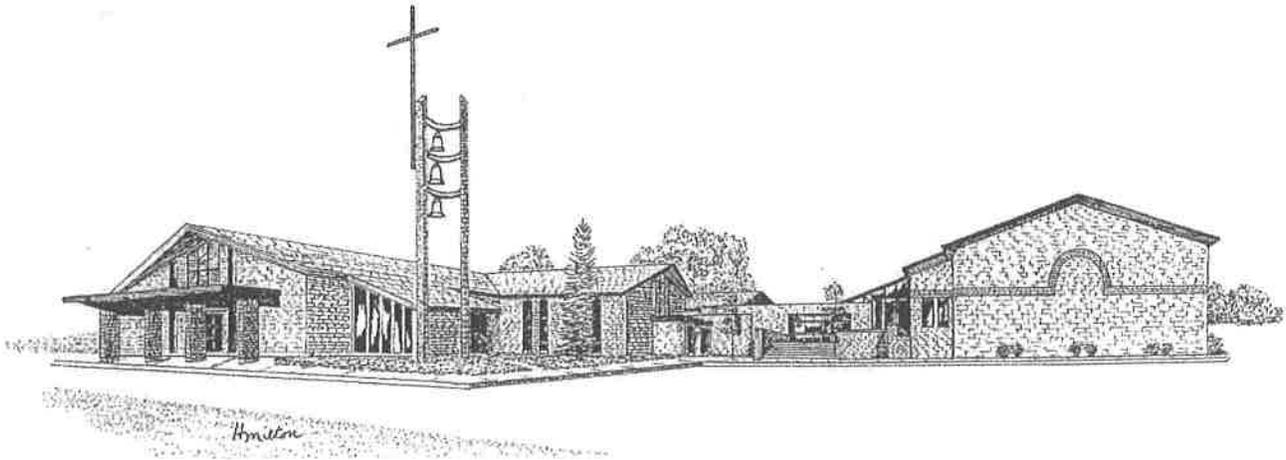


SAINT JOSEPH SCHOOL
STUDENT/PARENT HANDBOOK 2017-2018



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Revised April, 2018

The policies and procedures included in the St. Joseph School handbook are intended to create a safe school environment that promotes spirituality, an environment of respect, and academic success.

This handbook may be accessed on the St. Joseph School website and parents may obtain a printed copy in the Main Office. The principal reserves the right to make changes to this handbook. Those revisions will be communicated through the principal’s newsletter, the website, and successive editions of the handbook.

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MISSION STATEMENT OF THE DIOCESE OF ROCHESTER

The Catholic Schools of the Diocese of Rochester offer families a Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- Lead students to be disciples who know and live the Catholic faith;
- Inspire a learning community to foster academic excellence; and
- Motivate young people to fulfill the two great commandments of Jesus Christ by loving God and self in order to be responsible and give service to our neighbor.

MISSION STATEMENT OF ST. JOSEPH SCHOOL

St. Joseph School is committed to serve God by providing a challenging academic education integrated with Catholic Values and morals. We develop the whole child spiritually, emotionally, intellectually, physically and socially.

BELIEF STATEMENTS

We believe:

- Each child and adult is a special blessing from God, who is valued, important, unique, and has received special gifts/talents from God.
- Each child of God should be provided a safe, supportive, and nurturing school environment.
- Every child has potential and should be challenged to reach his/her potential.
- Curriculum, instruction, and assessment practices should incorporate a variety of activities to accommodate differences in learning styles and differentiated to meet the needs of each child.
- We believe students need to apply their learning in meaningful context and be actively involved in solving problems and producing quality work.
- Every child can be a leader.
- A strong partnership between parents, students, teachers, administrators, and the community is essential in achieving a supportive learning environment for our children to achieve their academic potential.
- We believe teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
- The commitment to continuing improvement is imperative if our school is going to enable students to become self-confident, self-directed, lifelong learners.

ADMISSION PROCEDURES

1. **Age Requirements:** New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a Pre-Kindergarten program for four-year-olds must be four years of age on or before December 1 of the entering year. The same rule applies to three-year-olds.
2. If enrollment is at or near capacity, the following admission procedure is followed:
 - a. Children of families currently registered in our school.
 - b. Children of parishioners of a Diocese of Rochester Catholic Parish.
 - c. All additional children as space permits.
3. A student seeking admission to St. Joseph School will be assessed by our Academic Intervention Services (AIS) specialist to assess the child's academic ability and ensure that the school can meet the unique academic needs of each student. All Kindergarten and new students to St. Joseph School must take a screening test prior to entrance.
4. Information/Data required before acceptance include:
 - a. Copy of Birth Certificate
 - b. Completed application and registration information form for the child(ren) and the tuition payment plan, found on line.
 - c. A Transfer of Records (academic, medical, IEP) Request if the child attends school elsewhere.
 - d. NY State Public Health Law requires health records and that all students have satisfactory proof of immunization against polio, regular measles, German measles, diphtheria, mumps, hepatitis B, and chicken pox. Exceptions may be granted for medical or religious reasons.
 - e. **Lead Testing for Pre-Kindergarten students:** All pre-school students must provide documentation of lead screening at the time of enrollment.

5. Families are expected to accept and support the mission and teaching of the school, as well as fulfill the financial payment obligations. Tuition assistance is available through parish/school funding.

6. **Transferring students** with past due balances will not be accepted at any other Catholic School with the Diocese of Rochester until the past due amount is resolved as per the Department of Catholic Schools policy.

NON-DISCRIMINATION TO STUDENTS

St. Joseph School will not discriminate on the basis of sex, race, color, nationality, religion or national/ethnic origin in administration of the educational policies, admission policies, financial assistance programs, athletic, or other school administered programs.

EDUCATIONAL RIGHTS AND PRIVACY ACT

A request form for parents and legal guardians to examine records will be available at the school office. The school must be notified twenty-four hours prior to this request. Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without the written consent of such parents or students. The Principal or authorized person must be present at the time these records are reviewed.

NON-CUSTODIAL PARENTS’ RIGHTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Joseph School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide St. Joseph School with an official copy of the court order.

Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the Principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SCHOOL HOURS

| | | |
|-----------------------------------------|-------------------------|--------------------|
| Pre-Kindergarten: | PreK 3 Morning Session | 8:30 am – 11:00 am |
| | PreK 4 Full Day Session | 8:20 am – 1:20 pm |
| | PreK 4 Morning Session | 8:20 am – 10:50 am |
| | | |
| K – 6: | First Bell: | 7:30 am |
| | Final Bell: | 7:50 am |
| | Dismissal: | 2:10 pm |
| | | |
| After Care Program (K-6): | | 2:00 pm – 6:00 pm |
| Stay/Discover/Grow (3 & 4 Year Olds) | Morning Session: | 7:30 am – 8:30 am |
| | Extended Session: | 11:00 am – 6:00 pm |

For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:30 am unless accompanied by an adult or after 2:00 pm unless attending the After School Care program or an authorized school enrichment activity, tutoring or school related function.

GENERAL POLICIES

ATTENDANCE

Absence: Please notify the school office by phone at (585) 586-1893 between 7:30 am and 8:15 am to report student absences. Be sure to state your child's name, nature of illness, homeroom teacher, and if classwork is to be sent home (and with whom) when leaving a voice mail message or when communicating with a member of the office staff.

New York State requires that a note be sent to school upon your child's return to school as documentation from a parent or guardian when a child is absent for any reason. Excused absences are defined as: sickness, serious family illness, death of a family member or close friend, religious, medical/dental appointment, court or approved school-related program. New York State also requires that if we do not receive a note, your child's absence will be marked illegal". An excuse is also required for tardiness. A doctor's note is required in cases of prolonged absences and in cases when a student must be excused from participation in physical education classes.

Vacation and Extended Absences: St. Joseph School recognizes the importance of vacations to families and thus our calendar provides several recesses throughout the school year to accommodate this need. However, when students are absent from school due to extended family vacations, important instructional time is lost and may be difficult to make up. Students are responsible to collect and complete missed work and assessments upon their return to school.

Early Dismissal: When it is absolutely necessary for a student to be dismissed early, he/she must bring a written excuse from his/her parents/guardians stating the date, time, reason for the request, and the name of the person coming for the student. The parent or guardian must report to the office for the student and sign for release.

Late Arrival (after 8:00 am): The child must be signed in at the school office by the person bringing him/her to school. A note explaining the tardiness must be submitted to the teacher. Tardiness due to a late bus is automatically excused.

ACADEMIC POLICY (OVERVIEW)

Curriculum: The Diocese of Rochester's curriculum is unique to the individual teacher and school as it integrates our faith and includes all teachings and learning experiences. All curriculum in our school meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of the students. Teachers of all subjects are encouraged to collaborate to show the connection between the subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org) as well as our school website under the students' drop down menu section.

Homework Policy: Homework is an integral part of the school process. It should provide reinforcement of concepts, problem solving, inquiry and as detailed in the Common Core Standards the ability to read and write critically.

1. At St. Joseph School, the following policy regarding homework is in effect:
 - a. Homework is to be completed in a neat and thorough manner, using manuscript and/or cursive writing as specified in the document “Shared Expectations for Excellence in Development” drafted by the Diocese of Rochester.
 - B, Students will be expected to bring in the work for review in class, turn the assignments in when requested, and be prepared for assessments.

2. St. Joseph School parents’ responsibilities regarding homework are as follows:
 - a. Parents should review their child’s Student Agenda Planner (Grades 2-6) and teacher website page(s) which keep parents informed of assignments, events, and special messages.
 - b. Parents are encouraged to assist with homework, but NOT do the homework. Children may make errors, but that is part of the learning process as well as provide insights to teachers as to the concepts in need of reinforcement.
 - c. Monitor time – see the schedule below. Homework includes both written and study assignments. Ordinarily, the following time limits are suggested. :

| | |
|--------------|-----------------------------------------------------|
| Grades 1 & 2 | 10-20 minutes (no longer than 30 minutes) |
| Grade 3 | 20-30 minutes (no longer than 45 minutes) |
| Grades 4 & 5 | 30-40 minutes (no longer than one hour) |
| Grade 6 | 30-60 minutes (no longer and one & one half hours) |

A good rule of thumb is ten minutes times the grade level of the child. If your child is spending longer than the recommended time, please notify the child’s teacher.

My Student’s Progress Parent Portal (Grades K-6): The Parent Portal provides direct access to your child/children’s academic achievement throughout each quarter and semester. The portal is electronically linked to your child’s electronic gradebook. An e-mail is sent home to parents at the beginning of each school year for families in order to gain access to their child’s account.

It is vital that parents review as well as update their personal profile on the Parent Portal in terms of address, telephone, cell phone, email address, and additional information in the profile section. Portal information is linked to the emergency broadcast system of the school, mailing label program, as well as e-mail messaging system for teachers and office communications.

Report Cards: Grades K-6 use a quarterly grade marking system. Report Cards are only one vehicle of communications between teachers and parents.

Report Cards will be available via the parent portal on”
 November 17
 February 2
 April 27
 June 29 (mailed home)

Pre-Kindergarten reports are issued in February and June.

Testing Program: A school testing program is designed to measure, as well as possible, the degree to which each pupil has achieved the knowledge, skills and understanding contained in each subject’s curriculum, the Common Core Standards, and NYS Learning Standards. The Diocesan testing program includes: periodic written classroom / unit tests in all major subject areas, benchmark testing in Math and ELA, and the New York State Assessments for Grades 3-6 in Mathematics, English Language Arts, and Science (Grade 4 only).

Often tests will be sent home for a parent signature. This will not only inform you of your child's progress, but will assure the teacher that you are aware of your child's effort and achievement.

Parent/Teacher Conferences: Communication between teachers and parents is vital to a sound educational program. This is an opportunity for all parents to discuss their child's growth with their teacher on an individual level. Student-led conferences are held in November (K-6). Pre-Kindergarten conferences are held in February. Sign-up sheets for November (K-6) conferences are to be available at the September Back to School Night, which is marked on the school calendar.

Conferences may be held any time during the year that is requested by either the parent and/or teacher. All parents have an opportunity to meet teachers on Back to School Curriculum Night (parent's only) in September. If a parent /guardian or teacher needs to discuss the child outside of conferences, arrangements can be made through the school office by calling 586-6968 between 8:00 am and 3:00 pm. Voice mail messages can be left for teachers via the school office and telephone directory system.

CARE OF PROPERTY AND MATERIALS:

Respect for school property (desks, lavatories, equipment, etc.) is expected of all students attending St Joseph School. Students deliberately misusing property will be disciplined at the discretion of the administration. It is important that children learn to value and be responsible for the many material goods available to them. It is important that students and staff should be proud of their school and make a conscious effort to respect and care for the maintaining of the school building and grounds.

The school is not responsible for lost or stolen property. Money should be sent to school in an envelope properly marked with the student's name and designated use. Articles of value should not be left in school overnight. Students' clothing should be labeled with their name. A lost and found container is located near the entrance to the gymnasium in the event that clothing is misplaced.

CELL PHONES:

While cell phones may be brought to school, they need to be turned off and in the student's backpack during school time. Students are not permitted to carry or use cell phones during school hours and until the conclusion of after school activities/enrichment clubs. For the first offense the student may pick up the item in the school office at dismissal time. On the occasion of the second offense the cell phone will be held in the school office until a parent reclaims the phone. As with any personal property, the school is not responsible for cell phones brought into the school.

COMMUNICATIONS:

1. **Take Home Folder:** Once school begins, each child will bring home a folder daily. These folders contain corrected assignments and assessments that need to be signed and returned by parents as soon as possible after reviewing the contents and responding where appropriate. The school office may communicate with parents periodically through additional printed correspondence sent home with the oldest/only child in their Take Home Folder.
2. **Weekly Electronic Newsletter:** This is our main system of communication between home and school. The newsletter provides information about important topics in education and our school, safety/security measures, upcoming school events, deadlines, school-related activities, and spotlight news on students and activities in the classroom.
3. **School Website:** The website includes information such as parent resources, Parent Portal information, After School Care information, registration forms, uniform policy, classroom pages, forms, photographs, quick links, volunteer connections (The Foundation, The PTO), organizations, CYO sports, an alumni connection, and much more.

COMPUTER NETWORK AND INTERNET POLICY:

A policy for the acceptable use of the Internet and related technologies by all employees, volunteers, and students is provided to parents and employees. An acknowledgement form is attached to the policy to complete, indicating an awareness of the policy in place at St. Joseph School.

COMMUNICATION FLOWCHART:

As a Catholic school community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

| Questions/Concerns | First Contact | Second Contact | Third Contact |
|------------------------------------|--------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Academics | Teacher | Principal | Superintendent |
| After School Care/Wrap | ASC/Wrap Staff Member | Principal | Pastor/Pastoral Administrator |
| Athletics/CYO | Coach | Athletic Director | Project Manager for Youth Ministries |
| Behavior | Teacher | Principal & Counselor, <i>if applicable</i> | Superintendent |
| Extra-Curricular Activities | Club Advisor | Teacher | Principal |
| Financial Aid | School Business Manager | Principal | Pastor/Pastoral Administrator |
| Medical | School Nurse | Teacher | Principal |
| Religion | Teacher | Principal | Superintendent |
| Safety | Teacher | Principal | Superintendent |
| Special Education | Teacher | AIS Teacher/Principal | K-8 th Grade: School District of School location. Preschool/PreK: School District of Residence |
| Transportation/Bus Behavior | Driver | Teacher | Transportation Department or District of Residence |
| Technology | Teacher | School Technology Coordinator | Principal |
| Tuition Payment | Tuition Management Company, <i>if applicable</i> | School Business Manager | Principal |
| Use of Facilities | Parish Office | Principal | Pastor/Pastoral Administrator |

Additionally, except where noted above, the Superintendent is the Fourth Contact.

CREATING A SAFE ENVIRONMENT (CASE)

All Parent volunteers must complete the Diocese of Rochester’s Creating A Safe Environment (CASE) Workshop before volunteering at any event where students are present. If you have completed this workshop at a previous school or through your parish, you can have them forward the paperwork to us. You must be recertified every three years. All information regarding CASE Training is available in the St Joseph School office, as well as any Catholic Parish Office. Additional information is provided below:

Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a ***Creating a Safe Environment (CASE) Training*** course.
2. Complete and sign a Diocese of Rochester ***Volunteer Code of Conduct Form***.
3. Complete ***the Criminal Record Check*** process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school – room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach or assistant, assist at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester. Training for volunteers is available on line. Information is available in the school office for accessing the on line training as well as required documentation needed to complete the process.

CHANGE OF INFORMATION:

It is very important that we have your correct address, e-mail, and telephone numbers. Parents need to review and update their personal profile information in the Parent Portal as well as notify the school office at once when there is a change in your address or telephone number at home or work. This is important should an emergency arise. The Parent Portal information is used for contacting families in regards to emergency closing announcement, direct home mailing, and e-mail communications. Cell phone numbers as well as home numbers need to be in the profile in case either parent or guardian is not accessible at the home number.

CHILD ABUSE POLICY

Under the New York State Child Protective Services Act, school personnel who “suspect that a child coming before them in their professional capacity is being abused or neglected are mandated to report their suspicion”. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

EXTENDED CARE / AFTER SCHOOL CARE

Extended Care is available to all children; registration and a registration fee are required. Registration forms and information policy brochures for Extended Care can be found on the school website.

Extended Care Hours

| | |
|---------------------------------|-----------------------------------------------------------------------|
| After School Care (Grades K-6) | 2:00 pm – 6:00 pm |
| Stay/Discover/Grow (PreK 3 & 4) | Before School: 7:30 am – 8:30 am Extended Time: 11:00 am – 6:00 pm |

FIELD TRIPS

The classroom teachers schedule field trips at various times throughout the year. They are an integral part of the learning process. The proper permission form, which releases the school from liability, must be submitted to allow a student to go on a field trip. Notes or telephone calls *cannot* and will not be accepted as a substitute for the proper permission form. All chaperones for field trips must have completed the *Creating a Safe Environment* workshop. Transportation for all field trips will be by bus, unless indicated on the permission slip.

In the event that transportation is provided by car, parent drivers must possess a valid driver's license, insurance, and CASE training. A background check is completed as part of the CASE training process. All drivers must transport passengers directly to and from the field trip destination.

HEALTH OFFICE INFORMATION:

A school nurse is available Monday – Friday during normal school hours. The school nurse can be contacted at (585) 586-1893. Health forms are located on the school website.

Physical Examinations: New students entering into Kindergarten, grades 2 & 4 must have a physical examination. Your private physician should administer the exam. New York Education Law further states that the physical must be given on or after January 1st. You will receive a form that your physician is to complete at the time of the examination. The form should be returned to the Health Office before the first day of school.

Illness: If your child becomes ill while in school and it is necessary for him/her to go home, the nurse or health aide will call you. It is the parent's responsibility to provide transportation home. No child will be sent home without parental consent. For this reason, it is important that you complete immediately the emergency information section of any form that is sent to you. There must be a designated person to contact in the event of any emergency when you cannot be reached.

Students who have been absent because of surgery or hospitalization should have written consent from the family physician to return to school. Please inform the school when a student is hospitalized. Parents whose child has a serious health problem should make an appointment to speak to the principal and to the nurse.

Immunization: According to New York State Law – section 903 – school officials shall not admit any child into school unless the parent/guardian presents evidence of immunization against polio, regular measles, mumps, rubella, diphtheria, hepatitis B, and chicken pox. Vaccination requirements may vary by age and grade, so a listing is provided on the school website. A form signed by a physician must be presented to the school prior to or on the date of entrance as per New York State law. Records of immunizations must be in the Health Office before the start of school in September.

Medication: Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “parental Authorization for Administration of Medications in School” is completed and returned to the school. Additional documents include a written order from a health care professional stating the drug to be given, the time, and the dosage. This applies to prescription drugs and over-the-counter items such as aspirin, eye drops, etc. If parents expect a medication to be administered to a child during the hours he/she is in school, the following requirements must be met in each specific case of treatment:

1. A written authorization from the student's physician indicating frequency and dosage of medication.
2. A written authorization from the student's parent/guardian to administer the medication.
3. In keeping with New York State law, medications cannot be transported on the school bus and must be brought to the school by a parent in the original container. Medication in plastic bags or in expired containers is not acceptable.

LUNCH:

There are three 30 minute lunch periods. The lunch program starts at 11:00 am and ends at 12:10 pm. A volunteer lunch monitor is assigned to a grade level and supervises the lunch time for that class. Students are expected to maintain proper behavior in the classroom and/or school cafeteria at all times during the lunch period. Students that cannot follow proper procedures will be referred to the classroom teacher and lunch program coordinator. Repeated lunchroom offenses will be reported to the Principal. Upon the completion of lunch, all desks/tables/floors are expected to be clean and free of trash. Failure to do so will result in a referral to the teacher. Food is not allowed to be eaten in the hallways or any other room of the school without prior approval from the Principal.

On Tuesdays, Wednesdays and Thursdays during the school year, students may purchase a lunch from local vendors that the school utilizes. Information about the types of lunches and the prices are made available for parents to order on a pre-pay basis. Lunch orders are not processed by the lunch coordinator until payment is received. Ordering is completed on-line by families between the open and close date for each ordering period. Information for ordering is provided on line. The available lunch days and specific hot lunch items are listed on the school calendar.

Milk (skim, 1% white and 1% chocolate) is available for purchase. The milk order form is available to parents at the beginning of each semester. Free and reduced milk forms are posted on the school website.

OUTREACH TO THE COMMUNITY:

At various times throughout the school year, our school community becomes actively involved in projects that focus on our mission to be aware of others' needs and to share our time, talent and treasures. Refer to the school website for information regarding outreach programs.

PARENT TEACHER ORGANIZATION (PTO):

The Parent Teacher Organization is a group of parents who act as advisors to the Principal. All parents of St. Joseph School students are members of the PTO and are encouraged to attend its monthly meetings. This group seeks to unite all parents of St. Joseph School in assisting the administration and faculty with the education of students by raising funds for the school, improving the "quality of life" at the school, enhancing the community spirit of the school and providing activities not otherwise provided to students. PTO meetings are held monthly in the library at 7:00 pm.

PESTICIDE NEIGHBOR NOTIFICATION LAW SECTION 409-H:

In adherence to New York State Section 409-H Education Law, St. Joseph School does not use any pesticide products in its school or on its grounds.

PHOTO/MODEL MEDIA RELEASE:

St. Joseph School subscribes to the following photo release policy:

Minors: Photos and images of minors (children under 18 years of age) may be included in print and web publications only when the parent/guardian sign a Model Release. If no Model Release is available, photos and images of minors may only be included in print and web publications and video productions when the minors' faces are indistinguishable (i.e. turned away from the camera or otherwise unidentifiable).

Adults: St. Joseph School does not require a signed release form to publish images of adults.

A release form is provided to all families in the August e-mail indicating if the school is allowed to utilize images and photos of students in print, video and in our web-based newsletter publication.

PROJECT SAVE: The Catholic Schools of the Diocese of Rochester and St. Joseph School strive to provide a safe and secure environment. Our school endorses the principals of “Project SAVE” – Safe Schools Against Violence in Education. To this end, staff members of St. Joseph School, on a continuous basis, receive training for the promotion of a safe school environment.

Acts of aggressive behavior, threats of violence, bullying, teasing and destruction of property are not conducive to a safe environment. These types of behavior are addressed in our Code of Cooperation located on pp. 15-27 of the school handbook. These types of behaviors will not be tolerated and when necessary, the administration will take appropriate corrective action in regard to the individual(s) who exhibit the behavior.

RECESS: Students in Grades PreK – 6 are taken outside for recess by the classroom teachers. Children go outside to play each day (unless it is raining or it is extremely cold). They need this time for exercise and fresh air. Coats, sweaters, and/or jackets are to be worn if the temperature is 60 degrees or below. We ask that you make sure your children are prepared to go outside to play in cold weather, with boots, hats, mittens, slacks (snow pants when necessary) and warm jackets.

SPEECH AND LANGUAGE SERVICES: A New York State certified speech and language teacher is assigned to our school from the Penfield Central School District on a shared time basis. He/she conducts screenings and evaluations of pupils to detect specific speech, language and hearing problems and provides therapy to individuals and small groups of pupils. Services may be given at Cobbles School. The speech and language teacher also consults with staff and parents to assist them in meeting the total needs of the children. The school staff or parents may initiate referrals to the speech and language teacher. Parental permission is always obtained.

SCHOOL CLOSINGS: St. Joseph School is located in the Penfield School District. If the school is to be closed because of weather conditions, the announcement will be made on radio and television. If Penfield Central School District closes, St. Joseph School will also be closed due to no transportation. Please listen to the radio announcement on WHAM AM 1180 and television channels which announce school closings.

In the event it becomes necessary to close the school during the school day or to cancel all after school activities, an automated phone message will be sent via phone through the My Student’s Progress emergency broadcast program as well as including this information on television stations and their radio affiliations. In these instances, students would follow the “Emergency Home” procedures that parents should establish with their children.

SCHOOL UNIFORMS:

- School uniforms are required for all students in grades K-6 for regular class days and a gym uniform for physical education class. Shirts and blouses must be tucked in at all times. Clothing must fit appropriately.
- We ask for parent cooperation and support to strictly enforce the school’s dress code, as our children represent St. Joseph School.
- On occasion, students will be invited to participate in out-of-uniform days or School Spirit Wear Days. Spirit Wear Days are marked on the school calendar. Parents are encouraged to monitor what their children wear to school. The principal’s electronic newsletter will provide notifications of any out of uniform day.
- Girl Scouts, Boy Scouts, etc. may wear their scouting uniforms to school on scout meeting days.

Sources For Uniforms:

Flynn & O'Hara Uniforms:

1-800-441-4122 or www.flynnohara.com

Stitchworks:

294 Culver Parkway 654-7522 (local) or www.stitchwork.com

Items are in stock and can be tried on for size. All school items are available here.

Passantino Sports:

563 Titus Ave. 544-9077 (local) or www.passantinos.com

Lands End: www.landsend.com to go to the SJS specific link or call 1-800-963-4816

- Items may also be purchased outside of the SJS specs under the uniform catalog too, e.g. polo shirts.
- The girls plaid uniforms are not offered.
- Be sure to sign up for the e-mails to receive sales notices. Be sure the Preferred School Number: **900138546** is tagged to your order.
- Items may be ordered and returned at Sears in Eastview Mall. Orders placed at Sears receive free shipping, but look for free shipping deals online.

Uniform Policy:

At St. Joseph School we feel that uniforms effect behavior in a positive way, eliminate competition, save money, instill pride when worn properly, and give one a sense of belonging.

- Uniforms are required for all students in grades K-6 for regular class days and a gym uniform for physical education class. Students must adhere to the school uniform code. Shirts and blouses must be tucked in at all times. Clothing must fit properly.
- We ask for parent cooperation and support to consistently enforce the school's dress code.
- On occasion, students will be invited to participate in out-of-uniform days or School Spirt Wear Days. These will be marked on the school calendar or communicated via the weekly electronic newsletter. Parents are encouraged to monitor what their children wear to school.
- Girls Scouts, Boy Scouts, etc., may wear their scouting uniforms to school on scout meeting days.

Girls:

- School Plaid Jumper (K-4) and School Plaid Kilt Skirt (Grades 5-6)
- Navy Twill Pants
- Walking shorts or Navy Skorts (worn during the months of September, October, May and June)
- Solid White Blouse
 - Long or short sleeve
 - Rounded Collar
- White Polo Shirt
- Solid Navy Cardigan Sweater
- Navy St. Joseph School Sweatshirt
- Navy Cardigan Fleece (Grades 5-6 only)
- Socks – white, navy or gray Ankle, Knee Socks or Tights
 - Must cover entire ankle and be able to stay in place
- School Shoes – black, brown, gray or navy, must be worn on non-PE days

Boys:

- Navy Twill Pants (No cargo pockets)
- Solid White or Light Blue Polo Shirt (long or short sleeve)
- Solid Navy Sweater, V-Neck, Crew or Cardigan
- Navy St. Joseph School Sweatshirt
- Nay Tailored Dress Shorts (No cargo pockets)(worn during the months of September, October, May and June)
- Socks – plain, ankle style, must cover entire ankle.
- School Shoes – black, brown, gray or navy, must be worn on non-PE days

Physical Education Uniform for Boys and Girls:

- Navy School Imprinted T-shirt (must be tucked in)
- Navy St. Joseph School Sweatshirt
 - Navy Mesh Walking shorts, plain or St. Joseph School Imprinted, worn during September, October, May, and June.
- Navy Sweatpants, plain or St. Joseph School Imprinted
 - No Yoga pants or stretch pants
- Sneakers may be worn on gym days only

All Grades: Permitted to wear gym uniform on Phys Ed days as the official school uniform (if non-Mass day).

- On Mass days, all students are required to wear the regular school uniform and have the option of wearing their gym uniform under their clothes or may change at school for Phys Ed.
- September, October, May and June only; students may wear just their gym shorts and t-shirts on Phys Ed days (if non-Mass day).
- November through April, gym sweatshirt and sweatpants must be worn over the gym uniform to school on Phys Ed days (if non-Mass day).
- Students not wearing the gym uniform will not be permitted to participate in Phys Ed class.

Jewelry:

- Modest jewelry only may be worn.
- Earrings must be post stud style only. (girls only)
- Jewelry must be removed for P.E. class.

Hairstyles:

- Hair should be kept neat and clean.
- Hairstyles for boys should not fall below the collar.
- Natural color of hair must be maintained.
- No extreme or fad style haircuts are permissible.
- Hair accessories must be plaid that matches the school uniform, solid navy, gray or white.

TEACHER REQUESTS/PLACEMENT OF STUDENTS: The placement of a child in a grade is an important part of the educational process. We believe that each student is unique and each child learns at a different rate. When we create classrooms, we create the appropriate number of balanced groups, depending upon the grade level. We consider gender, academic skills, energy level, academic support needed, and parent involvement in creating balanced classrooms. Each teacher has unique strengths to offer. Therefore, we ask that you do not request a specific teacher. You are welcome to send an e-mail to your child's current teacher or the Principal, letting them know the type of learning environment that you feel is best for your child. As the primary educators of your children, all parent concerns regarding placement will be addressed by the classroom teacher and principal when designating classroom placements which are finalized in June prior to the last day for teaching staff.

TELEPHONE USAGE:

It is not policy to call parents for forgotten items, permission slips, lunches and transportation changes. The only exception is a lunch for a child with food allergies. We wish to help the children to be responsible for bringing to school items such as books/assignments, musical instruments, lunches and PE uniform. If parents bring lunches, homework assignments, coats, hats, boots, etc. to school, they should be left in the school office for the **student** to pick up. Calls will be made only in case of emergency and in the case of a cancelled after school activity.

TRANSFER OF RECORDS:

When a student transfers, his/her attendance, health and academic records are sent on to the receiving school upon the request from that school. Parents/guardians are requested to sign a release form available in the school office and on the registration page of the school website.

TRANSPORTATION

Bus service is provided by the public school district where the students reside. The service must be requested by April 1st for the next academic year. Schedules are found in district publications usually in August. If there are any questions or concerns in regard to transportation, please contact your public school transportation office.

Complete cooperation with the bus driver is necessary at all times. The rules set by your district's transportation department prevail. Students should remember the responsibility of each bus driver and make every attempt to make his/her work easier by proper behavior, language and obedience. According to New York State law, any student who is disruptive on the school bus is subject to providing his/her own transportation in the case of suspension.

1. If a student does not plan to go home on the bus he/she must have a note signed by a parent/guardian
2. Students may only ride on their own school district's buses. Any request to ride another district's bus will not be honored. Requests to ride another bus within your own district must be in writing with the destination address, guardian telephone numbers, bus number, and parent signature.
3. On the Emergency Form sent home the first day of school, we ask that you give instructions for emergency early dismissal. If these instructions change, please notify us immediately.
4. Without a signed note from a parent, your child will follow dismissal procedures as instructed on the dismissal form completed by parents on the first day of school. If your address or dismissal arrangements change during the year, please send a note of such changes into the school office.

5. If someone other than a parent is picking up your child and the school office is not familiar with this person, they will be asked to show identification and compared to the names listed as individuals authorized for pick up.
6. A parent will be notified if any bus write-up is received by the district bus transportation office.

TUITION:

Tuition is announced each year by the St. Joseph Parish Finance Committee. If the tuition rate is not announced at the time of registration, the registration fee is refundable until tuition is announced. At the time of registration, you may choose to pay annually, semi-annually or monthly. Tuition is paid through FACTS, a tuition processing company. For more detailed information regarding tuition, please go to our website, sjspenfield.com, or contact our business manager, Patrick Vogt. All families must set up their tuition account with FACTS, which offers our families a convenient on-line tuition payment method. A copy of the tuition collection policies and procedures is provided at the time of registration. A tuition payment link is provided on the school website, as well as a link to apply for financial aid.

2018 – 2019 Tuition Schedule

| | | Parish Sponsored | Non-Parish Sponsored |
|-------------------------|------------|------------------|----------------------|
| 1 st Child | | \$4,400 | \$5,550 |
| 2 nd Child | | \$3,300 | \$4,000 |
| Each Additional Child | | \$2,400 | \$2,700 |
| Pre-K 3 (Tu/Th) | 8:30-11:00 | \$2,450 | \$2,450 |
| Pre-K 3 (M/W/F) | 8:30-11:00 | \$2,820 | \$2,820 |
| Pre-K 3 (M-F) | 8:30-11:00 | \$3,600 | \$3,600 |
| Pre-K 4 (M/W/F) | 8:20-10:50 | \$2,820 | \$2,820 |
| Pre-K 4 (M-F) | 8:20-10:50 | \$3,600 | \$3,600 |
| Pre-K4 (M-F Full Day) | 8:20-1:20 | \$4,400 | \$4,400 |
| Pre-K4 (M/W/F Full Day) | 8:20-1:20 | \$3,600 | \$3,600 |

These rates **do not** include the \$150.00 family registration fee. **NEW THIS YEAR:** This fee will be applied to your FACTS account on July 1st.

Financial assistance for tuition is available for Kindergarten – Grade 6. Parents are invited to apply for financial assistance by completing a FACTS Grant & Aid Application, found on the school website (sjspenfield.com). Click on the heading “Registration” and from the drop-down menu choose “Tuition Information”. On the left side of the page is a link stating “Apply for FACTS Tuition Aid”. The FACTS application fee is \$30 per family, payable to FACTS. **Both the application form and the \$30 fee are due to FACTS by April 1st.**

VISITOR POLICY:

All visitors to the school, including parents, must report to the School Office upon arrival at school. No one should go directly to any classroom. For SECURITY REASONS we need to know who is in the building. For smooth operating reasons we need to minimize interruptions in the classrooms. We also ask that visitors, including parents, allow the office staff to electronically permit access to outside entrances. Students and staff are trained to refrain from opening the outside doors for their safety and security. Thank you in advance for your cooperation and understanding.

Visitors are required to adhere to guidelines involving safety and security issues, and will be expected to show consideration for the school's academic schedule and program while visiting our school. Visitors must complete the visitor log book. Visitor Badges are required to be worn for individuals in our school building and returned to the school office when leaving the school building. Parents are very welcome to attend any event which occurs at school. Your participation and interest are important and appreciated.

Dignity for all Students

Code of Cooperation

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I. INTRODUCTION:

St. Joseph School and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, and character building of our students very seriously. We make every effort to provide a safe, faith-filled learning environment for all of the children entrusted into our care.

In accordance with the Dignity for All Students Act that was enacted in July of 2012, a new code of conduct has been developed to be implemented during the 2012-3013 school year. Due to the amendment to the Dignity Act that took effect on July 1, 2013, revisions were made. The Code of Conduct addresses and aligns with the law's guidelines in terms of issues of discrimination, harassment, and bullying. The guidelines in the law reinforce our commitment to building a strong Christian character in all of our students and employees. Our goal is to encourage a Christian community where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and to create an atmosphere that enables students to grow in self-discipline.

Provisions are in place that prohibit discrimination, bullying (including cyber bullying) and harassment against any student by employees or students on school property, the school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, or:
2. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook. Each of the Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Catholic Schools have pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

II. DEFINITIONS: For purposes of this Code, the following definitions apply:

“Disruptive Student”- a student under the age of 21 who substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom.

“Parent” – the biological, adoptive or foster parent, guardian or person in parental relation to a student.

“School Property” – in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of St. Joseph School; or in or on a school bus, as defined in Vehicle and Traffic Law § 142. School buses, whether owned and operated by the District or by a carrier the district contracts with for transportation of its students, are considered school property.

“School Function” – any school-sponsored or school-authorized extra-curricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place such as locations used for a field trip, enrichment club, assembly, etc.

“School Bus” – every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers, and other persons acting in a supervisory capacity, to or from school or school activities, or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities (Education Law § 11[1] and Vehicle and Traffic Law § 142).

“School Resources” – the school's computer systems and networks Smart Boards, document camera, operating system software, application software, stored text and data files. Examples include externally accessed resources (such as the Internet), CD-ROM, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

“Disability” – (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner, the activities involved in the job or occupation sought or held (Education Law § 11[4] and Executive Law § 292[3]).

“Emotional Harm” – harm that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonable and substantially interfere with a student’s education.

“Employee” – any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

“Gender” – a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law § 11[6]).

“Sexual Orientation” – actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law § 11[5]).

III. RIGHTS AND RESPONSIBILITIES

St. Joseph School community is committed to safeguarding the rights accorded to all those in the St. Joseph School community under local, state and federal law. The mission of St. Joseph School is to serve God by providing a challenging academic education integrated with Catholic values and morals. We develop the whole child spiritually, intellectually, emotionally, physically and socially. In order to promote a safe, healthy, disciplined, and respectful school environment, students, parents, teachers/staff and volunteers have rights as well as responsibilities.

- A. **St. Joseph School Community’s Rights:** All St. Joseph School Community members have the right to:
 - 1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability or socio-economic status.
 - 2. A school that is free of tobacco, alcohol and drugs.
 - 3. A clear, fair, and consistently-administered discipline code.
 - 4. Courtesy and respect from one another (including students, parents/guardians, teachers/staff, and volunteers).
 - 5. Share his/her side of the situation with important events, at an appropriate time, to school personnel (principal, teachers and staff). A process will be followed before consequences are administered.
 - 6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers and staff).

- B. Student Responsibilities:** All St. Joseph School students have the responsibility to:
1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
 2. Follow all St. Joseph School Handbook policies, school rules and this Code of Conduct.
 3. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn,
 4. Work to the best of their individual ability in all academic, and extra-curricular activities and strive toward their highest possible level of achievement.
 5. Complete all assignments as directed.
 6. Bring home completed planner/take home folder on a daily basis.
 7. React positively, proactively and responsibly to directions given by principal, teachers, staff and volunteers.
 8. Display their emotions in an appropriate manner.
 9. Ask questions when they do not understand.
 10. Seek help in solving problems that might lead to discipline.
 11. Dress according to the St. Joseph School Uniform Policy as stated in the SJS Handbook for school and school functions.
 12. Accept responsibility for their actions.
 13. Conduct themselves as representatives of St. Joseph School when participating in or attending school-sponsored extra-curricular events (such as but not limited to field trips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character and sportsmanship.
- C. Parent/Guardian Responsibilities:** All parents/guardians are expected to:
1. Recognize that the education of their child(ren) is a joint responsibility of the parents, students, and the school community.
 2. Send their child(ren) to school prepared to participate and learn.
 3. Ensure their child(ren) attend school regularly and on time.
 4. Ensure absences are excused and properly documented.
 5. Insist their child(ren) be dressed and groomed in a manner consistent with the St. Joseph School uniform policy.
 6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
 7. Know St. Joseph School rules and help their child(ren) understand them.
 8. Convey to their child(ren) a supportive attitude towards education and the mission of St. Joseph School.
 9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents and their child(ren)'s friends.
 10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
 11. Inform the St. Joseph School office staff of changes in the home situation that may affect student conduct or performance.
 12. Provide a place for study, necessary tools, and ensure assignments are completed.
 13. With your child(ren) check daily the SJS website, including teacher pages, their planners and their take home folders, for updates and important information.
- D. Teacher Responsibilities:** All St. Joseph School teachers are expected to:
1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn. This climate of mutual respect and dignity is extended toward the principal, teachers, staff, parents, and volunteers.
 2. Plan and provide instruction effectively to meet the needs of each student through differentiation.
 3. Demonstrated interest in pedagogy and concern for student achievement.
 4. Know and follow Diocesan/SJS policies and rules, and enforce them in a fair and consistent manner.

5. Communicate to students and parents.
 - a. Course objectives and requirements
 - b. Grading procedures
 - c. Assignments, guidelines, expectations and due dates
 - d. Student expectations
 - e. Classroom management plan
 - f. Student progress
6. Communicate regularly with students, parents, other teachers and principal
7. Be responsive to parent and student communications.
8. Insist student(s) be dressed and groomed in a manner consistent with the SJS uniform policy.
9. Be responsible for enforcing this Code of Conduct and making any timely notifications as required by this Code of Conduct.
10. Provide a safe, orderly, stimulating and Christ-centered school environment.

E. Principal Responsibilities: The St. Joseph School Principal is expected to:

1. Instill a Christ-centered learning environment that stimulates the academic, social and emotional development of all students.
2. Maintain a climate of mutual respect and dignity that is extended toward the principal, teachers, staff, parents and volunteers.
3. Make student achievement and character development the primary focus of St. Joseph School.
4. Promote a safe, orderly, stimulating and Christ-centered school environment, supporting effective teaching and learning.
5. Ensure accessibility to students, staff and parents.
6. Evaluate on a regular basis all instructional programs.
7. Support the development of and student participation in appropriate extracurricular activities.
8. Insist students be dressed and groomed in a manner consistent with the student dress code.
9. Be responsible for enforcing this Code and ensuring that all issues of discrimination are resolved promptly and fairly.

F. Support Staff: All support staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn
2. Support a safe, orderly and stimulating school environment
3. Recognize that the education of a student is a joint responsibility of the parents, the students and the St. Joseph School community
4. Ensure absences are excused and properly documented
5. Insist students be dressed and groomed in a manner consistent with the student dress code
6. Know school rules and help students understand them

IV. PROHIBITED STUDENT CONDUCT: Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that punishment is fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the Principal. The St. Joseph School Administration reserves the right to discipline students for conduct on or off school property that is detrimental to St. Joseph School.

Students may be subject to disciplinary action when they:

- A. Engage in conduct that is disorderly
- B. Engage in conduct that is insubordinate
- C. Engage in conduct that is disruptive
- D. Engage in conduct that is violent
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others or compromises the authority of school officials. (See definitions and examples inserted after G.)
- F. Engage in misconduct while on a school bus
- G. Engage in any form of academic misconduct/dishonesty

Definitions and examples that pertain to “E” under section VI include

Harassment: The Dignity Act (Education Law §11(7) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that

- a. Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; or
- c. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions (Education Law §11[7])

Cyberbullying means harassment/bullying, as defined above, through any form of electronic communication. Cyberbullying may include, among other things, the use, both on and off school property, of electronic technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, cell phones, social media websites, to deliberately harass or threaten others.

Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:

- Race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (which includes a person’s actual or perceived sex, as well as gender identity and expression).
1. **Definition of Bullying:** Bullying has been described by the USDE (US Department of Education) as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building, in places like a playground or on a school bus, while a child who is traveling to and from school, or on the Internet. Children who are bullied and those who bully others often experience serious, lasting problems.

In the fall of 2013, St. Joseph School underwent training for the Olweus Anti-Bullying Prevention Program. Teachers, staff, parents and students were trained in this program.

Olweus Definition of Bullying: Bullying is when someone repeatedly and on purpose says or does mean and hurtful things to another person who has a hard time defending himself or herself.

Additionally, according to the USDE, bullying generally involves the following characteristics:

- An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Intent to Cause Harm: The person bullying has a goal of causing harm.
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

- Verbal: Name calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
- Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's property or personal items, and making mean or rude hand gestures.

Olweus Definition of Bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

2. Definition of Sexual Harassment: Sexual Harassment is defined as any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is a form of discrimination when someone is treated differently because of his or her gender or sexual orientation. In a school setting, sexual harassment presents as any unwanted sexually oriented words or actions that hurt, humiliate, or embarrass people.

Sexual harassment consists of behavior or words that:

- Are directed at a person because of his or her gender or sexual orientation.
- Are uninvited, unwanted and unwelcome.
- Cause a person to feel uncomfortable, hurt or offended.
- Create an atmosphere that makes work or learning difficult.
- May be repeated or may occur on a one-time basis.

Sexual Harassment may include, but is not limited to:

- Unwelcome verbal conduct such as verbal abuse or "kidding", through comments or jokes, spreading of rumors regarding a person's sexual orientation or activity, and unwanted advances.
- Unwelcome visual contact such as derogatory and/or sexually oriented gestures, looks, pictures, photographs, illustrations, graffiti, messages, or notes
- Unwelcome physical contact such as pulling at clothes, blocking or cornering a person; touching, grabbing, or pinching; or intentionally brushing against a person.
- Any of the conduct mentioned that has the purpose of intimidating, being hostile and, such conduct that refers to behavior that is not welcome, that is personally offensive, that lowers morale and that interferes with St. Joseph School's effort and obligation to educate its students.
- Retaliation for having reported or threatened to report sexual harassment.

St. Joseph School, the Diocese of Rochester, and the Department of Catholic Schools support the belief that all administrators, teachers, staff, and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment, including sexual harassment. It is the responsibility of the principal, teachers, staff and students to create an environment free from sexual harassment.

In agreement with the Sexual Harassment Policies of the Diocese of Rochester, St. Joseph School strictly prohibits any conduct that constitutes sexual harassment and will discipline any person guilty of such conduct. Such discipline may include, but it not limited to, suspension, expulsion, or other disciplinary procedures. False accusations of sexual harassment will result in disciplinary action.

V. REPORTING AND INVESTIGATION PROCEDURES

A. Reporting Act and Filing Report:

1. Students who feel they have been subjected to bullying, harassment or discrimination, parents whose children have been subjected to such behavior, or other students or staff who observe such behavior, are encouraged and expected to make a verbal and/or written complaint to the principal, or to St. Joseph School's lead teacher.
2. School employees who witness harassment, bullying and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report. Any staff member who observes such conduct, or with whom a student may discuss these issues, has an obligation to act to protect the student.
3. A report form must be completed in a timely manner prior to the investigation. This form is located in the school office.

B. Investigation:

1. Each complaint will be taken seriously and investigated immediately. The principal, superintendent or the principal's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports. All information disclosed during the course of the investigation and any proceedings that follow will be kept confidential to the fullest extent permitted by law, and will be disclosed only on a need to know basis.
2. At the conclusion of the investigation of a student's bullying, harassment, or discrimination by a student, the principal will file a written report which sets forth findings, actions taken, and recommendations for any corrective action and restorative agreement. The report will be shared as appropriate. In any situation involving students, their parents/guardians are to be notified.
3. When an investigation verifies a material incident of harassment, bullying and/or discrimination, the superintendent, principal or designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

4. Retaliation in any form against the victim or witnesses who in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination is prohibited as per Education Law §13. Such behavior will be considered harassment.
5. The principal shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, and/or discrimination to the superintendent.

VI. DISCIPLINARY PROCEDURES AND CONSEQUENCES

- A. Procedures: As a Catholic School, we hold Jesus Christ as our model for our words and actions. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline, responsibility, and awareness of other people. This discipline policy is based on the Diocesan Catholic School's guidelines.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other circumstances

As a general rule, discipline will be progressive. This means that a student's first infraction will usually merit a lighter penalty than later infractions. (Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.)

- **Ordinary Situations of Misbehavior:** Individual situations of an ordinary nature are handled by the classroom teacher/staff member will notify the principal so that a plan is developed to address and correct the misbehavior.
- **Repeated Instances of Serious Misbehavior:**
 - School and Family Partnership: The family and school are partners in education and must work together to address repeated instances of misbehavior. The principal will monitor when and if family counseling should be initiated for both the support of the family and the school. If family counseling is seen as necessary, the principal may determine this as an expectation for continued enrollment in the school.
 - Disciplinary Procedures for Serious Misbehavior: If a student is unable or unwilling to move from externally-imposed discipline to self-discipline, the principal, in partnership with the teacher/staff member, will determine what is best for all concerned: school, student and family. The parent/guardian will be notified when any form of serious discipline is used. Certain forms of discipline may be used with appreciation for the student's individual needs and age. They may include detention, in-school suspension, disciplinary probation, out-of-school suspension, counseling, and expulsion.

Special Disciplinary Situations:

- Possession, or misuse of a weapon or article that could endanger the safety of oneself or others. No implement that can be construed as a weapon (e.g. gun, knife, large stick, matches, lighter, or the like) will be allowed on school or parish grounds.

According to the seriousness of the offense and age of the student or participant, the principal will decide on the process to be followed. This may include in-school or out-of-school suspension, counseling, or expulsion. Contact with outside agencies such as police and/or protective services may also be made if it is in the opinion of the principal that the student/participant's action of possessing a weapon or other article jeopardizes the safety of others.

- Substance Abuse: Possession, use and/or distribution of any controlled substances, including tobacco products, alcohol, and drugs, will be seen as a serious offense.
- Harassment, Bullying and Discrimination: The department of Catholic Schools strictly prohibits any conduct which constitutes harassment and will discipline any person guilty of such conduct. Discipline may include but is not limited to suspension, expulsion, or other disciplinary procedures. False accusations of harassment will result in disciplinary action.
- Truancy: Any student who is truant is expected to make up the missed hours by a truancy detention. In repeated instances of truancy, the principal is obligated to initiate a procedure in which every means available will be used to discover the cause of the problem. If a parent is unable to or unwilling to ensure school attendance, the principal will initiate legal proceedings.
- Tardiness: Repeated instances of irresponsibly arriving late at school will be communicated to the home. Tardiness due to bus schedules or inclement weather is not defined as a disciplinary matter. Tardiness is recorded on the student's permanent record card and the NYS Attendance record.

B. REMEDIAL CONSEQUENCES: The focus of discipline is on discerning and correcting the reasons why discrimination, harassment and bullying occurred. The progressive responses are designed to be balanced and age-appropriate. The focus of the disciplinary responses is to discern and correct the reasons why discrimination, harassment, bullying and additional disciplinary problems occurred. The remedial responses are designed to correct the behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial responses include:

1. Assignment of an adult mentor at school that the student checks in with at the beginning and end of the school day.
2. Engagement of student in a reflective activity, such as completing a sheet or writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
3. Behavioral assessment and designing of a plan and/or contract, with benchmarks that are closely monitored. The contract will be signed and dated by the student, parent/guardian, and the principal.

4. Student counseling when deemed necessary.
5. Parent Conferences that focus on involving parents in discipline issue.
6. Detention: Teachers and the principal may use after-school detention or during recess as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents would be notified in the case of an after-school detention.
7. Suspension from Transportation: If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the school district that provides child(ren)'s transportation. In such cases, the student's parent will be notified by the district and the parent will become responsible for the safe and timely transportation of his or her child to and from school.
8. In-school Suspension: When suspension is recommended, in-school suspension is the ordinary method to be used, in a supervised location within the school. The student reports to school and is responsible for all schoolwork, but will not be allowed to access the classroom or classmates. The student will complete the day in isolation under supervision of the principal or someone designated by the principal.
9. Out-of-School Suspension: Out-of-school suspension is a major disciplinary step. It should be rarely invoked and then only in a matter that indicates a serious infraction(s) of school discipline and policies. Disorderly conduct, insubordination, truancy, vandalism, possession of alcohol, drugs, unauthorized absence from school property, are all grounds for suspension. Suspension is reviewed after three days.

Parent Involvement (in case of suspension):

- In any use of suspension, parents/guardians are notified by phone or in writing.
 - A conference with the student, parent/guardian, and principal will take place at the time of the suspension. At this conference, the student's parents/guardians may ask questions.
 - All conferences will be documented and signed by the parents/guardians. Such documentation will be kept on file and a copy will be provided to the parent/guardian.
10. Student Expulsion: Expulsion of a student is a very serious matter and is used in extreme cases, where other measures have brought no results. The Pastor, Diocesan Superintendent, Catholic Schools Office, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before the expulsion can take place.
 - Criteria for expulsion
 1. A student is insubordinate or disorderly, or his/her conduct endangers the safety, morals, health, and welfare of others.

2. A student's physical or mental condition endangers the health, safety or morals of him/herself or that of other minors.
3. Due process records validate the student has refused or is unable to cooperate with St. Joseph School's discipline policy.
4. The student and parents/guardians will receive a written due process notice.

C. Restorative Practices: In order to develop a Christian community that respects the uniqueness of each person and his/her rights as per the Code of Conduct, restorative practices must be used to help prevent conflict, build relationships, and empower our school community members to take responsibility for the well-being of others.

St. Joseph School will be using the following intervention measures:

- Adults will be trained to use a restorative approach to questioning to be used when a behavioral incident occurs. This approach asks four key questions:
 - What happened?
 - Who was harmed or affected by the behavior?
 - What needs to be done to make things right?
 - How can people behave differently in the futures?
- Olweus Anti-Bullying Education Program will be incorporated into Religion, Health and other subject areas.
- Restorative discussion (uses active listening and other conflict resolution communication skills).
- Classroom meetings held weekly following Olweus format.
- Formal Conference.