

## ADMINISTRATION

The Pastor is the chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the teacher.

If a question regarding procedures should arise, consult:

1. The person concerned, e.g. teacher.
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary beyond that first by the teacher and secondly by the Principal.

Parents should follow the above procedure with any problems or concerns.

## PHILOSOPHY

St. Joseph School strives to educate each child entrusted to its care in an environment which has the teachings of Jesus as its center. In order to provide a quality Catholic education, we strive to teach the child as a whole person - morally, spiritually, physically, socially, emotionally, and scholastically.

Hence, we believe that Catholic Education:

- **Is primarily the responsibility of parents, who are the primary educators. They set the first example in both religious and academic areas.**
- Gives priority to each child's human needs and values.
- Challenges the child's ability to think, to question, to decide.
- Imparts knowledge that fits into the child's present world.
- Recognizes and develops each child's potential.
- Frees each child from ignorance, prejudice, and self-centeredness.
- Proclaims the mystery of salvation and paves the way for brotherhood.

As a Catholic school, instruction in religious truth and values is an integral part of our school program. Religion is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the students' experiences of learning and living achieve their coherence and their deepest meaning. Opportunity is provided to worship as a school community to strengthen our life of faith. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people.

## **RIGHTS AND RESPONSIBILITIES**

The following is a guideline stating the rights and outlining the responsibilities of the teachers, parents, and students of Saint Joseph School. In order to create an enriching environment to promote both academic and personal growth, understanding these rights and responsibilities is essential.

### **TEACHERS**

#### **RIGHTS**

1. To be an educator of Christian Doctrine.
2. To teach in an undisturbed atmosphere, conducive to all teaching and learning.
3. To have the attention of all students.
4. To evaluate the students' work and assessment of assignments.
5. To enforce school rules.
6. To be shown respect from students and parents.
7. To cooperate and support parents.
8. To have personal privacy at home/lunch/recess.

#### **RESPONSIBILITIES**

Be an example of Christian behavior in word and deed.

To prepare lessons; to teach all children equally; to treat all children fairly, setting boundaries, explaining these, based on students' level of understanding; enforcing them consistently.

To create challenging and stimulating lessons; to make the classroom an attractive and appealing place to learn.

To check through tests, quizzes, assignment and re-teach when necessary; to explain expectations to students.

To be knowledgeable of the school rules; to teach and explain school rules to the students.

To show respect for all students and parents in all dealings with them.

To set up lines of communication; inform parents of both behavioral and educational concerns on a frequent basis.

Be available at appropriate times.

## PARENTS

Parental cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

### RIGHTS

1. To have their children educated in a safe, caring, healthful, Christian environment.
2. To be informed of the students progress and/or need for remediation.
3. To have the respect of teachers and members of the staff.
4. To expect reasonable consideration of their child's individual needs by teachers and staff within the limits of the school's capabilities.
5. To know the expectations of the teacher for their child.
6. To have the child educated in an atmosphere consistently governed by respect and discipline.
7. To expect the education of their child in an appropriate manner.
8. To fulfill their marriage and baptismal commitments.

### RESPONSIBILITIES

- To cooperate with, and be supportive of school policy and philosophy. **Send students to school prepared.** (Supplies, homework done, complete uniforms and nourished.)
- Have an interest and be involved in students' academic and social activities; to check regularly with teachers and support the recommendations they are given.
- To respect teachers and members of the staff reflected in listening, speaking, and behavior.
- To inform teachers and faculty of students' individual needs.
- To provide guidance and support at home.
- To provide positive re-enforcement of school rules; set good example by modeling self-control; give positive and negative feedback to the teachers.
- To pay tuition on time, according to the Tuition Policy
- To participate at Mass on Sundays and Holy Days of Obligation with their children.

## STUDENTS

### RIGHTS

1. To be educated.
2. To learn in a healthy, stimulating environment.
3. To have a physically safe environment in and out of the school building as well as on district provided buses.
4. To be treated with respect by teachers and one another in a fair and consistent manner.
5. To have and express their opinions constructively.
6. To receive a Christian education.
7. To socialize with schoolmates during recess, and at other appropriate times.

### RESPONSIBILITIES

To come prepared to learn.  
To participate in class, to be able to ask questions, to complete all assignments.

To assist in keeping school property clean and orderly.

To follow all safety rules as stated in the handbook.

To show respect for themselves, teachers, students, and other adults.

To act in a manner appropriate to their level of maturity.

To act as a Christian. To participate in all religious activities.

To promote a spirit of acceptance toward all students. To follow the rules of good conduct, respect for others, and the necessity for school rules.

All parents, students, and teachers have the duty to treat each person according to the golden rule, "**Do unto others as you would have them do unto you.**" In all our dealings with others we should treat them fairly and uniformly in a consistent way, according to our philosophy.

## CHILD CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the child/children unless legal documentation to the contrary is on file in the school office.

## STATEMENT OF NON-DISCRIMINATION

Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the teaching of the essential equality of all men as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese have not and shall not discriminate on the basis of religious affiliation, gender, race, color, national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic Elementary and Secondary Schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities within the Archdiocese.

## ADMISSION

Application for registration for students entering St. Joseph School is held during the month of February. The dates are announced in the parish bulletin as well as the local newspapers. In general, St. Joseph School does accept students from other schools. However, these students must meet preliminary requirements (testing) and be approved by the principal. Students entering grades 2 – 7 are given an entrance exam similar to the ITBS test administered during the school year. This test will help to determine if the student will be accepted.

**Students transferring from other schools will be reevaluated at the end of two months and, if the student does not meet academic and/or behavioral standards, parents will be asked to remove the student from the school.**

### PRE-KINDERGARTEN 3 and 4

Children entering the Pre-K 3 must be three years of age by December 1st of the current year. Children entering Pre-K 4 must be four by December 1<sup>st</sup> of the current year.

### KINDERGARTEN

Children entering the Kindergarten must be five years of age by December 1 of the current year and are screened in order to ascertain readiness for Kindergarten. This screening gives the teacher an idea of the child's ability. The screening takes place during May or June.

## ATTENDANCE

**Objectives:** The purpose of this attendance policy is to ensure that, to the maximum extent possible; every student attends school every day for the entire day. To accomplish this objective, St. Joseph School will employ the following strategies.

**Attendance requirements for promotion:** In order to be promoted, students are expected to attend school and all classes daily. Students having an attendance rate of less than 97% may be denied promotion. In special circumstances, the school administrator makes the final determination as to whether a student is promoted. Students with perfect attendance will receive perfect attendance awards at the end of the school year. In addition, perfect or nearly perfect attendance will be noted on any written recommendations completed for students. Students who are absent on any given day must bring a note explaining their absence upon their return to school. Excessive student absence and lateness in any given year may lead to the denial of registration for the following year.

**Notification by parents/Guardians:** If students will be absent or tardy, parents are expected to call the school office by 9:30 a.m.

### **DAILY SCHEDULE**

8:15 a.m. - Morning Prayer & Assembly  
8:40 a.m. - D.E.A.R TIME –(Drop everything and Read)  
11:40 a.m. - Lunch & Recess for Pre-K 3 & 4 and Kindergarten  
11:45 a.m. - Lunch for Grades 5-8, Recess 12:05-12:30  
12:15 p.m. - Lunch for Grades 1-4, Recess 12:35-1:00  
2:50 p.m. - Bus Dismissal  
3:00 p.m. - Walker/Rider Dismissal

### **PRE-KINDERGARTEN 3 & 4 DAILY SCHEDULE**

8:30 a.m. - Class Begins  
11:45 a.m. - Lunch  
2:30 p.m. - Dismissal

- **Any students, PreK – 8<sup>th</sup> grade, not picked up within 15 minutes of their appointed dismissal time will be placed in the after school program and parents will be charged accordingly.**

### **Explanation of Excused and Unexcused Absence, Tardiness, and Early Departure**

The following reasons for absence or tardiness will be considered an excused:

sickness  
sickness or death in family  
impassable roads or weather  
religious observance  
quarantine  
court appearances  
attendance at health clinics  
approved work programs  
military obligations  
suspension

Where applicable, the parent/guardian should provide a written note explaining the reason for the absence or tardiness. All other reasons for absence or tardiness will be considered unexcused. The school administration makes the final determination as to whether an absence or tardiness is excused or unexcused. The following reasons for early departure will be considered as excused:

sickness  
court appearance  
approved work programs  
attendance at health clinic

The school administration makes the final determination as to whether an early departure is excused or unexcused.

### **ABSENCE:**

All parents are required to call the school office by 9:30 a.m. if their child will not be attending school that day.

**All students are required to have notes explaining their absence when they return to school. If no note is sent in, the student will be charged with an unexcused absence.**

Following a communicable disease or extended absence (more than three days) of any student, a note must be presented to the teacher from a doctor, stating the nature of the child's illness and certifying that the student is able to return to school. These notes are reviewed and retained by the school nurse. All absence notes remain on file in the nurse's office for one year.

**If a vacation other than that allocated by the school is taken, the child/children are marked with an unexcused absence. Any missed work (class work, homework, tests) is the student's responsibility upon returning to school. Do not ask for work in advance.**

When a child is absent due to illness the parents may call the office prior to 11:00 a.m. and request that the missed work be picked up at the end of the day.

#### **LATENESS:**

If a child oversleeps or is late legitimately, please bring him/her to school. Lateness is better than an absence. All students are considered late if they arrive after the 8:30 a.m. bell. They are required to be signed in at the office. If the school bus is late, the student is not marked tardy.

#### **SIGN-IN - SIGN-OUT:**

No student may enter late or leave the building early without a note or unless the parent signs him/her in or out. A special book is in the secretary's office for this purpose.

#### **EARLY DISMISSAL:**

Parents are requested to make dental and doctor appointments after school hours (if possible). It is very difficult to maintain satisfactory classroom mandates and/or assignments if frequent early dismissals are the norm. **If it is absolutely necessary for a pupil to be dismissed early, a written request must be submitted stating the reason for the dismissal. Telephone requests for early dismissal will be accepted only in cases of emergency. Parents or guardians must sign the child out no later than 2:45. After this time all children will only be released to the parent/guardian after all the buses have left.** NO STUDENT WILL EVER BE ALLOWED TO LEAVE THE BUILDING WITH OTHER THAN THE PARENT/GUARDIAN UNLESS WE HAVE AUTHORIZATION IN WRITING.

#### **HALF-DAY SESSIONS:**

The Second Friday of every month is set aside for faculty meetings, unless special notice is sent home. Other half days are indicated on the calendar. Students will be dismissed at 12:00 p.m. Please make arrangements for your child/children to have adequate supervision.

An after-school program is available for parents who may need this service.

#### **EMERGENCY DELAYS/SCHOOL CLOSURES (SNOW DAYS, ETC.):**

We always follow the Millbrook School District for closings and delays. If Millbrook is delayed 2 hours, we are delayed 2 hours. Other districts will bus to St. Joseph School according to the delay or closing of their districts.

If other districts close and Millbrook is open, St. Joseph School will be open. Children must be driven to and from school. Parents should use their best judgment as to the safety of the roads in their area.

If there is an emergency or closing we will implement our IRIS alert System. You will receive a call to advise you of the alert or check cancellations.com.

## **ACADEMICS**

Religion is taught daily in all grades. All students attending St. Joseph School must participate fully in all Religion classes. We follow the Archdiocesan guidelines for Religious Education. Math, Reading, Language Arts, Science and Social Studies are taught according to the criteria found in the "Essentials of Learning" established by the Archdiocese of New York. These essentials are based on the New York State Curriculum guidelines with the addition of our religious philosophy.

Art, Music, Computer, Library, and Physical Education is once a week. Spanish for 7<sup>th</sup> and 8<sup>th</sup> grade is 5 days a week.

## **RELIGION:**

The teaching of Religion as stated in our Philosophy is of primary importance at St. Joseph School and no subject takes precedence over Religious studies. Aside from the daily, integrated process of developing a catholic Christian faith community among students, faculty, parents and parish, the formal teaching of the doctrines, Scripture and Traditions of the Church, the children have the opportunity to participate in seasonal Liturgical Celebrations throughout the year. PARENTS SHOULD BE DILIGENT IN ASSURING THAT THEIR CHILDREN ATTEND THE EUCHARISTIC CELEBRATIONS ON SUNDAYS AND HOLY DAYS OF OBLIGATION. All students, regardless of individual religious affiliation are required to participate respectfully in Religion classes, tests, and/or liturgical celebrations.

All teachers are either certified or are working toward certification in Religious Education as directed by the Archdiocese of New York.

## **SACRAMENTAL PROGRAM:**

The sacramental programs include preparation for the Sacraments of Penance and the Eucharist. Parent involvement is an important part of this preparation; therefore, several meetings of parents are held in conjunction with the parents of public school children enrolled in our religious education program. These meetings are conducted by the Parish Religious Education Coordinator.

### **SCHOOL LITURGIES:**

All students attend the 11:00 Mass on the First Friday of each month. (unless circumstances prevent this). Additionally, special school liturgies are attended by all students periodically throughout the school year.

### **GYM:**

According to New York State Law, all students are to take gym classes. If there is a health problem that necessitates a child not taking gym, a note from a doctor is required. All students must wear their gym uniform to school on gym day. (See SCHOOL UNIFORMS for additional information.)

### **BOOKS:**

Textbooks are on loan to the children from the district where they reside, and must be cared for throughout the school year. **All textbooks must be covered at all times.** All other books are purchased in school. No writing, highlighting or drawing is permitted on textbooks or covers, and books must be carried to and from school in a book bag. If a book is lost or destroyed, students must purchase a new one.

### **HOMEWORK:**

Parents can help by providing the right environment for concentration, time structure, and, above all, encouragement. A time for study should be set aside each night, free from television. If your child reports that he/she has no homework:

- Suggest reading a book, magazine, or newspaper for enjoyment.
- Consider reviewing class notes taken that day.
- Work on Science, Social Studies, or other long-term projects that have been assigned, especially in grades 5 through 8.

It is difficult to establish a fixed, rigid policy as to the amount and kind of homework children should have each night. There are days when it is very easy for a teacher to assign work to be done at home; on other days, the instruction may not lend itself to homework. If you notice that your child is consistently without homework, has too much homework, or does not understand the assignments, please check with your child's teacher.

Assignments are accepted and given full credit only on the day due unless parents provide a valid reason for the delay. Written assignments are expected to be neat and orderly with correct spelling and punctuation.

### **ASSIGNMENTS (ABSENTEES):**

Students are not permitted to interrupt classes during the day to obtain homework for absentees. All requests for homework assignments and books must be made through the office by 11:00 a.m. and picked up at the secretary's desk at the end of the day or sent home with a sibling. This request may be made by phone or by a note sent in with a sibling.

### **EXAMINATIONS:**

St. Joseph School operates on an Archdiocesan directed quarterly examination schedule and these examinations are given at the discretion of individual teachers for the purpose of ascertaining the students' acquisition of skills and subject content as well as for the purpose of report card grades. Consult the school calendar for dates.

### **TESTING (NATIONAL AND STATE):**

Achievement tests (ITBS) are given each year in October, grades 1<sup>st</sup> thru 8th. This testing is designated to follow a student's growth from year to year. The results of this testing are valuable because they provide useful information in evaluating students' progress. New York State testing schedule is followed in the appropriate grade levels and subject areas in compliance with New York State standards.

### **PROGRESS AND REPORT CARDS:**

The Archdiocese of New York has mandated a quarterly schedule for Pre-K - 8 for distribution of academic and social achievement scales. Progress reports are given approximately six weeks prior to report cards. Parents are asked to review them carefully and contact the teacher if an explanation is desired. You are asked to please acknowledge receiving this information by signing the envelope and having the student return it to his/her teacher.

### **CONFERENCES:**

Parent-teacher conferences are held once a year, usually at the time of the first report card. Other requests for conferences can be made by either the parent or the teacher at any time that is considered urgent. If a parent wishes to speak with a teacher by telephone, he/she is asked to send a note in with the child indicating where and when you can be reached or by leaving a message with the secretary. The Principal and Faculty are not to be called at home.

Parents are asked to call the school to make an appointment before coming in. It is only through the closely coordinated efforts of the home and school that goals of education can be achieved.

### **HONOR ROLL:**

St. Joseph School lists an Academic Honor Roll at the end of each quarter for grades 4-8. Students who are eligible for this honor must meet the requirements of an ACCUMULATED average (all subjects averaged together), no grade lower than an B under Character Development, and no failing grades in ANY subject at all. Special emphasis will be placed on Conduct and Effort in all areas of school life

#### ***PRINCIPAL'S LIST***

An overall average of 95% to 100% with no grade below 90% in: Religious Studies , Reading , Composition , Grammar , Spelling, Mathematics , Social Studies , Science , Spanish (7 & 8), Plus A or B in Penmanship, Art, Music, Computer, Physical Education and Character Development

#### ***FIRST HONORS***

An overall average of 90% to 94% with no grade below 85% in: Religious Studies , Reading , Composition , Grammar , Spelling, Mathematics , Social Studies , Science , Spanish (8) , Health Plus A or B in Penmanship, Art, Music, Computer, Physical Education and Character Development

## *SECOND HONORS*

An overall average of 85% to 89% with no grade below 80% in: Religious Studies, Reading , Composition , Grammar , Spelling, Mathematics , Social Studies , Science , Spanish (8) , Health Plus A or B in Penmanship, Art, Music, Computer, Physical Education and Character Development

### **Selection Process for National Junior Honor Society**

The National Junior Honor Society chapter of St. Joseph's School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who met the required standards in five areas of evaluation: scholarship, leadership, service, character and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5 member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each twelve months.

Students in the second semester of sixth grade, in seventh grade, and in eighth grade are eligible for membership. For the scholarship criterion, a student must have a cumulative average of 88 or higher. Those students who meet this criterion are invited to submit a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection of non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance, or better, in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the substitute chapter advisers, Mrs. Meyers and Mrs. Abruzzo in person or by phone at 677-3670.

## **RETENTION AND FAILURE POLICY:**

In some cases it becomes necessary to retain a child in a grade. This is necessary if: a child fails two major subjects for the year; is unable to master the work of the grade; is recommended on the basis of the teacher's solid conviction that it will be in the best interest of the child. A student who has a failing year average below 70 is considered to have failed that subject for the year.

When the probability of retaining a particular student arises, the student's parents are to be informed of this likelihood no later than the time of the distribution of the third quarter report card. The actual decision to retain a child is usually made by the end of May.

## **RETENTION IN 6TH, 7TH, AND 8TH GRADES:**

Failures in Reading and mathematics

or

Failures in Reading and Composition

or

Failures in Reading or Mathematics or Composition in addition to failure in one of the following: Science, Social Studies, Religion, Grammar, or Spelling.

A student in the 6th, 7th, or 8th grade who fails any major subject must attend a summer school or have a private tutor pre-approved by the principal and the teacher.

## **UNIFORM POLICY**

**At St. Joseph we try to foster a sense of confidence and self worth in our students. A uniform is not about making everyone the same. Instead, uniforms are about giving people a sense of belonging, that they are a part of something bigger than themselves. We feel that a school uniform promotes in students a sense of respect for themselves and for their school.**

### **Boys grades 1-8**

1. Navy DRESS slacks. We do **NOT** consider as dress slacks any of the following:

- denims, jeans, or corduroy pants, regardless of cost or quality
- pants with designer labels, studs, decorative stitching or large back pockets

2. Slacks should not be rolled up. The uniform slacks should be purchased from Land's End.

3. For the months of September, October, May and June, boys in Grades 1 through 8 may wear tailored **navy blue** walking shorts of medium length. These must be purchased through Land's End.

4. Light blue chambray shirt – long or short sleeves. The shirt is to be a proper fit and is to be buttoned at the collar. If long sleeves are worn, they may not be rolled up. This shirt is always worn with a tie. Colored or designer tee shirts should not be worn under the blue shirt. During the months of September, October, May and June, a **light blue** polo shirt with the St. Joseph logo may be worn to replace the chambray shirt and school tie. **Shirts, dress and polo must be kept tucked into the pants or shorts.** This polo shirt must be ordered from the Land's End.

5. The blue polo shirt may be worn with either the shorts or the dress slacks. The dress shirt may not be worn with the shorts.

6. Sweaters – solid **NAVY** pullover vest with school logo. The uniform vest should be purchased through Land's End. The vest is always worn with long pants in winter. A solid navy V-neck long sleeved sweater with school logo may be worn in lieu of the vest. It must be purchased through Land's End.
7. Classic Navy or solid Navy Blue School Tie – must be worn with light blue dress shirt in Grades 1-8.
8. Belts –Blue or black (solid in color) must be worn with slacks and shorts
9. Dark colored dress shoes – navy blue or black. Shoes may be tied, buckle or loafer type. Our school uniform school supplier is Doff Shoes in Poughkeepsie .We do not consider boots, work boots, sandals or shoes that come above the ankle to be dress shoes. Should special shoes be needed, you must present a doctor's note. Navy socks must be worn with the winter and summer uniform. **No low rise or golf socks allowed. No logos on socks.**
10. Sneakers are worn for Physical Education classes only. They should be white or non marking black.
11. Earrings are not permitted in school, nor is any jewelry in visible pierced body parts.

### **Pre K 3 and 4 and Kindergarten Boys**

Summer and winter gym suits or White polo with St. Joseph Logo and navy shorts or dress pants. Sneakers are always worn for safety.

### **Girls grades 1-4**

1. Plaid Jumper with light blue blouse with Peter Pan collar– purchased from Land's End
2. **OPTIONAL for all girls:** Navy blue DRESS slacks may be worn from November 1<sup>st</sup> through April 30<sup>th</sup>. During September, October, May and June, students may wear tailored **navy blue** skorts of medium length. These are purchased from the Land's End.
3. Light blue cotton blouses, with Peter Pan collar, long or short sleeves. If long sleeves are worn, they should be buttoned at the cuff.  
During the months of September, October, May and June, a **light blue polo with St. Joseph logo** may be worn to replace the light blue blouse with skorts only. This polo shirt must be purchased from the Land's End
4. The polo shirt may be worn with either the uniform slacks or the skorts. The blouse cannot be worn with the skorts.
5. Knee socks or tights - solid navy. **NO stockings.**  
**No golf socks or low rise socks. NO logos on socks**
6. Grades 1-4: **NAVY** vest with logo, v-neck with logo or cardigan with slacks. The cardigan may also be worn with jumper, not the vest or v-neck
7. **Girls Grades 5-8:** Classic Navy Plaid Skirt and Light blue Chambray blouse long or short sleeved. **NAVY** sleeveless pullover vest is mandatory. **NAVY** long-sleeved v-neck pullover sweater with school logo may be worn in lieu of the vest. The vest or the v-neck must be worn from November 1-April 30 with skirt or slacks.

8. **Optional:** September and October and May and June girls may wear light blue polo shirt with St. Joseph Logo purchased through Land's End. Skorts may be worn instead of the uniform skirt. Only the polo shirt may be worn with skorts. Navy dress slacks may be worn November 1<sup>st</sup> through April 30<sup>th</sup>.

All shirts must be tucked in. Students who do not adhere to keeping shirts tucked in are subject to demerits.

No colored t-shirts or t-shirts with logos may be worn.

Out of Uniform - A written excuse to the school office must be presented if it is necessary for you to be out of uniform at any time. If the student does not bring a note, a parent will be called to bring the proper uniform to school..

### **Dress Up days**

On various occasions throughout the school year, students will be permitted to have "dress up days." On these days, the school uniform is not worn, but the students will be expected to be in appropriate clothing. Remember the types of slacks and shoes that are not considered to be dress wear. If appropriate clothing is not worn, a parent will be asked to bring a change of clothing. The same rules for make up and jewelry apply to special occasions.

### **Summary:**

**Land's End is our uniform supplier. Catalogues are in the office**

**Quackles Shoes in the city of Poughkeepsie is our school shoe supplier**

**Lands End is our gym supplier**

**If students come to school and are not in full uniform parents will be called**

Gym Attire - Grades 1-8:

Sneakers, white sweat socks  
Navy blue sweat pants and sweat shirts must be worn during the winter months. Navy blue shorts and school tee shirts may be worn in the warm weather. All gym uniforms must bear the St. Joseph School logo.

**Sweat shirts may only be worn on gym days.**

### **For further clarification of the uniform:**

1. The only color polo worn by 1-8 grade students in school is chambray blue. The other colors can be purchased for parents or students for other school occasions. These other colors of polo shirts with the logo may could be worn to show your school spirit.

Also optional.....Students in pre k 3 and 4 may also wear a white polo with logo to school

2. Classic navy plaid jumpers are for grades 1-4.

The plain navy jumpers are an option for pre k 3 and 4 but not necessary.

3. The logo'd navy sleeveless or long sleeve sweaters are to be worn by grades 1-8. Cardigans can be worn by the girls but they need logo. All sweaters are to be navy blue.

### **MAKE-UP AND JEWELRY AND HAIR:**

No make-up or colored nail polish is to be worn to school with the uniform. No excessive jewelry is to be worn. Girls are not permitted to wear dangling earrings for safety reasons. Girls may only wear post earrings. Boys are not permitted to wear earrings or necklaces, only a small cross or medal. No unbecoming haircuts are permitted. No shaved heads, fad hair styles or pony tails will be tolerated. Boys haircuts may not go beyond shirt collar or below eyebrows. No spiked or gelled hair. Only small crosses may be worn on the neck. We expect good hygiene. No writing on ones self

### **DRESS UP/DOWN DAYS:**

On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn, e.g. slacks, knee-length walking shorts, skirts, dresses, blue jeans (relaxed fit **only**), blouses, sweat-shirts, and/or T-shirts. Jeans are not permitted. No offensive wording or pictures are permitted on clothing. The final interpretation of what constitutes "proper clothing" shall be left to the discretion of the teachers and the principal. **If it is decided that a student is not wearing "proper clothing", parents will be called to bring a suitable change of clothing before a child is permitted into class.**

### **DEMERIT AND REFERRAL SYSTEM**

In taking a more proactive approach to dress code, behavior and classroom violations, we follow a Demerit and Referral System.

Demerits will be used for minor well defined violations. Referrals will be for more significant offenses such as classroom disruption and continuous classroom misbehavior and an accumulation of 25 demerits.

- When a student reaches 5 demerits, the student will serve a one hour detention and a letter will be sent home to parents.
- When the student reaches 10 demerits, the student will serve a two one-hour detentions and a letter will be sent home to the parents.
- When the student reaches 15 demerits, the student will serve a two hour detention and a formal parent conference will be arranged.
- When the student reaches 20 demerits, the student will serve a full day of in-school suspension.
- When the student reaches 25 demerits, the student will appear before a referral board consisting of his/her homeroom teacher, departmental teachers (if appropriate), the principal and the Pastor for further action and possible extended suspension.

Following is a breakdown of infractions and demerit consequences

## DISCIPLINE CODE

For the purpose of this code, violations of school rules have been divided into three categories:

- A. Minor infractions - 1 demerit
- B. Serious infractions - 2 demerits in addition to Level B actions
- C. Major infractions - 5 demerits in addition to Level C actions.

Any repetition of an "A" infraction will be treated as a "B" in-fraction in the determination of consequences. Any repetition of a "B" infraction will be treated as a "C" infraction. Just as students have constitutional rights, they also have legal and educational responsibilities.

### A. Minor infractions and Disciplinary Actions

Minor infractions include the following:

1. Inappropriate dress/incomplete uniform - i.e. shirts untucked, no tie, etc.
2. Running in the halls
3. Use of profanity
4. Littering
5. Gum chewing
6. Lack of respect for property
7. Teasing
8. Inappropriate reading materials
9. Horseplay
10. Late for school, unexcused
11. Late for class, unexcused
  
12. Electronic equipment such as a radio, walkman, or video game (during class time)
13. Leaving a supervised situation without permission
14. Not returning "Wednesday Brown Envelope" by Friday.

Minor disciplinary actions may include one or more of the following:

1. Teacher reprimand
2. Referral sent to home/office/teacher file
3. Principal reprimand
4. Parent conference

For repeated offenses:

1. After school detention
2. Loss of privileges

### B. Serious infractions and disciplinary Actions

Serious infractions include the following:

1. Disrespectful behavior in school, church, and school related activities
2. Verbal abuse
3. Partial/full day truancy
4. Leaving school without permission
5. Repeated lateness to school or class, unexcused
6. Missing detention without sufficient reason
7. Cheating/dishonesty
8. Interference with the education process by inappropriate classroom behavior
9. Possession of stolen goods

10. Harassment/intimidation of a student
11. Gross misconduct

Serious disciplinary actions may include those consequences listed in "A" as well as one or more of the following:

1. After school detention (1 hour)
2. In school suspension (1 to 3 days)
3. Out of school suspension (1 day)
4. Removal from class
5. Required in-school parent/teacher/principal conference
6. Loss of honors
7. Social probation-school sponsored functions

#### C. Major Infractions and Disciplinary Actions

Major infractions include the following:

1. Physical or verbal assault of a staff member
2. Vandalism
3. Repeated interference with education of peers
4. Total disregard for safety of others
5. Possession of a controlled substance - drug paraphernalia, tobacco, or alcohol
6. Smoking
7. Possession of matches/lighter/fireworks
8. Fighting
9. Possession of a weapon
10. Harassment/intimidation of a staff member

Major disciplinary actions may include those listed in "A" and "B" as well as the following:

1. In school suspension (up to 10 days)
2. Superintendent's hearing and extended suspension
3. Payment for damages

#### **PLAYGROUND RULES:**

Follow all disciplinary rules of the school.

- **No rough play or contact sports.**
- When the bell rings, all students are to report to their line in silence.
- Students enter the building when all grades are lined up and their teacher comes for the class.
- **No wall ball**
- When using basket ball hoop, black top only
- If there is recess on the black top due to poor weather conditions, there is to be no basketballs

#### **LUNCH**

A hot lunch is served each day, including milk. The cost is \$3.00. Students may also bring lunch from home. Milk may be purchased separately for \$.50.

In order for us to run a successful lunch program, we need to be able to pay our food bill and our kitchen staff on a timely basis. We send our lunch forms home each week in the Wednesday Brown Envelope. Lunch orders and money must be returned by Friday of that week. There are times when the morning is hectic and a last minute lunch order is needed. We try to accommodate when we can.

However, it is important to return the lunch slips on Friday or pay the charged amounts as soon as possible.

Any money owed the kitchen will result in hold of report cards until amount is paid in full.

Pre-K and Kindergarten eat at 11:40 a.m. Grades 5-8 eat at 11:45 a.m. Grades 1-4 eat at 12:15. There is a recess period following each lunch period.

We are enrolled in the National School Lunch program. Please call the office for a confidential application, if you think you might qualify.

**Students are expected to use good table manners, speak in normal tones, be courteous and show concern for others. No food or drink is allowed outside the lunchroom, unless permission is given by the principal or a teacher.**

## SCHOOL ACTIVITIES

### **SCHOOL TRIPS:**

Well-planned field trips are part of the learning experience at St. Joseph School. A special form is sent home in advance to inform parents of the trip and to secure permission. Only this form will be accepted as permission for the trip. No permission slip, no trip!

**This form must be filled out as it is written. The school reserves the right to deny participation to any student who does not have the proper permission or who has been unable to cooperate with school rules.**

### **EXTENDED DAY PROGRAM:**

The extended day program is a separate child care program at St. Joseph School. This program cares for students from 3:00 p.m. to 5:30 p.m. On half days the hours are from 12:00 p.m. to 5:30 p.m. Fee information may be obtained at the school office. A registration form must be filled out prior to participation in the program. Before school care is available at 7:00 a.m.

## BUSING

### **BUS TRANSPORTATION:**

Busing is provided to students in the surrounding areas. The Board of Education of the district in which you live provides this service.

### **BUS DISCIPLINE:**

Students should maintain a friendly, respectful attitude toward the driver and must obey his/her directions at all times, including transferal and actual travel time.

Students should do nothing to cause annoyance or distraction to the driver as this places the safety of all in potential danger.

Any disobedience or disrespectful attitude will be subject to disciplinary action.

**Any student who receives three disciplinary forms from the bus driver will be removed from the bus for one week. If such behavior continues, the parent will be asked to drive the student to and from school for an extended period of time. A conference with the public school district and the bus driver may be required before the reinstatement of transportation privileges.**

### **FIRE REGULATIONS**

Fire drills are held at least ten times a year under the mandates of the State Education law. Students are expected to move quickly, quietly, and in an orderly fashion to an area of safety. If a student violates the imposed code of silence and treats this serious obligation with indifference, he/she will be penalized.

### **ASBESTOS STATEMENT:**

St. Joseph School is in compliance with A.H.E.R.A. All of our asbestos is in good condition. The material is inspected once a year.

### **HEALTH SERVICES**

A school nurse provided by the Millbrook Central School District records and reports all the vital health information for your child as required by law.

### **ANNUAL HEALTH EXAMINATION:**

The New York State Education Law requires that a physical examination be done for each student upon entrance to a school, as well as for students entering the first, third, and seventh grades. An examination of any child may be required by the local school authorities at any time to promote the educational development of the child.

Since your family physician has a more complete understanding of your child, we respectfully urge that you take your child to him/her and have the "Annual Health Examination Record" filled out and returned when the child enters school in the fall.

If you do not wish to have your family physician make this examination, or if the record of examination is not received in school by September 15, a health appraisal will be made by the school physician.

### **MEDICATION:**

By New York Law, the school is only responsible for the first aid care of school children who are injured or become ill while in school. The parent has the responsibility for further care. If a child must take medication during school hours, the following requirements must be met:

- A written order signed by a doctor giving the name of the medicine, the reason for administering, the dosage, number of days and frequency must be brought to the school nurse.

- The medication (including aspirin, cough remedies, cough drops and throat lozenges) must be brought to the school nurse.
- Medication must have a professional label - either drug store or drug company. The parent must send a written request to the school nurse asking that the medicine be given to the child as directed.

### **CHILD ABUSE:**

New York Law requires that any person who has reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse is to report same promptly to the Division of Youth and Family Services by telephone or otherwise. Failure to report suspected child abuse is punishable as a disorderly person's offense. Under the law anyone who makes a report shall have immunity from any civil or criminal liability that he/she may have otherwise incurred.

### **PUPIL EMERGENCY INFORMATION:**

Each family is asked to fill out two emergency cards for each child at the beginning of each year. The information must be complete enough to enable us to act responsibly in case of an accident or other emergency. The school must be informed of any change in this emergency information.

## **HOME SCHOOL ASSOCIATION**

The Home School Association has been formed to:

1. provide a forum which will foster a greater interaction between members of the school community
2. strengthen our school community through unity and communication with spiritual, social and cultural programs
3. raise funds for the benefit of the school
4. provide opportunities for school parents to get to know each other through various social activities and school projects
5. Become active in student recruiting and marketing

## **HOME/SCHOOL COMMUNICATION**

A yearly school calendar is distributed to each family at the beginning of the school year. A monthly letter is sent home with the youngest child in each family listing any changes that have taken place. Please make sure you ask your child for the letter and read it so that you may be informed of important directives, timely reminders and all activities at St. Joseph School.

## **VOLUNTEERS**

Parent volunteers are enlisted as room mothers, to aid in the library, or on the playground, to assist in the classroom at a teacher's request, or to be of assistance as the need arises. Others who are interested in helping at school are most welcome! The Home School Association sends out volunteer request forms at the beginning of each school year.

## **PARTIES AND TREATS**

All students may have a "no uniform" day on their birthday or half birthday if their birthday falls during the summer. Parents may send in treats for the class. The teacher will be responsible for the distribution of such treats at lunchtime. Parties may be planned by the teacher for special holidays.

We wish to include all students in our activities. With this in mind, we ask that parents who wish to distribute invitations in school include:

1. The entire class  
or
2. All the boys or all the girls in the class

If a parent chooses not to include the entire group, invitations are not to be given out in school. Parents wishing to distribute invitations should speak with the teacher prior to giving out the invitations.

## **SCHOOL FEES AND TUITION**

The tuition scale is subject to change and is given to all parents at Open House, usually held in February. If clarification is needed, please call the bookkeeper at 677-3422. Tuition is paid on a twelve month basis and is due by the tenth of each month through Tuition Management Systems.

There is a \$100 registration fee per child, a book fee of \$80 and a Technology fee of \$50.00. Books are to be properly cared for and covered. A replacement fee is charged if books are lost or if usage of books and equipment result in damage greater than might normally be expected.

Other costs include:

- Uniforms
- Graduation Fees (Graduates only)
- Field Trips

Some supplies. Basic school supplies are on sale at the school store. Students are given a list of needed supplies at the beginning of the school year.

## **WITHDRAWAL/RELEASE OF RECORDS**

All records/report cards will be held if tuition and fees are not paid in full.

All parents should notify the office in advance if they are planning to move. Please give us your new address, the name and address of the new school, and the last day your child will be attending St. Joseph School. Records will be sent to the new school upon (a) receipt of a Release of Records Form from the new school; (b) complete payment of all fees and tuition/ and (c) return of all text and library books to school.

I have read this Handbook with my child/children. We have discussed the expectations and responsibilities, and we agree to abide by said expectations and responsibilities, throughout the school year.

_____ Parent	_____ Date	
_____ Student	_____ Date	_____ Grade
_____ Student	_____ Date	_____ Grade
_____ Student	_____ Date	_____ Grade
_____ Student	_____ Date	_____ Grade

Signed forms are to be returned to the classroom teacher (youngest child in family) by October 11, 2011

# St. Joseph School

## Student User Agreement

*Please read carefully before signing the document page.*

### Purpose:

Computer technology has become part of our everyday lives and provides important tools for parents, students and teachers. These unique resources, available through technology, must always reflect our Catholic Christian values. Through the use of these tools our students at St. Joseph School have the ability to:

- \* browse the world wide web
- \*access public domain and shareware of all types

With access to computers and people all over the world St. Joseph School has taken the necessary precautions to protect our students.

### Goals:

The following proper conduct is expected by all students who use our computers and access the internet during the school day, either in the computer lab or the classroom.

- \*computers are for academic or other authorized activities
- \*The Technology Teacher or other faculty members have the right to monitor and judge whether a site is acceptable
- \*any attempt to circumvent the school's internet safeguards is forbidden
- \* a student in any grade may not access the internet without the Technology Teacher or a faculty member present in the classroom or computer lab
- \*students are not permitted to enter chat rooms
- \*additional rules and restrictions may be added as needed.

### Security:

If any student thinks there is a problem on the internet he/she must tell the Technology Teacher, faculty member or the Principal immediately.

### Consequences:

Any student who disregards the User Agreement Policy will lose their computer privilege

Both parents and students should sign the user agreement and return it to school.

**PERMISSION/RELEASE FORM**

\_\_\_\_\_ I give St. Joseph School permission to print my child's picture on the school website\* and/or school newspaper.

\_\_\_\_\_ I DO NOT give St. Joseph School permission to print my child's picture on the school website and/or school newspaper.

\_\_\_\_\_ I wish to be included in the St. Joseph School Directory which will be provided to each family in the school.

\_\_\_\_\_ I DO NOT wish to be included in the St. Joseph School Directory.

PLEASE KNOW THAT ONLY PHOTOS WILL BE POSTED, NO CAPTIONS, AND NEVER WILL A CHILD'S NAME BE GIVEN IN CONNECTION WITH HIS/HER PICTURE ON THE WEBSITE.

## **Technology Use Agreement**

I understand and will abide by the technology use agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

\_\_\_\_\_  
Student Name & Signature and date

Parent/Guardian:

As the parent of this student, I have read the technology use agreement, I understand that this access is designated for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give my permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

\_\_\_\_\_  
Parent/Guardian Signature and date.

**THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE**  
**BY OCTOBER 11, 2011**

# **SAINT JOSEPH SCHOOL ANTHEM**

**There's a school we love in Millbrook and Saint Joseph is its name**

**It's the pride of Hudson Valley in the great State of New York**

**We were taught to Love Thy Neighbor and uphold the Golden Rule**

**Now Thank We All Our God and Bless Saint Joseph School**

**And the Jubilee Celebration has affirmed our faith a new**

**In the Church the School the Education the old Red White and Blue**

**And we love our Alma Mater and the teachers that we knew**

**Now Thank We All Our God and Bless Saint Joseph School  
(repeat this line)**