

ST. JOSEPH UNIVERSITY SCHOOL

3275 Main Street

Buffalo, NY 14214

716-835-7395

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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. 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.

The faculty and staff of our 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.

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

Outstanding Effort

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

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.
- 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 3-5 – lower than 75% in two or more of the major subject areas of Reading, Language Arts, Math, Social Studies, Science/Health.

Grades 6-7 - 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 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 rate 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.

- 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>.
- Tuition rates for the current school year are included with each registration packet. There is also a current tuition rate also located on the website.

St. Joseph University participates in the 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.

It is the responsibility of the parent or guardian to meet the “Condition of Eligibility” as stated on the BISON 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 June 30 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 Student Fee is due at the time of initial registration for all families. This fee covers registration, textbooks, lab fee and student testing. **This fee is non-applicable to the tuition and is non-refundable.**

A yearly Technology Software fee is not included in the Student fee. This will be collected in September by our IT Department. Sport and field trip fees will be collected by the teacher.

Tuition Policy

- 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.
- All outstanding tuition and fees from the previous school year must be current by June 30 or the child/ren will not be readmitted to St. Joseph University School.
- Monthly tuition payments are to start on a 10 month basis, beginning September 1 and ending June 1.
- Full monthly payment must be made each month; **no partial payments.**
- BISON funds will not be applied to the base tuition amount until notification is received from that organization by the School Office.
- The BISON Fund will not award funds during the school year if tuition payments are not up to date.
- The BISON Fund will not award a scholarship to families whose tuition is not paid in full from the previous year or those who owe a balance from a former school.

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 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. According to NYS law, students may not bring carbonated beverages (pop) 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, announcements, events, etc. will be in the Family Folder. This folder will be sent home with each child. This folder must be returned to school daily. 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.

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.

HONOR CODE/DISCIPLINE

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

St. Joseph School Honor Code will be used. Please refer to pamphlet sent home with each student at the beginning of each school year.

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 suspended or expelled if unable to make the effort to improve their behavior.

A parent/guardian may request a meeting of all persons involved if the issue is not resolved.

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

St. Joseph University School Honor Code

*The true self in everyone is good, wise and powerful.
We must always recognize the difference between being and doing.
It is always important to separate the deed from the doer.*

The following is a code of honor that we at as students at St. Joseph University School agree to live by.

We will strive to always treat others the way we wish to be treated, demonstrating:

Respect, valuing other people, their thoughts, feelings, opinions and positions.
Always seeking first to understand and then to be understood.

Responsibility, being accountable for our words and actions, being thoughtful, proactive and putting first things first.

Restoration, taking action to repair harms and to right wrongs, to forgive and be forgiven, to seek win-win, positive and synergetic relationships
physically, mentally and spiritually.

Description and Examples of Minor Infractions

Disruptive or Unruly Behavior – Creating a condition that interferes with teaching or causes an unsafe environment or an atmosphere not supportive of learning. (Not following Teacher/Classroom rules).

Students are required to: cooperate, listen attentively, follow instructions promptly, and respond appropriately when called upon.

Inappropriate Physical Contact – Physical contact intended or likely to hurt, distract or annoy another person. (Hitting, pushing, shoving, pinching, grabbing or biting)

Inappropriate Verbal Conduct – Verbal conduct intended or likely to upset, distract or annoy another person. (Name calling, teasing, baiting or slurs, profane, obscene or vulgar language or gestures)

Throwing Any Object – Throwing any object likely to cause harm or damage. (Books, pencils, erasers, paper wads or scissors)

Damaging Property – Causing damage to property of the school, Teachers or Staff or other students. (Includes taking another person's property without their permission)

Inappropriate use of Electronic Technology – Violation of St. Joseph University School Responsible Use Policy or the I-Pad Acceptable Use Policy. (Sending inappropriate email messages, participating in unapproved social media platforms, play unapproved video games and accessing inappropriate websites) Violations may be considered a Major Infraction based upon the nature of the infraction.

Description and Examples of Major Infractions

Unsuccessful fulfillment of Honor Code Agreement – Failure to complete the goals as specified in the written Honor Code Agreement within the specific time frame outlined in the agreement.

Fighting – Engaging in physically aggressive behavior that creates a substantial risk or result in physical injury. (Generally involves serious physical interaction beyond that of inappropriate physical contact for example repeated punching, kicking or choking.)

Sexual Harassment – Sexual suggestive comments, inappropriate propositions or physical contact of a sexual nature (touching, patting, pinching), indecent public behavior, sending or posting sexually suggestive messages or images.

Use or Possession of Drugs, Alcohol or Tobacco – Using or possessing controlled substances, prescription or over the counter medications, illegal drugs, drug paraphernalia, alcohol, tobacco products and vaping.

Weapon Possession – Possessing a firearm, air gun, BB gun, paint gun, knife, box cutter, utility knife, club, slingshot, metal knuckles, num chucks, explosives, fire crackers, pepper spray, mace, any dangerous or sharp pointed instrument used as a weapon such as scissors, nail file, or broken glass.

Falsely Activating Fire Alarm – Falsely pulling a fire alarm or activating any other disaster alarm or aid device.

Cheating – Copying from another person’s work, using unauthorized material during an exam, collaborating with others during an exam without permission, Plagiarizing – claiming another person’s work as your own, Forgery – signing another person’s name to a document.

Bullying –

Bullying is aggressive behavior by one individual (or group) that is directed at a particular person or (or group) the aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done.

Bullying is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his or her behavior.

Bullying behavior always involves an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted.

It is a pattern of behavior usually repeated over time and can take many forms.

Procedure

We will use the following procedure to teach, develop and cultivate the principles contained within the Honor Code:

1. **Reflect** – Self Reflection (Reflection Sheet)
2. **Reason** – Discuss with those affected (Restorative Circle Process)
3. **Restore** – Repair harm caused (Honor Code Agreement)

The result of the procedure will be an Honor Code Agreement which will be the culminating tool used to teach and reinforce the learning.

The procedure will be used by the teacher within the classroom for Minor Infractions.

The procedure will be used by the administration for major infractions.

Honor Code Agreements will be communicated to all parties involved including students, parents, teachers and administration.

Unsuccessful fulfillment of Honor Code Agreements will result in a Major Infraction and referral to Administration. Severe breaches of the Honor Code, Major Infractions will result in referral to Administration and may result in suspension or expulsion.

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.
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.

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.

BULLYING/ANTI-HARASSMENT LANGUAGE

Catholic schools strive to provide a safe environment for all individuals. All students and employees are to be treated with dignity and respect. Bullying behavior is defined as repeated and systematic abuse and harassment of another person or group. A person is being bullied when he or she is exposed repeatedly and over time to negative actions by one or more persons. Situations may occur that, while not considered bullying, are still considered unacceptable behavior. Consequences for these actions are included in our discipline policies and actions.

Types of bullying include but are not limited to:

- Physical- intentional harm to another's body or property
- Emotional- intentional harm to another's emotional well- being
- Social- intentional harm to another's group acceptance
- Cyber- emotional or social bullying which occurs online or on electronic devices

Examples of bullying behavior may include but are not limited to: using derogatory nicknames, teasing, excluding certain people from a group, purposely destroying or damaging an individual's property, slurs, spreading demeaning stories, jokes and/or pictures.

Procedure for dealing with harassment/bullying of any student by another student

- Any students believing that they are being harassed/bullied should try to express their displeasure to the student harassing them or should tell a teacher or a trusted friend.
- If the harassment continues, the student should report the incident(s) to the appropriate school official immediately and/or should tell a parent or guardian who could contact the school official immediately.
- Upon receipt of the complaint, the school official will initiate an investigation of the complaint, including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.
- The principal will report to the parents of both students the results of the investigation, however, due to confidentiality laws, the school cannot disclose any disciplinary action taken toward any child but their own.

Possible consequences may include, but are not limited to, the following:

- Student(s) being asked to stay at home pending an investigation.
- A meeting with parents and students involved to discuss the incident and set up a behavior modification program.
- Required counseling or similar recommendation.
- Possible isolation of student harassing/bullying from other students.
- Harassment/bullying can result in out of school suspension.
- If after initial investigation and consequences the situation still continues, possible consequences may include out of school suspension or in extreme cases, expulsion from school.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

HATE SPEECH

The Catholic school strives to instill a respect for the dignity of all persons and to create an inclusive community. As such, the Catholic school expressly forbids the use of hate speech by any student during school hours, during school-sponsored events, outside of school hours including school breaks and summer vacation, and off-campus at all times. Hate speech that occurs online, in text messages and social media posts, and in audio or video recordings of any kind will also be under the jurisdiction of the Catholic school and will be addressed according to this policy.

Definition of Hate Speech

Hate speech is any form of expression or conduct (verbal, written, electronic, graphic, or physical) that denigrates, disrespects, or misrepresents “types of people” because of their race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran’s status. The expression in question has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for a person or group of persons.

Response

In the event that a student has used hate speech in any form or has been accused of using hate speech in any form, the school administrator will conduct an investigation including reviewing evidence and interviewing witnesses. Students accused of hate speech online must cooperate with the investigation and provide the School with all information and evidence that the school requests. Failure to cooperate with an investigation may result in the student’s dismissal. The school administrator may involve others to help determine whether the speech acts in question are objectionable to the targeted group.

Consequences

A student who is found to have committed an act or acts of hate speech will face the full range of disciplinary consequences and in most cases will incur a minimum 3-day suspension. If the investigation results in a finding that a student has committed a single severe act of hate speech or persistent acts of hate speech that have contributed substantially to a hostile environment for any member or group of members of the school community (students, teachers, staff, coaches, etc.), the student may be promptly expelled. Any student found in violation of this policy will minimally be expected to perform significant restitution to the school community.

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 television stations will be notified of the emergency dismissal and the point of evacuation: WGRZ Channel 2, WIVB Channel 4, WKBW Channel 7. **Please also check these station's websites for closing information.**

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, 1, 3, 5 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: PK, K, 1, 3, 5 & 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.

Immunization 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 exemption stated in the law is: Certification from a physician in New York State that one or more of the required immunizations may be detrimental to the child's health.

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.

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, Tylenol, Advil, Midol, cough syrup, etc.) 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 electronic devices only with the consent of the supervising teacher and at times deemed appropriate by that teacher.
- * The electronic devices or computers 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, video games, 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.

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 external storage devices from home at school, or external storage devices from school at home.
- 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.

SOCIAL MEDIA

Engagement in online social media 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. Parents are strongly encouraged to participate in monthly meetings.

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 7:45 am	Morning Care
7:45 am to 8:10 am	Homeroom
8:10 am	Prayer and Announcements
8:15 am	Instruction Commences
2:20 p.m.	Prayer/Dismissal Procedures Begin
2:30 pm	Dismissal

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. **Parents/Visitors must come directly to the office window.**

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.

Morning Drop-Off

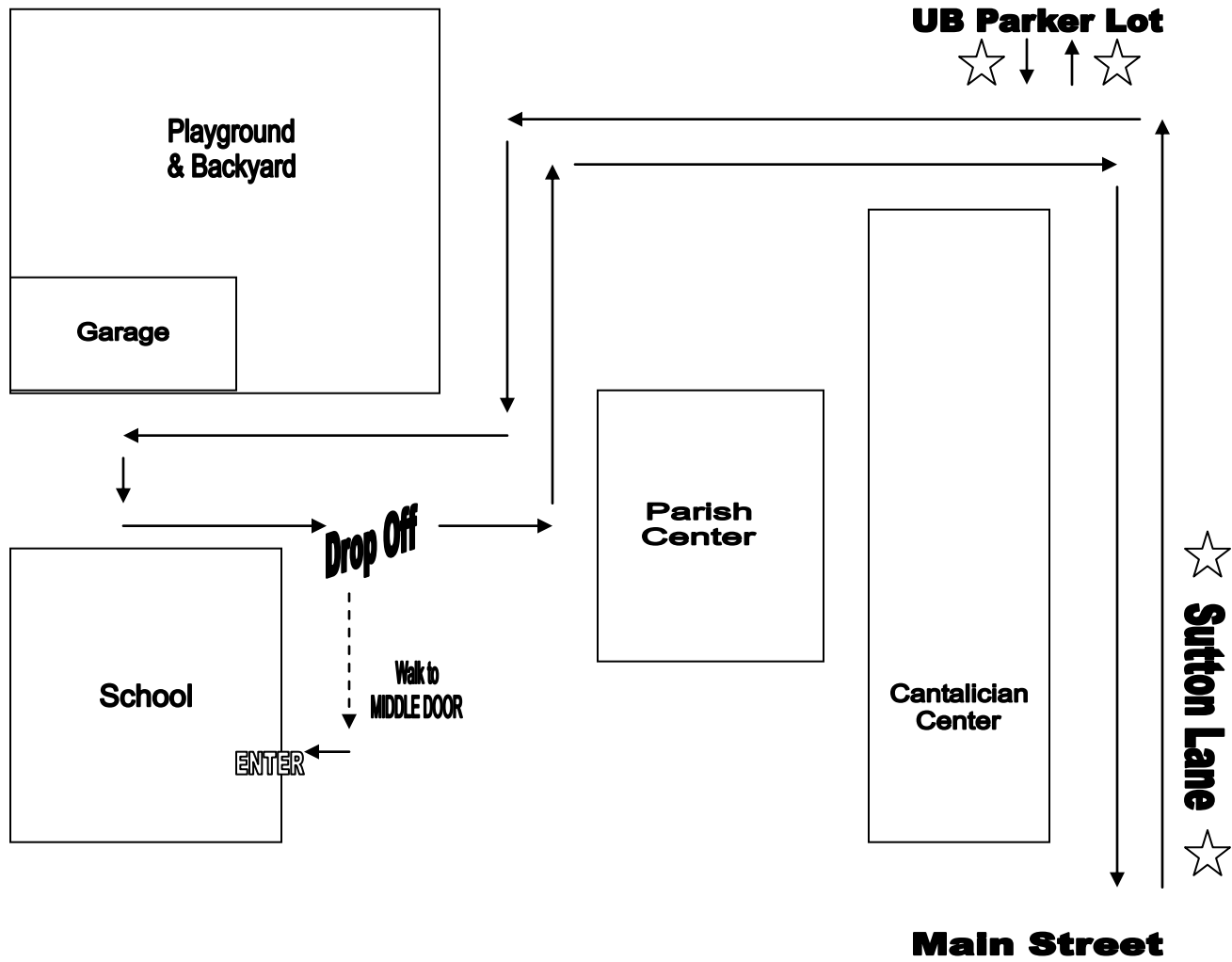
DO NOT enter or exit using the school driveway. DO NOT move/remove the orange cones.

***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 OF 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. DO NOT move/remove the orange cones.
- 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.
- Middle School pick will be in the Cantalician parking lot.
- **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. For information on late buses, please call the terminal for your child's bus. This is located on the information sheet sent to the child's home each September by Buffalo Transportation.

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

When students come to school in uniform, it should be of the proper size, clean, pressed and in good repair.

School uniforms must be purchased from:

Flynn & O'Hara	flynnohara.com	1-800-441-4122
Land's End	landsend.com/school	1-800-469-2222
French Toast	frenchtoastsschoolbox.com	1-800-636-3104

Clothing purchased from either site has the option of the school logo being applied for an additional fee.

DRESS CODE POLICY GRADES K THROUGH 5

GIRLS:

- **Plaid jumper** (purchased from Flynn & O'Hara, Land's End or French Toast websites)
- White blouse with collar, long or short sleeves
- Navy blue dress pants with white, short or long sleeve polo shirt (untucked) or blouse (tucked in)
- Navy blue walking shorts
- Solid navy blue or white sweater NO HOOD – Phys Ed. Sweatshirt may be worn
- Solid navy fleece zip up jacket, NO HOOD/NO LOGO (other than SJUS)
- Solid navy or white knee/ankle socks or tights, solid black or navy leggings

BOYS:

- Navy blue uniform dress pants with a belt (belt optional for Kindergarten boys)
- Navy blue walking shorts
- White polo shirt , short or long sleeved
- NO DRESS SHIRTS
- Solid navy blue solid color sweater or fleece - NO HOOD – Phys Ed. Sweatshirt may be worn
- Solid white, black or navy socks

DRESS CODE POLICY GRADES 6-8**GIRLS:**

- **Plaid skirt** (purchased from Flynn & O'Hara, Land's End or French Toast)
- Navy blue pants or uniform shorts all year
- White polo shirt, long or short sleeve (may be worn untucked)
- White blouse with collar, long or short sleeve (tucked in)
- Navy blue or white, solid color sweater, fleece or vest or Phys Ed uniform sweatshirt (NO HOODS or LOGOS)
- Solid navy, white knee/ankle socks or tights, solid black or navy leggings

BOYS:

- Navy blue pants or uniform shorts with black or brown belt
- White dress shirt with tie, tucked in.
- White polo shirt, short or long sleeve, untucked
- Navy blue solid color sweater, fleece or vest or Phys Ed uniform sweatshirt (NO HOODS or LOGOS)
- Solid white, black or navy socks

MISCELLANEOUS UNIFORM INFORMATION (ALL GRADES)

- Costume jewelry is **not** part of the uniform.
- Watches may be worn.
- Hair must be neat and clean.
- No head coverings (boys or girls) may be worn in the building.

SHOES (ALL GRADES)

- **Shoes MUST BE WORN (solid color - black, brown or navy shoes)** to and from school except on Phys. Ed. Days.
- Crocs, sneakers, clogs, fashion boots and boot-like shoes are not considered dress shoes and may not be worn.
- For safety reasons, large platform shoes, open-toed shoes, sandals, slides, Crocs or flip flops may not be worn.
- **For safety reasons, all shoes must be tied or fastened properly at all times.**
- Shoes should have heels no higher than two inches.
- **Pre-K and KINDERGARTEN** students are asked to wear sneakers every day

PHYSICAL EDUCATION UNIFORM (ALL GRADES K-8)

- Students may wear plain (no logo) gray shirts, sweatshirts (no hoods), shorts, or sweatpants on Physical Education days.
- Hoodie sweatshirts are not allowed at any time.
- Students may also wear the original gray St. Joseph University Physical Education uniform with the St. Joseph logo on them, or any St. Joseph University sports team uniform.
- St. Joseph PE uniforms may be purchased at flynnohara.com, frenchtoast.com or landsend.com.
- Students must be in uniform and have running shoes in order to participate. If your child does not know how to tie their own shoes, Velcro is recommended.
- Students who are not wearing the St. Joseph PE uniform on PE days in Grades K-8 may miss some or all of their PE class, depending on the activity.
- Students **MUST** wear the Physical Education uniform TO school on their specified Phys Ed. Day. There is no opportunity for students to change clothes.

OUT OF UNIFORM DAYS (ALL GRADES K-8)

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. **Ripped jeans/pants are not allowed.**

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 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. If you are not current with your account, you will not be able to volunteer/teach.

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. 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.

5. Description of incentives/sanctions to be used:

- a. Perfect Attendance Award given according to school policy.
- b. Regular attendance determines promotion.
- c. Excessive irregular attendance and persistent tardiness are considered child neglect and warrant notification of proper authorities.

6. Description of notification of parents:

1. Parents notify school for absence and / or tardiness.
2. School calls parents if parent has not called.
3. Students who are tardy must report to the office.
4. 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.
5. If an excuse is not received within the three (3) days, the absence is recorded as unexcused.
6. Excused and unexcused absences/tardiness are recorded in school register of attendance.
7. 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.

7. 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.

8. 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, 2021

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.

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.

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 current 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 _____

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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 in 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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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

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 30.
THANK YOU!