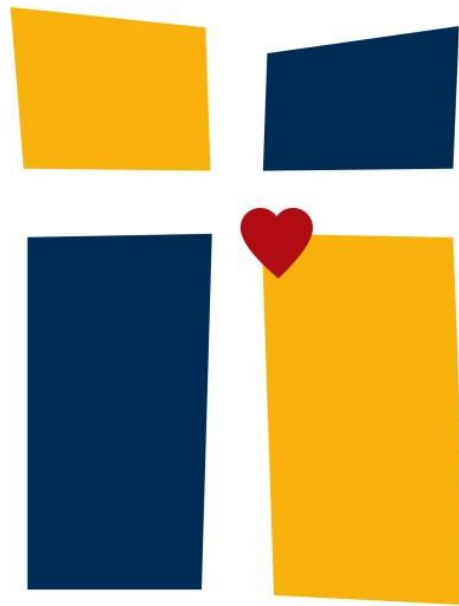


**Diocese of Rochester
Catholic Schools**

Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK

St. Joseph School



39 Gebhardt Road, Penfield NY, 14526

585-586-6968

sjpendcs@dor.org

sjspenfield.com

2023-2024

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

1.00	WELCOME
1.01	• STUDENT EXPECTATIONS
1.02	• PARENT/GUARDIAN EXPECTATIONS
2.00	SCHOOL ADMINISTRATION
2.01	• SCHOOL HOURS
2.02	• SCHOOL FACULTY & STAFF
2.03	• SCHOOL DRESS-CODES AND UNIFORMS
2.04	• SCHOOL CLOSINGS & WEATHER EMERGENCIES
2.05	• DIGNITY FOR ALL STUDENTS
2.06	• ATTENDANCE & ABSENCE
3.00	SCHOOL ADMISSION
3.01	• AGE REQUIREMENTS
3.02	• IMMUNIZATION
3.03	• NONDISCRIMINATION
3.04	• LEAD TESTING FOR PRE-SCHOOL STUDENTS
3.05	• TRANSFERS
4.00	SCHOOL CURRICULUM
5.00	STUDENT HEALTH AND SAFETY
5.01	• ADMINISTRATION OF MEDICATIONS AT SCHOOL
5.02	• EMERGENCY TREATMENT
5.03	• STUDENT PREGNANCY
5.04	• CHILD PROTECTIVE SERVICES ACT
5.05	• DRUG, ALCOHOL, AND TOBACCO
5.06	• WEAPONS ON SCHOOL PREMISES
6.00	FINANCIAL
6.01	• TUITION
6.02	• PARISHIONER STATUS
6.03	• DELINQUENT ACCOUNTS
7.00	TECHNOLOGY
7.01	• ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
7.02	• USE OF ELECTRONICS – CELL PHONE
8.00	PARENT INFORMATION & COMMUNICATION
8.01	• COMMUNICATION FLOWCHART
8.02	• MEDIA RELEASE STATEMENT



Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- **Guide** students to be disciples who know and live the Catholic faith,
- **Inspire** a learning community to foster academic excellence, and
- **Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

1.00 WELCOME

Welcome to St. Joseph School. We are a welcoming community of learning, providing an academic program combined in a Christ-centered environment. Our teachers model kindness and compassion with Jesus as our example. Faith formation is woven throughout every part of the school day. By praying before meals and leading by example, we nurture students' spirituality. Students attend Mass monthly and on holy days. We inspire future leaders through service and lifelong learning. Our students enthusiastically participate in many service projects.

1.01 Student Expectations

- Each child and adult is a special blessing from God who is valued, important, unique, and has received special gifts/talents from God.
- Each child of God should be provided a safe, supportive, and nurturing school environment.
- Every child has potential and should be challenged to reach his/her potential.
- Curriculum, instruction, and assessment practices should incorporate a variety of activities to accommodate differences in learning styles and differentiated to meet the needs of each child.
- We believe students need to apply their learning in meaningful context and be actively involved in solving problems and producing quality work.
- Every child can be a leader.
- A strong partnership between parents, students, teachers, administrators, and the community is essential in achieving a supportive learning environment for our children to achieve their academic potential.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
The commitment to continuing improvement is imperative if our school is going to enable students to become self-confident, self-directed, lifelong learners.

1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership, and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people must “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the principal.
- Disciplinary issues should be addressed with the principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in and complete online a Creating a Safe Environment Training course (<https://www.dor.training/home.aspx?pagename=volunteer-training>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have your driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on field trips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The school day begins at 7:50 a.m. and ends at 2:00 p.m. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:30 a.m. or after 2:00 p.m., unless attending an authorized school program or function.

PreK 3 Morning Session	8:30 a.m. – 11:00 a.m.
PreK 4 Full Day Session	8:20 a.m. – 1:20 p.m.
PreK 4 Morning Session	8:20 a.m. – 10:50 a.m.
K – 6 Grade	7:50 a.m. – 2:00 p.m.

2.02 SCHOOL FACULTY & STAFF

St. Joseph School Faculty are NYS Certified in their area of instruction and staff are required to maintain the skills needed to serve our school families. Faculty and staff provide a nurturing environment to support student academic and social emotional growth. We model good citizenship and a faith-centered life. Teacher websites and emails are available on our website.

2.03 SCHOOL DRESS-CODE AND UNIFORMS

- School uniforms are required for all students in grades K-6 for regular class days and a gym uniform for physical education class. Shirts and blouses must be tucked in at all times. Clothing must fit appropriately.
- We ask for parent cooperation and support to strictly enforce the school's dress code, as our children represent St. Joseph School.
- On occasion, students will be invited to participate in out-of-uniform days or School Spirit Wear Days. Spirit Wear Days are marked on the school calendar. Parents are encouraged to monitor what their children wear to school. The principal's electronic newsletter will provide notifications of any out of uniform day.
- Girl Scouts, Boy Scouts, etc., may wear their scouting uniforms to school on scout meeting days.
- Please see separate uniform policy at this link for details:
<https://sjspenfield.com/uniforms>

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

St. Joseph School is located in the Penfield School District. If the school is closed because of weather conditions, the announcement will be made on radio and television. If Penfield Central School District closes, St. Joseph School will also be closed due to no transportation. Please listen to the radio announcement on WHAM AM 1180 and television channels which announce school closings.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

In the event it becomes necessary to close the school during the school day or to cancel all after school activities, an automated phone and text message will be sent through the FACTS Portal emergency broadcast program as well as including this information on television stations and their radio affiliations. In these instances, students would follow the “Emergency Home” procedures that parents should establish with their children.

2.05 DIGNITY FOR ALL STUDENTS ACT

St. Joseph School adheres to the New York State’s Dignity for All Students Act (“The Dignity Act”) which seeks to provide 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. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. The Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student’s success in school.

Parents/Guardians must update Pick Up Patrol to report student absences. This information will go directly to the Main Office, the students’ teacher, and the nurse.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten to be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. The Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students, and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at Saint Joseph School without regard to any legally protected category under federal or state law. Moreover, harassment against students based on a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed, or denied an opportunity based on any protected category, please promptly contact AMY JOHNSON, the Title IX Coordinator, at 585-586-6968 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten to be compliant with the New York State Lead Poisoning Act.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional documents include written orders from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution, or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

shall not be under the influence of alcohol or other prohibited substances on parish, school, or diocesan grounds or at parish, school, or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons, or other materials are hidden.

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found, including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for the purpose of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

6.00 FINANCIAL

6.01 TUITION

The annual tuition at St. Joseph School is **\$5,400** for Grades K – 6. See our school website for more information.

6.02 DELINQUENT ACCOUNTS

Families that have one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

St. Joseph School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of **St. Joseph School** to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "**St. Joseph School** Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of **St. Joseph School**. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state, or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by **St. Joseph School** make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by **St. Joseph School** specifically denies any

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred by using the Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While **St. Joseph School**'s intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. **St. Joseph School** believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, **St. Joseph School** has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another;

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

- Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary actions as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school, including cell phones, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	
Athletics/CYO	Coach	Athletic Director & Principal	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Business Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher & Principal	K-8 th : District of School Location; Pre-K: District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	Business Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

8.02 MEDIA RELEASE STATEMENT

St. Joseph School subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (i.e., turned away from the camera or otherwise unidentifiable).

Adults:

St. Joseph School does not require signed release form to publish images of adults.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. JOSEPH SCHOOL – STUDENT/PARENT HANDBOOK

Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the “*St. Joseph School Acceptable Student Use of the Computer Network and Internet Policy*” with their child(ren). This document will be kept at the school for the duration of the student’s attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the “*St. Joseph School Acceptable Student Use of the Computer Network and Internet Policy*.” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*St. Joseph School Acceptable Student Use of the Computer Network and Internet Policy*.” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

Signature of Parent / Guardian

Date

Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the “*St. Joseph School Acceptable Use of the Computer Network and Internet Policy*.” I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

Date