

2019 - 2020

Introduction

Dear Students and Parents,

This student/parent handbook will detail the rules and regulations of St. Joseph Hill Academy. The administration and faculty appreciate the fact that you have selected Hill as your child's school. Attendance at St. Joseph Hill Academy is a privilege, and both parents and students alike are required to accept these handbook policies. We have a common goal: your child's success. Your cooperation with us in enforcing these rules and guidelines will be very helpful in bringing about this desired end.

You are asked to read carefully the information contained in these pages and to assist us by seeing that your child complies with all phases of the academic and extra-curricular regulations. If any questions or problems arise, we suggest you contact teachers via letter, e-mail, or phone to make an appointment for a discussion.

Your own personal interest in and support of the activities of the school will be helpful in strengthening your child's bonds of loyalty and pride of membership in the St. Joseph Hill Academy student body.

The administration, the faculty, and the staff are happy that you are part of our school, where excellent learning and wonderful activities are in progress.

Please look for an acknowledgment form that will be coming home with your student. By signing and returning this document you will confirm that you have read and agreed to follow the guidelines detailed in the SJHA Handbook. Junior High parents should pay special attention to the rules and guidelines for iPad use found on pages 3 and 4, as these rules will strongly influence your student's school experience.

Our Mission

The mission of St. Joseph Hill Academy, a Roman Catholic elementary school founded by the Daughters of Divine Charity, is to make God's love visible in the world by empowering its students with a rigorous education rooted in the Gospel of Jesus Christ where Catholic doctrine and values prepare each student for a life of faith, service, and openness to life-long learning.

Our Beliefs

St. Joseph Hill Academy believes:

- ❖ All persons are created in the image and likeness of God
- ❖ Each person possesses unique God given talents and abilities to be shared for the good of all
- ❖ Children learn best in a respectful, safe, and nurturing environment
- ❖ All students can achieve and become life-long learners
- ❖ Teachers must model, and children must interact with compassion, respect and integrity.

Profile of Graduates

Graduates of St. Joseph Hill Academy will:

- Know Christ and use that knowledge to develop a life of prayer.
- Continue to grow in the formation of their faith and conscience based on Gospel values.
- Continue to grow in a sense of responsibility to share their God-given talents, their time, their leadership abilities, and resources with family, school, church and broader communities.
- Demonstrate their ability to apply the knowledge they have learned to think critically, and communicate effectively in a variety of ways.
- Demonstrate an appreciation of the visual and performing arts.
- Maintain openness to being a life-long learner by seeking ways to broaden their knowledge and skill set.

Mr. Hansen
Principal

Mr. Acanfora
Dean of Students

Mrs. Del George
Dean of Curriculum

Mr. Pucilla
Director of Technology

▪ **Academic Policies**

St. Joseph Hill Academy expects all students to perform to the best of their ability. Teachers meanwhile are expected to evaluate student progress throughout the school year. Students will be given quizzes and tests on a regular basis and periodically assigned projects and reports. Weekly assessment schedules are provided so that there are no more than two subjects being tested on a given day. After tests are graded, they are sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher. Our SIS system allows parents to access their children's grades daily. This enables parents to monitor their child's work and be more connected to our community.

• **Class Assignments**

Students are assigned homerooms by their teachers. Every attempt has been made to balance homerooms equitably. Once assignments have been made and school has begun, changes will not be made. These assignments are not based on friendships, although every consideration is made with the student's best interest in mind. Change requests because of friendships and personalities should not be criteria for a change in homeroom. Children will have the opportunity to cultivate new friendships.

• **Homework**

Homework is an essential part of the instructional program and reinforces learning. Teachers post homework assignments daily on their web page or on Google Classroom. When a child is absent, he/she should check their teachers' web pages for assignments. Homework serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. Students are required to complete all homework when it is assigned and it is expected that parents or legal guardians sign the completed homework. Failure to complete an assignment will result in a zero for that assignment. Students who are absent must submit all assignments on the day they return. Most teachers will allow a one day grace period for handing in homework due to an absence. Students are required to check their teacher's websites daily for homework assignments. This includes Google Classroom and other websites.

The time allotments for homework (written and study) are as follows:

- Grades Pre-K & K approximately 15 minutes
- Grades 1 & 2 approximately 30 minutes
- Grades 3 & 4 approximately 45 minutes
- Grades 5 & 6 approximately 90 minutes
- Grades 7 & 8 approximately 120 minutes

• **Grades and Grading**

In order to keep parents well informed, we issue Report Cards to all students from Pre-K to 8. The report card is a link between the school and the home concerning a child's progress. Parents also have access to their child's grades at all times through the SIS system. By using SIS parents can be aware of grades as soon as a teacher enters them in their grade book. Parents must be able to log onto SIS to monitor student performance on a weekly basis. If you are unable to access SIS, please email Mr. Pucilla at jpucilla@stjhill.org. Progress reports are issued 2 weeks prior to the close of each marking period. Receiving a progress report will indicate a deficiency in a subject area, or a concern a teacher may have about your child. Progress reports **MUST** be signed and returned to the homeroom teacher.

Academic Achievement

Report Cards are used to mark the student's academic achievement. A variety of assessments are used to assess student progress. Report Card grades are based upon the demonstration of mastery of material covered such as:

1. summative Assessments (tests, projects, mid-year and final exams)
2. homework
3. quizzes
4. classwork
5. formative Assessments (in-class evaluation)

Your child's grade will be calculated using the following formula:

- Summative Assessments = 45%
- Quizzes = 25%
- Classwork/Participation = 20%
- Homework = 10%

The June grade on the report card is an average of the four previous report card grades as well as midterm and final grades. This grade will be recorded on the student's permanent record card.

Report Cards

Numerical marks are recorded on report cards for grades 1 – 8. No marks are entered for Computer /Robotics or Public Speaking classes.

A 4 – 1 scale is used to evaluate student progress toward grade level standards in each core subject area:

- 4 - Meeting Standards with Excellence - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
- 3 - Meeting Standards - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
- 2 - Approaching Standards - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
- 1 - Below Standards - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.

Distribution

Report cards are distributed four times a year for Grades K to 8. Pre-K report cards are distributed twice a year. **Report cards and diplomas will be withheld if financial obligations have not been met and/or if fees are outstanding.**

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card will be mailed the last day of school.

Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

The following indicates the specific failures by grade level that might result in retention at that grade level:

Kindergarten - Evidence that the child is not meeting academic expectations of the program.

Grade 1 - Evidence of insufficient developmental progress and a failure in Reading.

Grade 2 - Failure in Reading.

Grade 3 - Failures in Reading and Mathematics.

Grade 4, 5, 6 - Failures in Reading and Mathematics or failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts

Grade 7, 8 - Failures in Reading and Mathematics or failures in Reading and Language Arts or failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies.

Testing, diagnosis, and actual performance may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student confirms that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

• Assessments

In addition to class and school exams, your child will also take part in the Archdiocesan testing program, which includes the Archdiocesan religion mid-term and final exam, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

The faculty of St. Joseph Hill Academy reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

• Accident Policy

In the event of an accident or injury, a report is completed by the student, teacher, witnesses, and whoever was present at the time. An accident certificate form is available upon request through the school's main office.

• Admission Policies

St. Joseph Hill Academy, in keeping with the policies of the Archdiocese of New York, bases its educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

St. Joseph Hill Academy does not discriminate on the basis of race, national and ethnic origin, and gender in administration of educational policies, admission policies, and athletic and other school administered programs.

The process for admission to St. Joseph Hill Academy is: parents must complete the school application form and provide all required pre-registration documents, including but not limited to birth certificates, entrance examinations (where required), verified immunization records (as required by New York State and New York City regulatory authorities). Following an interview and evaluation of the materials provided, the parent will be notified about the status of admission for the child.

- **After School Program**

An AfterCare school program is available to parents from early September until the middle of June. Most members of our aftercare staff are SJHA faculty. Aftercare has a separate document for information about regulations and fees. PreK- 2nd grade is held in the PreK-building and grades 3-8 is in the main building.

- **Attendance**

Excused Absence: A child is legally absent from school for the following reasons: sickness, death in the family, impassable roads, extreme weather, shadowing, receiving a sacrament. All other absences are unexcused. **When a child's absence exceeds 3 days, a doctor's note MUST be submitted. An email from a parent is not acceptable by the Archdiocese.**

Absences that exceed 5 days within a marking quarter will be referred to administration for further review and possible investigation as mandated reporters to administration is required to report any issues related to educational neglect. Failure to submit documentation on absences will result in reports cards being withheld.

Lateness: A child should come to school even though he/she may be late. **A child is considered late if they arrive after 7:40 AM.** All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness since this has an impact on student grades.

When the child returns to school, a completed absence form or letter from a parent must be given to the teacher. Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. Teachers are not required to assign work to students who will be missing school due to a family vacation. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences. **Students who are absent on a test day will have a one day grace period to take that test upon their return. If multiple tests were missed, a make-up schedule will be determined by the teachers involved. Homework, projects, and all other assignments are given the same one day grace period to have them submitted. A grade point penalty will result for every day after the grace period that assignments are not submitted.**

Teachers will advise administration of students who are consistently absent on tests days, where make-up tests are necessary. An alternate test on the same material will be given to those students who missed the test.

When a child is absent, parents are required to phone or email the student's individual teacher by 9:00 A.M. **NOTE:** Written absence notes are still required in addition to the phone call upon your child's return.

- **Books**

All books must be properly covered and each child is responsible for keeping his/her books in good condition. Student's name should be written in every textbook and workbook they are issued. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost. Students are prohibited from using any backpack with wheels.

- **Buses**

Pioneer Bus Service is provided within a reasonable radius to students in grades K-8. This is a service provided by the public school district. If a student is not registered to take the bus, he/she may never use the service because each student that is registered is insured. Furthermore, by law, students may not switch from one bus to another. If a student is traveling home in a different manner than usual, a note must be submitted to the homeroom teacher at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Failure to adhere to the behavior guidelines may result in a loss of bus privileges. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver at all times.
- Students should not do anything to cause annoyance or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, St. Joseph Hill Academy will work in consultation with the Pioneer Bus Service to discuss consequences that may result in a loss of bus privileges.
- **Bullying, taking videos or pictures of other students, fighting, pushing or hitting while riding the bus will result in suspension, school detention and will result in a loss of bus service.**

- **Child Abuse Laws**

Under NYS law, school officials and faculty are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and report the alleged abuse to the proper agency.

- **Communication**

As parents you are the child's first teachers, you are our *partners* in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by sending a note, writing an e-mail, or leaving a voicemail to the teacher in question, and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is denied such a meeting should notify the principal.

Although teachers check voicemail regularly during the day, they are unable to respond to voicemail during school hours. All voicemail messages will be responded to at the individual teacher's earliest convenience.

- **Crisis Plan**

Should a crisis require evacuation from St. Joseph Hill Academy, students will be brought to a safe place and parents will be notified where to meet their children.

We will utilize the Immediate Response Information System (IRIS alert) to notify parents about any crisis situation.

- **Daily Schedule**

Class hours are from 7:30 a.m. to 2:30 p.m. **Students may begin arriving from 7:00 a.m., but no later than 7:40 a.m.**

Arrival Procedures

The early arrivals will be supervised in the first floor gym. Students may enter classrooms at 7:30 a.m. Students arriving after 7:40 a.m. will be marked late by their teacher. Consistent lateness (more than 5 times in a one-month time period) may result in detention. Please allow extra time for your commute especially coming from the south shore.

Dismissal Procedures

2:15 p.m. Kindergarten, Pre-K, and their respective siblings are dismissed to the van doors near Columbia Avenue. It is critical for all families to leave promptly to allow subsequent dismissals to work effectively.

2:20 p.m. Buses depart, one at a time.

2:30 p.m. Students who are walkers are dismissed to Hylan Blvd.

Notes:

- The same procedure is followed for half days beginning at 10:55 a.m.
- Any student who is not picked up or who misses a bus must immediately go to Aftercare to wait for a parent in a safe environment.
- No student or parent may return to a classroom after dismissal to get forgotten books.

- **Driving On the Property and Traffic Regulations**

Great care has been taken to ensure that our school campus is safe and that people are not driving on the property during school hours or **at drop-off and pick-up**. Parents must park in a designated parking spot. Illegal, "double parking" and illegal U-turns, endanger student lives and will not be tolerated. Arrangements must be made for students that must be dropped off due to an injury. Cars will not be allowed to exit on Hylan Blvd while students are still arriving or leaving school.

• Discipline Code for Student Conduct

Parents choosing a Catholic school for their children frequently cite the school's commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to ensure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect.

Teachers will discipline students directly for behavioral infractions (with age appropriate measures, including detentions and suspensions). **Destruction of school property to any degree may result in the immediate expulsion of a student. This includes graffiti, writing on desks and walls, intentionally damaging someone else's property, etc.** Some examples of unacceptable behaviors are:

- disrupting class
- bullying (verbally, through X-Box or the internet, texting, instant messaging, or physically)
- physical confrontations including but not limited to pushing, kicking, hitting, punching, biting, or any body contact, will result in immediate suspension for a minimum of one day.
- Throwing food in the lunchroom or during break.
- uniform infractions including wearing make-up and nail polish or wearing inappropriate clothing
- using profane and inappropriate language
- disrespecting teachers and other students
- using technology in an inappropriate manner both in school and outside of school

Behavioral infractions of a more serious nature including but not limited to: physical bullying, cyber-bullying or fighting will be dealt with at the discretion of the principal, the dean of students, and the dean of curriculum and will result in suspension from school/school activities or expulsion from St. Joseph Hill Academy.

Any student, regardless of grade, who hits, pushes or physically confronts another student, will receive an automatic one day home suspension. Our school policy of zero tolerance to bullying will be strictly enforced. Students who are suspended from school will not be permitted to participate in any sports team activity until the suspension is over. Team coaches will be notified.

Students who are caught cheating, copying another student's work, or found to have plagiarized an assignment will receive a zero for that assignment and will serve a two-day in school suspension. If a second incident of cheating occurs, the student will serve a 3 day home suspension, and will be placed on academic notice.

Students who continually defy a teacher's authority and receive successive demerits (3) for inappropriate behavior will receive progressive discipline beginning with in-school-detention and/or after-school detention or suspension, which will be determined by the administration. **Students serving 3 suspensions in a one-year period will face expulsion.**

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs, any smoking apparatus, or alcohol by a child may be reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense. The school also has the responsibility of notifying the police of pictures, videos or web-sites displaying weapons, pornography, killing and other inappropriate subject matter found on a student's iPad.

Repeated violation of these rules and regulations may also result in the non-re-registration of the child for the next school year.

- **Dress Code**

Your school uniform confirms your attendance at St. Joseph Hill Academy and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that students take pride in their appearance by wearing their complete uniform. Remember that by wearing it inside and outside the school, students are representing the school and their behavior should be a credit to both themselves and the school community.

The presence of anything that proclaims a current fad is not permitted. This includes hair styles for boys and girls.

Girls: Grades 1-4

- Perma-press plaid shift jumper; pants may be worn in cold weather
- White perma-press blouse with collar
- Navy knee socks, navy tights may be worn in cold weather
- Navy uniform shoes
- Navy school cardigan
- Navy or black coat
- Navy, black, or gray backpack ONLY

Girls: Grades 5-6-7-8

- Perma-press box pleat skirt which should reach right above the knee; pants may be worn in the cold weather
- Blue perma-press blouse with collar
- Grey school sweater
- Navy knee socks; navy tights may be worn in cold weather
- Navy uniform shoes
- Navy or black coat
- Navy, black, or gray backpack ONLY

ALL GIRLS

- **No make-up including. Only clear nail polish is allowed at any time. Nails should be short. No tips or gel. NO French Tips.**
- **Hair must be neatly arranged and long hair must be pulled back or up**
- **No hair dying or artificial hair color of any kind**
- **No shaved or sculptured hair designs**
- **Jewelry – only watches and one pair of small post earrings are permitted; no hoop or dangling earrings, no cartilage piercings, no rings, no chains, no bracelets**
- **No Apple watches**
- **No pocketbooks**
- **No fleece**

Boys: Grade 1-8

School dress navy blue trousers **and belt**
Pale indigo perma-press shirt
Gray or blue school sweater depending on the grade
Navy/red striped school tie
Navy or black coat or jacket
Navy, black, or gray backpack **ONLY**

- **Neat hairdo at all times combed and groomed, not to exceed the bottom ear lobe**
- **No artificial hair color or hair dying of any kind**
- **No fad hair styles**
- **No shaved, sculptured hair designs, or pony tails**
- **No earrings, no bracelets or necklaces.**
- **No fleece**
- **No Apple watches permitted**

Pre K and K Students

Fall & spring - blue tennis style shirt and shorts/skirts, white Velcro sneakers;
in winter – blue sweatpants are worn instead of shorts/skirts.
Boys – **Hair must not be longer than the bottom ear lobe.**
Girls – **It is recommended that long hair be kept tied back.**

Boys and Girls in Grade 1 & 2

Approximately from December 1st – April 1st navy blue sweat suit with blue tennis style shirt and white sneakers may be worn on a daily basis. Teachers will communicate exact dates.

Gym

Gym uniforms are to be worn by students only on gym days unless otherwise directed.
Forgotten gym bags will not be accepted in the office anytime during the school day. **WHITE SNEAKERS ONLY FOR GYM CLASS.**

- **Dress Down Days**

Dress down days occur periodically throughout the school year. Although the students are not in school uniforms, they still represent St. Joseph Hill Academy. Proper attire is required at all times. Some examples of inappropriate dress include: ripped pants and jeans, pajama pants, spandex shorts, short skirts, sleeveless blouses, tank tops, or revealing shirts (shirts that do not completely cover the torso or see-through shirts). Girls who wear leggings or leotard type pants **MUST wear a top that extends below their waist**. Students who come to school on dress down days dressed inappropriately will contact their parents for a change in clothes.

- **Electronic Devices**

Apple watches are not permitted in school. **Cell phones and apple watches** will be collected from all students by homeroom teachers on a daily basis and returned to them at dismissal time. Students needing to contact a family member for any reason must use the office phone. Students who fail to hand in their phone or apple watch during HR period, and are found texting, playing games, or calling someone, will receive a demerit and may be subject to detention in addition to having their phone taken away.

Any electronic device such as cell phones and other personal electronic devices that may distract students during the course of the school day are strictly prohibited and will be seized by the teacher and given to the principal. Parents will be required to come to school to pick up these devices. Students will not be allowed to bring their phones to school for a month if they attempt to use their phone during the school day.

- **Junior High SJHA iPad Acceptable Usage Policy and Guidelines**

To utilize the iPad or Chromebook, you and your child must agree to the following:

- **Students are prohibited from downloading any social media programs including but not limited to Instagram, Burn Book, Street Chat, SnapChat, Facebook, and any unauthorized apps including a VPN. If any of these programs are found on a student's iPad, they will be required to delete it, and they will lose iPad privileges for one week.** If a second offense is committed Students will not be allowed to use their iPad in school for the remainder of the academic year. We ask parents to give strong consideration to the potential dangers of allowing children to use these programs. There have been numerous cases of these programs being used as a vehicle for bullying; even worse, pedophiles have used them to establish relationships with children.
- All APPs downloaded from home including games are not permitted to be used during the school day. Students who are found to be using these apps will be asked to delete the app in the presence of the teacher regardless of the cost or the lost data. A demerit will also be issued.
- SJHA reserves the right to examine a student's iPad **at any time** to investigate any inappropriate content that might be present including but not limited to music, video games, and photos. Random iPad checks are conducted daily by teachers and administration to ensure compliance.
- It is the student's responsibility to care for and to use good judgment when using the iPad at school and at home. We specifically selected the 6th grade to start this program because of the maturity and responsibility 6th grade students have displayed in the past.

- Students must not use the iPad for non-academic purposes during school hours.
- Students will use the iPad in the designated classroom as instructed by the teacher. iPads and Chromebooks are never to be turned on or used in homeroom, gym, or art. Students are prohibited from bringing any electronic device into the cafeteria. iPads and Chromebooks will be kept in homeroom during lunch. All classrooms will be locked while students are at lunch.
- The iPad is an instructional device that is taking the place of a notebook in all subjects except for math and Spanish, and must come to school each day. Failure to bring an iPad to class or not have a charged battery three or more times in a quarter will result in a failing class participation grade.
- The iPad is a student's responsibility and shouldn't be loaned to others. Each student must create a passcode for their iPad. Passcodes will be given to homeroom teachers at the start of each quarter. Students should never share their passcodes with fellow classmates. Any student who fails to comply will be held responsible for any improper usage of the iPad.
- **All students must have a protective case to prevent breakage. The iPad is to be kept in its case at all times. Every student is responsible for the care of their own iPad. The school is not responsible for any damaged iPad. Any student who intentionally damages another student's iPad is financially responsible for that damage. Parents and students will respect and follow the judgment of school administration in determining fault in any such case. If all students keep their hands off other student's property, no problems should arise.**
- The iPad is sensitive to moisture and extreme heat. It should not be left in a car or any other location where it will be damaged by heat and must be kept dry. The iPad could be damaged by improper use. Be sure to eject the iPad before disconnecting it from the computer. Do not use any cleaning products on the iPad.
- Parents/Guardians **must sign** and return the iPad authorization form, along with the student's password (which will be kept confidential with the HR teacher).

***Please note that only students in grades 6-8 will be allowed to use iPads unless otherwise instructed by their teacher. No student should ever bring in an iPad without permission from their teacher.**

• Emergency Closings/Delayed Openings

In the event school is unable to open or will be delayed in opening due to unforeseeable emergencies, weather conditions, or other conditions affecting the school's normal operations, parents and/or legal guardians will be notified by our Immediate Response Information System (IRIS) before 6:30 a.m. Should an unforeseen event requiring dismissal occur during the school day, parents and/or legal guardians will also be notified either by electronic emergency system or by a telephone relay.

• Extracurricular Activities

Students are encouraged to participate in the school's extracurricular activities. Participation in these activities is a privilege, and at all times, students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension and/ or dismissal from the activity. This includes all sports activities.

• Faculty Meetings

Faculty meetings are scheduled periodically, and dismissal on those days will be noted in the school calendar.

• Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible with advanced planning, and the experience should insure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 24 hours before the day of the trip.
- Students will be responsible for their personal cell phones. The school will not be responsible for the destruction, loss or theft of any student's cell phone.
- Students must remain with teachers or chaperones at all times. Parents who take the responsibility of being a chaperone must make student supervision a priority at all times.

• Financial Policies

Tuition payments must be made through the school's tuition management company (FACTS). Those who elect to pay tuition in full must do so by June 1st, prior to the upcoming school year. If a student's account is delinquent, the student's school records, including report cards, will be withheld. If an account remains delinquent the student will be precluded from re-registering for the next school year. In 8th grade situations, no records can be sent to the student's high school.

• Fire Drills

New York State law requires a prescribed number of fire drills annually. Instructions are posted in each classroom as to which staircase and exit to use during a fire drill. When the fire bell rings, each class proceeds from the classroom along the designated evacuation route quickly, in order, and in complete silence to the proper outside area. **Students speaking during a fire drill or display behavior that may cause injury may face detention or suspension. From any early age, we want students to realize the seriousness of these life-saving drills.**

• Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our school. St. Joseph Hill Academy, as a private Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total academic life of our school, including religious education, liturgical and prayer services. Children will stand during morning prayers and recite the Pledge of Allegiance. According to the norms of our Church, it is expected that non-Catholics participate in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion. Students in grades 3 through 8 are required to take the Archdiocesan Final Religion Examination. Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

• Harassment, Intimidation, & Bullying Policy

St. Joseph Hill Academy is a private catholic institution led by the Daughters of Divine Charity whose founder, Mother Franziska Lechner's credo, is to make God's love visible in this world. In keeping with the mission of the Daughters of Divine Charity, inappropriate behavior of any kind will not be tolerated. Conduct whether at school or outside of school that is detrimental to the school, **IS** school business. Furthermore, students who engage in harassment will be disciplined at the sole discretion of the Administration. Harassment is the creation of a hostile environment by, in whole or in part, conduct or verbal threats, taunting, intimidation or abuse, including but not limited to, a person's actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, family composition or circumstance, economic circumstance, physical characteristic, medical condition, school performance or any other characteristic or reason that has or would reasonably have the effect of interfering with a student's educational performance, opportunities or benefits, or a student's mental, emotional or physical well-being, or anything expected to cause a student or other person to fear for his or her physical safety.

Harassment activities and intimidating behavior do not have to take place on school property for the Administration to take disciplinary action. Harassing behavior, whether occurring on or off school property, that has a negative impact upon St. Joseph Hill Academy's reputation, its employees, staff, or students will be addressed. Any student who believes he/she has been harassed should feel free to come forward and report any incidents of harassment to the Dean of Students or the Principal.

This includes situations that occur on social media, X Box, Play Station, texts, and emails.

After holding an inquiry into the matter, the Principal and Dean of Students will take appropriate disciplinary measures with any student who violates this policy, including but not limited to suspension or expulsion.

Telecommunications Policy Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.

- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. **In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason, including taking videos, pictures, or recording anyone, will be suspended.** Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

• Immunization Requirements

The New York Public Health Law mandates required vaccinations before students are allowed to attend school during the year. Students' immunization records must be submitted to the school office for review by the deadlines set by the Administration. If students do not receive the mandated vaccinations and submit them to the Health Office for review before the school year begins, by law, they must be excluded from school (and any school related activities) for noncompliance.

SEPTEMBER 2019

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS
ALL STUDENTS ENTERING A NEW YORK CITY SCHOOL OR CHILD CARE FOR THE FIRST TIME MUST HAVE A COMPLETE PHYSICAL EXAMINATION AND ALL REQUIRED IMMUNIZATIONS

The comprehensive medical examination must be documented on a Child Adolescent Health Examination Form (CH205) and include the following:

Weight Blood Pressure Vision Screening Dental Screening Developmental Assessment
Height Body Mass Index Hearing Screening Medical History Nutritional Evaluation

All students entering New York City public or private schools or child care (including Universal Pre-K classes) for the first time must submit a report of a physical examination performed within one year of school entry. Because children develop and grow so quickly at these early ages, if this initial examination is performed before the student is 5 years old, a second examination, performed between the child's 5th and 6th birthday, is also required. Fillable CH205 forms that include the student's pre-populated vaccination histories are available in the New York City immunization Registry (CIR). A savable version of the pre-populated CH205 is also available in CIR and is accessible for use and updates as needed.

<u>Required Screening</u>	<u>For Child Care Only</u>
<u>Screening</u>	<u>Required information</u>
<u>Anemia Screening</u>	<u>Hematocrit and Hemoglobin</u>
<u>Lead Screening, Assessment and Testing</u>	<ul style="list-style-type: none"> • All children under 6 years must be assessed annually for lead exposure. • Blood lead tests are required for children at ages 1 and 2 years AND other children up to age 6 years if they are at risk of exposure OR if no lead test was previously documented. • For more information, call the Lead Poisoning Prevention Program at 311, or visit nyc.gov/html/doh/downloads/pdf/lead/lead-guidelines-children.pdf

IMMUNIZATION REQUIREMENTS 2019 - 2020

The following immunization requirements are mandated by law for all students between the ages of 2 months and 18 years. Children must be excluded from school if they do not meet these requirements. To be considered fully immunized, a child must have an immunization history that includes all of the following vaccines. The child's immunization record should be evaluated according to the grade he or she is attending this school year.

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee for Immunization Practices (ACIP) "catch up" schedule for the child to be considered "in process" and remain in school (refer to www.cdc.gov/vaccines/schedules/hcp/imz/catchip.html for schedule Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued an exclusion letter and excluded from school or child care until they comply with the requirements.

<u>CHILD CARE/PRE-KINDERGARTEN</u>	<u>NO. DOSES</u>
<u>DTap (diphtheria-tetanus-acellular pertussis) or DTP (diphtheria-tetanus-pertussis).....</u>	<u>1</u>
<u>IPV (inactivated Poliovirus) or OPV (oral poliovirus)</u>	<u>1</u>
<u>MMR (measles-mumps-rubella) (on or after 1st birthday)</u>	<u>1</u>
<u>HIB (Haemophilus influenza type b)</u>	<u>1</u>
<u>Hepatitis B</u>	<u>1</u>
<u>Varicella (on or after the 1st birthday)</u>	<u>1</u>
<u>Pneumococcal conjugate (PCV)</u>	<u>1</u>
<u>Influenza</u>	<u>1</u>
<u>Depending on their influenza vaccination history, some children may need two doses of influenza vaccine</u>	

<u>KINDERGARTEN/GRADES 1-12</u>	<u>NO. OF DOSES</u>
<u>DtAP, dtp, dt, Td (tetanus-diphtheria) OR Tdap (tetanus-diphtheria-acellular pertussis)</u>	<u>1</u>
<u>Tdap.....</u>	<u>1</u>
<u>IPV or OPV</u>	<u>1</u>
<u>MMR (on or after the 1st birthday)</u>	<u>1</u>
<u>Hepatitis B</u>	<u>1</u>
<u>Varicella</u>	<u>1</u>

FULL COMPLIANCE

2019 - 2020 School Year

New York State Requirements for Child Care and School Entrance/Attendance

NOTES: For grades Pre-K through 7, intervals between doses of vaccine should be in accordance with the ACIP recommended immunization schedule for persons 0 through 18 years of age (exception: intervals between doses of polio vaccine need to be reviewed only for grades kindergarten, 1, 6, and 7). Intervals between doses of vaccine DO NOT need to be reviewed for grades 8 through 12. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information and dose requirements for each vaccine. * Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

***Footnotes reflect updates as of May 2019. Please refer to www.health.ny.gov/prevention/immunization/schools/ for updated information and Frequently Asked Questions (FAQs).**

<u>VACCINES</u>	<u>PRE-KINDERGARTEN (Child Care, Head Start, Nursery or Pre-K)</u>	<u>KINDERGARTEN through 1</u>	<u>GRADE 2 through 5</u>	<u>GRADES 6 through 7</u>	<u>GRADES 8 through 12</u>
<u>Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap)</u>	<u>4 doses</u>	<u>5 doses or 4 4th dose was 4 years of age Or 3 does if the started at or older.</u>	<u>doses if the received at or older. series is years of age</u>	<u>3 doses</u>	<u>3 doses</u>
<u>Tetanus and Diphtheria taxoid-containg vaccine and Pertussis vaccine booster (TDap)</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>1 dose</u>	<u>1 dose</u>
<u>Polio Vaccine (IPV/OPV)</u>	<u>3 doses</u>	<u>4 doses or 3 doses if the 3rd dose was received at 4 years of age or older</u>	<u>3 doses</u>	<u>4 doses or 3 does if the 3rd dose was received at 4 years of age or older</u>	<u>3 doses</u>
<u>Measles, Mumps and Rubella vaccine (MMR)</u>	<u>1 dose</u>	<u>2 doses</u>	<u>2 doses</u>	<u>2 doses</u>	<u>2 doses</u>
<u>Hepatitis B vaccine</u>	<u>3 doses</u>	<u>3 doses</u>	<u>3 doses</u>	<u>3 doses</u>	<u>3 doses</u>
<u>Varicella (chickenpox) vaccine</u>	<u>1 dose</u>	<u>2 doses</u>	<u>1 dose</u>	<u>2 doses</u>	<u>1 dose</u>
<u>Haemophilus influenza type b conjugate vaccine (HIB)</u>	<u>1 to 4 doses</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>
<u>Pneumococcal Conjugate Vaccine (PCV)</u>	<u>1 to 4 doses</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>
<u>Influenza Vaccine</u>	<u>1 dose</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>	<u>Not Applicable</u>

1. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof if immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine (minimum age 6 weeks)
 - a. Children start the series on time should receive a dose series of DTaP vaccine at ages 2, 4, 6, 16 through 18 months and 4 years of age or older. The fourth dose may be received as early as age 12 months, provided at least six months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least four months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least six months after the previous dose.
 - b. If the fourth dose of DTaP was administered at age 4 years or older, the fifth (booster) dose of DTaP vaccine is not necessary.
 - c. For children born prior to 1/1/2005 doses of DT and Td meet the immunization requirement for diphtheria toxoid-containing vaccine.
 - d. Children ages 7 through 10 years who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series, if additional doses are needed, use Td vaccine. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years of age or older meets the sixth grade Tdap requirement. For previously unvaccinated children 7 years of age or older, the immunization schedule, these children should receive an initial Tdap followed four weeks later by a Td and then six months later by another Td.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine (minimum age 7 years)
 - a. Students 11 years of age or older entering grades six through 12 are required to have one dose of Tdap. A dose received at 7 years of age or older will meet this requirement.
 - b. Students without Tdap who are 10 years old in grade six are in compliance until they turn 11 years of age.
4. Inactivated polio virus vaccine (IPV) (minimum age 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at ages 2, 4, 6 through 18 months and 4 years of age or older. The final dose in the series must be received on or after the fourth birthday and at least six months after the previous dose.
 - b. For students who received their fourth dose before August 7, 2010, four doses separated by at least four weeks is sufficient.
 - c. If both OPB and IPV are administered as part of a series, a total of four doses should be administered regardless of the child's current age.
5. Measles, mumps and rubella (MMR) vaccine, (minimum age 12 months)
 - a. The first dose of MMR vaccine must be received on or after the first birthday. The second dose must be received at least 28 days (four weeks) after the first dose to be considered valid.
 - b. Students in grades kindergarten through 12 must receive two doses of measles-containing vaccine, two doses of mumps-containing vaccine and at least one dose of rubella-containing vaccine.
6. Hepatitis B vaccine
 - a. Dose one may be given at birth or anytime thereafter. Dose two must be received at least four weeks (28 days) after dose one. Dose three must be at least eight weeks after dose two AND at least 125 weeks after dose one AND no earlier than 24 weeks of age.
 - b. Two doses of adult hepatitis B vaccine (Racombivax) received at least four months apart at age 11 through 15 years will meet the requirement.
 - c. Administration of a total of four doses of hepatitis B vaccine is permitted when a combination vaccine containing hepatitis B is administered after the birth dose. This fourth dose is often needed to ensure that the last dose in the series is given after 24 weeks of age.
7. Varicella (Chickenpox) vaccine. (minimum age 12 months)
 - a. The first dose of varicella vaccine must be received on or after the first birthday. The second dose must be received at least 28 days (four weeks) after the first dose to be considered valid.
 - b. Two doses of varicella vaccine are required for students in grades kindergarten, 1, 6, and 7.
 - c. One dose of varicella vaccine is required for pre-kindergarten and grades 2 through 5 and 8 through 12.

8. Haemophilus influenzae type b conjugate vaccine (Hib) (minimum age 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2, 4, 6, and 12 weeks through 15 months of age.
 - b. If two doses of vaccine are received before 12 months of age, only three doses are required with dose three at 12 through 15 months of age and at least eight weeks after dose two.
 - c. If dose one is received at ages 12 through 14 month of age, only two doses are required with dose two at least eight weeks after dose one.
 - d. If dose one is received at 15 months of age or older, only one dose is required.
 - e. Hib vaccine is not required for children 5 years of age or older.
9. Pneumococcal conjugate vaccine (PCV) (minimum age 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at ages, 2, 4, 6 and 12 through 15 months of age. The final dose must be received at age 12 through 15 months of age.
 - b. Unvaccinated children 7 through 11 months of age are required to receive two doses at least four weeks apart, followed by a third dose at age 12 through 15 months.
 - c. Unvaccinated children 12 through 23 months of age are required to receive two doses of vaccine at least eight weeks apart.
 - d. If one dose of vaccine is received at 24 month of age or older, no further doses are required.
 - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at www.health.gov/prevention/immunization/schools.
10. Influenza Vaccine
 - a. All children 6 months through 59 months of age enrolled in New York City Article 47 and 43 regulated pre-kindergarten programs (Child Care, Head Start, Nursery or Pre-K) must receive one dose of influenza vaccine between July 1 and December 31 of each year. Some children may need two doses of influenza vaccine, depending on their prior influenza vaccination history. Please refer to the Centers for Disease Control and Prevention (cdc.gov/flu) or New York City Department of Health (nyc.gov/html/living/immune-prov/shtml) websites, or check the child's immunization record in the Citywide Immunization Registry for additional information and guidelines.

For further information contact:

New York State Department of Health, Bureau of Immunization, Room 649, Corning Tower ESP, Albany, NY 12237, 518-473-4437 New York City Department of Health and Mental Hygiene, Program Support Unit, Bureau of Immunization, 42-09 28th Street, 5th Floor, LIC, NY 1101, 347-396-2433. Office of School Health Citywide Contact Number (all districts): 347-396-4720

• **Lunch and Lunchroom Conduct**

Students have the option of bringing their lunch from home or purchasing lunch from our vendor "The Four Seasons." Seats are assigned by grade and by the teacher. Efforts are made to ensure that the children sit with their friends. Although talking is permitted, shouting and roaming from table to table is discouraged. Students are not permitted to engage in any activities that are not consistent with the behavior guidelines identified under conduct. This includes throwing food, littering, selling any items for personal profit, and leaving the lunchroom without permission.

• **Medications**

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents are advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child and will include:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self-administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

• **Non-custodial Parent**

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a custodial and non-custodial parent with access to academic records and other school information regarding a child providing all financial obligations are being met. It is the custodial parent's responsibility to provide the school with a copy of any court orders.

Release of children

Non-custodial parents may pick up a child unless the custodial parent provides a court order to the contrary.

Financial Obligations

Custodial and non-custodial parents are equally responsible for all financial obligations to St. Joseph Hill Academy.

• **Parents as Partners**

Just as parents look to the school to provide the facilities and the trained personnel that are essential to a child's proper development, so does the school look to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

- **Release of Students (during school day)**

Sometimes students need to be released early due to illness or a pre-arranged appointment that cannot be scheduled at another time. It is important to point out that parents should not ask for students to be released early without good cause, since it is not in the best interest of your child and is an inconvenience to all at the school. The school has a sign-out book located at the lobby at the Hylan Blvd entrance, and a parent or an adult designated by the parent must come to the school and sign the student out. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact card. **It is critical that updated Emergency information be on file at all times.**

- **School's Right to Amend**

St. Joseph Hill Academy reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

- **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Joseph Hill Academy buildings, in its parking lots, and on its playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

- **Special Learning Needs**

Students with learning differences are children of God and members of the Church. St. Joseph Hill Academy makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committee on Special Education (CSE's), or privately. Once the results of the evaluation are available, the teacher and principal will meet with the parents to discuss the results and make recommendations.

- **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the Dean of Curriculum will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school may result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher that has been approved by the principal. The amount of necessary time for tutoring will be determined by the school. Documentation of the required hours of tutoring must be submitted in September.

- **Testing**

Testing is diagnostic in purpose and indicates (to both the teacher and the students) the effectiveness of the learning process. Testing should make the students aware of their performance and should encourage progress. It points to areas that need improvement. Since testing is of vital importance and based on Archdiocesan Standards and Common Core guidelines, the teacher will schedule tests as appropriate without being questioned by parents or students.

CONFERENCES: We welcome all parents to consult with the teachers about the progress of their children. Conferences may be held at the request of the parent or teacher. Parents make an appointment either by a phone call, email, or a note in order to set up a time convenient for all concerned. Formal parents/teacher conference dates will also be scheduled.

If a parent has a complaint about a teacher, the parent must discuss it with the teacher first. In doing so, the matter should be settled in a mature way. If a parent is reluctant to confront a teacher alone, the administration can also be present at a conference. Requiring persons to attempt to work out their difficulties mutually is certainly consistent with the Gospel and makes good legal sense as well.

- **Use of School Grounds**

St. Joseph Hill Academy does not have staff available to supervise students present on the school grounds before 7:00 a.m. Students must not arrive on the school grounds prior to 7:00 a.m. and parents must arrange to pick up at dismissal times. After dismissal, students are welcome to participate in any number of extracurricular activities. They may not, however, remain on school grounds at any time on their own, without adult supervision.

- **Important Sports Guidelines**

There is a need to insure the safety of our children at all times, including after school during sports activities, therefore:

- During all practices ONLY coaches and assistant coaches are permitted to stay in the New Gym or Auditorium with team members.
- The parent (or other adult authorized by the parent) who is picking up a team member from practice may come back at the designated end time for the practice, or wait outside in cars during the practices, in designated parking areas, not the fire lanes. Under no circumstances should siblings/or other children be left unsupervised or unattended outside of the cars parked on our property waiting for pick up.
- At pick-up time for practices, the parent (or other adult authorized by the parent) must go into the New Gym or Auditorium to be acknowledged by the coach or assistant coach before leaving with a child.
- No siblings, friends or other children should be dropped off at the New Gym or Auditorium to watch games without adult supervision. During games, adult spectators (parent, friends, relatives) must supervise any children they bring with them. If any child in an adult spectator's care needs to use the restroom or buy refreshments outside the New Gym or Auditorium during games, the adult spectator should accompany that child since he or she is responsible for supervising them.
- Just as our student athletes are held to an exemplary standard of behavior, we expect the parents of our student athletes to behave in a manner that is in keeping with the values of St. Joseph Hill Academy. If parents breach that code of conduct in their dealings with the administration and faculty, or in regard to extra-curricular activities (including but not limited to sports, team, or club events), whether occurring on campus or elsewhere, including but not limited to internet communication, St. Joseph Hill Academy reserves the right to seek withdrawal of the student. Attendance at St. Joseph Hill Academy is a privilege, not a right, and just as we hold our student athletes to the highest standard of behavior, we expect the same of their parents.

APPENDIX

Summary Statement

Once students have met the necessary admission requirements and have been accepted in St. Joseph Hill Academy, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Joseph Hill Academy is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Joseph Hill Academy reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Joseph Hill Academy relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Joseph Hill Academy surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the Daughters of Divine Charity and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Joseph Hill Academy agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

MEDIA AUTHORIZATION AND RELEASE

Please be aware that membership in any school activity, club or team stipulates that the student, parent and/or legal guardian have agreed that the student may be photographed and/or videotaped and broadcast by any videographer or photographer that is authorized by St. Joseph Hill Academy.

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian.

I hereby grant to St. Joseph Hill Academy (its parent, successors and assigns) the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to St. Joseph Hill Academy (its parent, successors and assigns) any right, title, and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by St. Joseph Hill Academy. I hereby agree to release, indemnify and hold harmless St. Joseph Hill Academy (its parents, successors and assigns) from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Student Name

Signature of Student

Print Parent/Legal Guardian Name

Signature of Parent/Guardian

Print Parent/Legal Guardian Name

Signature of Parent/Guardian

Date _____

This **MEDIA AUTHORIZATION AND RELEASE** form is to be returned to the Homeroom Teacher on or before September 14, 2018.

ACKNOWLEDGMENT & RECEIPT OF PARENT/STUDENT HANDBOOK

Print Name of Student _____

Homeroom _____

We acknowledge receipt of the Student/Parent Handbook. **We have read its contents containing codes of conduct, policies, procedures and the regulations of St. Joseph Hill Academy High School and agree to abide by these regulations.** We understand and agree that the Handbook is binding on the students and parents during the current academic year. We understand and agree that the Administration of the school possesses the authority and discretion set forth in the Handbook.

We understand that the policies and the rules and regulations contained in the Handbook are established for the welfare and benefit of all students. We accept the responsibility to support the School in the policies it has established.

Signature of Student

Signature of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

This **ACKNOWLEDGMENT & RECEIPT OF HANDBOOK** form is to be returned to the Homeroom Teacher on or before September 21, 2018