in others' files, folders or works.
- Using disks from home at school, or disks from school at home, including CDs or external storage devices.
- Downloading music.
- Installing software including screen savers.
- Using school resources for non-school activities.
- Accessing Social Networking sites on school equipment.

Violation will be referred to the Administration for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer privileges unless the policy statement, signed and dated by the student and parent/guardian, is returned to school. This form is sent home at the beginning of the school year.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace, Xanga, Friendster, Facebook, etc. may result in disciplinary actions, as this type of "social networking" is not allowed on school computers.

LIBRARY

The school LMC (Library Media Center) is open every day. Classes use the library regularly for instruction, reading, and research. Books are circulated for a two week period and can be renewed. There is a fine for overdue books. Students are to pay for lost or damaged books.

LOST AND FOUND

The school will not be responsible for items lost by the student. To avoid losing items, students are encouraged to label personal property and to refrain from bringing unnecessary items to school. **Please contact the office as soon as you realize that your child has lost something.** Periodically throughout the school year, lost and found items are placed in the cafeteria for students to check and whatever is not claimed is donated to charity.

PLAYGROUND

The following guidelines have been established for the safety of the playground users, as well as to maintain the playground in its optimum condition.

- * The playground is intended primarily for the use of St. Joseph students while under the supervision of a staff member at the school (teacher, teacher's assistant, Extension program worker, etc.).
- * Students are to obey the directions of the staff member at all times to avoid injury or damage.
- * All playground users should read and follow the rules clearly posted on the lawn nearby. Failure to do so does not release the users from liability.
- * The playground equipment was not designed for use by teenagers or adults.

SCHOOL ORGANIZATIONS

The Educational Advisory Council

The Educational Advisory Council of St. Joseph University School consists of the pastor, school administration, and members of St. Joseph University Parish and the community.

The Educational Advisory Council is a consultative body to the pastor and school administration. Its members work with the pastor and school administration to assist and advise in the formulation of policy.

The Home School Association

A strong H.S.A. creates many benefits for all of the children at St. Joseph University School. The H.S.A. is comprised of all parents of children enrolled in the school.

The H.S.A. Board consists of parents, elected by all members of the H.S.A. who carry out the purposes of the H.S.A. outlined below:

- Help foster Catholic education in the community
- Assist the Administration and staff as needed in the curricular and extra-curricular activities of the school
- Conduct fundraising activities to assist the school
- Perform community service
- Assist in other activities as approved by the pastor and/or the administration.

SCHOOL SCHEDULE

7:00 am to 7:50 am	Morning Care- Extension
7:50 am to 8:00 am	Homeroom
8:10 am	Bell for Prayer
8:15 am	Instruction Commences
2:20 p.m.	Dismissal Procedures Begin
2:30 pm - 5:30 pm	After Care - Extension

SCHOOL SECURITY/SAFETY

School Doors

The doors to the school building are kept locked for the safety of all. Students/Parents/Visitors are to ring the bell to gain entry. Students and staff have been instructed not to respond to people they see outside the doors. Please **do not** signal to them for assistance. Anyone wishing to enter the building must ring the bell at the main side entrance. **Do not** hold the door open for others to enter, as this compromises building security.

Traffic Rules

The following rules have been set down to prevent traffic congestion and accidents.

Parking: Drivers who are entering the building must park in a legal parking space, NEVER in the driveway or fire lane.

***Reminder:** The curb on the school side of Main Street immediately in front of the school is reserved for school buses.
Parking is not permitted in this area from 8 am to 4 pm.

Morning Drop-Off

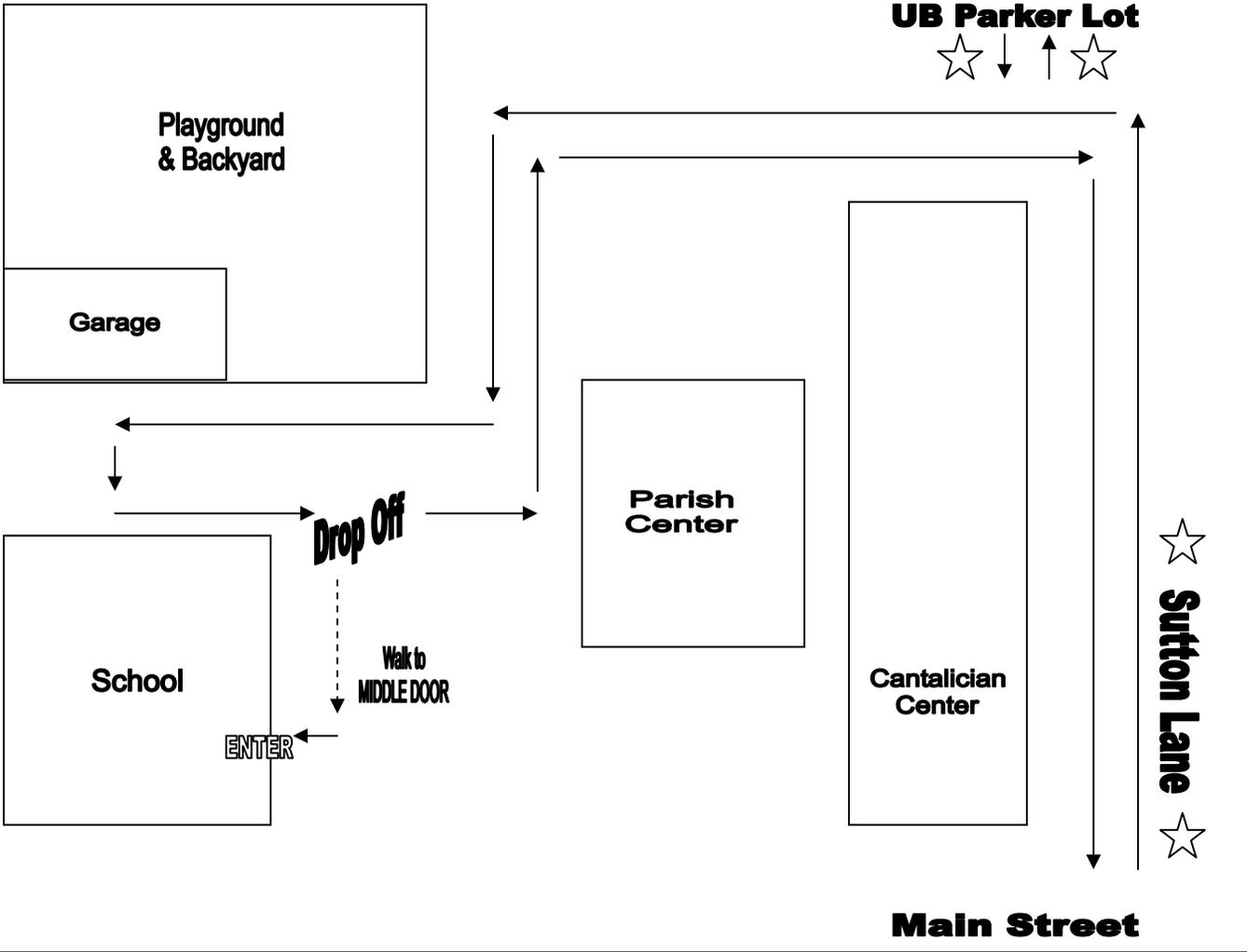
DO NOT enter or exit using the school driveway.

***USE SUTTON LANE OR UB PARKER LOT TO ENTER SCHOOL PARKING LOT.**

WALK WITH, OR ALLOW YOUR CHILD TO WALK ALONE, TO THE SIDE DOORS TO ENTER THE SCHOOL.

Afternoon Pick-Up

- Drive in from UB Parker Lot (off Winspear) or Sutton Place (off Main)
- Park your car in our lot. NO DOUBLE PARKING.
- Walk to the top of the driveway. Children will be waiting in the driveway area next to the school. **Please do not come into the school building.**
- Exit the parking lot through UB Parker Lot or Sutton Place.
- **IN THE INTEREST OF SAFETY, THE SCHOOL DRIVEWAY FROM MAIN ST. MAY NOT BE USED ANY TIME.**



SCHOOL SUPPLIES

General Supplies

Students are given a supply list in June for the following school year. All students must have the proper supplies in class each day. Due to storage restrictions, students are discouraged from bringing anything not on the list. Backpacks with wheels are not permitted.

Textbooks

Most textbooks are provided under the New York State Textbook Loan Law. Students are responsible for the books issued to them and will be required to pay for lost or damaged books. Students are not permitted to write in or on textbooks. Textbooks are to be covered at all times. Book covers are not to be taped to the textbooks. **Do not cover books with contact paper or any adhesive book cover.**

TRANSPORTATION

The Buffalo Board of Education provides transportation for residents of the City of Buffalo. Parents/Guardians must fill out an initial application which is available in the school office. Your child remains on the bus list from year to year. Please inform the office of any address changes as soon as possible.

If a student lives outside the city, parents/guardians must apply to the proper district for bus transportation. It is the parent's/guardian's responsibility to notify the bus company if a child will not be riding the bus due to illness, extra-curricular activities, etc. Bus applications are available in the school office and must be mailed to the district transportation office by April 1 for the coming September. Students who move into a school district during the school year may apply for transportation at that time.

UNIFORM POLICY

Proper grooming and attire reflects positively on the individual student and the school as a whole. Students are expected to meet a common standard of dress so that they may focus on learning and not be distracted by current fashion trends. When students come to school in uniform, it should be of the proper size, clean, pressed and in good repair.

School uniforms may be purchased from:

Flynn & O'Hara	632-6581
5225 Sheridan Drive (Evanstown Plaza)	
Williamsville, NY 14221	
Land's End	1-800-469-2222
www.landsend.com/school	

STUDENTS WILL ARRIVE AND LEAVE SCHOOL IN THEIR SCHOOL UNIFORMS.

GIRLS: grades 6 through 8

- **School plaid skirt**, knee length, that has an appropriate fit
- White banded bottom polo shirt, short or long sleeved, worn outside the skirt
- White polo, short or long sleeve, tucked in, no logos except school logo
- Navy blue sweater, button up/zipper, pullover, vest, school gym sweatshirt, **NO HOODS**
- Solid navy or white knee or dress socks or tights ***** NO LEGGINGS ARE PERMITTED *****
- **Socks that come to or below the ankle are sport socks and may not be worn**
- Navy blue dress shorts (May, June, Sept., Oct. only)
- Navy blue dress pants (November 1 to March 30)
- Dress shoes, heel no taller than 1"
- All shirts/camis worn under polo shirts must be white; no logos

GIRLS: grades K through 5

- **Plaid school jumper**, knee length
- White blouse with collar, (**NO POLO SHIRT**) no decorations, long or short sleeves
- Navy blue sweater, button up/zipper, pullover, vests, school gym sweatshirt, **NO HOODS**
- Solid navy or white knee or dress socks or tights/**NO SPORT SOCKS/NO LEGGINGS ARE PERMITTED**
- Navy blue dress shorts (May, June, Sept., Oct. only)
- Navy blue dress pants (November 1 to March 30)
- Dress shoes, heel no taller than 1"
- All shirts/camis worn under blouses must be white, no logos

BOYS: grades 6 through 8

- Navy blue dress pants **worn with a navy, black or brown belt**
- White knit 3-button polo shirt with collar, short or long sleeved, no logo except school logo OR
- White dress shirt, long or short sleeved, tucked in at all times. **A tie, solid or striped, must be worn with the dress shirt**
- Navy, black or white dress socks
- Navy blue sweater, button up/zipper, pullover, vest, school gym sweatshirt, NO HOODS
- Navy uniform walking shorts (May, June, Sept., Oct. only)
- All shirts worn under polo shirts or dress shirts must be white, no logos
- Dress shoes – no sneaker/sport type shoes

BOYS: Grades K through 5

- Navy blue dress pants **worn with a navy, black or brown belt**
- White knit 3-button polo shirt with collar, (not dress shirts) short or long sleeved, no logos except school logo
- Navy, black or white dress socks
- Navy blue sweater, button up/zipper, pullover, vest, school gym sweatshirt, NO HOODS
- Navy uniform walking shorts (May, June, Sept., Oct. only)
- All shirts worn under polo shirts must be white, no logos
- Dress shoes – no sneaker/sport type shoes

Only the items listed above are considered regulation uniform clothing articles. Hats may not be worn in the building. On gym days, students are to wear their gym uniforms and sneakers to school.

DRESS SHOES MUST BE WORN (grades 1-8) to and from school except on Gym days, when sneakers are allowed. Sneakers, clogs, and fashion boots are not considered dress shoes and may not be worn. For safety reasons, large platform shoes or open-toed shoes may not be worn; shoes should have heels no higher than one inch. Dress shoes should be **one solid color** – navy, black or dark brown. Oxford style and loafers are acceptable. **Sandals, flip flops, open back shoes, or sneakers, work-type boots, and hi top shoes are not permitted.** Shoes with laces must be tied at all times.

Pre-K and KINDERGARTEN students are asked to wear sneakers every day. Boots must be worn to and from school on snowy days.

JEWELRY

Jewelry is **not** part of the uniform. Watches may be worn; beeping devices must be disconnected during the school day. Girls may wear only one pair of post earrings or small hoops (no larger than a nickel). Boys may not wear earrings. With the exception of a modest cross, no chains or necklaces may be worn. Bracelets of any kind should not be worn. **Nail polish and makeup are not considered age-appropriate and may not be worn.** This includes, but is not limited to, lip gloss, colored chapstick, artificial nails and tattoos of any kind.

“Latest fads” in clothing and hairstyle (including, but not limited to, dyes and Mohawks) will not be allowed. Hair must be neat and clean and appropriate. NO DESIGNS MAY BE CUT INTO THE HAIR. Scrunchies, hair clips, rubber bands, pony tail holders, etc must be in the hair and **not worn on the wrist.** No scarves should be worn on the hair.

Students out of uniform will receive a warning. Repeated or willful violation of the uniform policy may result in disciplinary action. **Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day.**

OUT OF UNIFORM DAYS

In the event of a “NO UNIFORM DAY,” students are still expected to dress respectably. Revealing clothing or clothing that exhibits offensive words, logos, or images is not allowed. **Students may wear:** jeans (not skin tight or baggy), sneakers, short socks, Capri pants, skirts no shorter than two inches above the knee, sweatshirts, jogging suits, dresses, slacks. Modest jewelry and nail polish are allowed on out of uniform days.

Students may NOT wear: flip flops, sandals, open back shoes, tank tops, t-shirts with inappropriate writing, sneakers that convert to skates, biker shorts, pajama pants, make up, low cut tops, tight clothing of any kind, baggy pants, hats, large earrings, shorts or skorts.

Good rule of thumb: if you think you shouldn’t wear it -- you shouldn’t!!

PHYSICAL EDUCATION UNIFORM

Must be purchased from Lands End at landsend.com/1-800-469-2222 or from Flynn and O’Hara, 632-6581, 5225 Sheridan Drive (Evanstown Plaza) Williamsville, NY 14221.

Students should come dressed in their gym uniform on their appointed gym day. Sneakers must be worn with gym uniforms. Jewelry may never be worn during Phys. Ed. classes and sports. During the winter months, students must wear boots on wet days to cross the street to attend Phys. Ed. classes at the Gloria J. Parks Center.

VISITORS

School visitors (volunteers, parents, guests) must come to the main office upon arrival. For safety and security reasons, each person is required to sign in and receive a visitor’s pass. Visitors are to return the pass as they exit the building. Parents who volunteer during the school day may not drop in to a classroom to see their child. This is an interruption to the teacher and to the educational process.

VOLUNTEERS

All individuals who volunteer (sports team coaches, Religious Ed. Instructors) must complete the Volunteer Sign Up sheet and must complete the Diocesan Protecting God's Children (Virtus) workshop (including a criminal background check), and keep current with their Virtus training. Periodic reminders may be given.

All volunteers are expected to dress appropriately. We ask that clothing be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent/guardian volunteers to school for meetings, to assist with class parties or activities, decorate bulletin boards or attend field trips.

PARENTS/GUARDIANS AS PARTNERS

As a partner in the educational process at St. Joseph University School, we ask parent/guardians to:

- Set rules, times and limits so that your child/ren:
 - Get to bed early on school nights
 - Arrive at school on time/and is picked up on time
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or nutritional bag lunch each day
- Actively participate in school activities such as Parent-Teacher Conferences, H.S.A. meetings, etc
- See that the students pay for any damaged school books or property due to carelessness or neglect on their part
- Notify school with a written note when the student has been absent
- Report absences and tardiness with a phone call on the day of the absence or tardiness
- 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 or 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 and all school staff with respect and courtesy at all times



St. Joseph University School Attendance Policy

St. Joseph University 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 this handbook.

The elements of our comprehensive attendance policy are as follows:

Objectives:

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

2. Strategies to meet objectives:

- a. Use of a daily register of attendance.
- b. Use of a recording system in departmentalized grades.
- c. Use of a recording system for excused or unexcused absence for a day or portion of.
- d. Use of a recording system for tardiness or early departure.
- e. Use of a recording system for each scheduled day of instruction.
- f. Use of dates for entries and withdrawal of enrollment.

3. When attendance will be recorded:

- a. Daily at the elementary level.
- b. Period by period at an elementary level that is departmentalized.
- c. At the elementary level when students attend special area classrooms.

4. Determination of which absences are excused and which are not and a coding system.

a. Excused absence shall include:

<u>Type of Absence</u>	<u>Code</u>
§ Sickness	S
§ Sickness or death in family	F
§ Required to be in court	P
§ Approved high school visits	P
§ Quarantine	P
§ Religious observance	P
§ Attendance at health clinics	P

b. Unexcused absence shall include:

<u>Type of Absence</u>	<u>Code</u>
§ Truancy	T
§ Suspension	Su
§ Vacation	UE
§ Take your child to work day	S
§ Other unexcused absences	UE

5. Description of school policy regarding 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 children. Regular attendance at 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 school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

6. Description of incentives/sanctions to be used:

36.

- a. Perfect Attendance Award given according to school policy.
- b. Regular attendance determines participation in special occasion days or events.
- c. Regular attendance determines promotion.
- d. Excessive irregular attendance and persistent tardiness are considered child neglect and warrant notification of proper authorities.

7. Description of notification of parents:

- a. Parents notify school for absence and / or tardiness.
- b. School calls parents if parent has not called.
- c. Students who are tardy must report to the office.
 - d. A written excuse must be completed by the parent giving specific reason for absence/tardiness within three (3) days of the child's return to school.
 - e. If an excuse is not received within the three (3) days, the absence is recorded as unexcused.
 - f. Excused and unexcused absences/tardiness are recorded in school register of attendance.
 - g. A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs-out the student to be released.

8. Description of the development process for intervention strategies:

Personnel keeps the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and pattern. If the problem or pattern continues, this is viewed as child neglect and the school administration will notify proper authorities.

9. Identification of the person to review attendance records and initiate actions:

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

NON-DISCRIMINATION POLICY

St. Joseph University School hereby advises students, parents, employees and the general public that it offers employment and education opportunities without regard to gender, race, color, religion, age, national origin, or handicap. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

ADMINISTRATION'S RIGHT TO AMEND

The Administration of St. Joseph University School retains the right to amend this Handbook for just cause. Parents/Guardians will be given prompt notification if and when revisions are made.

Revised August, 2015

ELEMENTARY SCHOOL ATHLETIC HANDBOOK

DIOCESE OF BUFFALO

MISSION STATEMENT

The mission of the Diocese of Buffalo Elementary School Athletic Programs is to foster the development of the whole child through academic and recreational athletic experiences within an atmosphere of Catholic values. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

EDUCATIONAL GOALS

Competence

A student athlete in a Diocese of Buffalo Elementary School Athletic Program is competent in terms of:

- Skill development
- Knowledge of the game and strategies
- Fitness, conditioning, healthy behavior

Character

A student athlete in a Diocese of Buffalo Elementary School Athletic Program demonstrates:

- Responsibility
- Perseverance
- Pride
- Trustworthiness
- Fair play
- Self control

Civility

A student athlete in a Diocese of Buffalo Elementary School Athletic Program demonstrates civility toward others in word and actions, showing:

- Respect
- Fairness
- Caring

Citizenship

A student athlete in a Diocese of Buffalo Elementary School Athletic Program, through actions, shows evidence of:

- Loyalty and commitment
- Teamwork
- Integrity

TRANSPORTATION POLICY

Elementary School student athletes are responsible for their own transportation to and from athletic practices and competitions/games unless the school has arranged transportation for a specific competition/game/event. In this case, contract bus transportation (including a driver) is the most desirable method to use. Use of 15 passenger vans is strictly prohibited.

Carpooling with parents as volunteer drivers is very often utilized as the most convenient method of transporting elementary school athletes to and from athletic competitions. If a parent/volunteer drives athletes other than their own child(ren) in their own vehicle, it is important to note that the insurance on that vehicle is primary (first to respond in the event of an accident). Diocesan insurance provides excel liability protection once the underlying insurance is exhausted. Due to the potential exposure associated with this form of transportation, the following rules and regulations must be followed:

1. The driver must be 21 years of age or older, have a valid, non-probationary driver's license and not have a physical disability that could in any way impair his/her ability to drive the vehicle safely.
2. The driver must have an acceptable driving record that may be subject to verification through obtaining a motor vehicle report. Any occurrence of a DWI, DUI, or any combination of 3 or more accidents/moving violations in the past three years will make the driver ineligible to drive students to or from athletic events.
3. The vehicle must have a valid and current NYS Inspection sticker, a valid and current registration, and valid and current license plates.
4. The vehicle must be insured with liability limits no less than \$100,000 per person/\$300,000 per accident for bodily injury and \$100,000 per accident for property damage.
5. A signed School Safety Driver Information Sheet (Appendix A-4) must be submitted for each driver and kept on file at the school.

ATHLETIC PERMISSION FORM

St. Joseph University School students wishing to participate in a sport must fill out a school Permission Form. (Appendix 2) This form is accessible at the end of this handbook, and is distributed by the Athletic Director prior to the formation of teams. Permission forms must be completed and returned on or before the deadline set by the Athletic Director. Any student who decides to participate on a team after the deadline must see the Athletic Director before attending any practice sessions. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants. A permission form needs to be completed for each sport a student wishes to play.

Students participating in Athletics must have a current physical exam on file. (Appendix A – 1)

TEAM PRACTICE AND COMPETITION LIMITS

Sport	Min. # of practices prior to 1 st game	Max. # of practices prior to 1 st game	Max. # of practices per week	Max. # of games	Min. time between games	Other
V. Baseball	5	15	4	20	1 night	
JV. Baseball	5	14	4	14	1 night	
Girls V. Volleyball	5	15	4	20	1 night	
Girls JV Volleyball	5	15	4	14	1 night	
V. Basketball	5	15	4	30	1 night	
JV. Basketball	5	10	3	20	1 night	
V. Softball	5	15	4	20	1 night	
JV Softball	5	15	4	14	1 night	
Boys Volleyball	5	15	4	20	1 night	
Track & Field	5	15	4	10	1 night	
Soccer	5	15	4	20	1 night	1 contest = 60 Min. of team play
Swimming	3	15	4	20	1 night	

Practices: only 1 practice per day is permitted...a minimum of 1 hour in length, not exceeding 2 hours.

Contests: The number of games includes tournament games. Count only the number of tournament games you are guaranteed. The school's team uniform may only be work at school-sponsored events. Only 1 sport competition per day is permitted, with the exception of the Diocesan Track meet.

NO ELEMENTARY STUDENTS ARE ALLOWED TO PRACTICE OR COMPETE WITH HIGH SCHOOL STUDENTS.

RATIONALE FOR PRACTICES/COMPETITIONS

1. Academic study and schedules are top priority.
2. Team schedules should not burden family life.
3. Instruction and conditioning is important prior to competition.

Recruitment of students based solely on athletic ability is a direct violation of the Monsignor Martin High School Athletic Association.

THE STUDENT ATHLETES:

- Act in a Christian way exhibiting good sportsmanship both on and off the court/field. Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember sport team participation is a privilege, not a right. Remember it is an opportunity to learn and have fun, not just to please parents or coaches.
- Start each competition with a team prayer. Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition.
- Accept both victory and defeat with pride and honor—never be boastful or bitter.
- Maintain grades (class work, homework, projects, and tests) and effort in school work. Always working to your potential.
- Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school in all you do.
- Use self control.
- Listen and learn from the coach. Work hard to improve skills and help the team.
- Follow all the rules and regulations set by the school, coach and sport.
- Respect the judgment of the officials. Never argue or show disrespect to the officials. Only the captain should communicate with the officials regarding clarification of a rule.
- Attend all practices and competitions. If unable to attend, notify the coach in advance.
- Attend the full school day of a practice or competition.
- Accept the responsibility of representing the school and community.
- Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned, the student's report card can be withheld. If the uniform is lost, the school may assess a fee to replace it and the report card can be withheld until the fee is paid.

(Sports Code of Ethics, Appendix A - 3)

THE PARENTS/GUARDIANS:

- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community.
- Respect the judgments of the officials and efforts and strategies of the coaches.
- Remember the athletic experiences are learning opportunities for the players. It is supposed to be fun for the student.
- Encourage, but don't pressure participation in sports. Make sports part of your child's life, not everything in his/her life.
- Keep winning in perspective; help your child to do the same.
- Help your child meet the responsibilities to the team and coach.
- Place academics as first priority...school work is still the primary task of a student.
- Let the coach guide and instruct your child during competitions and practices.
- Cheer for your team. Acknowledge the efforts and successes of the opponents.

(Sports Code of Ethics, Appendix A – 3)

ST. JOSEPH UNIVERSITY SCHOOL

3275 Main St
Buffalo, NY 14214
835-7395

PARENT/GUARDIAN PERMISSION FOR SPORTS PARTICIPATION

Student Name _____ Date _____

Name of Parent/Guardian _____

Address _____

Home Phone _____ Work Phone _____

My child _____ has my permission to participate in (sport) _____ during the 2010-2011 school year. He/she will be expected to attend all scheduled practices and games. If needed, I understand that my son/daughter is responsible for all equipment/uniforms issued, and if any of the equipment/uniforms issued are not returned in proper condition, I am liable for their replacement value.

In case of emergency and I cannot be reached, please call:

Name _____ Phone _____

Relationship to child _____

Name _____ Phone _____

Relationship to child _____

If I cannot be reached, I give my permission for the coach or a responsible school representative to have my child treated by a physician.

My child has received a medical release to participate in _____ (sport) and he/she has been in good health since, having no accidents or major illnesses.

Please indicate any allergies or health conditions that we should be aware of: _____

Parent/Guardian Signature _____ Date _____

ST. JOSEPH UNIVERSITY SCHOOL
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SPORTS CODE OF ETHICS FOR PLAYERS

I HEREBY PLEDGE TO PROVIDE POSITIVE SUPPORT, CARE, AND ENCOURAGEMENT FOR ALL CHILDREN PARTICIPATING IN YOUTH SPORTS BY FOLLOWING THIS PLAYERS' CODE OF ETHICS.

I will remember to start each game with a prayer and model Christian values throughout any game or practice.

I will remember my behavior represents my school and reflects its philosophy.

I will practice and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.

I will remember that sports participation is an opportunity to learn and have FUN, not just to please my parents or coaches.

I will be on time for every practice and game that I can attend, and will notify my coach in advance if I cannot attend.

I will do my very best to listen and learn from my coaches.

I will try to do my best at every practice and game, working hard to improve my skills and self-discipline, and to help my team.

I will never argue with or complain about a referee's call or decision.

I will control my temper and resist the temptation to retaliate if I feel I've been wronged.

I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed, or ability, and I will expect to be treated accordingly.

I will do my very best is school.

I will play using the Laws of the Game.

I have read and will follow the **Sports Code of Ethics for Players.**

Player's Signature

Date

ST. JOSEPH UNIVERSITY SCHOOL
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835-7395

SPORTS CODE OF ETHICS FOR PARENTS/GUARDIANS

I HEREBY PLEDGE TO PROVIDE POSITIVE SUPPORT, CARE, AND ENCOURAGEMENT FOR ALL CHILDREN PARTICIPATING IN YOUTH SPORTS BY FOLLOWING THIS PARENTS CODE OF ETHICS.

I will remember that my behavior, and that of my child, represents my school and reflects its philosophy.

I will practice and encourage good sportsmanship, effort, and teamwork from players, coaches, officials and other parents at every game and practice.

I will not place a burden on my child to win games. The purpose of youth sports is to develop physical, mental and social skills.

I will do my very best to make youth sports fun for my child.

I will never argue with or complain about a referee's call or decision.

I will support efforts to remove verbal and physical abuse from youth sports activities.

I will refrain from being a sideline coach or referee. I will attend games to provide positive support for all players on all teams.

I will support efforts to provide an environment for my child that is free from drugs, alcohol, and tobacco. I will personally refrain from their use at all youth sports events.

I will remember the game is for the players and not for the parents.

I will ask my child to treat ALL players, coaches, fans, and officials with respect regardless of race, gender, creed or ability.

I have read and will follow the **Sports Code of Ethics for Parents/Guardians.**

Parent/Guardian Signature (mother)

Date

Parent/Guardian Signature (father)

Date



Saint Joseph University School Responsible Use Policy

Let your life speak – in person and online

The members of the Saint Joseph School Community strive to attain the Catholic/Christian ideal of seeing “God in everyone.” The School’s Code states:

Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Saint Joseph University School community in order to create an atmosphere in which trust, scholarship and friendship may flourish. These principles are in accord with the Catholic/Christian notions of common decency and respect for the rights and feelings of others.

In the world of technology, these ideals still apply whether you are in school or out. Saint Joseph School expects that your behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that you use face-to-face with others.

Specifically, we expect all members of the Saint Joseph community to act with the understanding that:

- **Words can hurt or heal, whether in person or online.**
 - Therefore, you should be cautious and respectful in all online communication. Technological transactions are persistent and replicable and can be forwarded, copied, or traced. A piece of gossip, an insult, or an unflattering video will last forever on the internet.
- **Lying, cheating, and stealing are wrong no matter how they are done.**
 - Plagiarism, the copying of another’s work and using it as your own, whether from print or electronic sources, is cheating.
 - Some activities on the internet are illegal. They include, but are not limited to: making threats, harassing others, committing fraud, stealing, vandalizing, and violating copyright or trademark rights of others (including improper copying of licensed software).
 - Some activities do not belong in a school setting, including: viewing, downloading or transmitting pornography or materials containing obscenities.
- **You share in the responsibility of keeping the School’s Network and Hardware functional and secure.**
 - Do not attempt to access another person’s account (including e-mail) or private files or misrepresent oneself as another person in electronic communications.
 - Do not participate in unapproved chat rooms or instant messaging while on campus.
 - Never send inappropriate unsolicited mass email messages such as chain letters, jokes, or spam.

- Do not attempt to breach system security or disrupt the normal operation of the Network. If you know of someone who is attempting to compromise Network security, immediately report it
- Do not install software.
- Do not play unapproved computer games or access inappropriate websites.
- Do not give out personal information through email or over the Web. Doing so can endanger you and other members of the school community.

- Report any communication that makes you uncomfortable to your teacher.
- Report violations of this policy to your teacher, the administration or the IT staff.

● **The primary purpose of the Saint Joseph School’s Network is to support students and teachers in the process of teaching and learning.**

- Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.

- The Saint Joseph School reserves the right to discipline users for actions performed outside of school if they adversely affect the safety of the students or constitute behavior embarrassing to the school.

- Parents/students will be billed the fair market value for the time and/or materials required to rectify actions by students which adversely affect the operation of Saint Joseph School’s Network and/or Hardware.(i.e. Changing hardware preferences, installing unauthorized software, disconnecting cables etc.)

● **The School’s Network, which provides a wide range of computing resources, including software, hardware, and Internet access, is the property of Saint Joseph School.**

- Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The School’s Administration, and designated staff reserve the right to access a user’s files stored on or processed through the Saint Joseph School’s Network and/or Hardware in order to help maintain the system’s functionality, for compliance with legal requirements and as otherwise required for the well-being of the school.

To students and parents:

By signing the Saint Joseph School Responsible Use Policy, you acknowledge that you have read and understand the School’s policy and recognize that education is a cooperative undertaking and the joint responsibility of home and school. You agree to accept your full share of this responsibility to maintain the academic and social standards, by acting cooperatively with the Saint Joseph School community.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**HANDBOOK AGREEMENT
2015-2016**

My children and I have read the Parent/Student Handbook and do agree to abide by the terms set forth within.

We will also abide by any written revisions or amendments made to the handbook by the Administrator or Pastor.

Name(s) of Child(ren)	Grade(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Parent/Guardian Signature _____

Parent/Guardian Name (PRINT) _____

**PLEASE RETURN THIS SIGNED AGREEMENT and RESPONSIBLE USE POLICY TO SCHOOL BY
September 25, 2015
THANK YOU!**