

Saint Joseph the Worker Catholic Academy

2019-2020

STUDENT/PARENT HANDBOOK



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Dear Parents and Guardians,

This handbook has been prepared to further parental understanding of our school policies and procedures. We ask that you read it carefully and keep it handy for ready reference. Further questions are welcomed and can be asked in a telephone call, email or Dojo message. The faculty of SJWCA hopes to assist you and to provide the auxiliary instruction necessary for your child's fullest development. We ask for your cooperation and support and we anticipate great success.

Best,
Stephanie-Ann Germann, Principal

Table of Contents

Mission Statement.....	4
Philosophy Statement.....	5
A Short History.....	5
Federal Compliance Notice.....	5
School Personnel.....	6
Responsibilities for	
• Students.....	7
○ Plagiarism.....	7
○ Care of School Property.....	8
• Parents.....	8-9
• Teachers.....	9
Finances.....	10
Tuition Payments.....	10
Fundraising.....	10
Communication.....	11
Lunch.....	11
Lunchroom Procedures.....	12
Student Behavior/Discipline.....	12-13
Uniform.....	13-15
.	
Academics	
• Curriculum.....	16
• Homework.....	17
• Report Cards.....	17
• Promotion/Retention.....	17-18
• Academic Awards.....	18
Absences.....	19
Latenesses.....	19
School Hours.....	20
Safety.....	20
Cell Phone Policy.....	20
Acceptable Use Policy.....	21-24
Emergency Closing.....	24
Class Trips.....	24
Medicine/Medical 504.....	24
Dismissal.....	25
Non-Discrimination Code.....	25
Handbook Disclaimer.....	25
Acknowledgement Form.....	26

SJWCA Mission Statement

St. Joseph the Worker Catholic Academy exists to educate students of all faiths in a Catholic, Christ-centered environment. We foster spiritual development, academic excellence, responsibility to self, and service to others.

We believe in the core values of the Five R's: Reverence, Respect, Responsibility, Rigor, and Relationships

The Five R's

Rigor: We thrive on high academic expectations that include critical thinking and reasoning as well as imagination.

Relationship: We believe building our relationship with God helps us to know more about ourselves and others.

Reverence: We know that we have a duty to care for the gifts of life, family, friends, and school that God has given us.

Respect: We learn to value our own unique gifts and the gifts of those around us, and to honor the diversity of those we meet.

Responsibility: We realize that we need to be leaders in setting good examples for those in our communities.

St. Joseph the Worker Catholic Academy, a community of diverse learners, is a Pre-Kindergarten through 8th grade school sponsored by Holy Name of Jesus and Immaculate Heart of Mary parishes.

St. Joseph the Worker Catholic Academy is also aligned with the Parishes of:

Our Lady of Czestochowa-St. Casimir, St. Mary Star of the Sea, and

St. John The Evangelist-St. Rocco

Philosophy of Education

The philosophy, which underlines the education offered at Saint Joseph the Worker Catholic Academy, may be summed up in the words of Pope John XXIII:

“Not only is the mind of the child to be educated, but their heart and will as well for religion embraces the whole person...for their formation must prepare them to assume professional spheres of adult life.”

The distinguishing feature of education at Saint Joseph the Worker Catholic Academy that makes it different is that in addition to academic subjects, the children acquire a deeper knowledge of the Catholic faith. It is hoped that, as a direct result of exposure to Christian ideals and doctrines, the children will mature into responsible and conscientious adults and will give witness of a Christian way of life to the entire community.

A Short History of Saint Joseph the Worker Catholic Academy

In December 2011, Fr. Robert Adamo and Fr. James Cunningham announced that Immaculate Heart of Mary School and Holy Name of Jesus School would close in June 2012. A new Catholic Academy under the patronage of St. Joseph the Worker opened in September 2012 at the Holy Name of Jesus Site.

St. Joseph the Worker Catholic Academy will continue the great traditions that were begun by Immaculate Heart of Mary and Holy Name of Jesus Schools so many years ago.

Federal Compliance Statement

- SJWCA admits students of any race, color, national/ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students of the school.
- SJWCA does not discriminate on the basis of race, color, and national/ethnic origin in the administration of educational policies, admission policies and athletic or school administered programs.
- New students are accepted on a probationary status of three months so as to allow the academy to determine whether the student’s needs can be met before making acceptance final.

The Dignity for All Students Act:

New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment

free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. It is the belief of SJWCA that all persons have the right to be treated with dignity. All demeaning behavior is prohibited.

Saint Joseph the Worker Catholic Academy School Personnel

Mr. Chris Artz	Chairperson, Board of Directors
Mrs. Stephanie-Ann Germann	Principal
Mrs. Jennifer Gallina	Program Director
Mrs. Louise Witthohn	Academy Secretary
Ms. Karen Mulhern	Librarian/Secretary
Mrs. Annette Sciascia	Pre-K3A
Ms. Jeanine Catoggio	Pre-K3B
Mrs. Virginia Gorman	Pre-K4
Ms. Kathleen Cannucci	Kindergarten
Ms. Teresa Perry	1 st Grade
Ms. Kelly Doran	2 nd Grade
Ms. Amanda Henry	3 rd Grade
Mr. Michael Loney	4 th Grade
Ms. Marie Cadotte	5 th Grade / 5-8 Social Studies
Mr. Loretta Pitilli	6 th Grade / 5-8 Mathematics
Mr. Ray Malafronte	7 th Grade /5-8 ELA
Ms. Alice Butler	8 th Grade /5-8 Science
Mr. Gary Solberg	Physical Education
Ms. Lisa Nitzsche	Instructional Media Specialist (Pre-K4-8)
Ms. Veronica Boggiano	Art (Pre-K4-8)
Mrs. Laura Pla	Spanish (Pre-K-8) & Resource Room
Mr. Hanrahan	Music (Pre-K3-8)

Teacher's Aides

Ms. Christina Barrett
Ms. Joan DeSanto
Ms. Bernadette Murray

Front Door Aide: Ms. Pat McHale

Responsibilities for Parents, Students and Teachers

Student responsibility implies positive attitudes and actions of the students toward the people in the school building.

Students' responsibilities:

- Come to school on time, well groomed and in full uniform (see uniform regulations).
- Treat each person with respect, courtesy and kindness.
- Respect all school regulations and policies.
- Accept responsibility for his/her actions and accept the consequences of his/her behavior.
- Come to school prepared every day with all the materials needed to be able to complete and participate in all lessons.
- Refrain from any eating of food, except in the cafeteria, unless approved by the principal or a teacher.
- Take home all necessary resources, such as packets, textbooks, notes, and study guides.
- Do all schoolwork and homework to the best of his/her ability.
- Bring the completed homework/projects to school when it is due.
- Be responsible for getting assignments, handouts and notes when absent from school.

Cheating and Plagiarism

Writing assignments and plagiarism. This is a very serious topic. All of the following are considered forms of plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work

A student who plagiarizes an assignment, whether from the web or from another student, will receive a 0 for the assignment. Students who lend their work out to be copied will receive a 0 as well. If this behavior continues the student may face disciplinary action as deemed appropriate by the administration.

Care of School Property

Students are responsible for taking care of all books and materials supplied to them by the school. **All books should be covered to protect them throughout the year.** Students who lose or damage a book while it is in their possession will be expected to pay for the lost or damaged book.

Students must also respect all school property. They must not damage or deface any furniture, walls, or other school property. If any school property is damaged, appropriate restitution for loss or damage to school property will be the responsibility of the students' parents or guardians. These actions may lead to disciplinary action.

Parents' responsibilities:

Good discipline originates in the home. The school cannot replace good parenting. The parent or guardian is the first teacher of the child, and should develop in them good behavior habits and proper attitudes toward school.

A parent/guardian should:

- Teach the child respect for the law, authority, the rights of others and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance procedures. Vacations should not be taken during the school year.
- Make sure children get to school on time. Children who are chronically late begin their day in a poor fashion, often missing schoolwork. Furthermore, being on time is an important discipline for children to learn.
- Work with the school in carrying out the recommendations made in the best interest of the child. This would include disciplinary measures, need for academic or psychological evaluation and the need for retention in a grade.
- Make sure that all information on your child's record is up to date and accurate. Any changes of address, telephone, or work numbers should be sent in writing to the classroom teacher. Please be sure that emergency numbers are accurate. In case of an emergency, it is important that the school has the correct information.
- Talk to the child about school activities; show an active interest in report cards and progress reports.
 - Encourage your child to be enthusiastic about schoolwork.
 - Schedule sufficient time for home study in a quiet place at a regularly scheduled time.
 - Suggest the following when you are told there is no written homework:

- READING – a continuous assignment for everyone – including magazines, newspapers, and books chosen for enjoyment.
- REVIEWING – class notes, arithmetic processes, grammar usages, spelling, etc.
- RESEARCH – science or other long-term projects that have been assigned.
- Provide a nutritious breakfast for the child every morning so the child is prepared to do the schoolwork.
- If your child does not participate in the DOE School Lunch Program, send a healthy lunch **and write your child's name on the lunch box/bag. Please put your child's name on anything he/she brings to school (i.e. coats, hats, books, umbrellas...)** If your child has lost anything belonging to him/her please have them go to the school office for Lost and Found items.
- **Be on time to pick up your child at dismissal.** Please call the school office in case of emergency to notify the school that you will be late. If this happens on a continual basis, the student will be placed in the after-school program and the parent will be charged the daily rate.
- **Notify the school in writing** if someone else is picking up your child. **We cannot let someone else pick up your child without paper notification.**
- Attend parent-teacher meetings.

Your interest and support are important to your child, and greatly appreciated by the school personnel.

Teacher Responsibilities:

- Post assignments on teacher class page by 3:30 pm on the day for work due the next day.
- Assignment directions and due dates are clearly indicated.
- Teachers will honor requests for additional time at their discretion if the request is made at least 24 hours before the due date and time.
- Communicate student progress regularly through OptionC.
- Respond to parent emails or Dojos within 48 hours with the exception of weekends.

Finances

The contractual financial obligations which parents commit to when they register their children at SJWCA are of the utmost importance if the school is to continue to operate. It is essential that all tuition and fees are paid in a timely fashion.

Payment of tuition and related fees is a matter concerning the parent and financial office. Every attempt is made not to include students in such dealings. Repeated delinquency and bounced checks however, leave us no alternative but to withhold report cards, admission to class, etc.

Families with outstanding tuition may not attend the After School program, field trips, or any additional fee-based activity. Report cards cannot be issued to families with an outstanding balance.

Any family with an outstanding financial balance at the end of the school year will not be readmitted to SJWCA the following Fall and the uncollected debt will be referred to the school's collection agency.

Tuition Payments

We are using FACTS management tuition collection this year. It is the responsibility of each family to create an account and make payments in a timely fashion.

- If payment is made in full – this payment is made directly to the school and will entitle you to a \$100.00 discount. This is due by July 1st.
- Monthly payments are made online to FACTS over a period of ten (10) months starting in August. Payment is due by the 15th of each month. A late charge of \$75.00 will be assessed for payments received after the 15th of each month. FACTS will charge their own fee if a payment cannot be collected on the due date.

*Additional fees are charged annually for lunchroom supervision.

Fundraising

There is one mandatory fundraiser each year; a candy sale in February. All families ***must*** participate in this necessary fundraiser. Fundraising monies that are not turned in by families will result in those amounts being added to their tuition bill. Each family is responsible to perform 15 hours of service to the Academy. Parents can perform these hours by working at a variety of school sponsored events.

Parent/Teacher Communication

The school program provides an excellent systematic review of goals, methods and means of evaluation by:

- Holding an orientation meeting in September. Attendance at this meeting is **mandatory**. If a parent or guardian cannot attend the meeting, they should arrange to meet with the teacher at a mutually agreed upon time.
- Ongoing Progress Reports.
- Trimester Report Cards distributed at Parent-Teacher Conferences in December and March. The final report card is sent home on the last day of school with students.
- Letters, emails, Dojos or telephone calls to parents when progress reports, tests and homework papers are not returned or signed.
- Parent/teacher conferences at the request of the teacher or parent. Parents can call or write for an appointment with the principal or teacher.
- **Class Dojo** will be used for daily communication between the academy and families. Class Dojo is a great way for families to be a part of the class community.
- **Class Pages** will be used to post homework daily. Parents should check it regularly.
- If a problem arises concerning a child in a classroom situation, the matter is **please make sure to contact the teacher immediately**.

Lunch

Lunch must be carried in bags clearly marked with a name and grade. **No Glass materials may be brought in. No fast food lunches may be brought in (i.e. McDonald's, Burger King, Wendy's, pizza, etc).**

Children eating in school are expected to behave properly. They are to follow all lunchroom and yard regulations. They are responsible for cleaning up the area where they have eaten their lunch. Students must respect the authority of all teachers and adult supervisors. A student whose behavior is unsatisfactory will be subject to disciplinary action and possible withdrawal from the program.

***Birthday celebrations during instructional time are not permitted.**

Lunch Room Procedures

1. Upon entering the lunchroom, students should go to their assigned tables and remain seated until they are directed by the teacher or supervisor to get up.
2. Students are not permitted to table hop, brush or comb their hair, throw food, or engage in other disruptive behavior.
3. Students must walk in an orderly manner to the line-up area.
4. Students' eating area is to be left in a neat and clean manner.
5. Each table will be inspected by the teacher in charge. There should be no food, containers, or papers remaining on the tables or floors.
6. During inclement weather, schoolyard activities will not be possible. Instead the children will go to the gymnasium for playtime unless the gym is unavailable.

Discipline

Saint Joseph the Worker Catholic Academy believes strongly that strong discipline underlies the whole educational structure of a school and without discipline, it is impossible for teaching or learning to take place. We believe students can learn from their behavior and therefore, we want to emphasize logical consequences and making amends for the behavior whenever possible.

When a student does not follow the school regulations, he/she must face the consequences of his/her behavior as deemed appropriate by the administration. These consequences will differ depending on the severity of the misbehavior and on the number of occurrences of the misbehavior.

Behavior Infraction...

- Behavior infractions are when a student's behavior is persistent and infringes on the teaching and/or learning of the group.
- An infraction will result in a student being removed from the learning environment. This can mean being separated from the group and/or joining another classroom.
- We will make every effort to align the consequence logically with the infraction in order to make amends.
- If there are more than three infractions (other than non-negotiables) students will be temporarily suspended from field trips, events, and activities and must have a meeting with parents at school (or on the phone).

Non-negotiables...

Although Joseph the Worker Catholic Academy faculty will do their best to make consequences logical, there are certain behaviors that are non-negotiable. These behaviors include but are not limited to physical violence or any action that puts the student or others at risk. These behaviors will result in immediate removal from class setting and in-school suspension.

Alcohol and Drugs:

Bringing to school or being under the influence of alcohol or drugs is grounds for immediate dismissal. Smoking, vaping, e-cigarettes are prohibited and disciplinary action as deemed necessary will be taken.

Weapons:

Weapons, or anything which can be used as a weapon of any kind, as well as intentional physical violence against another human being, will not be tolerated. Any infraction against this rule may result in immediate expulsion.

Dress Code

We take pride in the appearance of our students. Proper attire reflects the quality of the school conduct, and schoolwork. Uniform policies must be strictly adhered to. All students are to be in full uniform each day. Uniforms should be kept neat and clean.

Uniform and Dress Rules

In keeping with the long standing tradition of Catholic Schools, students at St. Joseph the Worker Catholic Academy will wear uniforms. Flynn & O'Hara is the only approved uniform vendor for SJWCA. Flynn & O'Hara will visit the school each spring to measure students for the following fall. In addition, orders maybe placed through their online store at www.flynnohara.com. You may also visit their retail store.

A. Girls' Uniform: Grade 1- Grade 4

- Gray plaid jumper with school emblem
- Yellow blouse with Peter Pan (rounded) collar, long or short sleeves
- Navy blue or gray knee socks or navy blue or gray tights
- Navy blue or black tie or buckle shoes with rubber soles
- OPTIONAL: Gray cardigan sweater may be worn at any time.
- OPTIONAL: Warm weather uniform consisting of yellow banded bottom golf shirt and uniform skort may be worn between the beginning of **September through November 1st, and from April 1st to the end of the school year.**
- OPTIONAL: Cold weather uniform consisting of navy uniform slacks and yellow-banded bottom golf shirt or yellow school turtleneck may be worn between **November 1st and April 1st.**
- Every student must own a jumper for special occasions.

B. Girls' Uniform Grades 5-8

- Gray plaid skirt
- Yellow banded bottom golf shirt, long or short sleeves
- Navy blue or gray knee socks or navy blue or gray tights
- Navy blue or black tie or buckle shoes with rubber soles
- OPTIONAL: Gray cardigan sweater may be worn at any time. Girls in Grades 5-8 may wear gray pullover sweater instead of cardigan.
- OPTIONAL: Warm weather uniform consisting of yellow banded bottom golf shirt and uniform skort may be worn between the beginning of **September through November 1st, and from April 1st to the end of the school year.**
- OPTIONAL: Cold weather uniform consisting of navy uniform slacks and yellow-banded bottom golf shirt or yellow school turtleneck may be worn between **November 1st and April 1st.**
- Every student must own a skirt for special occasions.

C. Boys' Uniform Grades 1-8

- Navy blue dress pants. Pants must be worn at the waist or must be secured at the waistline.
- Yellow golf shirt, long or short sleeves
- Navy or black socks
- All Black tie shoes or slip on black dress shoes. Shoes must be secure on feet.
- OPTIONAL: Gray cardigan sweater may be worn at any time. Boys in Grades 5-8 may wear gray pullover sweater instead of cardigan.
- OPTIONAL: Warm weather uniform consisting of navy dress shorts with navy/black socks and black school shoes maybe worn between the beginning of September through November 1st, and from April 1st to the end of the school year.
- OPTIONAL: In the cold weather, between November 1st and April 1st, the yellow school turtleneck may be worn in place of the golf shirt.

D. Gym Uniform Grades Pre-K 3 – Grade 8

- The gym uniform is worn every day in grades Pre-K 3, Pre-K 4, and Kindergarten. Pre-K 3, Pre-K 4, and Kindergarten wear sneakers daily; girls may wear rubber-soled shoes with straps.
- SJWCA navy sweatshirt
- SJWCA navy sweatpants
- SJWCA yellow T-shirt
- OPTIONAL: SJWCA navy gym shorts may be worn from the beginning of September through November 1st, and from May 1st to the end of the school year.
- Sneakers must be worn on gym day.

***If a child is unprepared for gym class this will affect their grade in Gym.**

E. Non-Uniform Dress Code - Dress Down Days

During this optional day, once a month, or while using a NUT card, students must observe standards of good taste. The following are examples of clothing that are **never** acceptable.

- Dresses, skirts, or shorts that are tight fitting or more than 2" above the knee
- Sheer clothing
- Spandex tops
- Midriff blouses, low cut tops, or tops without shoulders
- Sports hats or any other head covering
- Inappropriate novelty t-shirts or shirts with obscene/vulgar language
- Torn or dirty clothing
- Low rider pants or shorts
- Open-toed shoes, sandals or high heels

F. Other uniform requirements

- Girls are permitted to wear one stud or small hoop earring in each ear. Hoop earrings should hug the earlobe. No large hoop or chandelier earrings are permitted.
- Boys are not permitted to wear earrings in school.
- Tasteful and age appropriate necklaces and bracelets may be worn at your own risk.
- No jewelry is to be worn on gym day.
- Make-up may not be worn. Students will be asked to remove it before returning to class. Exceptions may be made for 8th grade special occasions with prior approval from the school administration.
- Hair must be neat and clean and should be checked regularly for lice.
- Color treated/dyed hair or highlights are not permitted. Hair must be returned to its natural color before the student may return to school.
- Personal grooming, while individual, should not include bizarre, or "trendy" hairstyles (i.e. offensive, distracting, unnatural). Extremes in haircuts, hairstyles, or hair color are not permitted.
- Girl's nail polish must be light in color. False nails nail extensions, or nail decorations are not appropriate. If worn, student will be asked to remove them before returning to class. Exceptions may be made for 8th grade special occasions with prior approval from the school administration.
- Boots may not be worn in school. A "boot" is defined as any shoe that covers the ankle. In case of inclement weather students must change into school shoes.

***NOTE:** N.U.T. cards are NOT transferable. Students may not use N.U.T. cards given to them or purchased from other students. N.U.T. cards must be used by the end of the school year. A N.U.T. card from one school year CANNOT be used the next school year. There may also be days on which the N.U.T. cards cannot be used. An announcement will be made in advance for those days.

ANY CHILD DRESSED INAPPROPRIATELY WILL BE KEPT OUT OF CLASS UNTIL PROPER ATTIRE IS BROUGHT TO SCHOOL BY SOMEONE FOR THE STUDENT TO CHANGE INTO.

Curriculum

The curriculum guidelines issued by the Diocese of Brooklyn and the New York Department of Education serve as the basis for the curriculum at SJWCA. (New York State Next Generation Learning Standards)

ELA:

The English Language Arts curriculum develops literacy skills and the use of language for personal growth. We promote a continuum of language arts learning from PK3 through eighth grade that reflects the developmental needs of students as they become more proficient in both skills and content.

In each grade, our program addresses the four components of English Language Arts:

- Reading
- Listening
- Writing
- Speaking

MATH:

Our instruction provides students with the knowledge and understanding of the concepts and skills necessary to function well in a world that depends on the daily application of mathematics.

We focus on three components:

- Conceptual understanding
- Procedural fluency
- Problem-solving

RELIGION:

Gospel values inform everything we do in our school, and so we teach our children about the principles and practice of our Catholic faith through age-appropriate religious instruction. All classes continuously learn about holy days, the Mass, prayer, the commandments and the importance of love and forgiveness.

SCIENCE:

Our science program educates students to use inquiry as a tool to understand scientific concepts and master the skills to appreciate and embrace the ever-expanding body of scientific knowledge. We believe there is a strong coherence between religion and science in grasping the mechanics of nature.

SOCIAL STUDIES:

We aim to provide each student with the knowledge and skills toward democratic values that are necessary to participate in a culturally diverse American society and an interdependent world.

The four specific content areas are:

- History of the United States and New York
- World history
- Geography
- Civics, citizenship and government

Homework

Homework is an integral and necessary part of the learning process. Homework prepares students for the next lesson, reinforces and supplements the facts and concepts taught during the school day. It also gives the student an opportunity to practice and use skills he/she must master.

- Homework may be given every day with the exception of Friday.
- Although there is no homework on Fridays, students may have essays and projects that can be worked on over the weekend.
- All teachers expect students to study, review, and read for pleasure on the days when written homework is not given.
- Grade level homework policy will be addressed in class policies on back-to-school night.

Report Cards & Progress Reports

Report cards are issued at the end of each trimester to the students in Grades Pre-K through 8. A parent or guardian must meet with their child's teacher to receive a copy of the report card. The school calendar will specify the date and times that the teachers are available to meet with the parents and guardians.

IF A PARENT/GUARDIAN IS UNABLE TO ATTEND ON THE SPECIFIED DAY, THEY ARE TO ADVISE THE TEACHER IN WRITING BEFOREHAND TO MAKE ANOTHER APPOINTMENT TO MEET WITH HIS/HER CHILD'S TEACHER.

Promotion/Retention Summer School Policy

Promotions are made annually. All children who successfully complete the work of a grade are promoted to the next grade. A child matures at his/her own rate. Growth cannot be hurried. Children who require more time to find their place in the school program may be retained in a grade. It is important that the child, parents, teachers and all persons interested in the child's improvement, consider this an extended time for growth rather than failure. Children should in the group suited to them socially, physically, mentally, and emotionally.

The children are expected to do their very best at all times. Attendance at summer school is mandatory if a child fails either Math or ELA

Summer school may be recommended if a child receives a barely passing grade and would benefit from additional work in that subject area.

A STUDENT WHO FAILS THREE OR MORE SUBJECTS MAY BE RETAINED.

The following procedures will be followed:

- The parents/guardians will be notified no later than the end of the second trimester of the possibility of retention.
- Meetings will be set up between the teacher and the child's parents/guardians. At these meetings, methods of remediation will be discussed and agreed upon. These methods will

involve both the school and home environment, so it is mandatory that there is parental cooperation and input. An individual evaluation of the pupil's needs may be recommended.

- The final decision about a students' retention will be made no later than 2 days after all final exams are taken. However, the decision could be made before that by the principal and teachers in consultation with the parent/guardian.

Conditional Promotion:

A student who fails ELA and/or Math will be promoted if he/she goes to mandatory summer school and passes all of the courses taken. Verifiable grades from the summer school must be submitted before promotion will be granted. The hiring of a tutor will not be considered an acceptable alternative to mandatory summer school and promotion will not be granted under those circumstances.

Honor Roll Criteria & Attendance

Grades 1 – 4

Principal's List	No grade lower than 93
1 st Honors	No grade lower than 89
2 nd Honors	No grade lower than 85
Honorable Mention	No grade lower than 81

Grades 5 – 8

Principal's List	97 – 100 average with no grade below 93 in all subjects
1 st Honors	93- 96 average with no grade below 89 in all subjects
2 nd Honors	89 – 92 average with no grade below 85 in all subjects
Honorable Mention	85 – 88 average with no grade below 81 in all subjects

Satisfactory Grades:

Satisfactory grades in all special subjects and in the area of growth and development are necessary in order for a child to be considered for the Honor Roll.

Perfect Attendance:

Awards will be granted for perfect attendance (no full day absences) for each trimester. A special award will also be granted to students who have perfect attendance for an entire school year.

Absences

Students are expected to attend school each day, unless they are ill. EXTENDED VACATIONS ARE RECORDED AS ILLEGAL ABSENCES.

Any absence from school should be reported by a parent/guardian to the school office by 9:00am on the day of the absence and should email or Dojo the homeroom teacher. When the student returns to school, he/she must present a dated signed note, which must include the dates or dates of the absence and the reason for the absence. If an excuse is not received within 5 days, the absence is recorded as unexcused.

Schools within the Diocese of Brooklyn believe that student attendance increases student success. In order for each student to develop their personal talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

Students who are excessively absent may be reported to the Bureau of Attendance.
Example of an Absent Note:

Date: _____

Dear: (teacher's name)

My child, (Student's name), was absent on (specific dates) due to (state reason).

Sincerely,
(Parent Signature)

In general, all doctor's appointments should be scheduled after school hours. If an early dismissal is unavoidable, a written request must be presented to the office by 9:00am and a parent or guardian must pick up the student. All communicable diseases, such as chicken pox, should be reported to the school office immediately. A CHILD WHO IS ABSENT FOR 5 OR MORE DAYS FOR HAVING A SERIOUS ILLNESS MUST HAVE A DOCTOR'S NOTE IN ORDER TO RETURN TO SCHOOL.

Lateness

Students should begin assembling in their designated area no later than 7:55am each morning. Any students arriving after classes have left their area are considered late. A student is considered late if he/she arrives after 8:05am. If a child arrives late, he/she must present a late pass to his/her teacher.

School Hours

Students will report to their designated area upon arrival in the morning. Students may arrive no earlier than 7:30am.

Daily Schedule	
Pre-Kindergarten	Pre-K- 8 th Grade
Half-Day Pre-K – 8:00am – 11:30am Full-Day Pre-K – 8:00am – 2:50pm	Daily: 8:00am – 3:00pm 1st Friday: 2pm Dismissal

Safety

- No child may be in the building or in the schoolyard at anytime without school approved supervision.
- Children may not cross the streets except at corners in the crosswalks.
- Toys, watches, jewelry and games have no place in the school and serve as distractions. The school will bear no responsibility for these items.
- If someone other than a parent/guardian is picking up a child, the school must be notified in writing.
- During school hours only the main entrance (Windsor Place) will be used.

Fire Drills

Rules for Fire Drills:

- Absolute silence and obedience to orders during a fire drill.
- Leave the school in a single line.
- Move quickly, but do not run, push or shove.
- Await further direction once you have exited the building.

Cell Phones

Because of parental concerns regarding the safety of their children traveling to and from school, students will be allowed to bring cell phones to school, as long as the following policies are followed.

- Students will give their cell phones during homeroom to their teacher.
- They will be locked up and returned to the students at dismissal.
- Cell phones must have the student's name on them or can be clearly identified.

Students who do not turn in their cell phones in the morning and are caught with it, will be given detention. The phone will then be confiscated and be sent to the office where it must be picked up by a parent/guardian. Students who repeatedly violate this policy may be suspended.

Technology Acceptable Use Policy

Technology use in Saint Joseph the Worker Catholic Academy is governed by local and federal laws, as well as Diocesan guidelines for acceptable use including, but not limited to:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for SSCA's school presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (such as contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed) but parents may request the school not disclose this information.

--FERPA – <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpafaq.pdf>

Access to school-provided technology is a privilege, which entails responsibility on the part of the user. The Internet provides worldwide access to computers containing information resources, which may not be considered of educational value in the context of the school setting or of a suitable nature for school age children. Information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment.

- Saint Joseph the Worker Catholic Academy reserves the right to restrict access to any and all inappropriate material.
- Saint Joseph the Worker Catholic Academy reserves the right to monitor student devices and users during school hours for their duration at the academy.
- All monitoring software and management tools will be suspended upon graduation or departure from the academy.
- Some features of devices and student users will be limited by school staff and as needed in order to provide the best and safest learning experience possible.
- While in classrooms, Chrome devices will be monitored using Go Guardian Software©. Students are required to share their screen with their teacher in each and every class. Failure to do so will result in loss of Chromebook privileges.

- Students are expected to remain logged into their Chromebook with their **SJWCA e-mail address ONLY** at all times while in the building. Failure to do so will result in loss of Chromebook privileges.
- Students are expected to use Chromebooks, computers and tablets as learning tools, watching videos for entertainment or playing video games is prohibited and will result in loss of privileges.
- The school administrator and his/her designees may remove, add or modify hardware and software configurations without prior notice to maintain the operation of technology resources of all users.
- Students are expected to use these resources judiciously in accordance with the already enumerated guidelines.
- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school.

At Saint Joseph the Worker Catholic Academy, we use G Suite for Education. While at Saint Joseph the Worker Catholic Academy we will provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Saint Joseph the Worker Catholic Academy, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- | | | |
|-------------|----------|-----------------|
| ● Gmail | ● Group | ● Contacts |
| ● Calendar | ● Forms | ● Vault |
| ● Classroom | ● Sheets | ● Talk/Hangouts |
| ● Drive | ● Sites | ● Keep |
| ● Docs | ● Slides | |

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- YouTube
- Blogger
- Google Maps

In using a device in school, you will be accessing the internet in class daily. Below are some guidelines regarding this: **Website and Media Guidelines: Think before you act because your virtual actions are real and permanent!**

Guidelines for Use

- YouTube: Teachers will occasionally share YouTube videos with students for instructional purposes. Students will have access to YouTube on their devices in a limited capacity.
- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher, or another trusted adult, right away.
- Students should never let any other students use their assigned device or login to their user.
- **Cyber Bullying:** Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. Students engaging in this behavior, in or out of school, will result in logical and/or legal consequences.

Students violating school policies governing standards of conduct or the use of technology, including the Internet and electronic mail, shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. It is understood that school policies are subordinate to local, state and federal statutes as well as the agreements specified in the contract with the Internet service provider.

It is required that parents are supportive of all school policies and that they cooperate with the administration and with the faculty in the proper academic and behavioral development of their children. **It is expected that parents monitor their children in regards to internet usage and social media.**

Emergency School Closings

SJWCA will follow the same decisions as the New York City Public Schools and the Brooklyn Diocese in the event of a system wide closing. Parents may listen to announcements made on the radio at WCBS Radio 880 and 1010WINS or on TV, Channels 2, 4, & 7. If there are no announcements then parents/guardians should assume that the school is open. When possible, an email will be sent out to inform parents. If conditions are hazardous, the decision you make in your child's regard will be respected. School closings will also be posted on the school website. If the NYC public schools are closed then SJWCA will also be closed.

Class Trips

In order to go on a class trip, parents must sign the permission slip and pay for the cost of the trip before the students leave the school. Students will be supervised by the teacher, teacher's aides if applicable and parent chaperones. Parent chaperones are to have completed Virtus Training.

If insufficient chaperones are available for a trip, the trip will be cancelled at the discretion of the Principal. Money will not be returned if the trip had to be paid for by the school in advance.

Medicine

SJWCA has a registered Board of Health nurse on staff. However, we do not have the ability to provide medication to a student who requires an injection. If a child has to receive oral medication, we must have on file explicit written instructions via Medical 504 from your medical provider and from you, the parent/guardian. The school can bear no responsibility for administering, procuring or maintaining the medication on school premises. Parents/guardians are also responsible for having updated immunizations records for their child(ren).

Dismissal Procedures

Students who take the bus should report to the After School room no later than 2:50 pm. Attendance will be taken and two SJWCA staff members will escort students to their buses.

Students who do not take the bus will be dismissed from their class's designated location. We ask that parents do not double-park as they are waiting to pick up their children. Parents whose vehicles are in the schoolyard before the students come out may not move their vehicles until all students have vacated the schoolyard. This is for the safety of the students and other parents.

Pre-K and Kindergarten students will be dismissed from the Scout Room in the basement of the school. Parents should wait until the door to the Scout Room is opened before entering the building to pick up their child.

Non-Discrimination Code

SJWCA does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs. New York State Law requires school officials to report any suspected cases of child abuse or neglect.

Subject to Change Disclaimer

The policies, regulations, procedures, and fees in this handbook are subject to change without prior notice. SJWCA reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students.

Registration is not complete until parents and students have signed the Student/Parent Handbook agreement. Continued enrollment at SJWCA is contingent upon full cooperation with all handbook policies.



Saint Joseph the Worker Catholic Academy

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***PLEASE FILL OUT, DETACH THIS PAGE AND RETURN IT TO YOUR CHILD'S
TEACHER.***

Acknowledgement Form

I have read and understood the contents of the Parent/Student Handbook. I agree to comply with these rules and regulations.

Student Name: _____

Student Signature: _____

Student Grade Level: _____

Parent Name: _____

Parent Signature: _____

Date: _____