



Character Competence Compassion

Family Handbook
Revised July 2019

Academy of St. Joseph
111 Washington Place New York, NY 10014
(212) 243-5420

www.academyofsaintjoseph.org

Dear Parents and Students,

Welcome to the Academy of St. Joseph!

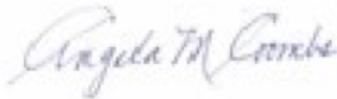
What greater work is there than training the mind and forming the understanding of the young?

--St. John Chrysostom

In choosing the Academy, you have demonstrated a commitment to the values and philosophy of this school community. This handbook is a guide for understanding the policies and procedures of the Academy of St. Joseph. Please read it carefully and discuss the contents as a family. Your cooperation in living out the expectations as outlined in this Handbook will assist us in the implementation of our programs and in the living out of our core beliefs.

We are most grateful for the opportunity to share in the responsibility of educating your child. The faculty and staff look forward to working with you to promote academic excellence and character formation.

Kindly,



Ms. Angela M. Coombs
Head of School

MISSION STATEMENT

The Academy of St. Joseph empowers and challenges PreK through Eighth-Grade students with a curriculum based on the arts, sciences, and the humanities integrated with the values of the Catholic Church.

The Academy fosters the intellectual, spiritual, social, emotional and physical development of students while instilling in them the highest standards of character, competence, and compassion in a joyful, welcoming community.

The Academy creates a strong foundation for students to become life-long learners, responsible citizens and effective leaders as they embrace and improve the global society.

MISSION STATEMENT	2
ACADEMIC POLICIES AND PROCEDURES	4
Academic Expectations	5
Awards	5
Books	6
Communication	6
Grades and Grading	7
Homework	8
Promotion / Retention Policy	8
Testing	8
NON-ACADEMIC POLICIES AND PROCEDURES	9
Accidents	9
Admission Policies	9
Announcements/Assembly	9
Attendance	9
Excused Absence	9
Lateness	10
Birthday Parties	10
Bullying	10
Change of Address	11
Child Abuse Laws	11
Mandated Reporting of Suspected Child Abuse	11
Confidentiality	12
Crisis Plan	12
Daily Schedule	12
Disciplinary Code for Student Conduct	13
Dress Code	14
Expectations and Responsibilities for Students	15
Field Trips	15
Fire and Safety Drills	16
Guidelines for the Education of Non-Catholics	16
Harassment Policies	16
HIV/AIDS Curriculum	17
House System in the Upper School	17
Illness	17
Immunizations	17
Liturgy	18
Lost and Found	18
Lunchroom	18
	3

Medications	18
Non-Custodial Parent	19
Parents as Partners	19
Release of Students (During the School Day)	20
Scholars Haven (Extended Day Program)	20
School Calendar	21
School Closure	21
School's Right to Amend	21
Security	21
Smoking	21
Telecommunications Policy	21
Usage Policy	21
Standards of Behavior	22
Telephone	23
Transportation	23
APPENDICES	24
Appendix A	25
Board of Trustees	25
Officers of the Parents' Association	25
Appendix B	26
Field Trip Chaperone Guidelines	26
Appendix C	27
Code of Conduct	27
Appendix D	31
Acceptable Use Policy	31
Appendix E	34
Student Electronic Device Agreement	34
Appendix F	36
G Suite for Education (Google Classroom)	36
Appendix G	37
Family Handbook Signature Page	37

ACADEMIC POLICIES AND PROCEDURES

Academic Expectations

The Academy of St. Joseph expects students to perform to the best of their ability. Teachers are expected to assess student progress on a regular basis, and communicate student progress to parents. Assessments will take a variety of forms, both formal and informal. Parents are expected to monitor this progress by checking their child's red folder and reading all teacher communications.

Awards

An awards assembly is held at the end of the school year to celebrate the various achievements of our students.

The following recognitions will be made at the end of the academic year:

- The overall **Most Improved Award** is given to one student in each division who has worked very hard and improved their academic progress throughout the year (Lower and Upper School).
- The **Cardinal Egan Award** is presented to one student in each division (Lower School and Upper School). These students are recognized for their example of Character, Competence and Compassion.
- The **Citizenship Award** is presented to students in each grade who consistently lives out the Academy's 4 R's of Respect, Responsibility, Reverence and Right Choices (all divisions). Students who receive an NI notation on their report card are not eligible for this award.
- The **Science Award** is presented to one student in the Upper School who shows great academic promise in Science.
- The **Spanish Achievement Award** is given to students who show great academic promise in the subject of Spanish.

An **Honors Achievement Award** is presented in the final trimester of the year to Upper School students who have achieved **Upper School Honors** in all three trimesters. Students who receive this award in the eighth grade will wear a blue and red cord at graduation. Upper School Honors will be recognized each trimester at morning assembly for the following level of academic achievement:

- **Principal Honors** recognizes students who have no grade lower than 95 and no NI notation.
- **First Honors** are presented to students with no grade lower than 90 and no NI notation.
- **Second Honors** are presented to students with no grade lower than 85 and no NI notation.

The following awards may be presented to eighth grade students at the end of the academic year:

- The **Good, Better, and Best Award** is given in memory of Gabriele DeCarolis, father of Ms. Coombs. The award is presented to one eighth grade student who has set a positive example by working hard throughout his or her years at the Academy to do their “better than best.”
- The **New York State Attorney General’s Triple “C” Award** recognizes the Courage Character, and Commitment of New York State’s outstanding students.
- The **New York State Comptroller Student Achievement Award** is presented to a student who has shown academic excellence and the potential for leadership through involvement in activities that improve the school and/or community.
- An eighth grade student that has completed 50 hours of service (school, church, community, or other) will be recognized at graduation, and wear a blue cord at graduation.

Books

Each child is responsible for keeping his/her books in good condition. If a book is lost or defaced, the school will bill the parents for the replacement cost.

Communication

As parents, you are your child’s first teachers, and you are our partners in education. 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 and to develop plans to assist students in areas of difficulty.

Two required Conference Days are scheduled on the school calendar.

A parent may request a meeting with a teacher at any time during the school year by sending a note to the teacher. The teacher will arrange for this meeting outside class time at a mutually convenient time.

Please check the school’s website for current school news, meeting information and celebrations of student accomplishments. If you wish to speak to a teacher, leave a message with the office, and the teacher will return your call within 24 hours.

If you need to speak with a teacher during the school day please call the office and leave a message, as teachers are not checking email during the school day. Teachers will respond to emails after dismissal as they are available. During the school week teachers will generally respond to emails within 24 hours. Teachers will not respond to emails on weekends. Please be thoughtful when sending emails to teachers.

The Lower School Division will send out a class communication each Friday, briefly reviewing the week prior and the coming week.

Upper School News is published weekly on Fridays on a Google site. The Upper School News has a homework document embedded on the front page. It is a “real time” time and is reviewed with students during House time from 3:15-3:30.

Grades and Grading

The primary reason for assessment is to gather information that will help to improve and to individualize instruction.

Students in Early Childhood and Lower School classes are assessed formally and informally on a variety of developmentally appropriate skills. The goal for each Lower School student is to progress throughout the year to meet each skill consistently by the end of the academic year. Students receive report card marks based on these skills using the following grading scale:

C = Consistently

U = Usually

P = Progressing

W= With Difficulty

* = See comment

NA = Not applicable at this time

Report Cards are distributed electronically three times a year via the email. Mid-trimester progress reports are distributed electronically via email, for those students that require them.

General Grading Guidelines in the Upper School require that trimester grades be based on a variety of formal and informal assessments. Trimester grades must be based on project based work, tests and quizzes, classwork and participation, and homework. Additional assessments may be employed at the teacher's discretion, with the approval of the administration. A syllabus outlining assessments and grading weights will be distributed and reviewed in each class at Parent Night in September.

These guidelines reflect the Academy's belief that a student's application of concepts taught, creativity in presentation, and engagement are the best representations of a student's understanding. **Trimester grades comprise assessments from each category outlined above, with a total of 12 assessments each trimester.**

Grades for Upper School students are posted regularly in PlusPortal. PlusPortal may be accessed at <https://www.plusportal.com/aosj>.

Upper School teachers will post grades and return work according to the following guidelines:

- Quizzes within 24 hours
- Tests within 48 hours
- Projects within 96 hours
- Essays within 120 hours

With rare exceptions, tests in the Upper School are not given on Mondays. In the event a teacher determines that it is necessary to test on a Monday, he or she will do so only with the approval of an administrator.

Homework

Homework is an essential part of the instructional program and reinforces learning. It 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.

No homework will be given on evenings that a school function is being held. In general, homework is not assigned on weekends.

Time approximations for homework (written and study) per night are as follows:

Grades Pre-K & K	15 minutes
Grades 1 & 2	20-25 minutes
Grades 3 & 4	30-45 minutes
Grades 5 & 6	60-90 minutes
Grades 7 & 8	up to 100-120 minutes

Students are required to complete all homework by its due date. On occasion, parents may be asked to sign completed homework. In order to help students to avoid falling behind, teachers may require that incomplete homework be finished during the school day.

Promotion / Retention Policy

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 program's objectives, the student progresses to the next grade.

Testing, diagnosis and actual performance, however, *sometimes* indicate that some students *would benefit from the repetition of the school year*. The teacher, administration and parents will confer together to make a decision that is in the child's best interest. If a student is at risk of not being promoted, parents will have advance notice and will be informed of plans for moving forward.

Testing

The Academy administers standardized tests, at various intervals. These tests are designed to help provide an objective measure of our curriculum and instruction, and to

help us individualize programs appropriately by taking a snapshot of each child's individual strengths and areas for growth. The following is a list of tests given annually:

Comprehensive Testing Program 5 (Upper School, Grades 3 and 4)

These assessments are provided by the Educational Records Bureau (ERB) to inform teaching and learning, as well as curriculum and staff development decisions.

NON-ACADEMIC POLICIES AND PROCEDURES

Accidents

In the event of an accident at school, the parent or guardian may obtain a student accident claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

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

The process for admission to the Academy of St. Joseph School is as follows: Parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified of the school's decision.

Announcements/Assembly

Announcements are made at morning assembly on Mondays. Courteous attention is expected during morning assembly and when any message is presented over the P.A. system. A television with running announcements can be found in the atrium. Weekly review of Ms. Coombs' notes and class newsletters is critical for staying current with school happenings.

Reverence is expected during all times of prayer.

Attendance

Excused Absence

A child is excused from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

When the child returns to school, a letter must be given to the teacher. The letter should include child's name, date of absence, class, reason for absence and the signature of a parent or guardian.

Lateness

A child should come to school even though he/she may be late. All lateness is recorded and marked on the child's report card. Parents will be contacted to develop a plan to correct chronic lateness. **A student is considered late if they arrive at school after 8:25 a.m. Students must sign in before proceeding to class.**

Students must go to their classroom to walk to the assembly hall with their class. They may not wait for their class in the assembly hall. If assembly has already started, students should join their class. Students may not be upstairs unsupervised.

Doctor or dental appointments should be scheduled for after school or when school is in recess. Family vacations are not to be planned for those days when school is in session. The Academy 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. The parent must sign in at the security desk and pick the student up at the office.

When a child is absent, parents must contact the school by 9:00 A.M. Parents must email attendance@aosj.us and give a reason for the absence. Please copy the student's teacher on all absence notifications.

Birthday Parties

A child's birthday is a special day. To ensure an appropriate celebration, the following policy has been established:

- The birthday child may wear regular clothes to school on the day of his/her birthday. If a child has a summer birthday, he/she may celebrate a half-birthday six months after/before the actual birthday.
- The child may bring a treat to share with each classmate. The day for the treat must be established with the teacher. Please inform the teacher as to what you are sending to ascertain that a member of the class isn't allergic to a particular food item.
- Invitations to parties may be distributed at school if all members of the class are invited.
- You may donate a new book for our school library to celebrate your child's birthday. A nameplate and year will be placed in the book.

Bullying

Bullying is deliberate, hurtful, behavior by which somebody intentionally intimidates or harasses another. Bullying can take many forms. Specific acts of bullying may include, but are not limited to name calling, teasing, hitting, pushing, kicking, pinching, taking of personal possessions, ignoring or leaving others out, gossiping, starting or spreading

rumors, and writing unkind notes or emails.

Harassment or abuse, regardless of form, does not support our motto of Character, Competence and Compassion, and will not be tolerated at the Academy of St. Joseph. The Academy of St. Joseph takes seriously the provision of a safe and happy environment for all students.

A student accused of bullying will go through the formal bullying investigation process set forth by the Academy. If it is found that a student is bullying another, appropriate consequences will be enforced as set forth in the school Code of Conduct (see Appendix).

Change of Address

The office must be informed immediately if there is a change of home address, telephone number, or email address for purposes of mailing and/or emergency.

Child Abuse Laws

Under New York State law, school officials are legally required to report 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 Head of School to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Mandated Reporting of Suspected Child Abuse

Recently enacted provisions of New York State Social Service Law (effective October 1, 2007) require that teachers and all other mandated reporters of child abuse (i.e., professional staff) directly notify the Statewide Register of Child Abuse and Maltreatment (SCR) of suspected child abuse. If you suspect a case of child abuse, please immediately notify the administrator who will assist you in making this call. If the administrator is not in the building and is not able to be reached, you should immediately make the call and inform the administrator as soon as possible. **The number for mandated reporters is: (800) 635-1522**

Please be advised that under the new provisions, it is not sufficient for a teacher (or professional staff member) to report a case of suspected abuse only to a school administrator. While all teachers are expected to notify the building administrator of suspected abuse, this notification will no longer "absolve the original mandated reporter of his or her responsibility to personally make a report to the SCR."

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust. However,

- If there is evidence or knowledge that could affect the health or safety of any person, the teacher has the responsibility to share the information with the Head of School or other administrator.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Child Abuse).

The rules that govern privileged information also apply to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. The sense of the sacred should always prevail.

Crisis Plan

Should a crisis require evacuation from the Academy of St. Joseph building, students will be brought to a safe place located at St. Joseph Parish, 371 Sixth Avenue, New York, NY 10014, and parents can meet them there. An alternative location will be determined in conjunction with the crisis and consultation with our local police department, Station #6 at 233 West 10th Street. An alert will be sent to all families through the IRIS alert system.

Daily Schedule

8:00 AM	School Opens
8:00-8:25 AM	Drop Off
8:25 AM	School Begins
8:30 AM	Assembly
11:00-11:30 AM	First Recess (PK-1)
11:35 AM-12:05PM	First Lunch (PK-1) and Second Recess (2-4)
12:15-12:45 PM	Second Lunch (2-4)
12:44-1:14 PM	Third Recess (5-8)
1:14-1:39 PM	Third Lunch
3:10 PM	First Dismissal (PK-1)

3:20 PM	Second Dismissal (2-4)
3:30 PM	Third Dismissal (Upper School)
3:30 – 6:00 PM	After School Programs/Scholars Haven
3:30 - 5:00 PM	After School Programs/Scholars Haven on Fridays

Students may not arrive on the school grounds prior to 8:00 a.m. From 8:00-8:25 a.m. students may be dropped off to their classrooms. Students must be at school by 8:25 a.m. or they are considered late.

Students will walk down to Assembly as a class. Assembly begins at 8:30 a.m. Students may not ride the elevator in the morning unless accompanied by an adult.

If their class is already at Assembly, students must go to the Assembly Hall and may not go upstairs. **Students may not be left unsupervised in their classroom. If students arrive after assembly is over they sign in at the security desk and be escorted to class. Parents are not permitted upstairs after 8:25 a.m.**

Parents must arrange pickup at the respective dismissal times unless students are participating in an after school program. **All Lower School Students will be dismissed from their classrooms. At dismissal, students must remain with their class until their teacher dismisses them to their parent or caregiver. Upper School students who self-dismiss may not do so prior to 3:30p.m.** Students who are not picked up promptly at dismissal will be taken to Scholars Haven.

To avoid interruption during the school day and to maintain security, any messages or forgotten items must be taken to the Security Desk and not to the classroom while school is in session. The school office will see to it that the child receives these items.

On Early Dismissal days designated on the school calendar, classes will be dismissed at 12:30 p.m. There will be no lunch served that day, but students will be given time to eat a snack. This is professional development time for the faculty.

Disciplinary Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are required to conduct themselves at all times according to Christian principles and to 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 learning for all students and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very positive, there are instances when a child breaks a rule and must suffer the consequences of his or her

actions. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. **The administration of the Academy does not engage in debates with parents about our rules and regulations, nor can teachers and administrators be supportive of parents who interfere with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in the Academy of St. Joseph, the parent agrees to support the rules and regulations that we deem as critical in the spiritual, academic and behavioral growth of the child.**

Teachers may discipline students directly for minor classroom disruptions, including not coming prepared to class; not being in the complete school uniform; not completing assigned homework; engaging in minor verbal disputes with other classmates; or other incidents that impede the teaching-learning process for the child and his or her classmates. Parents will be notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

It happens that some classroom discipline issues are referred to school administrators who handle such matters in a variety of ways, depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. The goal of discipline is to teach students to do the right thing because it is the right thing to do.

Dress Code

The school uniform is a symbol of school pride. Students are expected to wear the school uniform daily unless otherwise instructed. No name brand items are permitted with a school uniform. If a student is not in proper uniform, he or she will be advised as to how to wear the uniform properly, and parents will be informed of this infraction. If a student requires socks, ties/ascots, belts, etc., they will be provided and charged to the family FACTS account.

Uniforms are to be purchased from Lands' End School. Specific uniform guidelines are found on the Lands' End website. Our school preferred number is: **900121385**. To order school uniforms, visit the One Cause website: <http://www.onecause.com/>. Designate "Academy of St. Joseph" as the school you wish to support. Please verify the school address as 111 Washington Place, New York, NY 10014. We will receive 1.5% from Lands' End in addition to the rebate we receive from One Cause.

UNIFORM GUIDELINES FOR ALL STUDENTS

- For safety reasons, hoop earrings may not be worn.
- Belts must be placed through the belt loops and be visible.
- All shirts must be tucked in and the belt visible.
- Students must wear shoes that are solid black or navy.

- Only sweaters and vests that are provided by the uniform company are to be worn in the classroom.
- Uniforms must be clean and in good condition.
- All students PreK-3 –Fourth Grade are to wear their PE uniform to school on PE days. Students in Grades 5 – 8 will stay in their PE uniform after their PE class.
- Used uniforms will be sold at our Polos and Plaids sale hosted by the Parent Association throughout the school year.

Expectations and Responsibilities for Students

Students are expected to live out the 4 R's of the Academy of St. Joseph:

RESPECT

- *Walking silently in the hallways
- *Speaking politely to peers and adults
- *Raising your hand and waiting to be called on

RESPONSIBILITY

- *Taking good care of personal and school property
- *Coming to class with all your materials and homework ready
- *Keeping your work area tidy and pushing in your chair when you leave
- *Staying in your seat until the teacher has given you permission to leave it

REVERENCE

- *Praying or listening quietly during class and lunchroom prayer times
- *Listening attentively and participating during Mass
- *Participating in Morning Assembly and all assemblies with reverence and respect

RIGHT CHOICES

- *Keeping hands, feet, and objects to yourself
- *Following directions the first time they are given
- *Staying on task by actively participating in lessons and activities

Field Trips

Field trips serve an educational purpose and are an integral part of the school's instructional program. They broaden the students' educational experience.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary for each grade level.
- Field trips are permissible when advanced planning, location and the experience 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.
- Parents must attend a field trip information meeting early in the year in order to serve as trip chaperones.

Fire and Safety Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students may not talk during a fire drill and must remain outside the building until a signal is given to return inside. Teachers will direct the students.

Students will also participate in Lock Down drills. This drill is to practice quickly, quietly, and safely locking down the school in the event that an intruder should enter the building. A lockdown is announced over the loudspeaker, students enter the nearest classroom/room with lockable door, all doors are locked and lights switched off. Students sit silently away from the door until the all clear has been announced over the loudspeaker.

Guidelines for the Education of Non-Catholics

All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can 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. 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.

Harassment Policies

Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

The Academy of St. Joseph provides a safe environment for all. Verbal, internet, telephone, or written threats made against the physical or emotional well being of any individual are taken seriously. Members of the community making such threats, even in jest, face appropriate disciplinary action. Harassment of any type will not be tolerated. A school administrator will investigate all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension or expulsion, and where

appropriate, will be referred for counseling services and/or to the local authorities. If you believe that a member of the school community is engaging in harassing behavior, please notify a school administrator immediately.

HIV/AIDS Curriculum

The Academy of St. Joseph follows the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K – 12.

The Academy of St. Joseph does not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

House System in the Upper School

Welcome to the House System at AOSJ. We ask you to support the system and help your child play an active part in the House to which they belong.

The Academy is divided into "Houses" and students are assigned a House in engage in cross-grade activities throughout the year. This provides a focus of group loyalty and sense of belonging and family.

The Upper School at AOSJ will have four Houses (E, G, A and N) for Cardinal Egan, the founder of the school. Each House will elect a House Point Collector for the year.

House Points will be awarded for:

- Each day all students are in full uniform - 1 pt.
- Each day all students arrive by 8:25 a.m. - 1 pt

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school nurse and the classroom teacher in writing in September so that we are aware of the condition.

Immunizations

All students must have a complete physical examination and all required immunizations if entering school for the first time. All students between the ages of two months and

eighteen years must be in compliance with all immunization requirements mandated by law. Health form CH205 must be submitted to the school as proof of current immunization.

Liturgy

All students in Grades Pre-K to 8 attend Mass at 12:10 p.m. on the first Wednesday of each month. Respectful participation of every child is required at school liturgies. Parents are welcome to join us. Students will return to school following Mass.

Lost and Found

Please clearly label all clothing, books and other personal belongings. All found articles are placed in a bin located in the assembly hall. Please check the bin regularly. Articles not labeled will be given to the Parent Association for recycling at the Polos and Plaids sale.

Lunchroom

The Academy of St. Joseph provides a daily lunch through a contracted lunch provider. Parents may purchase lunch from the provider or send lunch from home. Parents also have the option to purchase a snack for after school from the provider. It is imperative that any food allergies that your child has been communicated to the school office.

Medications

If a student requires medication during the school day, **the medication is to be brought to the school office 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.** The form is available on the school website. The school nurse will oversee the distribution of all medication.

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 their 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.

Non-Custodial Parent

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Release of children:

Non-custodial parents may pick up a child only if previous arrangements have been made and the school notified.

Parents as Partners

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

No school can be wholly effective in teaching 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 collaborate with the Academy, 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.

As partners in the educational process at the Academy of St. Joseph, we ask parents to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports and report cards; supervising home study; and reinforcing school responsibilities.
- Explaining and reviewing periodically the school pledge with their child. Parents should discuss the significance of Respect, Responsibility, Reverence and Right choices in relation to daily decision-making and expectations of the students of our school.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- Seeing that the dress code, including gym uniform, is observed *per* uniform guidelines.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance policies and procedures.
- Making all tuition and fee payments on time and participating in fund-raising activities.

- Providing proper supervision at home and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics or on the Internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working collaboratively with the school to implement recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all School meetings and actively participating in school activities.
- Notifying the School office of any changes of address or phone number.
- Notifying the school through email at attendance@aosj.us, and signing in at the security desk when your child arrives at school after 8:25 a.m.
- Completing and returning to school any requested information promptly.
- Interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school.

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 irrevocably broken.

Release of Students (During the School Day)

The school has a sign-out system (Envoy) at the security desk.

Occasions for the release of students during the school day:

- In the event of a student illness at school, the parent or an adult designated by the parent must come to the school and take the child. 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 slip. Emergency slips are completed in September and must be updated as necessary.
- When a student is released to a parent or guardian, that adult must sign him or her out.
- For a pre-arranged appointment when the student is released, the parent, guardian or approved adult must sign the student out using the Envoy system.

Scholars Haven (Extended Day Program)

Scholars Haven will be open from 3:30 p.m. - 6:00 p.m. in the cafeteria Monday-Thursday and from 3:30 p.m. - 5:00 p.m. on Friday.

The price of Scholars Haven will be \$14/hour for 2019-2020. If a child is checked in to Scholars Haven, no matter how long they stay the FACTS account will be charged to the next 30 minutes after the pick-up time.

There will be an additional charge of \$25/quarter of an hour for any child not picked up by 6:00 p.m. Monday-Thursday or 5:00 p.m. on Friday.

School Calendar

The school calendar is posted on the school website. Calendar updates citing important school activities will be posted via the school website.

School Closure

Parents will receive a school closing alert through the IRIS alert system. Parents are also to check their email. There will be no announcement of school re-openings. It will be assumed that school will reopen the day following the closure. If this is not the case, information will be communicated as explained above.

School's Right to Amend

The Academy of St. Joseph reserves the right to amend this Handbook at any time. Notice of amendments will be sent as necessary.

Security

The Academy of St. Joseph strongly enforces its policy of requiring all visitors, including parents, to check in at the Security Desk. The school is staffed with a security person and cameras throughout the school and at the entrance. After visitors sign in security personnel will direct them to the proper location.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Academy of St. Joseph building and on the sidewalk directly in front of the building. This prohibition applies to faculty, staff, parents and all visitors to the school.

Telecommunications Policy

Usage Policy

The use of the school's computers, other hardware, software, networking resources and access to the Internet ("School Telecommunications Resources") 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 School Telecommunications Resources by students 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, and otherwise in accordance with the Standards of Behavior below.
2. Vandalism, harassment, bullying and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. Illegal activities are strictly forbidden. *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: restricted transmission of copyrighted material, threatening or obscene material, or material protected by trade secret.
4. Use of School Telecommunication Resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Use of School Telecommunications Resources and of personal telecommunications equipment and services (including, but not limited to, home computers, cell phones, camera-phones, cameras, personal digital assistants, tablets, portable video game devices, email, text messages, chat lines, bulletin boards, etc.) outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in this Telecommunications Policy and the **“Summary Statement”**, **“Harassment Policies”** and **“Bullying”** sections in the student handbook.
6. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages related to or in support of illegal activities may be reported to the authorities.
7. The school and its administrators will deem what is inappropriate use in their sole discretion and may deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described in this Telecommunications Policy will be dealt with seriously. The school reserves the right to seek financial restitution for any damage caused by a student or other user.

Standards of Behavior

Students must abide by the generally accepted rules of etiquette. These include but are not limited to the following:

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Proofread your message before you send it.
- Do not reveal your home address or phone number, or that of other students or staff.

- Do not reveal personal passwords or try to learn others' passwords. Do not copy, change, read or use files from another user 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.
- Never agree to get together with someone you "meet" on-line.
- 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.
- No software may 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.
- Software applications or games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- 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.

Telephone

Unless a teacher requests a student to call home for a specific reason, students are not permitted to use the telephone. The telephone is restricted to emergency use only.

If it is necessary for a student to have an electronic device at school, it must be turned in to the designated faculty member and collected at the end of the day.

Transportation

Free Metrocards are available for children who qualify by geographic distance from the school and age. They are distributed twice a year from the school office. Depending on geographic location, the metrocard will either be for the bus or subway. Should your child lose his/her Metrocard, please contact the school office in order that the card may be deactivated and a replacement card issued. A lost Metrocard may be replaced only twice within a term.

APPENDICES

- A. Board of Trustees/Parent Association Members**
- B. Field Trip Chaperone Guidelines**
- C. Code of Conduct (Upper School)**
- D. Acceptable Use Policy**
- E. Student Electronic Device Agreement**
- F. G Suite for Education (Fourth Grade and Upper School)**
- G. Signature Page**

Appendix A
Board of Trustees

Chairperson	Dr. Eugenie Birch
Board Members	Mr. RJ David
	Mr. William Derrough
	Dr. Catherine Hickey
	Ms. Marie Hickey
	Ms. Judy McCool
	Mr. Kristofer Rodgers
	Mr. Neil St. Clair
	Mr. Lawrence Tallamy

Officers of the Parents' Association

President	Ms. Amanda Shamis
Vice President	Mr. David Hansen
Secretary	Ms. Jenny Guerrero
Treasurer	

Appendix B

Field Trip Chaperone Guidelines

Dear Chaperone,

Thank you for volunteering as a chaperone! We trust this overview of school field trip procedures, guidelines, and contact information; will serve to ensure a safe and successful field trip experience for all. Please review this information prior to our field trip. Your time and assistance is most appreciated by the Academy faculty and administration.

Procedures for Students

1. Stay with your partner at all times
2. Stay with the group you have been assigned to
3. Listen to your chaperone
4. Always walk, don't run
5. Always move to the side to let others by
6. Holds hands while walking, especially when crossing the street
7. There is to be no talking at all while crossing the street
8. Wait for instructions from the adult in charge when using the subway

Chaperone Guidelines

1. Keep the children in your group in your sight at all times and take a head count after transitions.
2. Be sure to model the trip procedures that we are expecting the children to follow as outlined above.
3. The children will have trip sheets to guide their observations all classes except optional for PreK. Support the children in their work as needed, but encourage them to complete as much as possible on their own.
4. Refrain from taking photos unless you are the designated trip photographer. In this way we ensure that the children in your group are always in your sight and have the benefit of your support as they make their observations.
5. In the interest of fairness, do not bring along or purchase along the way any special food, drinks, or gifts for your child.
6. In case of emergency contact the school office or Ms. Coombs' cell.
7. No younger siblings are permitted on field trips to ensure that you are free to carry out your responsibilities as a chaperone.
8. The teacher in charge will have a first aid kit available.
9. Thank you for being with us.

Contact Info

Academy of St. Joseph: 212-242-7802

Ms. Coombs' cell: 863-258-1121

Appendix C

Code of Conduct

The Code of Conduct, in conjunction with Respect, Responsibility, Reverence and Right Choices, here referred to as the Four Rs, is the basis for all discipline in the Upper School. The community has the right to a safe, welcoming and respectful environment where learning can take place. Disruptive behavior disturbs the learning environment and is not acceptable.

The Four Rs

RESPECT

- *Speaking only when no one else is and not interrupting
- *Speaking politely to peers and adults
- *Responding with “OK” when spoken to regarding correcting a disrupting behavior
- *Raising your hand and waiting to be called on
- *Walking silently in the hallways floors 1-4 and quietly on the 5th floor

RESPONSIBILITY

- *Taking good care of personal and school property
- *Being in full uniform and wearing it neatly
- *Coming to class with all your materials and homework ready
- *Staying in your seat until the teacher has given you permission to leave

REVERENCE

- *Praying or listening quietly during class and lunchroom prayer times
- *Listening attentively and participating during Mass
- *Participating in Morning Assembly and all assemblies with reverence and respect

RIGHT CHOICES

- *Keeping hands, feet, and objects to yourself
- *Following directions
- *Staying on task by actively participating in lessons and activities

We are aware of the social/emotional development of middle school students and understand that it is a learning process. Using techniques from Effective Classroom Management and Responsive Classrooms *The Power of Words*, we have implemented the following procedures:

Responsibilities

Students are expected to:

- Know and exercise positive behavior and good manners.
- Accept responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Show respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures instituted by the Academy of St. Joseph.

Parents/guardians are expected to:

- Model positive behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Discuss and model compliance with the code of conduct.
- Provide emotional, social and academic support in the student's school life.
- Adhere to all policies and procedures instituted by the Academy of St. Joseph.

School faculty/staff is expected to:

- Model positive behavior and good manners.
- Exercise respect and civility in interactions with staff, students, and members of the community.
- Maintain a positive learning environment.
- Explain and discuss acceptable and unacceptable behaviors with students and parents/guardians.
- Foster an emphasis on positive behaviors to create an atmosphere of mutual respect and the appreciation of differences among staff, students, parents and the school community.
- Inform and discuss the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.

Student Conduct Guidelines

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

Be on time to every class and attend every class every day.

Complete all homework, projects and other assignments on time.

Attain and maintain satisfactory academic achievement consistent with the student's ability.

Assume personal responsibility and continuously act with respect. Harassment, intimidation and bullying in all its forms, will not be tolerated.

Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible.

Abide by school rules, policies, and procedures, which have been developed to assure the safety and accountability of all those in the school community.

Communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech.

Accept discipline with dignity and resolve to improve one's performance and conduct.

Comply with school policy governing appropriate school uniform, including but not limited to shoes, socks, pants, tie, skirt, blazer, shirt and gym uniform.

Comply with school policy regarding the proper use of electronic devices, whether school property or student property.

Understand and comply with school requirements in relation to appropriate street and subway behavior and appropriate conduct at any and all extra curricular or school-sponsored activities (i.e. Chelsea Piers and field trips).

Respect and maintain all school property (including computers and iPads) and keep them damage free.

Athletic Code

All students at the Academy of St. Joseph are encouraged to participate in the athletics program, provided they are eligible under the rules of NYSAIS. Athletics are a privilege, not a right. Academics come first. If a student cannot do both, academics take priority.

No student shall take part in any practice or game unless the athletic department has an updated physical and all other necessary clearance forms.

Any conduct infractions or misconduct by a student-athlete, determined by the school administration to be detrimental to the school, will result in possible suspension or dismissal from the team.

No student-athlete may quit one sport and/or try out for another after the season has begun without consent of the Athletic Department and Head of School.

Poor academic progress will jeopardize a student's ability to play on a team.

If an athlete is absent from school, or arrives extremely late, he/she will not be eligible to practice or play in a game or attend as a spectator that same day without the permission of the Head of School or other administrator.

Athletes are responsible for maintenance and upkeep of the uniforms and equipment supplied to them by the school. All equipment must be returned by the end of the season.

Appendix D

Acceptable Use Policy

The network and technology resources (computers, iPads, smart boards, etc.) at the Academy of St. Joseph are for educational and professional use of students, faculty, and staff.

The use of the network and technology at the Academy of St. Joseph is a privilege, not a right. All school rules and standards that apply to students, faculty, and staff on a day-to-day basis when interacting in person, also apply to online interactions.

The Academy of St. Joseph reserves the right to monitor the school's network, including all files and email, as needed, and in any situation that may affect the safety and well-being of members of the community. There is no expectation of privacy when using the Academy of St. Joseph's network and technology resources.

Technology resources are considered part of the school's physical environment. Therefore, when using the school's technology resources, the same responsibilities and expectations come with that use, like any other school property or equipment. It is the responsibility of all students to treat technology resources, including software and fellow users, with good character and compassion. If a student has an issue when using a technology resource, they are to locate the nearest responsible adult to help them.

In order to have the privilege of using the Academy of St. Joseph's network and technology resources, the following rules and guidelines must be followed at all times. Students who do not follow these rules and guidelines may have their privileges suspended or revoked. In addition, students who violate these rules and guidelines may also be referred to the Head of School for further disciplinary action.

Students and parents/guardians must review this Acceptable Use Policy together. After reviewing the Acceptable Use Policy signing and returning the attached form acknowledges understanding and support of the parents/guardians and students of the Acceptable Use Policy, in exchange for access and use of the Academy of St. Joseph's network and technology.

Rules and Guidelines

Personal Electronic Devices (including but not limited to cell phones, laptops, tablets, e-readers, etc.)

- Students may not use any personal electronic devices inside the school building. Any personal electronic devices must be turned into an administrator during the school day. The following are the only exceptions: When needed after school for the purpose of communication with parents/guardians/caregivers to coordinate pickup.
- During a specific class or school project/activity, permission may be given by the teacher.
- Personal laptops may not be used at school for any reason without permission from a teacher.
- Any use of personal electronic devices must follow this Acceptable Use Policy and all other school policies.

School Issued Electronic Devices (including but not limited to laptops and iPads)

- All school-issued devices are the property of the Academy of St. Joseph.
- Settings and passwords may not be changed. Backgrounds and screensavers may not be changed.
- Additional guidelines can be found in the Electronic Device Agreement.

Use of the School Network

The network at the Academy of St. Joseph is for teaching and learning. Use of technology during the school day is only for this purpose and must in no way interfere with this purpose, compromise the security of the network, or damage the community.

Students are not allowed to access the following when on the school network, whether on a school device or personal device:

- Using iMessage, gchat, Google hangout, WhatsApp, ooVoo, or any other personal messaging/chat service
- Using social media such as Instagram, Facebook, Tumblr, Twitter, or Snapchat
- Storing non-academic materials in school folders (i.e. personal photos, files)
- Changing the settings or configuration of school computers
- Downloading or bringing illegal software to school
- Sending chain letters, mass emails or junk mail
- Participating in illegal chat rooms
- Gaming or using the Internet for financial gain
- Downloading, copying, or sharing music, video or other copyrighted materials without permission from the appropriate party
- The use of software that has not been provided by the school

General Guidelines for Technology Use

It is critical for students to remember that just as their face-to-face interactions reflect on their family and school, so do their online interactions. If students know of a violation of the Acceptable Use Policy it is their responsibility to report this to a member of the faculty or staff.

Each student is responsible for:

- The content of their account, including but not limited to all material received, stored or sent under their account. This includes email. Students are responsible for their words.
- Maintaining the confidentiality of all passwords.
- Using their Academy of St. Joseph email account for school use and activities only.
- Using appropriate language at all times, and communicating in a respectful and appropriate manner.
- Keeping all material sent and received free of
 - Pornography and profanity
 - Discriminatory, biased or inappropriate language that violates the school's mission, expectations, and values
 - Derogatory, harassing, hurtful, threatening or intimidating language
- Avoiding plagiarism by citing all copyrighted and published material. If a student is unsure how to cite it is their responsibility to speak with a teacher.
- Accessing only their user account. Accessing the account of another is a form of theft.
- Maintaining the safety and security of all personal and school owned devices in their possession.
- Acting in accordance with city, state, and federal laws at all times.

If a student should receive an email or any other communication that violates any of these

guidelines they should notify an administrator immediately.

School Rights

The network and technology resources are the property of the school. The school may access them at any time and without reason or notice. Those who use the school's network and technology resources should understand this. The school has the right to suspend or ban student use of the school network or technology resources at any time.

Academy of St. Joseph reserves the right to access, review, and collect user accounts and files without any limitations:

- As required by law
- For system maintenance
- When there is suspicion an account is being improperly or illegally used
- When requested by the account holder

Limitation of Liability and Parent/Guardian

It is important that Parents/Guardians understand that questionable content exists on the Internet. While the Academy of St. Joseph has a server filter, it is limited in its ability to filter and control what a student may search, find, or create when using the network or technology resources. It is critical that Parents/Guardians have continued conversations with their children about the Acceptable Use Policy, as well as set their own guidelines and limits for the use of technology. The school will also endeavor to maintain a secure and functioning network, but cannot guarantee against the loss of network or a security breach.

Consequences of Violating the Policy

If the Acceptable Use Policy or policies regarding the network and technology resources are violated the student may lose or have their privileges suspended.

The school may hold students and their Parents/Guardians financially accountable for the damage that occurs from a student's violation of this policy and/or school guidelines.

The school maintains sole discretion regarding whether and how to administer consequences related to violations of the Policy except when required to notify legal authorities.

Appendix E

Student Electronic Device Agreement

As a student, I understand that all electronic devices provided to me are the property of the Academy of St. Joseph and I agree to follow the below guidelines:

1. Education
 - a. Devices are for learning only. I will only use them for educational purposes.
 - b. I will not load personal apps, software, or content onto a device unless a teacher has given me permission.
 - c. I will use my school email account for all academic communication. I will not open my personal accounts on school devices. If there is any reason I need to open a personal account I will speak with my teacher.
 - d. I will use my school email account for classwork, homework, or any other type of schoolwork, and school-related activities only.
2. Respect
 - a. I will respect others by not visiting inappropriate websites.
 - b. I will not engage in cyberbullying. I will not use devices to bully, harass, intimidate, or stalk others.
 - c. I will not upload or publish other people's personal information.
 - d. I will not access any other student's account, even if I know their password. This is a form of theft. If I somehow learn another student's password I will tell them so they can change it.
3. Safety
 - a. I will not share my password with other students.
 - b. I will not publish my personal information anywhere online.
 - c. I will report inappropriate behavior immediately to a responsible adult.
 - d. I understand that I do not have any expectation of privacy. The school may confiscate my device and inspect it at any time. They may look at my browsing history and school email account if they are concerned for my safety of the safety of others, or for any reason.
4. Responsibility
 - a. I am responsible for the device assigned to me and if it is lost, stolen or damaged I am responsible for this.
 - b. I will notify the school immediately if my device is lost, stolen, or damaged.
 - c. I will never leave my device unattended, always putting it back in the charging station when I am not using it. If I cannot put it back in the charging station I will ask a teacher to lock it in their classroom closet and they return to get it and put it in

the charging station when I have time.

- d. I will only use my assigned device. If I do not have access to my device I will not try and use another device.
- e. At the end of every day, I will make sure my assigned device is back in the charging station in the assigned slot, plugged in and charging. If it is not, I may lose the privilege of having my assigned device.
- f. I will keep food and beverages away from my device.
- g. I will not change the settings or configuration of my assigned device. I will not change the background or screensaver. I will not move the dock, delete applications, or change the setup of the computer. I will not change any passwords. I will not download anything on to my assigned device.
- h. I will not place any decorations, stickers, or make any marks on my assigned device.

Appendix F

G Suite for Education (Google Classroom)

Dear Parents/Guardians,

Below you will find an overview of some of the uses of G Suite for Education. Your support will be an imperative part of the successful use of this exciting and useful program, for students in fourth to eighth grade.

Google hosts the tools listed through the Academy of St. Joseph's community email, within G Suite for Education.

Mail: Students will receive an individual school email account that will be managed by the Academy of St. Joseph. This account can only communicate within the Academy of St. Joseph community domain (aosj.us) and will be used for logging into G Suite for Education.

Calendar: Students will have an individual calendar to organize schedules, activities, and assignments.

Drive (Docs/Slides/Sheets): Students will have access to word processing, spreadsheet, drawing and presentation tools that are very similar to Microsoft Office. Through Docs students will be able to access work done at school from home and visa versa. Teachers can make edits and give feedback (through comments and suggestions) to students through this function.

Google Classroom: Teachers can assign work, share files, and pose questions to their classes. Students can submit assignments through this function.

Through the use of these tools, students will be able to create, edit and share files for schoolwork. Through the sharing function, students will be able to collaborate with their classmates and teachers. Students will also be able to communicate via email with their classmates and teachers, but only to other school-based email addresses.

Please make sure to review the updated Acceptable Use Policy and Student Electronic Device Agreement. Guidelines found in these documents apply to the use of school email and G Suite for Education.

G Suite for Education is used in compliance with the Family Educational Rights and Privacy Act (FERPA) as well as the Children's Online Privacy Protection Act of 1998 (COPPA). For further information regarding the safety and privacy of G Suite for Education please visit this site: <https://edu.google.com/trust/>

Appendix G

Family Handbook Signature Page 2019-2020

We have received a copy of the Family Handbook, have read it thoroughly, understand, and will support and abide by the policies laid out in the document, including but not limited to:

- **Telecommunications Policy Agreement**
- **Acceptable Use Policy Agreement**
- **Student Electronic Device Agreement**
- **G Suite for Education (Fourth to Eighth Grade Students Only)**
- **Code of Conduct**

We understand that violating any of these policies may result in loss of privileges and/or disciplinary action up to and including expulsion.

_____ **I give permission for my child to be assigned a student electronic device for use at school, which will include access to the internet.** In addition, on behalf of my child, and myself release and hold the Academy of St. Joseph harmless for liability should my child encounter material that that he, she, the school, or I find objectionable on the internet.

_____ **I give permission for my child to be assigned a full Academy of St. Joseph G Suite for Education account.** This means my child will receive an email account (for school use only), access to Google Drive, Calendar, and Google Classroom. Under FERPA and other corresponding laws, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in G Suite for Education may be accessible to someone other than my student and the Academy of St. Joseph by virtue of this online environment. I understand that by participating in G Suite for Education, information about my child will be stored electronically. I have read Google's policies regarding G Suite for Education found at <https://edu.google.com/trust/>. I understand that I may ask for my child's account to be removed at any time. I understand that G Suite for Education is only for school use

Student Name and Grade (please print)

Student Signature and Date (Upper School Only)

Parent/Guardian Name (please print)

Parent/Guardian Signature and Date

**Please initial to give permission, sign, and return to the school by
Friday, September 13, 2019.**