

St. Joseph School  
 450 Franklin Avenue  
 Garden City, NY 11530  
 Phone: (516)747-2730 Fax: (516)747-2854  
 Website: [www.st-josephschool.com](http://www.st-josephschool.com)  
 SCHOOL HOURS: 8:00am – 2:20pm  
 OFFICE HOURS: 7:30am – 3:00pm

**ADMINISTRATION**

Rev. Msgr. James P. Swiader, Pastor	(516)747-3535 (Rectory)	School Office	(516) 747-2730 Ext. 25
Mr. Brian Colomban, Principal	(516) 747-2730 Ext. 27	Angelina Prunella, Secretary	(516) 747-2730 Ext. 25
Mrs. Regina Ann Cioffi, Assistant Principal	(516) 747-2730 Ext. 31	Health Office	(516) 294-9780 (Direct #)

**FACULTY / STAFF**

<p><b><u>Nursery</u></b>          Joanne Benanti          Pamela Mulderrig          Janice Bateman (Aide)          Concetta McManus (Aide)</p> <p><b><u>PreK</u></b>          Patricia Leonenko          Caroline Lynch          Susan Bianculli (Aide)          Patricia Joyce (Aide)          Shawn Garttner (Aide)</p>	<p><b><u>Kindergarten</u></b>          Jaclyn Williams          Linda Hagar (Aide)</p> <p><b><u>1st Grade</u></b>          Jennifer Dunn</p> <p><b><u>2nd Grade</u></b>          Celeste Kaden</p> <p><b><u>3rd Grade</u></b>          Rosemarie DeSena          Kelly Noulas</p>	<p><b><u>4th Grade</u></b>          Regina Millman</p> <p><b><u>5th Grade</u></b>          Suzanne Barberisi          Karen Wolf</p> <p><b><u>6th Grade</u></b>          Amanda Guele</p> <p><b><u>7th Grade</u></b>          Michelle Impellizeri</p> <p><b><u>8th Grade</u></b>          Mary Musto</p>	<p><b><u>Academic Intervention Services</u></b>          Heather LaBarbera</p> <p><b><u>Art</u></b>          Kathleen Parker</p> <p><b><u>Educational Technology</u></b>          Courtney Cody</p> <p><b><u>Library</u></b>          Pamela Mulderrig          Heather LaBarbera</p>	<p><b><u>Music</u></b>          Lisa Kelly</p> <p><b><u>Physical Education</u></b>          Christopher Patti</p> <p><b><u>Spanish</u></b>          Beatrice Mott</p> <p><b><u>Guidance</u></b>          Kristianne Haran</p> <p><b><u>Receptionists</u></b>          Lorraine Levano (M-W, F)          Concetta McManus (Th-F)</p>
---	---	---	---	---

**Schedules**

<b>Nursery:</b>	4 Day (Monday - Thursday) 9:10am - 11:40am / 5 Day (Monday - Friday) 9:10am - 11:40am
<b>PreK:</b>	4 Day AM (Monday -Thursday) 9:00am - 11:30am / 5 Day AM (Monday -Friday) 9:00am - 11:30am
	4 Day Extended (Monday-Thursday) 9:00am - 1:30pm / 5 Day Extended (Monday - Friday) 9:00am - 1:30pm
	4 Day Full Day (Monday-Thursday) 8:00am-2:20pm / 5 Day Full Day (Monday-Friday) 8:00am - 2:20pm
<b>K - 8th Grade:</b>	8:00am - 2:20pm

**Please Note: All information on the St. Joseph School website overrides this calendar and is updated daily.**

## 2018-19 SCHOOL BOARD MEMEBERS

Michael Spinelli, President  
Kristen Kapoor, Vice President  
Kim Pawlowski, Secretary  
Peter Doherty  
John Dolan

Patrick Finley  
Joseph Marchese  
Kathryn Rafferty  
Robert York  
Jennifer Frederick, PTA Liaison

## 2018-19 PTA BOARD MEMBERS

Jennifer Frederick, President  
Marybeth Deierlein, Vice President  
Virginia Barone, Treasurer

Paula McGovern, Treasurer  
Jennifer Thelian, Secretary  
Suzanne Loggie, Website Manager

Victoria Spinelli, Website Manager  
Paula Boccio, Lunch / Snack  
Julie Marchese, Publicity

## 2018-19 PTA EVENTS

New Parent Welcome - 9/4 & 9/5  
Back to School Cocktail Party - 9/8  
PTA Class Coffee - 9/21  
Fall Festival - 9/22  
Father's Association Event - 10/22  
Pie Sale Pick-Up - 11/21  
Children's Christmas Boutique - 12/5  
Christmas Fair & Poinsettia Pick-Up - 12/7  
Breakfast with Santa - 12/15  
Fathers Association Event - 1/7  
Catholic Schools Week - 1/27 - 2/1

Spirit Day Game Show - 1/31  
Mother / Son Event - 2/8  
Queen of Hearts Luncheon - 2/12  
St. Patrick's Day Carnival - 3/15  
St. Joseph Day Celebration - 3/19  
5K Family Fun Run - 3/30  
Spring Soiree - 4/13  
Father / Daughter Event - 5/3  
Golf Open and Honoree Dinner - 6/10  
PTA Appreciation 2017-18 Board Installation - 6/18

# St. Joseph School Extra Curricular Activities

### **Band**

**Boy's Soccer**

**Girl's Soccer**

**Boy's Basketball**

**Girl's Basketball**

**Drama Club**

### **Student Council**

**Technology Club**

**Library Club**

**FLASH Program (Afterschool Sports Program)**

**SJS Scribe (Newspaper)**

**Pep Squad**

The Mission of St. Joseph School is to provide an encouraging and challenging environment that fosters the intellectual, personal and religious formation of our students, an environment in which they grow to achieve their full potential, becoming responsible individuals, strong in understanding and practicing their faith, and lifelong learners with 21<sup>st</sup> century skills. St. Joseph School offers a curriculum that addresses the development of the whole person, presented in a learning program that stresses high levels of student engagement.

We are dedicated to creating a faith community that witnesses compassion and respect for every person, demonstrated in service to the local and wider community, while promoting the physical, social, emotional and spiritual growth of each child.

### Beliefs

- St. Joseph School believes in the inherent dignity of every human individual, each formed in the image of God.
- We believe a knowledge of, and a personal relationship with, Jesus Christ gives meaning and purpose to our lives.
- We believe that a Catholic school education develops the whole person spiritually, ethically, intellectually, emotionally and socially.
- We believe in embracing cultural diversity reflective of the world in which our students live and work.
- We believe in an active learning environment in which all students are encouraged and challenged to develop their natural talent and potential.
- We believe in the ongoing professional development and assessment of our faculty and administration.
- We believe that our school is an integral part of the parish community of faith and service as well as part of the local and global community.
- We believe that a Catholic school education is a shared responsibility of the school, the student, the family and the parish community.

### **ADMISSION POLICY**

St. Joseph School admits students of any race or religion whose parents wish their children to be challenged to embrace the Gospel, to achieve academic excellence, and to make a difference in the world. By focusing on the basics and demanding excellence, a Catholic education prepares a child for the future.

Required for Registration: Birth Certificate, Baptismal Certificate (if Roman Catholic), record of child's immunizations on doctor's letterhead, registration deposit, of which a portion is applied towards tuition upon attendance.

### **TUITION AND FEES**

Tuition payments are due on the first day or fifteenth day each month. Tuition is an annual fee. There are family rates for those families who have more than one child attending the school. There are also different rates for parish supporting and non-supporting families. Please refer to the Rockville Centre Diocese Tuition Policy for additional information on supporting and non-supporting status. St. Joseph School families are asked to participate in the FACTS online tuition management system. Please contact the main office for additional information on FACTS.

#### Tuition Arrears

All tuition payments must be paid in full by May 1st. Payment for any tuition arrears left by June 1st **must** be made by cash, money order or certified check. If there are extraordinary circumstances, which prevents a parent/guardian from meeting their financial obligations, an appointment with the principal should be arranged. If financial obligations are not met, student attendance may be at risk.

The Diocese of Rockville Centre, through the Tomorrow's Hope Foundation, offers need based tuition assistance. Applications for assistance may be obtained online at [www.tomorrowshopefoundation.org](http://www.tomorrowshopefoundation.org).

<b>2018-19 Tuition Rates</b>	<b>Supporting</b>	<b>Non-Supporting</b>
1 Child K-8	\$5,924.	\$7,299.
2 Children K-8	\$9,609.	\$11,437.
3 Children K-8	\$12,355.	\$13,995.
4 Children K-8	\$13,715.	N/A
5 Children K-8	\$15,772.	N/A
Nursery - 4 Day	\$3,800.	\$3,800.
Nursery - 5 Day	\$4,297.	\$4,297.
Pre-K - 4Day AM	\$4,431.	\$4,431.
Pre-K - 4Day Extended	\$4,968.	\$4,968.
Pre-K - 4Day Full	\$5,637.	\$5,637.
Pre-K - 5Day AM	\$4,968.	\$4,968.
Pre-K - 5 Day Extended	\$5,637.	\$5,637.
Pre-K - 5Day Full	\$5,924.	\$5,924.

- Supporting Parishioner Rate requires minimum annual parish contribution. The annual minimum contribution for St. Joseph Parish is \$500 (utilizing envelope system). If you are not a parishioner of St. Joseph, please check with your parish for your annual amount (proof will be required in order to receive the supporting parishioner rate).
- Multi-child discount of \$100 per program day annually for Early Childhood Program if siblings are enrolled in K-8.
- Our Annual Student Fee will be \$75.00 per student for the 2018-19 School year. This fee is not included in the annual tuition fee.
- \$500.00 Family Registration Fee. \$400.00 is applied toward the 2018-19 tuition upon attendance.

#### Diocese of Rockville Centre Tuition Policy

This policy is being proposed to respect the integrity of parish boundaries and membership, and to encourage both enrollment in our elementary schools and active participation in parish life.

We recognize that parents choose to send their children to Catholic Schools which may not be in their parish, particularly in areas where Catholic schools have closed over the last several years. Additionally, recognizing that all parishes in the Diocese support Catholic education through assessment even if the parish is not associated with a parish school or regional school, the following is proposed:

1. Catholic families are expected to be active, contributing parishioners in their parish.
2. Families should not change their parish when registering in a Catholic school.
3. For families to qualify for Rate 1 – Contributing or Supporting Catholic Tuition, they must be active and need to show evidence that they:
  - Regularly attend Mass.
  - Contribute regularly to the parish.
  - and

- Pastors or Regional Boards may not require additional contributions to the host parish in order for the family to receive Rate 1 – Contributing or Supporting Catholic Tuition.
4. When the criteria in number 3 are met the family is eligible for Rate 1 – Contributing or Supporting Catholic Tuition, but they must receive approval from the family’s pastor.
  5. Catholic elementary schools depend very heavily upon significant financial subsidies from the parish and the Diocese. Accordingly, parents, and guardians are required to support their parish through the 31<sup>st</sup> of the calendar year. The family’s pastor should approve those families entitled to Rate 1 – Contributions or Supporting Catholic Tuition based upon both financial support and active participation in the parish. It is the obligation of the family to provide this information to the school. If this obligation is not met, the parish or regional school reserves the right to adjust the tuition rate to Rate 2 – Non-Contributing or Non-Supporting catholic status.
  6. If a school requires service/volunteer hours, that requirement may be fulfilled in the family’s parish or at the school the child attends. The family may be obliged to complete some portion of the service hours at the school. Having fulfilled school required hours of service at the school, the family may fulfill the additional hours of service at their parish. It is the obligation of the family to obtain verification of the number of hours served from the pastor and to provide this information to the school.
  7. Tuition rates for Catholics residing Out-of-diocese and Non-Catholics shall be established by the local Parish or the Regional School Board.

### St. Joseph School Tuition Policy

A tuition policy is in place in order to establish criteria in the event tuition payments are in arrears. If you need to speak with the Principal or Pastor during the course of the school year regarding your financial obligation to the school, please do not hesitate to make an appointment. All information is held in strict confidence.

Tomorrow’s Hope Foundation ([www.tomorrowshopefoundation.org](http://www.tomorrowshopefoundation.org)) of the Diocese of Rockville Centre, offers tuition assistance to qualifying families. Applications are available online.

#### **Grades K-8**

- All tuition must be up to date by the end of each trimester in order for a parent to have a parent-teacher conference for the trimester.

#### **Nursery and Pre-K**

- Tuition must be up to date at the beginning of each new trimester.

#### **Tuition Trimester Schedule:**

- First Trimester: 4 Months tuition due by December 1.(August, September, October and November)
- Second Trimester: 7 Months tuition due by March 1.(August, September, October, November, December, January, February)
- Third Trimester: 10 Months tuition due by June 1. (August, September, October, November, December, January, February, March April, May)
- For 8<sup>th</sup> grade graduation students all tuition and fees are to be paid in full before the date of graduation.
- A student is not considered registered for the next school year until all outstanding tuition and fees are received and processed.
- **GRASP** - GRASP fees must be paid monthly. Students will not be permitted to attend GRASP unless the previous month’s tuition is paid in full by the 15<sup>th</sup> of the present month.

## CURRICULUM

All subject areas conform to the New York State curriculum and the guidelines of the Rockville Centre Diocese. Teachers are New York State Certified. St. Joseph School follows New York State Curriculum including Common Core Standards. These standards apply to St. Joseph School students in grades PreK - 8.

## REGULATIONS AND PROCEDURES

### Arrival

Students in grades PreK (Full Day) through 8 gather in the school yard when they arrive at school. Students may not be in the school yard before 7:40am. When the 8:00am bell rings, students enter the building with their teachers and proceed to their homerooms.

On rainy/snowy days, all students will gather in the cafeteria or the gym.

### Lateness

Students entering the building after the 8:10am bell rings will be issued a late pass to present to their homeroom teacher. Continued lateness's will require the parent to meet with the Administration and the student may face disciplinary actions.

### Attendance

Regular and punctual attendance at school is essential to each child's continuous intellectual, social and psychological growth. Education is a long range, sequential process and is hampered by unnecessary absence or frequent tardiness.

The New York State Education Law Section 3205 states that absence from school for the following reasons is excusable: personal sickness, death or sickness in the family, impassable roads or weather making travel unsafe, religious observance, quarantine, approved educational trips, required presence in court, attendance at organized clinics, health treatment and approved cooperative work programs. Absence for any other reason is held illegal and must be so marked on the pupil's official record.

If your child will not be in attendance at school on a specific day, kindly phone the school health office at (516) 294-9780 by 9:00am.

As per New York State Law, parents/guardians are to inform the school of any absence by giving their child a note for their homeroom teacher, which is presented the day the student returns to school. This note, signed by the parents/guardians, should give the date(s) **and** reason for the absence.

Parents/guardians wishing to have their children excused early from school are to inform the homeroom teacher in writing. The child's parent/guardian must report to the school office, sign the release book and accompany the student out of the building.

Vacations should be planned to coincide with the school calendar; if this is not adhered to, the absence will be recorded as an illegal absence. The school will not prepare in advance assignments for the students who are illegally absent from school or be responsible for providing extra help for students who have missed lessons because of family vacations.

At the end of the school day, it is the responsibility of all students to make sure they pack up all books they need to complete their homework. Students and parents will not be allowed back to the classrooms after dismissal to retrieve forgotten books.

### Dismissal

All students will report to their assigned lines at the 2:10pm bell. The students go to the buses with their bus teacher. If your child is a bus student and you are picking your child up from school, please send a written note to school with your child. Your child will line up at the end of the day with the bus line and then be brought to you by the bus teacher on the Fourth Street side of the building. Your child will not come out on the walker line. In this way, the bus teacher is responsible for each child on his/her bus. ***Phone calls to the office, unless it is an emergency, will not be accepted.***

Walkers will come out after the buses have left. Please do not allow your child to cross in the middle of the street. All children must walk to the corner and be crossed by the crossing guard. We will not accept the responsibility of children running across the street to a parked car. ***For everyone's safety, please do not make a U-turn or double park on Fourth street.***

### Cell Phone Policy, Camera & Electronic Devices

The use of cell phones and electronic devices by students in school has become commonplace. We recognize the importance of the possession of cell phones by students in order to communicate with parents in some circumstances involving transportation and other related issues before they arrive at school and after dismissal. Students with this need are permitted to have a cell phone. These phones must be turned off during the entire school day and kept in the student's schoolbag in the locker. NO student is permitted to carry a cell phone on their person throughout the school day. Cell phone usage is strictly forbidden. Any student requiring communication with his/her parent during the school day is asked to go to the main office. The abuse of cell phones during the school day can be problematic in many instances. Cell phones will be confiscated and not returned until a parent or guardian is able to pick it up from the Principal. Cameras follow the same disciplinary procedures. All electronic devices not provided by the school are prohibited from use during school hours.

### Bring Your Own Device Policy (BYOD)

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy. St. Joseph School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent/guardian.

- The student takes full responsibility of his or her personal devices. The school is not responsible for the security or care of personal devices.
- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.
- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.

- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of any school faculty and/or staff member.
- **The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school. Disregard for this rule may result in suspension.**
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends and family during the school day. **Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.**
- Personal devices used in school are not permitted to connect to the Internet through 3G, 4G or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- **Students will only use appropriate educational applications on their devices under the direction and supervision of teacher and/or staff member.**
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

As a student I understand and will abide by the above policy and the Technology Use and Student Behavior Policy. I further understand that any violation of the above may result in the loss of my device privileges as well as other disciplinary action.

As a parent/guardian I understand that my child(ren) will be responsible for abiding by the above policy and guidelines. I have read and discussed them with my child(ren) and they understand the responsibility they have in the use of their personal device.

#### Internet Acceptable Use Policy

Use of the Internet is for educational purposes only and appropriate blocks are in place on all school computers. Access to the Internet is a privilege, not a right. It entails responsibility.

#### **Student Technology Use and Behavior Policy**

St. Joseph School, Garden City has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.



All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

**The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.**

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

**Social Networking** - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

**Middle School 1:1 Chromebook Program** - Students in grades 6-8 will receive a separate 1:1 Chromebook contract which will outline specific expectations and mandates. This contract will be distributed at the start of each school year.

#### Emergency School Closings / Delayed Openings

Emergency school closings / delayed openings will be listed on the St. Joseph School website, [www.st-josephschool.com](http://www.st-josephschool.com), and/or sent by the school via our automated telephone broadcast system, **SchoolMessenger**, as soon as information is received from the Superintendent's Office of the Garden City School District. Media will normally be notified to broadcast closings/delayed openings of schools.

St. Joseph School follows the closing/delayed opening of the Garden City School District. If the District is closed or has a delayed opening, we will also. **If you live in another district that closes when we do not, you may have no bus transportation to school.**

### Parking

Parking is not permitted in the school parking lot at any time during school hours. Please park on the south side of Fourth Street. The north side of Fourth Street (immediately in front of the school) is reserved for school buses. Please carefully read the posted parking signs.

### Phone Calls

Students should not call home for forgotten items. Children should be reminded to pack up for school the night before. This helps build a sense of responsibility in each student. In urgent situations, an exception may be considered by the administration. Calls must be made from the main office.

### Visitors

All visitors to St. Joseph School are asked to sign in at the reception desk where a pass will be issued. Parents are not permitted to be in a classroom without the expressed permission of the teacher and/or administration. All parent teacher conferences are to be held prior to or at the end of the school day. Parents are requested not to engage a teacher in conversation during the time the teacher is supervising the children.

### Volunteers

All volunteers must sign in at the reception desk and obtain a "volunteer" badge. **All** school volunteers are required to participate in the Diocesan Child Protection Screening process and a VIRTUS workshop offered throughout the Diocese at different parish locations. Background screening forms (available in the school office) are to be completed and returned to the school office along with a copy of your VIRTUS Certificate in order to volunteer.

No adult may supervise a program or event at St. Joseph School without registering as a volunteer and completing the screening process and VIRTUS workshop. A schedule of VIRTUS workshops is listed on the diocesan web-page, [www.drvc.org](http://www.drvc.org).

### **DRESS CODE**

All school uniform items must be purchased from our official uniform company, Flynn & O'Hara.

Flynn & O'Hara  
131 Sunnyside Boulevard - Suite 104  
Plainview, New York 11803  
516-221-3006

You can also order by phone: 800-441-4122 or visit their website [www.flynnohara.com](http://www.flynnohara.com).

Also, please check out our website, [www.st-josephschool.com](http://www.st-josephschool.com) and look under the "*Parent Resources*" tab for a direct link to Flynn & O'Hara.

### **Summer Uniform (Boys and Girls)**

Khaki uniform shorts or skort and belt (black, brown, or school belt).

White Short Sleeve Pique Shirt with SJS logo.

White socks (socks must be over the ankle).

Shoes: Black, navy, brown, tan (tied, loafer, oxford).

### **Gym Uniform (Boys and Girls)**

**Summer:** Hunter green tee shirt with SJS emblem

Hunter green mesh short

**Winter:** Hunter green tee shirt with SJS emblem. Grey sweat pant with SJS emblem

### **Kindergarten**

**Summer:** Hunter green tee shirt with SJS emblem

Hunter green mesh short

**Winter:** Hunter green tee shirt with SJS emblem . Grey sweat pant with SJS emblem

### **Winter Uniform**

#### **Girls**

#### **Grades 1 – 5**

Navy, green and red plaid jumper with school emblem.

White peter-pan collared blouse.

Navy cardigan sweater.

Navy Socks.

Shoes: Black, navy, brown, tan (tied, loafer, oxford).

#### **Grades 6, 7, 8**

Black swatch plaid pleated skirt.

White oxford shirt with SJS logo.

V-neck navy pullover sweater with school emblem.

Navy Blazer with school emblem.

Navy socks.

Shoes: Black, navy, brown, tan (tied, loafer, oxford).

#### **Boys**

#### **Grades 1 – 5**

Navy uniform pants – no pleats.

White oxford shirt with SJS logo.

Navy/green plaid tie.

V-neck navy pullover sweater with school emblem.

Navy Socks.

Shoes: Black, navy, brown, tan (tied, loafer, oxford).

#### **Grades 6, 7, 8**

Khaki pleated uniform pants.

White oxford shirt with SJS logo.

Navy/green plaid tie.

V-neck navy pullover sweater.

Navy Blazer with school emblem.

Navy socks.

Shoes: Black, navy, brown, tan (tied, loafer, oxford).

Pants and shorts are to be worn with a belt fastened at the waist. School shoes are part of the uniform. Please do not wear dress-up shoes or ballet type shoe. Socks are to be worn above the ankle.

If a student comes to school and is not dressed according to the above dress code, he/she will be asked to report to the general office where his/her name will be recorded. After the third violation (any combination of violations) the student will be required to serve a detention.

### **Hair**

Hair should be clean and neat. Dyed hair or fad hairdos are not permitted. Boys' hair may not be longer than the top of the collar of the uniform shirt.

### **Jewelry**

Dangling and multiple earrings are not permitted. Earrings may not be larger than the size of a quarter. Boys are not permitted to wear earrings. Only one small necklace is permitted. One bracelet (or watch) per arm is permitted. Only school affiliated buttons or emblems are permitted on the school's sweater or blazer.

## CODE OF CONDUCT

It is expected that students of St. Joseph School maintain a Christian demeanor that reflects Christian principles, reverence for God and courtesy for others. RESPECT is an integral part of proper behavior exhibited by the students toward faculty, staff, other students and themselves. Appropriate behavior is required during the school day, in the school building and at all authorized school activities.

Parents/guardians are required to know the Code of Conduct and are expected to cooperate fully with the school in helping their child(ren) abide by the Code. Disciplinary action, when necessary, will be firm, fair and consistent. Any such disciplinary action will be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

St. Joseph School is committed to providing a safe and orderly school environment where students may receive a quality education without disruption or interference. Responsible behavior by students is essential to achieving this goal. The expectations for acceptable conduct on school property, on school trips or at school sponsored events are based on fair principles of respect, citizenship, character, tolerance, honesty and integrity.

### Students' Rights and Responsibilities

It shall be the right of each child in this school:

- To have a safe, healthy, orderly and courteous school environment.
- To be happy and treated with compassion.
- To be him or her self. This means that no one will treat a student unfairly because of any difference in race, religion, physical abilities or attributes.

It shall be the responsibility of each child in this school:

- To be familiar with and abide all the policies, rules and regulations pertaining to student conduct.
- To seek help in solving problems that might lead to discipline procedures.
- To respect others as individuals.

### Parent's Responsibilities

- To partner with teachers and administrators in the education of their child(ren).
- To support teachers and administrators in implementing the Code of Conduct.
- To ensure your child(ren) is prepared, respectful, and conscientious in all aspects of their education.

### Parent Portal

Our student school management system, Powerschool, has a parent/guardian component in which access is granted, through the website, <https://drvcpowerschool.org> to view student's grades and attendance in grades K through 8. New families will receive a letter in the beginning of the school year, with the personalized access codes for their child(ren), along with a direction sheet for the website. These access codes remain yours throughout your child(ren)'s academic career here at St. Joseph School. Any parent/guardian who has misplaced their original letter may call the school office to obtain their access codes.

## LUNCH

In an effort to achieve good order and respect for one another students are requested to observe the following rules and procedures during lunch.

### Cafeteria

The following rules are to be observed in the cafeteria:

- Students are to remain seated during lunchtime.
- Students must ask permission to use the bathrooms.
- Students are not permitted to bring in soda cans, carbonated beverages or any drink in a glass bottle.
- Students are to clean up the table and the floor of any debris.
- Students are to be mindful of the directions of the teachers on lunch/recess duty.
- Students are responsible for recycling appropriate items.

### Recess

The following regulations are to be observed during recess:

- Students are not permitted to reenter or remain in the building without the consent of the teacher on duty.
- Only approved equipment may be used during recess.
- Contact sports are not permitted.
- Students are to treat one another with respect.
- When the bell rings, students are to stop playing and line up quietly.

### Cafeteria Procedure

The students will enter the cafeteria in an orderly manner and go to their assigned place. the teachers on duty will direct the students to follow this procedure:

- Prayer before meals
- Assigned students distribute lunches
- Assigned students distribute milk and snack
- Lunch
- Clean up
- Prayer after lunch
- Orderly dismissal from cafeteria

Lunch and Recess Time **Students in grades K-8 will follow this schedule:**

11:40am-12:05pm - Cafeteria - Grades K, 1, 2, 3  
Recess - Grades 4, 5, 6, 7, 8

12:10pm - 12:35pm Cafeteria - Grades 4, 5, 6,7, 8  
Recess - Grades K, 1,2 ,3

## Milk

Government funding provides approximately half the cost of milk. The charge will be \$38.00 per student for the 2018-19 school year. Students have a choice of either low fat milk (non-chocolate) or low fat chocolate milk. Additional information regarding the milk program will be available on our website under "*Parent Resources*" in the August Mail link.

## Snacks

Snacks may be ordered during homeroom at the beginning of the school day. They can be purchased on a daily basis using only Snack Coupons.

## Lunch

Students in grades PreK through 8 are able to purchase bagels on Mondays (through the PTA website **ONLY** [www.sjspta.com](http://www.sjspta.com)), Tuesdays will be a "Special Lunch Item" day (to be purchased on the PTA website **ONLY**) pizza on Wednesdays (which is ordered in the classroom at the beginning of the day during homeroom with lunch coupons **ONLY**) and a "Special Lunch Item" on Thursdays (to be purchased on the PTA website **ONLY**). No lunch offerings for Fridays.

**Lunch and snack coupons are available for purchase on the PTA website, [www.sjspta.com](http://www.sjspta.com) or in the school office.**

## **SCHOOL DISCIPLINE**

Students may be subject to disciplinary action, up to and including suspension from school when they:

- Engage in conduct that is disorderly. Examples of disorderly conduct may include but are not limited to:
  - Making unreasonable noise.
  - Using language and gestures that are profane, lewd, vulgar or abusive.
  - Engaging in any willful act which disrupts the normal operation of the school community.
- Engage in conduct that is insubordinate / disruptive. Examples of insubordinate conduct may include but are not limited to:
  - Failing to comply with the reasonable directions of teachers, school administrators or other school employees.
  - Substantially interfering with the teacher's authority over the classroom or substantially disrupting the educational process.
- Engage in conduct that is violent or may be viewed as violent. Examples of violent conduct may include but are not limited to:
  - Committing an act of violence or attempting to do so upon a teacher, administrator, another student or person lawfully on school property or other school employees.
  - Possessing a weapon.
  - Displaying what appears to be a weapon.
  - Threatening to use a weapon
  - Intentionally damaging or destroying school property.
- Engaging in conduct that endangers the safety, morals, health or welfare of others.
- Engaging in any form of academic misconduct. Examples of academic misconduct may include but are not limited to:
  - Cheating
  - Copying
  - Plagiarism
  - Altering records
  - Assisting another student in any of the items listed

Individual staff members will usually handle minor misbehaviors. Misbehaviors whereby frequency or seriousness disrupts the learning climate of the class/school may require the intervention of the administration. Possible administrative responses to continued misbehaviors:

- The administration will meet with the student.
- A proper and accurate record of the offense will be recorded in the general office.
- A written or oral parental/guardian communication will take place.

## **CONSEQUENCES FOR NOT FOLLOWING THE CODE OF CONDUCT**

**Middle School Behavioral Contract - All Students in grades 6 - 8 will follow the mandates in a signed behavioral contract. This contract will be distributed to students at the start of each school year and will outline a specific system of expectations and consequences.**

### The Book

"The Book" is designated as a means of recording a range of infractions (stated within this document) committed by students. Administration/Faculty will determine whether the student's violation to school regulations justify him/her signing "The Book". Signing of "The Book" 4 times will result in detention. "The Book" is held in the Principal's office.

### Detention

Detention is the detaining of a student after school for repeated infractions of school regulations. This includes signing of "The Book" 4 times. Detention will be held after school hours (2:15pm-3:15pm). Parents/guardians will be notified in writing of the date for the detention and are expected to make arrangements for the student to be picked up on time. The student and the parent or guardian must sign the notification. The signed detention slip is to be returned to the school. Repeated detentions will result in the following consequences:

- Loss of privileges
- Required school service
- Suspension

The administration reserves the right to assign detention for behavior or misconduct.

### Probation

A student may be put on probation for a clearly specified time for misconduct which does not require more drastic action. During the specified time, a student should demonstrate willingness to observe the requirements of the school community. Failure to do so may result in a recommended transfer.

### Suspension

A suspension is issued for very serious cases and then only when the school administration thinks it is imperative to remove a student from contact with fellow students. Suspension may be in school or out of school. Parents will be notified and a signed statement will accompany any form of suspension.



## Expulsion

An expulsion shall be enacted only as a last resort after all other means of motivation and correction have failed and/or circumstances of crime, scandal, morality or disruption necessitates this extreme disciplinary action.

## **ACADEMICS**

### Homework

Homework is assigned for the purpose of reinforcement of work presented in school. It should encourage the development of self-discipline, study skills and the ability to work independently. The nature and amount of homework and study is dependent upon the grade level and academic content. Parents should encourage their children to complete homework in a timely manner. If a child is absent, arrangements should be made to obtain work missed from the office. Parents are required to call by office by 11:00am and pick-up work between 1:30pm and 3:00pm.

### Kindergarten Screening

The screening will take place after registration for incoming Kindergarten students who are not presently in our Pre-Kindergarten Program. Screening for students in our Pre-K Program is done by the St. Joseph School Pre-K teachers.

### Parent/Teacher Conferences (Nursery through 8th Grade)

Conferences are scheduled in December and March upon completion of the first and second trimester of the school year. The third trimester and final grades will be sent home at the end of the school year. These conferences provide the opportunity for parent and teacher to share the child's educational growth, experiences, attitudes, problems and successes. Grades may be viewed by a parent/guardian through the Parent Portal of Powerschool.

### Summer School

If a student fails a major subject he/she will be required to attend an accredited summer program or receive private tutoring. In September an official notice of completion of the program is to be presented to the principal. If a student fails two or more major subjects the student will be required to take a make-up final exam in each failed subject. The student will be required to pass the final exam in order to be promoted to the next grade.

### Testing Programs

St. Joseph School participates in the New York State and Diocesan Testing Programs. Please check the school calendar and do not plan vacations during testing days.

## Diocesan Testing

Iowa Assessments - Grades 2 through 8  
Cognitive Abilities Test - Grades 1, 4 and 7

## New York State Testing

4th Grade: English Language Arts, Mathematics, Science (Performance and Written)  
6th Grade: English Language Arts, Mathematics  
8th Grade: Science (Performance and Written)

## High School Entrance Examination (CHSEE)

Students in eighth grade may take this exam at the end of October. In order to assist parents and students in their choice of a high school, Open House Programs are held by the high schools prior to the test. Information is given to the students in the Fall. St. Joseph School also invites area Catholic High Schools to a High School Information Night in the Fall.

## **TRANSPORTATION**

It is the responsibility of the parent(s)/ guardian(s) to arrange transportation to and from St. Joseph School with the school district of residence. Your local public school district provides transportation for all those children residing within its district who meet the mileage criteria as outlined by the district. The school district does not allow children from one bus route to go home with children on a different bus. In case of emergencies, the bus company must be contacted.

In order to maintain safety and punctuality for all children who ride the buses between school and home, we request the cooperation of all parents in helping their children to understand and observe the following rules of conduct:

- Be at the bus stop on time.
- Respect private property at and near your bus stop.
- Go directly to your seat; remain seated until the bus stops.
- Fasten your seat belts.
- Do not put books and other items in the aisle of the bus.
- Recognize the authority of the bus driver; do not distract him/her in any way.
- Keep hands, arms, and head inside bus.
- Avoid shouting, pushing, shoving and annoying behavior.
- Do not touch any part of the bus as it pulls away from you after you get off.
- Walk at least ten feet ahead of the bus when the driver is holding traffic for you to cross.

The school, school districts and bus companies reserve the right to suspend a student from riding a school bus for disorderly or disrespectful conduct. A student may not ride any bus except the bus assigned by the school district. The school has no jurisdiction in this matter. If a student is entitled to bus transportation, he/she must take the bus unless other provisions have been made previously. The school office must be informed of this change in writing. At dismissal time, a team of teachers will supervise all bus students as the students board their buses.

## **HEALTH SERVICES**

**Health Office Phone Number 516-294-9780**

### Physical Examinations

All new students to school and those entering Nursery, Pre-K, Kindergarten, 2nd, 4th and 7th grades must receive a physical examination by a physician and/or health care provider of their family's choice. The physical must include a body mass index and weight status percentile. For those students entering Kindergarten, a dental certificate is recommended along with the physical. If the physical is not received within 90 days from the first day of school, the school physician will conduct the exam. The school nurse conducts screening examinations for hearing, vision and scoliosis, which are mandated by law. The school nurse does not provide medical treatment in any situation other than first aid and emergencies.

### Requirements for School Attendance

Under section 2164 of the New York State Public Health Law, all children attending a school, a day care center, or any pre-school program must be immunized against diphtheria, polio, measles, mumps, rubella, haemophilus influenza B and varicella. Minimum immunizations required for school attendance are available on our website ([www.st-josephschool.com](http://www.st-josephschool.com)) under the "*Health Office*" tab.

### Medication

If your child needs medication during school hours, please follow the required procedures listed below:

- Submit a written order from a licensed prescriber to the Health Office.
- Submit a written statement from the parent/guardian requesting administration of the medication in school to the Health Office.
- The parent/guardian must assume the responsibility to have the medication delivered directly to the Health Office in the labeled original container and picked up at the end of the treatment.

### Communicable Diseases

In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after effects, children should be kept out of school when they have the following symptoms:

- Sneezing
- Headache
- Fever
- Chills
- Coughing
- Enlarged glands
- Red or discharging eyes
- Sore throat
- Skin disease

Children who are ill with any communicable disease may be excluded from school and may be required to bring a doctor's certificate upon returning to school. Whenever possible, the school will notify parents of known exposure to their child to a communicable disease. If your child is diagnosed with a communicable disease, please notify the Health Office 516-294-9780.

## Accidents

If a child becomes ill or meets with an accident during the school day, every attempt will be made to contact the parent(s)/guardian(s). The Health Office is required to have on file the home telephone number, the telephone number of the child's physician, and two persons to be called in the event of such an emergency.

## **GRASP (AFTER SCHOOL PROGRAM)**

GRASP, St. Joseph's after school program, offers snacks, assistance with homework and time for play for students in grades K to 8 from dismissal time until 5:30pm. The program is offered each day, including early dismissal days. There is no GRASP on school holidays, the half day before Thanksgiving and Christmas, during Christmas vacation or during school vacations. Students may attend daily or on an as-needed basis.

Payment is due on the 15th of each month. There is an annual, non-refundable registration fee of \$50.00. All registration materials can be found on our website under the "About Us" tab or obtained in the school office and must be fully and properly completed before any child may attend the program.

At the end of the day, the person picking up a child must sign him/her out. Any person not known to the school must have prior approval and proper identification or the child will not be released. Please make sure that your child is picked up on time. A fee of \$25.00, **per half hour**, will be required for anyone who is picked up later than 5:30pm.

**Cost:** 1 day per week – \$100 per month, per child  
2 days per week – \$185 per month, per child  
3 days per week - \$250 per month, per child  
4 days per week - \$300 per month, per child  
5 days per week - \$350 per month, per child  
1 hour per day - \$10 per day, per child

GRASP is billed on a monthly basis. GRASP fees are due upon receipt of your bill. If your GRASP account is in arrears, your child(ren) may not attend GRASP until the account is brought current. Any outstanding GRASP balance after June 1st, must be paid by cash, money order or certified check.

## **SCHOOL POLICY**

### Handbook

The St. Joseph School Handbook is in effect throughout the school year. The handbook outlines the regulations, policies and procedures set forth that parents and students will follow throughout a student's tenure at St. Joseph School.

### Sexual Harassment

Sexual Harassment shall be defined as any intimidating or disrespectful action, word, or gesture, which causes undue trouble, worry or discomfort and is unwelcome by the student receiving it or witnessing it. Sexual harassment is illegal and violates state and federal law.

Written sexual harassment may include, but is not limited to, letters, notes, invitations, or drawings of a sexual nature. This includes computer messages of sexual nature.

Verbal sexual harassment may include, but is not limited to, offensive words and comments spoken privately to a person or in front of others. Examples include: comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, or spreading rumors of a sexual nature about a person.

Nonverbal sexual harassment may include, but is not limited to, making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking, kissing). Suggestive looks, leering, or displaying sexually suggestive objects, pictures, cartoons, posters or magazines.

Physical sexual harassment may include, but is not limited to, any touching, squeezing, pinching, kissing, brushing up against another's body, assault or blocking movement.

With this in mind, students are prohibited from engaging in public displays of affection on school property.

### **Reporting Procedure:**

Any student who thinks he or she has been the victim of sexual harassment should report the conduct to a teacher, teacher's assistant, guidance counselor, assistant principal, secretary, nurse or any other adult in the school.

#### **Recommendations for students:**

- Tell the harasser to stop
- Report it immediately

**Any person coming forward in good faith to report an incident will be free from any retaliation.**

### Family Educational Rights and Privacy Act

The Privacy of Parents and Students Act was revised as the Family Educational Rights and Privacy Act.

FERPA Requires schools to provide parents and eligible students access to records directly related to the students; to permit parents and eligible students to challenge those records on the grounds that they are inaccurate, misleading, or in other ways a violation of the student's privacy or other rights; and to obtain the written consent of parents and eligible students before releasing personally identifiable information about the students contained education records.