

St. Joseph Catholic Academy
STUDENT and PARENT HANDBOOK

Be it known that Christ is the reason for this academy. He is the unseen, but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.

St. Joseph Catholic Academy
28-46 44th Street
Long Island City, New York 11103
Main Office: 728-0724
FAX: 728-6142
Extended Day Program (Dismissal to 5:45 p.m. at 545-9318)

www.sjcalic.org

St. Joseph Catholic Academy admits students without discrimination on the basis of religion, sex, race, color, and national origin.

PHILOSOPHY AND VISION

St. Joseph Catholic Academy is a community of faith whose purpose and vision are derived from the Gospel teachings of Jesus Christ and are aimed at the spread of His message of faith, hope and love.

We believe in the development of the whole child – the spiritual, intellectual, physical, emotional and social. To that end, we seek to create a nurturing and supportive community and incorporate the teaching of religion along with opportunities for prayer, religious celebrations and service to others. In addition, we strive to create a learning environment committed to academic excellence, character building, and a respect for the religious and multi-cultural diversity that characterizes our community. We believe in making the best use of current teaching and learning methodologies, advances in technology, and resources within the community to achieve our goals.

We believe that our goals are best realized when parent and teacher partner in the best interests of the child and when they along with older students serve as positive role models to create a community in which children care about each other and share with one another.

Finally, in order for our students to be prepared to meet the future challenges to our society and our planet, we believe that our educational program must encourage in students a desire for life-long learning, a willingness to give of their time and talents in service to others, and the development of a God-centered value system for life.

Mission Statement

St. Joseph Catholic Academy is committed to the development of students of diverse backgrounds and faiths from nursery through eighth grade by providing a well-rounded foundation for future learning and life. Our partnership between school and home utilizes the Gospel message as well as the latest advances in technology and learning to empower students to serve God and each other by being well-mannered, well-educated, responsible, and compassionate citizens of the global community.

POLICIES AND REGULATIONS

1. ARRIVAL/OFFICE HOURS

Please arrive for school between 7:45 a.m. and 8 a.m. All students in grades K through 8 will enter through the main lobby doors on 44th Street only. There is no outdoor supervision before 8:00 a.m. The school doors will be opened at 7:45 a.m., and the students will go directly to their respective classrooms. Doors open to Nursery students at 7:45 a.m.; Pre-K for All students at 8 a.m. Nursery and Pre-Kindergarten children enter through the 44th Street doors to the original school building.

An **early morning drop-off** is available between 7:10 a.m. and 7:45 a.m. for parents who need to bring their children to school earlier than the regular arrival time. Please use the form available on the website to register your child for the program; the cost is twenty dollars per month regardless of the number of days you use the program each month.

To help alleviate congestion and safety hazards, parents are asked **not to congregate** in front of the entrance doors. Parents may wait across the street from the building and are asked to leave once the children have entered the building.

If you are driving your child to/from school, please remember that double parking, parking in crosswalks or in the NO PARKING DURING SCHOOL HOURS area or driving into the SCHOOL PLAY STREET is subject to a summons. Also, please do not drive into the school yard when dropping off/picking up nursery and pre-k children. Please cooperate with us in these matters for your child's safety, the safety of the other children, and for the sake of positive community relations with our neighbors on 44th Street.

The school day begins **promptly** at 8 a.m. After 8 a.m., children will be considered **LATE** to school. While an occasional lateness is understandable, **lateness always causes an interruption to the class and interferes with the academic progress of the latecomer as well as the rest of the students.** Therefore, repeated lateness to school is an infraction that must result in some consequence. If lateness is deemed chronic, parents will be notified and the youngster will be subject to disciplinary action.

Frequent lateness will disqualify a student from receiving achievement or honors recognition.

Unless in the event of an extreme emergency, it is not possible to interrupt classes while in session. Parents/Visitors are not permitted to go to classrooms during class time.

In order to teach a youngster responsibility and to insure against repeated interruptions of the instructional program, any items forgotten at home will not be accepted at the school office. A child who forgets his/her lunch will be given a jelly sandwich for lunch.

OFFICE HOURS:

The academy office is open daily except Wednesday for **ordinary** business from 8 a.m. to 12:30 p.m. and from 1:30 p.m. to 3:00 p.m. **The office is closed between 12:30 p.m. and 1:30 p.m. daily, except on the first and third Wednesdays of each month when the office closes early due to early dismissal. On early-dismissal Wednesdays, the office will remain open until 1:15 p.m.** Questions/concerns dealing with tuition or other payments are **not** considered ordinary business and **cannot** be handled efficiently in person during ordinary hours. **If you need to discuss a matter concerning tuition or other payments, please phone (728-0724) or send an email to jsgritto@sjcalic.org first**, and, if necessary, make an appointment to meet with Mrs. Sgritto, Administrative Assistant/Registrar. This will provide adequate time for your concerns to be handled with proper attention and efficiency.

2. DISMISSAL

Please meet children at the corners of 28th or 30th Avenues at 44th Streets. Except for parents of nursery, pre-kindergarten and kindergarten students, please do not wait for your children at the school doors or along 44th Street. Please remain on the avenue away from the corners. Please do not congregate on the corner since to do otherwise may obstruct the teacher's view when s/he is releasing a child.

Students will be walked to the corner by a teacher. Students have been instructed **NOT TO LEAVE THE LINE UNTIL THEY ARE DISMISSED BY THE TEACHER.**

For the safety and security of each child, please **DO NOT CALL OUT TO OR DISTRACT YOUR CHILD WHILE S/HE IS BEING DISMISSED.**

Junior High students are dismissed via the gym exit on 43rd Street.

For safety and security reasons, students will not be permitted to return to their classrooms after dismissal.

Morning/Afternoon Extended Day Students

Students enrolled in the extended day program are subject to all school regulations and policies.

EARLY DISMISSAL

Individual students who have permission to leave early must be signed out at the main office by a parent or guardian. Please make a request for an early dismissal **in writing** to your child's teacher who will notify the main office.

RAPID DISMISSAL

Occasionally during the school year, a rapid dismissal drill may be called in order to provide students with practice in evacuating the building in order to be prepared for the event of a real emergency evacuation. Rapid dismissal dates will be noted on the website. It is vital that parents cooperate fully with school dismissal regulations at all times, especially during a rapid dismissal.

WEDNESDAY DISMISSAL (FIRST Wednesday of each month)

The academy will begin to dismiss according to the following schedule on the first and third Wednesdays of each month: Nursery at 12:30 p.m., Kindergarten at 12:35 p.m., Grades 1-4 at 12:45 p.m., Grades 5-6 at 12:50 p.m., and Grades 7-8 at 1 p.m.

3. LUNCH / RECESS TIME

Children bring their own lunch to school. They should also bring a beverage (soda is not permitted) to school for lunch. We do not permit cans or glass. Hot lunch is available for purchase on Tuesdays through Fridays. Please use the order form available from your child's teacher.

Recess is held in the gym or on the 44th Street play street depending upon weather conditions and teacher supervisory availability. Please do not attempt to visit your child during recess that is held outside.

4. ATTENDANCE / ABSENCE / ILLNESS

Regular, daily attendance in school is essential for success. In the event of a child's absence, the parent is asked to telephone the school office (728-0724) between 7:30 a.m. and 8:15 a.m. each day that the child is absent. Please be prepared to provide the reason for the absence along with the student's name, grade, and homeroom teacher.

A note signed by the parent MUST BE presented to the teacher within three days of the child's return to school. This note should be presented to the homeroom teacher by the student immediately upon his/her return following an absence. Please use the absence form that is available for purchase from the school office. **Diocesan and state regulations require the academy to request and to maintain these notes.** An **illegal absence** will be noted on the child's attendance record if a note from the parent explaining the absence has not been presented within three days of the student's return following the absence.

A doctor's note is required for an extended absence of more than THREE days. Also, a doctor's note stating that it is safe for the student to return to school is required for any absence due to a communicable illness.

Non-prescription medicine cannot be dispensed in school. The nurse may dispense certain prescription medicine **provided that the parent has completed the necessary forms provided by the Department of Health.** **Contact the school nurse for more information: 718-267-9307.**

Regular attendance is essential for student success. In order for each student to develop his/her personal and intellectual talents and skills, and to learn responsibility and leadership, we encourage parental cooperation and support in the educational process that includes ensuring regular attendance at school. Subjects are taught in sequence, develop cumulatively, and require the understanding of each concept in order of its presentation.

Therefore, students who miss more than ten percent of school are in jeopardy of retention.

The parent of such a student will be required to meet in conference with school authorities to determine alternate educational plans to assure that the student meets minimum academic standards. It is the **responsibility of the parent to notify the school administration** of an attendance concern and to request such a conference.

Unless in the case of an emergency, student medical appointments should not be scheduled during school hours.

5. HOMEWORK

Study and written homework are assigned to reinforce what has been taught during the school day. **Homework** is assigned at the discretion of the teacher. When assigned, homework **should be completed on time and signed by the parent**. Students who fail to complete homework assignments may be required to remain after school or lose recess until the assignments are completed and may lose academic credit.

If a student is absent for **three or fewer days**, teachers will provide students with adequate time to complete homework assignments **after the student has returned to school**. Requests from parents for books and assignments **will not be honored unless their child is out of school for an extended absence of more than three days**.

IN THE CASE OF AN EXTENDED ABSENCE (more than three days) a parent may request books and assignments. Depending on the illness, provision will be made by the teacher to provide work that may be reasonably completed by the student during the absence.

6. TESTS

Parents are able to see their children's test grades on line through the Option C web site. Please monitor the Option C site frequently to determine your child's progress.

7. DISCIPLINE

Students are expected to be present, punctual, properly attired, honest, cooperative and respectful toward one another and to all adults in the school. Students are expected to be cooperative with all policies of the school, their teachers and any adult in a supervisory capacity in the school.

Failure to meet these expectations will result in disciplinary action that may include detention, suspension, or dismissal from St. Joseph Catholic Academy. A parent will be notified if and when a student is to be so detained in school or out of school for disciplinary reasons.

In addition, each teacher will publish expectations for student performance and behavior in her/his classroom. The teacher at the Parent Orientation/Information Meeting in September will explain these expectations. Students and parents are responsible to be aware of these guidelines

and to comply with them.

Infractions in the following areas may result in recess or after school **detention**: repeated lateness, dress code violations, failure to complete homework, unsigned tests or homework, failure to present an absence note after an absence, possession/use of any items deemed distractions to learning (radio, walkman, CD player, laser pointer, any balls or toys, etc., uncooperative or disrespectful behavior, defacing property, gum chewing, eating without permission). **Students are not permitted to bring any electronic entertainment devices to school. These serve as a distraction to the academic nature of the school day and are not permitted. Such items will be confiscated and will be returned only to the parent. The school does not accept liability for loss or damage. A cell phone is permitted in school provided that the student keeps it in the OFF position and it is NOT used by anyone during school hours in school or outdoors around the school. SMART watches are NOT permitted in school. If the phone/watch regulation is abused, the phone/watch will be confiscated and returned to the parent only. The academy does not accept liability for loss or damage of any electronic devices.**

Detention will be held on an as needed basis. Parents of students assigned to after-school detention will be notified the day before the day the child will be required to sit for detention, except for lateness detention that will be served during recess on the day of the lateness.

Offenses which are grounds for **suspension** include, but are not limited to the following: cheating/forgery; destruction of property (repair or replacement of vandalized property will be the responsibility of the parent of the offender); fighting, bullying, cyber bullying or harassing/threatening another in word or demeanor; any behavior that may cause harm to self or others; insolence or grave disrespect; stealing; disregard for school authority; truancy; leaving school property without permission while under the jurisdiction of the school; violations of the acceptable use policy (Internet); gambling of any kind (including dice and card games) for money or anything of value; any pattern of repeated infractions of school behavioral guidelines or of those established for the class by a teacher; smoking while under the jurisdiction of the school.

Suspension may be of two types: in-school and out-of-school. A student placed on an in-school suspension is required to be present in school, but will not be allowed to attend classes and activities with the other children during the duration of the suspension. Parents will be notified of the reason for and duration of the suspension. A parent conference may be required.

In the case of an out-of-school suspension, the parent will be notified and the student will not be permitted to attend school for a period of up to five days per suspension. A disciplinary conference with the student, parent and principal will be required before the student is permitted to return to school. Any child so suspended is automatically excluded from participation in special school activities during the time of the suspension. Corrective measures decided by the principal will be required in order for a child to resume classes and remain at the Academy.

Offenses which are grounds for **dismissal** include, but are not limited to the following:

threatening harm in words or deeds, assault of an adult or another student; the possession, use, or sale of alcohol or drugs of any type in school, on school grounds, or off school grounds when the student is under the jurisdiction of the school; possession of a weapon of any kind in school, or on school grounds, or off school grounds while under the jurisdiction of the school; gambling of any kind (including dice and card games) for money or anything of value; repeated offences against the rules; repeated suspensions.

8. STUDENT ATTIRE

All students are required to wear properly the appropriate, complete uniform at all times. School and gym uniforms **must be purchased** from **FLYNN and O'HARA SCHOOL UNIFORMS** and shoes from the **DA BAR TOO Shoe Store**. A student not wearing the official gym uniform will be marked as unprepared for gym.

Detailed information regarding the uniform specifications is available on-line through the link to Flynn and O'Hara on the Academy website: www.sjcalic.org.

While in the school building during the winter months or in cold weather, the children are NOT permitted to wear sweatshirts, jackets, etc. that are not part of the regulation school uniform. Ordinarily between May 1 and the Friday before the Columbus Day weekend the students may wear the uniform shorts and polo shirt. This guideline may be altered depending on weather conditions. Common sense should apply.

BOYS: Hair should be neat and well groomed – no strange coloring, no bizarre styles. One watch and one ring may be worn. Earrings and chains are not permitted. Jewelry not permitted in school will be confiscated.

GIRLS: Make-up of any type is not permitted. Hair must be natural - not colored/streaked or contain bizarre designs/fad styles. Bandanas and hair beads are not permitted. One watch and one ring may be worn. Only post earrings may be worn. No other jewelry will be permitted in school. Jewelry not permitted in school may be confiscated.

Skirts – any length shorter than one-inch above the knee is not permitted.

For safety reasons, students should not bring/wear jewelry of any kind to school on gym days. Regarding jewelry, the school accepts no liability for loss or damage.

BOYS and GIRLS: SMART watches are not permitted at any time.

9. INTERNET

We are pleased to have Internet access at St. Joseph Catholic Academy and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material

that may not be considered to be of educational value in the context of the school setting. Our faculty has taken precautions to control access to controversial materials by being present when students are on the Internet and by instructing students on the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the education goals of our academy.

Availability of the Internet to students at St. Joseph rests upon the proper conduct of individual students who must adhere to strict guidelines. We urge all parents to be vigilant about their children's use of the Internet and all social media platforms while at home. Videos have been purchased by the Academy and are posted on the Academy website to help guide parents in the responsible exercise of their responsibility in this regard. If a student violates any of the Academy acceptable use guidelines, s/he will face disciplinary consequences.

INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY

We urge our families to be sensitive that some material via the Internet may be illegal, defamatory, inaccurate, or potentially offensive to some people. While the school has a firewall to curb student access to such sites, children may attempt to send self-initiated materials that are of an illegal, defamatory or offensive nature. Such behavior runs contrary to our basic philosophy and will be grounds for serious disciplinary action.

Our school has networked computers in all instructional areas and the library. Students learn "user responsibilities" toward this equipment. Deliberate unacceptable use of the network will result in the suspension of computer privileges and may be grounds for more serious disciplinary action as well.

St. Joseph does not permit student use of cell phones, hand held mini-games, portable CD player/headphones, and most other technological communication tools during school hours. With the exception of a cell phone, students should not bring these items to school and **St. Joseph Catholic Academy accepts no liability** for loss or damages to any such items brought to school in violation of school policy. The deliberate disregard of the policy or use of these items during school will result in administrative confiscation of such materials. Cell phones brought to school must be kept in the OFF position during the school day.

Students in the upper grades (5 to 8) are required to complete an i-Pad/Tablet Protocol Agreement which must be signed by the student and his/her parent in order to have and use such technology at the Academy.

Cyber-Bullying Policy

Purpose:

St. Joseph Catholic Academy endeavors to provide a safe environment for our students. With

the current state of technology, Internet use and digital communications, this extends beyond the bounds of the physical building. Students now have unlimited access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. In conjunction with the Diocese of Brooklyn, in an attempt to harness the good and discourage and protect from the bad, we have developed the following policy and guidelines to govern cyber-bullying.

Scope of Use:

This policy applies to the use of technology both inside and outside of the Academy. When personal, outside use of technology violates this policy in whole or in part, such violations may be subject to Academy disciplinary measures.

Definitions of Cyber-Bullying:

The following are types of cyber-bullying that can occur. This is not a comprehensive list of every action that can be deemed cyber-bullying, and due to the ever-changing nature of technology, items on this list may be removed or added without prior notice. This listing is adapted from the *New York State Department of Justice Definition of Cyber-Bullying*.

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occuring when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this kind of attack to the victim's reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. It can include the forwarding of email messages, and text messages or photos meant to be private to an unintended third party recipient(s).
6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from and online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar messages.

9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping.”
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs.
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as, “Who is the ugliest person in 8th grade?” or “Who do you love to hate?”
12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves.
13. **Images and Videos** - Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play.
15. **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming,” annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll,” and “trolls” are often able to act anonymously.

Responsibilities of the School/Academy:

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to an Academy community member may result in disciplinary action, even if done outside of Academy premises or using devices not owned or controlled by the Academy. All instances of such behavior must be reported immediately to the administration, which will investigate the matter and enforce the consequences deemed appropriate.

- Monitoring of communications of minors when using wile at school - electronic mail, chat rooms and other forms of direct electronic communication.
- Adopting measures restricting minors’ Internet access to materials harmful to them.
- Educating students on cyber-bullying to encouraging them to identify bullying behavior, avoid exhibiting the behavior, and keep themselves from being the victim of bullying behavior.
- Providing guidance and counsel to students on both sides of conflict arising from Internet abuse.

Academy administrators, faculty and staff will endeavor to ensure that Academy activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may seem like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something

much larger that has been going on.

Responsibility of Students:

As a member of the greater Diocese of Brooklyn community, Academy students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting themselves in an appropriate manner in the digital realm and treating others and oneself with respect, kindness and understanding. The following are guidelines to help students protect themselves and others from cyber-bullying/attacks, recognize harmful situations, and know how to handle them.

- Do not share personal information over the Internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone (ex. *Facebook* or *Twitter*), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your Academy community, also inform the Academy of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (*Facebook, Twitter, Instagram, etc.*)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

For your own protection and that of others:

- Do not participate in any of the behaviors outlined in the definition of cyber-bullying noted above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to your parent or guardian
- If it involves members of the Academy community, inform the Academy as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have engaged in or plan to engage in

Identifying Cyber-Bullying

It is important to understand that not all undesirable interactions on the Internet are cyber-

bullying interactions. By definition, bullying is a **recurring** behavior. Repeated attacks through email, forum posts, instant or text messages or the like constitute cyber-bullying. A single incident, while not condoned or accepted, is not cyber-bullying; unless it is ultimately deemed to be the first in a string of attacks. The instant transfer and duplicative nature of digital mediums expands the threat of cyber-bullying and must be considered in its identification. If an act deemed to be inappropriate is conducted even once, but is shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence.

Policy Violations:

Violations of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy principal:

- Loss of use and privileges associated with Academy technology.
- Disciplinary action, including but not limited to, detention, suspension, expulsion, and/or legal action by the Academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this policy.

10. TEXTBOOKS/BOOKBAGS

All textbooks should be properly covered and carried in a book bag. Backpacks are permitted, but should not be worn in the school building, particularly on the stairs as they create a safety hazard.

If a student loses or defaces a textbook/library book, s/he is obligated to pay for it. A final report card will not be issued until payment is made.

11. APPOINTMENTS

Unless in the case of an emergency, parent appointments with the principal or teachers should be made in advance via e-mail, in writing, or by phone. If you cannot make a scheduled appointment, please contact the appropriate party to cancel and reschedule.

All parents/visitors must stop at the main office before going to any room in the building.

12. SECURITY AND SAFETY

All school doors must be kept closed and secured at all times. Parents and visitors must enter and leave the building via the (lobby) main door on 44th Street **ONLY**. This entrance is equipped with a bell and intercom. All other external doors are considered EMERGENCY exit doors only.

All visitors to the school are required to stop first at the main office to sign in and then to return

there when leaving the building.

Parents must follow dismissal procedures as established by the school. If a parent is not picking up his/her own child at dismissal, the parent **must write a note** to the teacher designating the person to whom the child should be released.

The principal has established a Crisis Management Plan to deal with emergency situations, including evacuation of the building. The Crisis Management Team meets regularly to update this plan. The academy will cooperate with local law enforcement authorities in the event of a crisis that necessitates evacuation to common areas within the building (e.g., the gym and cafeteria) or to off-site areas. Off-site areas include the parish church and P.S. 70 (located on 42 Street between 30 and 31 Avenues).

Parents are kept informed as appropriate about emergency procedures via the school website, and via the Option C parent alert system.

The school cannot accept responsibility for loss of personal property. Therefore, **students should not bring expensive items to school.**

13. EMERGENCY INFORMATION and NURSING SERVICES

All parents are required to provide the school with emergency information that is kept on file. Please report a change in address or emergency number (including business and cell numbers) by using the interactive forms available on the web site: Change of Address Form, Emergency Contact Form. It is essential for your child's health and safety that home and emergency contact numbers are correct and up to date at all times.

The academy enjoys the services of a full-time nurse through the New York City Department of Health. The nurse is available to students in need of nursing services during school hours.

For the child's safety, it is imperative that the parent keeps the nurse informed about any medical condition that may require the services of the nurse. The nurse may not administer medication to a child unless a current, correctly completed **504 Medication Administration Form** is on file in the medical room. All questions regarding medication and services should be directed to the nurse at (718) 267 – 9307). **The principal will defer to the nurse and department of health regulations in all situations that involve the medical condition of the child.**

A current physical examination is required for students in nursery, pre-kindergarten, kindergarten and new admissions regardless of grade. Children without a current physical and required immunizations will not be permitted to participate in recess and gym class and may be excluded from attending classes.

Regarding school trips, students receiving nursing/medication services (e.g. epi-pen, inhaler, oral medication) who are not capable of self-administration will not be permitted

to attend a trip unless accompanied by the parent or another responsible adult designated by the parent in writing.

14. ACADEMY CLOSING DUE TO WEATHER OR EMERGENCY CONDITIONS

Please do not phone the academy in the event of snow. If St. Joseph is to be closed for any reason, notice will be given on the Academy website (www.sjcalic.org) and Option C parent alert – a telephone emergency communication system that will be used in the event of an emergency closing. This system will only be effective for you if you have given us accurate and current telephone information.

15. MONITORING STUDENT PROGRESS

Your child's progress in our program is of vital concern to you and to us. If your child is not regularly completing homework, please contact the teacher. Please check the website for subject information available on the teacher's class page or Google Classroom, and check the Option C site to monitor your child's performance in each subject area.

Since the school year is divided on a trimester basis, you will receive an official report card three times during the academic year, in December, March, and at the close of the year in June. It is vital that parents remain in contact with their child's teachers, especially if the child is not performing to potential in the program. It is vital that at least one parent per family attends the parent-teacher conference day held at the conclusion of the first trimesters. Second trimester parent-teacher interviews in Grades 5 to 8 are designed primarily for parents of students who have not made sufficient progress during the second trimester over that of the first trimester.

Parents are asked to bring any concerns regarding their child's progress first to the teacher of their child. Since teachers are not available for phone calls during the school day, parents should write a note or send an email (teacher's first name initial followed by last name @ sjcalic.org - e.g., kpender@sjcalic.org) requesting a conference or a phone call from the teacher in response to the concern. Teachers' home phone numbers are not released to parents. E-mail is the fastest way to make contact with your child's teacher.

ACADEMIC PROGRESS/DISCIPLINE REFERRALS:

When a student is not performing to academic or behavioral expectations, the teacher may email a progress report home to inform the parent of the problem and the consequences that have been put into effect by the teacher, as well as to enlist the cooperation of parents in the best interests of the child's education at school. Teachers of children in the early childhood and primary grades may find it more efficient to communicate by sending a note in the child's folder which is examined every day by the parent at home. The parent is asked to sign this form in the appropriate place and to have the child return it to the teacher the following day.

RE-REGISTRATION: Membership as a student in the St. Joseph Catholic Academy Community is a privilege that must be maintained by the continuous exercise of appropriate

behavior and academic progress in the school program. Re-registration takes place in February/March for the next academic year and is subject to such consideration.

PROMOTION: Students are promoted if they pass all of their subjects and if they score in the appropriate reading and math levels for their grade based upon the results of standardized testing. Parents will be informed in March of **possible** retention and/or summer school. **Summer School** will be required for failures in reading or math or for an otherwise poor report card.

GRADUATION: A student is eligible to be graduated into high school if s/he has successfully completed the educational program at St. Joseph Catholic Academy and has satisfied all of the academic requirements of the Education Department of New York State. A student who fails to meet these requirements may be permitted to participate in the commencement exercises, but will not be granted a diploma until all of the requirements have been satisfactorily met.

Also, a diploma will not be issued to any student whose financial account is in arrears. Permanent and health records will not be sent to a high school unless all financial obligations to St. Joseph Catholic Academy have been met.

HONOR ROLL: The Honor Roll (Grades 5-8) is published at the end of each trimester. Students receiving overall averages between 89 and 92 are awarded Second Honors Certificates. Students receiving overall averages between 93 and 96 are awarded First Honor Certificates. Students receiving overall averages between 97 and 100 are awarded Principal's List Certificates. To be eligible for the Honor Roll, students must have a good attendance record and not receive a score of 1 in any area of personal progress.

ACHIEVEMENT CERTIFICATES: Achievement Certificates are awarded to students in Grades 1 to 8 at special assemblies held at the end of the trimester – twice during the year. Among the criteria for the selection to receive a certificate are the following: follows Academy/class regulations, puts forth best effort, is punctual, is prepared for school and in uniform, puts the school's philosophy and mission statement into action.

PERSONAL PROGRESS AND HONORS/ACHIEVEMENT:

Students who are excessively late in a trimester will be ineligible to receive an honors or achievement certificate for the trimester.

16. HOME-ACADEMY CONNECTION

At least one parent/guardian is expected to attend the first parent-teacher conferences held each year as well as the Parent Orientation Program when the school program reopens in September. Parents of children who are not performing well will be required to attend a second trimester conference in March.

Parent presence at these meetings is vital to communication between home and school as well as to the success of each youngster. Parents will be asked to sign-in before meeting the teacher for a conference.

The academy relies on parent volunteers to assist at special activities throughout the year. Among these are Open House tours, a Gift Sale at Christmas, a plant sale immediately before Mother's Day, and two eighth grade events: a social following the Ring Day Ceremony, and the Graduation Awards Brunch in June. Please consider volunteering your time and talents by becoming more involved as a parent volunteer at home-school events. Please visit the Home-Academy Assn. page on the academy website for further details.

17. CALENDAR OF EVENTS

A calendar of important dates and events is available on the academy's web site. Parents should consult the calendar on a daily basis for changes since it is not possible to anticipate every event for an entire academic year and since some calendar changes may be necessary.

18. TUITION and FEES

Parents/Guardians are made aware of the tuition, fees, and the schedule of payments at the time of their child's registration or re-registration in school. Parents/Guardians agree to make payments according to the published schedule of ten monthly payments. There will be a fee for late payments and for dishonored checks. A personal check will not be accepted as payment from any family who has had more than two checks dishonored by the bank.

All payments are made through FACTS Tuition Services. Payments may also be made by credit card and bank debit. The regular ten-month tuition payment schedule begins in May and ends in February. The re-registration fee for the following year is due in March; the remaining fees for the following year are due in April. When this schedule is followed, all fees and five months of the ten months of tuition payments have already been made when the child begins the new academic year each September.

A student whose account is in arrears may be denied participation in the school's academic and extra-curricular (including participation in Class Night and the Graduation Trip) program until the account is clear. Trimester and final grades, diploma and transcripts will not be issued for any student whose account is in arrears.

19. ADMISSION/WITHDRAWAL POLICIES

Admission to St. Joseph Catholic Academy requires the following: an interview with the principal or his designee; a thorough evaluation of the student's educational history, including report card and standardized/other testing; a written examination in mathematics and reading which the principal may request subject coordinators to administer during a site visit at the academy.

Both parents and students are expected to support the school rules and policies to provide a climate in which the student learns to respect him/herself and others while developing his/her talents, interests, and abilities.

St. Joseph Catholic Academy admits students without discrimination on the basis of religion, sex, race, color and national origin.

A family withdrawing a student from the school for whatever reason is asked to notify the principal in writing as early as possible. Parents are then asked to sign a withdrawal form. Official records will be forwarded to the new school only upon request from that school. All financial obligations to St. Joseph Catholic Academy must be met before such records are forwarded to the new school.

20. FIELD TRIPS

St. Joseph Catholic Academy makes available to students an extensive program of co-curricular experiences in the form of field trips to cultural and recreational sites. We encourage participation in this program since it is designed to be a learning and/or community building experience. Students who do not participate in a given field trip experience are required to attend regular classes.

PLEASE NOTE: *It is not possible to list all guidelines and regulations in this handbook since individual teachers will have special requirements and expectations of their students, and because it is not possible to anticipate every situation that may require disciplinary consequences. As changes occur and new policies are instituted, parents will be kept informed. All parents are expected to support and cooperate with the administration and teachers, and to abide by the policies and regulations of the academy.*