



**2018-2019**  
**Family-Student**  
**Handbook**

Dear Families,

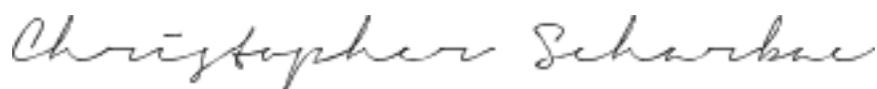
Welcome to **St. Francis de Sales Catholic Academy** and the 2018-2019 school year! At **Saint Francis** we seek to nurture the intellectual, social-emotional, physical and spiritual growth of our students, as we engage their hearts and minds in a love of learning. Through a student-centered approach to teaching and learning, the **academy** strives to create independent, creative thinkers with the tools to excel in their future endeavors.

This handbook serves as an introduction and a guide to our **academy** goals, policies and procedures. It is our hope that this Family Handbook is helpful to you. We encourage you to put it in a conspicuous, convenient place at home, where it could be easily referenced. The **academy** will keep you updated on events and activities through the monthly newsletters and calendars, website postings and email updates. Your familiarity with this handbook greatly improves communication between the **academy** and your family. Outstanding communication is a goal of every school because it maximizes the educational benefits for its students. When the school and the family work together as partners, children are empowered to reach their highest potential and take responsibility for their learning and behavior.

We are all partners in this effort; success comes from working together. We thank you in advance for your cooperation and efforts in working with us to make your child's experience at **St. Francis** a truly special one.

Here's to a terrific school year.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Christopher Scharbach".

Christopher Scharbach  
Principal

# **St. Francis de Sales Catholic Academy - Belle Harbor, New York**

## **School Address**

219 Beach 129th St  
Belle Harbor, NY 11694

## **Telephone Numbers**

School Office: 718-634-2775  
School Fax: 718-634-6673  
Web site: [www.stfrancisacademybh.org](http://www.stfrancisacademybh.org)

## **Family - Student Handbook**

### **Mission Statement**

The St. Francis de Sales Catholic Academy family is committed to academic excellence, Christian service to others, and providing a Christ-centered, safe, and engaging environment where students can grow spiritually and academically towards a faith-filled future.

### **Admission Policy**

Students registering for Grades N to 8 will be accepted only if their previous academic and conduct records are satisfactory. All admissions are subject to the principal's approval.

**All new students are accepted on a probationary basis.**

### **Time Schedule**

Nursery

Monday, Wednesday, and Friday

1 <sup>st</sup> session	8:00 A.M. - 10:50 A.M.
2 <sup>nd</sup> session	11:30 A.M. – 2:20 P.M.

Pre-Kindergarten

Morning arrival between 7:40 and 7:55 A.M in Small Hall

7:55 A.M. – 2:20 P.M.

Half-day dismissal time for Pre-Kindergarten students will be 11:50 A.M.

Grades Kindergarten to Eight

Morning arrival between 7:30 A.M. and 7:55 A.M. in the school Gym

Morning bell 7:55 A.M.

Dismissal 2:30pm

Half-day dismissal time for Kindergarten to Eight students will be 12:00 P.M.

Please refer to the school's arrival and dismissal procedures that are distributed at the beginning of the year.

## **Attendance**

There is a high correlation between academic success and school attendance.

Prompt, regular attendance has a marked influence on student achievement. Families are encouraged to schedule vacation days in accordance with the school calendar. All students are expected to be on time for school each day.

### **When a child is absent:**

It is the responsibility of the child to make up assignments, projects and tests missed during any absence. Homework and class materials will be ready for pick up between 2:30pm and 3:00pm or arrangements can be made with a classmate to get the work and books. In case of an extended absence due to serious illness, families should arrange to meet with the teacher to discuss long-term planning.

- All work must be completed upon the student's return.
- A parent/guardian must call the school or email the main office between 8:00am and 9:00am to report the absence. Families can also use the school website to report an absence using the Goggle Form under "Report an absence"
- New York State Education law requires a **written** note to be submitted to the school via the homeroom teacher upon return. Please use the school form distributed at the beginning of the school year to record the dates and reason for the absence. Please note that an unexcused absence will be recorded as illegal on school records.
- For **three** or more consecutive days, a doctor's note is required.

If a child becomes ill in school, the parent or emergency contact person will be notified and asked to pick up the child.

If it is necessary for a child to leave school early, a written request or email must be sent to the teacher. A parent or another approved adult must meet the child in the office and sign the child out.

**Arriving late** is a negative way to start the day for the child and a disruption to the teacher and other students in the class. Students in grades 5-8 who arrive late three times will be given detention.

Since we have three recess periods during the school year (Christmas, Winter Recess

and Easter Recess), all families are encouraged to arrange trips during that time. If it becomes necessary for a family to take a trip at other times, the family must send a note to the principal and class teacher and make arrangements for another student to get all assignments.

## **Vacations**

Families are encouraged to schedule vacation days in accordance with the school calendar. This includes leaving early on a school day. Please note that vacations are illegal absences. It is the responsibility of the child to make up assignments, projects and tests missed during any absence due to a vacation.

## **Emergency School Closings**

If it is necessary to close school because of inclement weather conditions, the schools in the Diocese of Brooklyn will always close when the New York City Public Schools are closed. This will be announced on the **school's** website, ([http:// www.stfrancisacademybh.org/](http://www.stfrancisacademybh.org/)), as well as email/text. **Please do not telephone St. Francis's Rectory.** If the NYC Public Schools close due to weather, **St. Francis** will automatically close.

Should it be necessary for us to evacuate the school, arrangements have been made for us to go to any of these three locations. Circumstances prompting the evacuation would determine which site we go to.

- St. Francis de Sales Church
- PS 114Q at Beach 135 Street and Cronston Avenue
- St. Camillus School on Beach 99 Street

If an emergency occurs and we are not evacuating the building, families may pick up their children at the school. Procedures have been developed for rapid pickup. Please enter the main door of the school for sign-out and you will be directed to the classrooms. If someone other than a parent or a person listed on school files as an emergency contact is coming for your child, he/she **MUST** have a written note from you authorizing the pickup. We cannot accept phone authorization for this. Please make these arrangements before signing the last page of this handbook.

## **Communication**

St. Francis de Sales Catholic Academy strives to promote respectful, well-mannered and Christian-like relationships between students, students and teachers, faculty members, teachers and administration, and of course with parents, parishioners and community members as well. We ask that the etiquette you receive is reciprocated when communicating with teachers, our office staff, our neighbors on Beach 129th Street, and each other. This etiquette should be in place during in-person communication as well as phone, email, notes to teacher, Class Dojo, etc. Please be mindful to include a respectful tone and we will be sure to reciprocate the same through everything we do.

Research shows that family involvement and open lines of communication promote student success. Positive interaction between teacher and parent strengthens the feeling of support all children need for success in school. Our goal at **St. Francis** is to foster and promote an atmosphere of open communication regarding your child's progress and behavior in both home and school. To accomplish this goal we will once again implement the following strategies:

**In the Nursery, Pre-K, and Kindergarten classes, all classes will have a Classroom Dojo to build a communication bridge between the classroom and the home. ClassDojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use ClassDojo to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes. Your child's teacher will discuss the purpose more specifically during the orientation sessions.**

**In all classes, Nursery through grade 8, letters/email blasts will be sent on a regular basis, informing families of what their child is doing in school, topics being studied, projects being worked on, upcoming events, and opportunities for family involvement and reinforcement of school activities and learning at home. Our class webpages in Grades N-4 are a great resource to find homework, assignments, test dates, special events and more. In Grades 5-8, all assignments, test dates, project dates, etc. can be found on your child's class Google Calendar. Both class pages and class Google Calendars can be found on our school website.**

It is our hope that by creating additional ways to open lines of communication between the **Academy** and home, families will find out a little more of what is happening in school and therefore, have additional opportunities to be part of their child's learning experience. I am confident that by working together we will be able to best meet the needs of the students at **St. Francis**.

Families are encouraged to communicate with the child's teacher. If it is necessary to arrange an appointment, please either send a note or an email to the teacher requesting an appointment and a time convenient and a time will be arranged. Teachers should not be approached for a conference at the beginning of the day, during classes or at dismissal. **Families are asked not to call teachers at home.** Before approaching the principal on matters that happened in a classroom, families are encouraged to make arrangements to speak to the teacher first.

Every effort is made to keep families well informed of both school events and the child's progress. The school will distribute the necessary communications but it is the child's responsibility to deliver them to the parent. The following means of communication are used

- The school website, App and Facebook

- Letters sent home with the child
- Home-School meetings
- Assessments (Tests, quizzes, projects, etc.)
- Progress Reports
- Report cards
- Parent-Teacher interviews
- Email blasts

## **Email and Communication Etiquette Tips for Parents and Teachers**

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These guidelines can help parents use e-mail in ways that will be most beneficial to the student.

- Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly.
- Do not send multiple e-mails on the same topic. Generally, teachers will try to get back to you as quickly as they can. Remember, they have many students and are concerned about all of them.
- Never say anything by e-mail that you wouldn't want published.
- The rules for civility in e-mail are the same as in face-to-face meetings. Convey a positive tone in your e-mails which can set the stage for a cordial working relationship with teachers and other school personnel.

### **Email Correspondences/Blasts**

It is extremely important that the school office is aware of each family's email address. Throughout the school year, "blasts" are sent out on a weekly basis. This may include, but is not limited to, emergency information.

### **Calls to the School**

Calls cannot be taken for children except in a real emergency. If family plans change, it is a parent/guardian's responsibility to make arrangements that do not involve the school office. Children are not permitted to make phone calls from the school office, except in a real emergency.

### **Family Information**

It is very important that the school has the most current information on each child's record

card. If a family has a change of address, home phone number, mother and father's work phone number, cell phone number, email address or emergency contact numbers, the school must be notified in writing as soon as the change occurs.

### **Emergency Information**

Emergency contact sheets are sent home at the start of the school year. It is essential that the sheets be filled out and returned promptly. All emergency sheets must have correct addresses, work phone numbers, and accurate information listed on them. Any changes that occur in this information over the course of the school year must be reported to the administrative staff immediately. **Inaccurate information impacts your child's safety and security.** Lastly, only adults listed on the emergency contact sheet are authorized to take a child from school. A note from the parent/guardian may be accepted if someone other than those listed on the emergency form has to pick the child up, as addressed under **Dismissal Procedures.**

### **Early Dismissal**

If a student must leave school **before** dismissal he/she must bring a note from a parent and give it to their homeroom teacher upon entry. Included in this request should be the student's name and class/grade, the reason for the early dismissal, the name of the person who will pick up the student, and the time requesting to leave. The person who comes for the student needs to meet the student in the school office. Students who are sent home sick by the school nurse must be signed out in a similar fashion.

### **Custody**

Divorced or separated families must file a court-certified copy of the custody section of the divorce or separation decree with the principal.

### **Health and Safety**

**St. Francis de Sales Catholic Academy** has a full time nurse assigned to the school every day who is available to students as needed. Minor injuries are cared for at the school. For more severe illnesses or injuries, the nurse will notify families to have the child taken to the doctor. In emergency cases the school will be required to call for an ambulance.

Families/guardians will always be notified of a serious problem. **St. Francis de Sales** follows NYC Department of Health policies and protocols for all health related issues.

**St. Francis's** school nurse can be contacted at 718-474-4276. If no answer, call the school number: 718-634-2775

### **Prescription and Over the Counter Medications**

If your child requires prescription medication during the school day, a written note from the doctor is to be provided to the nurse, along with the medication in its original container with the child's name and the name of the medication on the bottle. A 504 medical form must be completed by the child's doctor, and signed by the child's family. Forms are available in the Nurse's office.

A child who feels ill in the middle of the school day will be given a pass and escorted to the nurse's office. If it is determined that the child needs to leave school for the day, a parent/guardian will be contacted to take the child home.

Teachers are not allowed to administer medication to students, even with a doctor's note. All requests must be referred to the school nurse.

### **Administration of Epinephrine**

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

1. To notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
2. To supply the school with the epinephrine device in its original packaging as received from the pharmacist
3. To replace the epinephrine device when it expires, discolors or has been used.  
When the student is away from the school building, the parent or another adult who has been trained in administering epinephrine must accompany that student.

**St. Francis de Sales Catholic Academy has been and will continue to be a peanut-free environment because of the increasing number of students with severe allergies. This means that every child is asked to bring snacks and lunches free of any peanuts or nuts.**

### **Keeping Sick Children Home**

- Any child with a fever of 100 degrees or higher, and/or two or more flu-like symptoms must be kept home for 24 hours after a normal temperature has returned.
- If a child has a fever in the morning before school, he/she should not be given Tylenol, or any other medication and sent to school.
- Any child with vomiting or diarrhea should be kept home for 24 hours after the last symptom.
- Pink eye is contagious—a child must have a doctor's note to return to school.

By keeping your child home, you are not only helping him/her to get well faster, you are also preventing the illness from spreading to other members of the Academy community. Let the Academy know as soon as possible that your child is ill. When your child returns to school, please give him/her a note for the teacher explaining the absence.

### **Injuries**

A doctor's note is required for any child who comes to school wearing a splint, cast or other appliance. A medical note is also required for any restrictions on physical activities. This includes restrictions and limits for gym, movement and outdoor recess.

### **Head Lice**

Head lice do not pose a health hazard, transmit disease, or indicate poor hygiene, but they are a disturbing nuisance. Our goal at Saint Francis is to prevent lice from spreading... Keeping

lice out of school requires a collaborative effort between home and school. Children found with lice (live bugs) or eggs will be sent home and can return to school when they are lice free.

### **Volunteers**

**St. Francis** has been greatly assisted by many wonderful and generous volunteers. **St. Francis** needs and appreciates this service. If you could volunteer your time and talent please do so when the call for volunteers support is made.

All volunteers (anyone in contact with children, **including school trip chaperones**) must attend a Virtus training session, sign a Code of Conduct form, and participate in a background screening. This protocol is required by the Diocese of Brooklyn's Safe Environment Office.

### **Field Trips**

At various times during the year, your child's teacher will organize several field trips to enhance the curriculum taught in the classroom. Families/guardians will receive written notification prior to the field trip as well as a parental consent form, which must be returned in order for your child to participate in an off-site trip. The teacher will request parent volunteers to assist with the trip, and/or a monetary contribution to fund your child's participation. As a reminder: all field trip volunteers must be Virtus trained, as per Diocesan guidelines.

Field trips are privileges afforded to students; no student has an absolute right to a field trip.

Students who fail to submit the approved Field Trip Permission (Release) Form will not be allowed to participate in the field trip. Telephone calls, electronic signatures on a Field Trip Permission (Release) Form or text messages will not be accepted in lieu of the proper form.

### **Special Education**

Please refer to the guidelines posted on the school website in reference to Special Education Guidelines.

Please note that not all students with IESP's will be able to be served at St. Francis de Sales Catholic Academy.

### **Report Cards**

Report cards are distributed three times a year. Evaluation is based on the achievement of program objectives measured by classwork, homework, independent study, projects, class participation, and formal tests. Final examinations are given at the end of the third trimester in Grades 5-8.

### **Failures**

Students who fail to attain passing grades in June will be required to attend summer school or a school-approved home school program. A progress report of summer work

must be sent to the school by August 15. Failure to meet this requirement may jeopardize promotion to the next grade in September.

### **Retention**

Students who fail consistently throughout the year will be required to repeat the grade. Retention will be at the discretion of the principal in consultation with the teacher(s) or/and the student's family.

### **Graduation**

Eighth grade students must pass all major subjects in order to receive a diploma at graduation. Those who fail will have to attend summer school and will receive a diploma upon successful completion of summer classes. The high school that the student will attend the following September will be notified that the student has failed.

### **St. Vincent de Paul Christian Service Program**

In grades 6, 7, and 8, students are required to complete service hours as well as a reflection. In grade 6, ten (10) hours are needed; in grade 7, fifteen (15) hours are needed; and in grade 8, twenty (20) hours are needed. In order for the requirement to be marked as complete, each student must submit a completed log (with date, description of activity and supervisor signature) along with typed, well thought-out answers in paragraph form to the reflection questions provided. Please note: service opportunities **do NOT include** normal obligations to family, friends and/or neighbors. All information and paperwork can be found in the Student Resources folder on our school website.

### **Class Size**

In accordance with diocesan guidelines, class size will not ordinarily exceed 35 students.

### **Classroom/Student Placement**

Saint Francis de Sales believes that the balance of the students in the classroom is crucial for creating a strong learning environment for all of the children. Many factors are considered in making decisions regarding placement.

At the end of the school year, grade team teachers meet to discuss class composition for the following year. They review students, their grades and overall group dynamics as they recommend and build classes for the following school year. The grade level teachers draft a proposed class list, which is reviewed by administration and finalized. Once the classes are assembled, changes are not made except for extenuating circumstances. The administration is unable to consider requests regarding specific teachers or classmates.

### **Physical Education**

All students in Grades K through 8 must participate in the Physical Education Program. This program is required by the New York State Education Department. Medical conditions that necessitate an exemption from gym require a doctor's report to be filed with the school office. Please provide a note from you or your doctor clearing your child for physical education class once he/she has recovered from the illness/injury. Families are asked not to bring sneakers or gym clothes if a student forgets them. These items will not be delivered to the student.

### **Gym Uniform**

When the students are in winter uniform they may wear the uniform sweat suit (both sweatshirt and sweatpants with the school emblem on the shirt and pants) and sneakers to school on gym day. A uniform tee shirt is available for wear under the sweatshirt, and this tee shirt must be worn if the sweatshirt is removed in the classroom.

When the summer uniform is worn, students should wear sneakers and white socks to school on their gym day. Students may wear either their summer uniform or the lighter gym uniform shorts and uniform tee shirt with their sneakers.

Slip on sneakers are not permitted. Sneakers must have laces or Velcro closures.

Hair must be pulled back, and for the safety of your child, no jewelry is permitted to be worn during gym class.

### **Uniforms**

By sending your child to St. Francis de Sales Catholic Academy, you are agreeing to have your child wear the uniform that has been selected. Students are expected to be in complete uniform at all times unless something unusual happens and a note is sent in by the parent.

Jewelry is not part of the uniform. Girls may wear one small earring in the lobe of each ear. They are not permitted to wear make-up or dark nail polish. Boys are not permitted to wear earrings. There should be no writing on body parts (hands, arms, legs, etc.)

Both boys and girls are to have moderate, neat hairstyles. Boys may not have hair covering their ears. If there is a question concerning hairstyles, the decision will be up to the principal's discretion.

Students failing to conform to uniform regulations will be given a demerit or out of uniform notice. If the problem continues, they will be given detention.

Biking shorts, tank tops, crop shirts flip-flops, or jewelry may not be worn to gym class, on dress down days, or on field trips.

### **Uniform Regulation**

## Winter Uniforms

Girls and Boys Kindergarten and Pre-Kindergarten

Uniform sweat suit and tee shirt (K - gray, Pre-K – maroon)

Sneakers or shoes

Girls Grades 1-4

Gray and blue jumper or Gray uniform slacks with navy blue v-neck sweater (long or short sleeve) Blue oxford shirt (long or short sleeve)

Navy blue or black tights or navy blue knee socks

Black rubber sole tie shoes (no platforms or heels)

Girls Grades 5 - 6

Gray and blue skirt (no more than 2" above the knee) or gray uniform slacks

Blue oxford shirt (long or short sleeve)

Navy blue v-neck sweater (long or short sleeve)

Navy blue or black tights or navy blue knee socks

Black rubber sole tie shoes (no platforms or heels)

Girls Grades 7 - 8

Gray uniform slacks

Blue oxford shirt (long or short sleeve)

Navy blue v-neck sweater (long or short sleeve)

Navy blue, white, gray or black socks

Black rubber sole tie shoes (no platform or heels)

Boys Grades 1-8

Gray executive school pants

Blue oxford shirt (long or short sleeve) Navy or black belt

Navy/gold/white school tie

Navy, white, gray, or black socks

Black rubber sole tie shoes

Girls and boys in Grades 1-8 are to tuck blouses and shirts inside the skirt or uniform pants. Boys are to button both their top button and the small buttons on their collar.

Sweaters: Students are only permitted to wear the uniform navy v-neck sweaters with the school emblem (sleeveless or long sleeve) in the classroom. Sweaters may not be worn in the classroom during warm weather

**All students must be in their complete winter uniform including shoes by 10/1**

## Summer Uniforms

Boys and Girls Grades 1-8

Tan uniform shorts, blue golf shirts with the school emblem, black or brown shoe (sneakers and sandals are not permitted; Sperrys/Boat shoes without design or bright colors may be worn with white/black socks), white/black socks and a black or brown

belt.

Shorts are to be worn just above the knee. **Short shorts are not acceptable.**

Pre-K and Kindergarten

Uniform mesh shorts and t-shirts with school emblem (Pre-K: Maroon, Kindergarten: Gray)

white socks, sneakers with velcro or shoelace closures

### **Dress-Down Days**

The following rules are in effect any time a “dress-down” day is scheduled:

- No tank tops, thin strapped or bare midriff shirts
- No flip flops, or backless shoes
- No inappropriately worded t-shirts
- Boys pants, or shorts must be worn at the waist

All uniforms are purchased from:

Flynn & O’Hara

The Shops at Atlas Park

8000 Cooper Avenue Lower Level

Glendale, NY 11385

718-326-2704

Phone ordering: 1-800-4414122

### **Books**

Textbooks are used on a rental basis and must always be kept **clean** and **covered** with Book Sox or Book Covers. Book covers that are marked with drawings, etc., will be required to be changed. Any books that are damaged or lost must be replaced at the expense of the student responsible for the damage or loss.

Workbooks should be covered in clear contact paper. The student, not the school, is responsible for supplying book covers. Books must be carried in some type of schoolbag in order to protect them. All textbooks are collected at the end of the school year and must be in good condition. Most of these books are on loan to us by the State and are, therefore, the property of New York State. Uncovered books will be confiscated.

### **Code of Conduct**

We want and expect everyone at **St. Francis** to feel welcomed, accepted, and safe. Everyone has a right to be treated with respect. Relationships at the **school** are based on Jesus’ basic principle of ... **love your neighbor as yourself**... (Mark 12:31). We do not expect anyone in the school to be teased, bullied, harassed, or excluded, either in the classroom, or in the

school yard, because of their gender, skin or hair color, cultural background, religion, sexual orientation, body size or shape, physical ability, academic ability or performance, physical skills, special talents, personality, or anything else that makes them the unique individual God created.

**St. Francis de Sales Catholic Academy** is a Catholic education institution that provides supportive discipline. All students have the right to learn and interact in a safe and structured environment. All students have a responsibility to respect the rights of others at all times. Appropriate behavior should be praised, while inappropriate behavior must be acknowledged and corrected immediately.

Self-discipline is the Christian ideal, which our students ought to be encouraged to achieve. In order to form proper habits and attitudes, rules of conduct must be emphasized. Respect for all people and property, courtesy at all times, unselfishness towards others, and a sense of honesty, fair play and trustworthiness are among the values, which must be imparted to our students.

**St. Francis de Sales Catholic Academy** students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules and procedures. The rules are determined by the teacher and communicated to students at the beginning of each school year. An atmosphere of mutual respect is where students learn in a caring and respectful environment.

Students are expected to be responsible, make good choices, and participate in **St. Francis de Sales Catholic Academy** community life in a mature manner. This positive behavior is reflective of their deepening faith and religious development, together with the guidance from their families/guardians.

Some of the expectations that demonstrate this progression are:

- Being considerate and respectful of other students
- Respecting class and school policies
- Speaking to one another with respect and care
- Speaking and acting respectfully to teachers and other families
- Controlling anger at all times
- Showing responsibility by doing homework each night and preparing for the next day's class
- Arriving at school on time
- Respecting school property, for example: keeping desks neat and clean; covering books, etc.
- Keeping school grounds free of litter and graffiti
- Looking neat and clean at all times

Members of the **St. Francis de Sales Catholic Academy** are taught to show the utmost respect to one another, in words and actions. Pushing, hitting or fighting are not acceptable behaviors. Failure to comply with this policy will result in the parent/guardian being notified,

and a meeting set up to discuss a plan of action to improve behavior. Continued hitting or fighting with another student could result in the parent/guardian being asked to remove the child from the school. This is at the discretion of the principal.

In the past, certain behavior was considered harmless child's play. However, in our world today, the same behavior can be seen as harassing. **Any behavior that can be interpreted as intimidating, humiliating, or disrespectful, whether in word or action is absolutely unacceptable.** This includes any behavior that causes undue trouble, worry or discomfort. The deciding factor is whether a particular phrase, gesture, behavior is unwelcome by the student or students receiving it or witnessing it.

Harassment of a sexual nature may include notes, letters, drawings and offensive words or comments, spoken privately to a person or in front of others. It also includes unwanted physical contact, as well as non-verbal and non-physical gestures, looks and displaying of suggestive objects, pictures, magazines, etc.

If a student(s) is/are thought to have acted in a harassing manner the following disciplinary steps will be taken:

- A thorough administrative investigation of all parties involved will take place.
- Students found to have engaged in harassing behavior will face the possibility of exclusion from school activities, suspension and/or expulsion.
- Any student who thinks he or she has been the victim of any type of harassment should report the conduct to someone in authority.

With rights come responsibilities; when a student does not follow a school policy, he/she must face the consequences of his/her behavior. The consequences differ depending upon the severity of the misbehavior, and/or the number of occurrences of the misbehavior.

- The incident will be verified and documented.
- Families will be made aware, if necessary.
- Appropriate action will be taken.
- Minor infractions will result in a reprimand.
- Further infractions will result in a demerit.
- More serious or continued infractions will result in a detention.
- Very serious infractions or repeated detentions will result in suspension or expulsion.
- Determination of the severity of the infraction will be at the discretion of the school administration.

Those students who do not comply with school policy will be required to serve detention from dismissal until 3:15 p.m. Families will be notified via a written notice the day before a detention is to be served. Families must sign and have students return the notice to school the day of the detention. If a child fails to get a notice signed or does not come to school the day of the detention for any reason (including illness or previous appointment) the student will then be required to serve two detentions.

Listed below are some of the infractions that can result in detention:

### **Minor Infractions**

Chewing gum  
Improper uniform  
Lateness  
Failure to complete homework  
Interruption of class (talking/making noise)  
Any other minor infractions

### **Serious Infractions**

Disrespect  
Fighting  
Destruction of property/Graffiti  
Disruptive behavior in class or at lunch  
Bullying  
Any other serious infractions

More serious infractions will warrant an immediate detention, while less serious infractions will warrant a demerit. Students will be given a warning before most demerits are issued.

**Three demerits will result in a detention.** Should a student be required to serve three detentions in one trimester, families will be notified that the third detention will also result in a one day in-school suspension and/or a loss of privileges.

Detentions will be held each full day of school, Monday through Friday, and students who are required to serve a detention will meet the supervising teacher at the office at dismissal.

If there is reasonable cause to do so, the school reserves the right to search anything brought onto school property including, but not limited to backpacks, cell phones, laptop computers, etc.

### **Cheating**

Because honesty is most important, cheating will not be tolerated. Students who are found cheating (both those who give and those who take answers) will receive a detention, a zero on the test or homework and, in some cases, will be suspended from school.

An incident of cheating will be a negative factor in determining students who may participate in the National Junior Honor Society or may be eligible for academic awards at graduation.

Cheating also includes copying book reports, projects, homework, and forging a parent's signature. **Honesty is more important than receiving a high mark.**

### **Plagiarism**

According to Google Dictionary, plagiarism is defined as: "the practice of taking someone else's work or ideas and passing them off as one's own." In order for our children to grow into honest, confident and competent students and individuals, teaching them the severity of plagiarizing must begin in the elementary school years. The occurrence of a student using another person's words or work as their own will result in consequences that are at the discretion of the principal and teacher. Repeated incidents will result in more serious consequences, such as academic probation, removal from National Junior Honor Society in grades 6-8, detention(s), lowering of individual assignment grades or final averages, among others.

### **Cell Phones and Electronic Devices**

Students may only use cell phones in case of an emergency. During the school day, all cell phones should be turned into the teacher. If a student has a phone out or on and uses it to call or text during the school day, it will be confiscated and the phone will be held in the principal's office until a parent or guardian picks it up. A second offense the student will receive detention and the phone will be confiscated for two weeks. A third offense the student will receive detention and the cell phone will be confiscated until the end of the school year.

- Camera phones **may not** be used to take pictures on school grounds for the safety and privacy of our students and staff.
- Students may **not** use their cell phones to call to request that their families deliver a "forgotten" item (i.e.. homework, permission slip, etc.)
- Cell phones may be turned on **after** the student has left school property.
- The school is not responsible for lost or stolen phones.

The student, not the school, is totally responsible for all phones and other electronic devices that are brought into the building.

Students using Kindles, Nooks and iPads must use them responsibly. Those that abuse the privilege will have their device confiscated and will follow the same procedure as with phones.

## **Computer Use Policy**

The computer equipment and access to the Internet at St. Francis de Sales Catholic Academy are provided to our students for educational purposes only, and can only be used under the direct supervision of a staff member.

Students are responsible for good behavior on the school computer Internet network. Access to the Internet is provided for students to conduct research for instructional purposes and to communicate with others. It is not being provided to access social websites, chat rooms, instant messaging, or inappropriate websites. Access to the Internet is provided to students who agree to act in a considerate and responsible manner, as defined in the contract. Parent permission is required for Internet access.

Individual users of the school's Internet network are responsible for their behavior and communications over this network. It is presumed that users will comply with **St. Francis de Sales** standards and will honor the agreements that they have signed. Individuals will strive to act in all situations with honesty, integrity, and respect for the rights of others.

### **The following are not permitted:**

- Sending, receiving, accessing, or displaying offensive messages, pictures, or other inappropriate material
- Using obscene language

- Accessing chat rooms, instant messaging, games or other items that do not pertain to school needs
- Altering another student's work
- Hacking
- Dissemination of personal information

Students who have websites, or who post information on a website such as, but not limited to: Facebook, YouTube, Google Classroom, Twitter, Instagram, and Snapchat that portray **St. Francis de Sales**, or any member of the **School** community in a negative light or threatens any individual, will be subject to disciplinary action and may lead to dismissal, **even if the posting is done outside of the school during non-school hours.**

- Violations will result in the loss of computer and/or internet access
- Additional disciplinary action may be determined by the nature of the violation, with final decisions being made by the school administration

**It is the responsibility of the families/guardians to monitor closely what their children are doing on the computer in the home, so that problems do not carry over to the school**

Students are expected to respect the privacy of others. Copying or changing someone else's information, unauthorized access to the network and unauthorized disclosure, use and dissemination of personal identification information regarding minors are prohibited.

Software has been installed on our computers to protect the students from inappropriate information while they are online. In the event that unwanted material reaches a student's computer, the student is expected to leave the site immediately and report the incident to the teacher in charge. The network administrator will be contacted immediately and future access to the site will be blocked. Only the network administrator has the authority to disable the filtering for bona fide research or other lawful purpose.

Our goal is to educate our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Any student who posts information on any website, bulletin board, chat room, e-mail, or other messaging system that is deemed threatening or detrimental to the character of another person is subject to disciplinary action including detention, suspension or expulsion.

It is essential that all students take care of our equipment and software. Licensing agreements and copyright laws must be heeded at all times, and the parent(s) or guardian(s) of the user will be responsible for legal costs and fines in the event that these rules are broken, and the user's action results in punitive damages. Likewise, the cost of any damage to the equipment or software will be the sole responsibility of the user.

## Cyber-bullying Policy

1. **Purpose:** With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24x7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. The Diocese of Brooklyn, in an attempt to harness the good and discourage and protect from the bad, has developed the following policy and guidelines to govern cyber-bullying.
2. **Scope of Use:** This policy applies to the use of technology both inside and outside of the Academy. When personal outside use of a technology violates this policy in whole or in part, these actions may be subject to disciplinary measures found within.
3. **Definitions of Cyber-Bullying:** The following are types of cyber-bullying that can occur. This is not a comprehensive list of every action that can be deemed cyber-bullying, and items may be removed or added without prior notice. This listing is adapted from the New York State Department of Justice Definition of Cyber-Bullying.
  1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
  2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
  3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
  4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.
  5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).
  6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
  7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from and online group, community or activity.
  8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message

9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”
  10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs
  11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 8<sup>th</sup> grade?” or “Who do you love to hate?”
  12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves
  13. **Images and Videos** - Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
  14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play
  15. **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.
4. **Responsibilities of the Academy:** In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a Academy community member may result in disciplinary action, even if done outside of Academy premises or using devices not owned or controlled by the Academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.
- Monitoring of communications of minors when using electronic mail, chat rooms and other forms of direct electronic communication
  - Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
  - Measures restricting minors’ access to materials harmful to them
  - Educate students on cyber-bullying to encourage them to identify bullying behavior, avoid exhibiting the behavior and keep themselves from being the victim of bullying behavior.
  - Provide guidance and counsel students on both sides of the conflict.

Academy administrators, faculty and staff are responsible to ensure activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may

seem like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something much larger that has been going on.

5. **Responsibility of Students:** As a member of the Diocese of Brooklyn community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their Academy community. The following are guidelines to help students protect themselves and others and recognize situations and how to handle them.

### **Protecting Yourself from Cyber-Bullying and Cyber-Attacks**

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook or Twitter), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your Academy community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

### **Protecting Others from Cyber-Bullying**

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian

- If it involves members of the Academy community, inform the school as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

## **Identifying Cyber-Bullying**

It is important to understand that not all undesirable interactions on the internet are cyber-bullying. By definition, bullying is a recurring behavior. Repeated attacks through email, forum posts, instant or text messages or the like constitute cyber-bullying. A single incident, while not condoned or accepted, is not necessarily cyber-bullying. The instant transfer and duplicative nature of digital mediums expands the threat of cyber-bullying and must be considered in its identification. If an act deemed to be inappropriate is conducted even once, but is then shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence and must be handled as such.

### **7. Policy Violations:**

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the school/academy principal:

- Loss of use/privileges of school/academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this policy

## **Chromebook Policy**

Please refer to the guidelines posted on the school website in reference to the schools Chromebook Policy.

## **Acceptable Use Policy for Technology**

### **1. Purpose:**

Throughout the years, the Academies within the Diocese of Brooklyn have maintained a steadfast dedication to educational excellence and Catholic culture rooted in faith, service, and personal responsibility. The Diocese of Brooklyn is committed to provide programs that enable all students to develop effective communication skills while striving for academic excellence.

The Diocese of Brooklyn is dedicated to the utilization of technology today to produce moral, innovative, and creative leaders for tomorrow.

Existing and emerging digital technologies present new opportunities and challenges for our Academy communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to Academy technology resources. Outside and/or personal uses may be governed by this policy as well, where applicable.

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources that follow these guidelines.

1. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.
2. Students will use Academy owned technology for appropriate learning purposes under the supervision of the principal and/or classroom teacher.
3. Students, employees, and visitors will use Academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

## 6. **Scope of Use:**

The technology vision for the Academies within the Diocese of Brooklyn is such that its use supports the Catholic Church's overall mission. We are aware that the digital world allows 24 hour access, anywhere, anytime. This policy applies to the use of technology inside the Academy but may in certain instances apply to personal use outside of the Academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes with the rights of others in the Academy community or otherwise violates all or part of this AUP, these users may be subject to disciplinary measures found within.

## 7. **Definitions of Technology:**

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:

- Cell Phones, Smart Phones
- Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
- Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
- Portable Entertainment Systems (gaming systems, audio/video players)
- Recording Devices (digital or analogue audio/video/photo capture devices)
- Any other convergent technologies (Social Networking, email, instant messaging, etc.)

- c. The Diocese of Brooklyn requires all Academies to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on academy school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the St. Francis de Sales Catholic Academy community.”

## 8. **Responsibilities of User:**

The Academies within the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that Academies create a policy addressing the following:

- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them

As part of this compliance, I-Safe, an Internet Safety Curriculum, has been implemented in all Academies as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Academy community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within the Diocese of Brooklyn are expected

- **Respect One's Self**
  - Public names should be appropriate
  - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- **Respect Others**
  - Be mindful of comments, posts, photos or any content directed toward or including others
  - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- **Protect One's Self and Others**
  - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
  - Cite sources when using any content not originally authored by you

Members of the Academy community must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Academy without the expressed permission of the principal.

## 9. **Security of Technology:**

The all Academies within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto Academy property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, member of the Academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or Academy computers or computer systems.
- Download or install any software application without prior authorization.

## 10. Technology Use Guidelines:

### ***a. Appropriate Use/Educational Purpose***

It is the policy of the Academies within the Diocese of Brooklyn that technology be used to support learning and enhance instruction. Technology will be used in a responsible, efficient, ethical, and legal manner, consistent with the moral teachings of the Roman Catholic Church.

### ***b. Communications*** (Teachers/Parents/Students)

Electronic and/or Digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only Academy School sanctioned communication methods. These methods include:

- Teacher Academy web page
- Teacher Academy email
- Teacher Academy phone #
- Teacher created, Academy approved, educationally focused networking sites

Student addresses, telephone numbers and email addresses are provided to faculty solely for use in contacting parents about student academic performance. This information may not be used for any other purpose by faculty or staff without the explicit permission from the Principal.

### ***Examples of Unacceptable Uses of Technology***

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of Academy or system employees
- Harm the goodwill and reputation of the Academy or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and/or threatening or obscene material.

**d. Administrative Rights** (To monitor use of technology)

The Academy School reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Academies within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

**e. Personal use of Social Media** (*Teachers, Students*)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium.

All references to Academy School personnel, students and/or any member of the Academy School community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the Academy are violations of this policy

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the Academy School in whole or part on any personal posts and/or communication is prohibited.

**f. Vandalism**

Vandalism is defined as any malicious attempt to damage and/or destroy hardware or software systems, or the information of any other user. This includes, but is not limited to, the creation, distribution, proliferation or conspiracy of malicious software. If equipment is damaged in the course of actions taken by an individual, whether on or off campus use, that individual assumes all responsibility for any and all damages and associated costs thereof.

**h. Technology Use Outside of School or School-Owned Devices**

*In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a school/academy community member may result in*

*disciplinary action, even if done outside of school/academy premises or using devices not owned or controlled by the school/academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.*

***It is further recommended that administrators refrain from personal social media communication with students, parents, and school/academy staff, and teachers and school/academy staff with students, parents, and administrators. It is the professional responsibility of all educators to ensure that professional and personal activities are kept separate. Please consult your local handbooks for further policies and guidelines.***

## **7. Policy Violations:**

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy School principal:

- Academy School Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this AUP

### **NOTE:**

**Students will not be given access to Academy School technology without an appropriately completed and signed acknowledgment form on file in the Academy School office.**

## **Suspension**

Occasionally, for a very serious reason or for repeated infractions that cannot seem to be resolved, a student may be suspended from class. Suspension is recorded on the attendance record during the time that the student is out of class, and a memo explaining the reason for suspension will be placed in the student's permanent record.

The procedure to be followed for suspension will be:

1. A telephone call will be made to the student's family.
2. A conference will be held with the family, teacher, administrator, and student.
3. The family and student will sign a letter concerning the suspension.
4. The student will be either in the care of the parent or the Administration for the time indicated.

For the period of suspension, the student is required to do all classwork and homework and is responsible for any assessments given.

## **Violence**

Violence is any mean word, look, sign, or act that hurts a person's body, feelings or things. If a student threatens violence by any means -- verbal, written, e-mail, etc.:

1. **THE THREAT WILL BE TAKEN SERIOUSLY.**
2. The police will be notified immediately, whether the threat was made by conventional means or e-mail transmitted via home computers or school computers.
3. The principal or principal and board chair will address these issues with the families and student(s) and such issues will be investigated by the police.
4. The Diocesan Office will be notified immediately and, if serious enough, the Superintendent.

Any threat of this nature will result in **SEVERE PENALTIES**. Expulsion from school and counseling may be recommended.

## **Chemical Substance Abuse Policy**

Students found to be under the influence or in possession, sale or exchange of a chemical substance (alcohol or drugs) in the school, on school grounds, or at school-related activities will be subject to penalties commensurate with the gravity of their actions. The following procedures will be used in such cases:

1. After being notified, the administrator will have a legal right to search the student's personal belongings.
2. The families will be notified and the student will be suspended to the care of his/her family.
3. The administrator, in consultation with the board chair will evaluate the case and, depending upon all the factors involved, will choose from the following alternatives:
  - A. Refer the student to an appropriate outside agency for help. A repeat of this behavior while the student is receiving professional help could be grounds for expulsion.
  - B. Expel the student immediately.

## **Vaping, E-cigarette Use, Juuling, etc.**

The use of electronic cigarettes or vaping devices is increasing in our community and around the country. In a recent e-journal from Freedom from Chemical Dependency, the topic of electronic cigarettes was the focus of the presentation. Data from Prevention Works Survey indicate 17% of students in grades 6 through 12 report using electronic cigarettes in the past year. 10% indicated use in the past 30 days. More students reported e-cigarettes use rather than traditional cigarette use. This data is a year old and our opinion is that use of these devices is escalating.

The hazards associated with e-cigarettes and vaping devices are significant. Students who use these delivery systems are exposed to chemicals that may have short and long-term health hazards. Additionally, as a nicotine delivery system that is not regulated, adolescents can be exposed to high levels of the addictive chemical. Vaping devices can also be used to deliver alcohol and marijuana in substantial concentrations. Aside from the aforementioned health risks, explosion of e-cigarettes have led to severe burns and disfigurement.

For all of the reasons noted above, it is our position that St. Francis de Sales Catholic Academy students should not use e-cigarettes, vaping or juuling devices. Should any of our students be found to have used these devices at school, on school grounds, or at school-sponsored events, the student or students will face serious consequences including automatic suspension with the possibility of further discipline/expulsion.

## **Bus**

Students who ride the MTA bus are to use the privilege with care. MetroCards are available for those who qualify. The distance requirements are set by the Office of Pupil Transportation.

School buses are provided for students from Breezy Point, Roxbury, Broad Channel, and for some younger students in Rockaway and Neponsit. For the safety of all students, appropriate and mature conduct is expected. **All students are to wear seat belts.** Any student who causes difficulty on the school bus or who refuses to wear a seat belt will be suspended from the bus for a period of time. This will be at the discretion of the principal.

Children in the younger grades who usually travel home from school by bus should bring a note to the teacher informing her that the child will not be traveling home from school by bus on a particular day.

## **Bus Behavior**

Below is a listing of bus behavior expectations and protocols:

- Please be cooperative and courteous to the bus driver.
- Observe the same conduct/behavior on the bus as in classroom; all Academy policies apply as well on the bus.

- Seatbelts must be buckled.

Stay in your seat at all times, and keep your hands to yourself.

- Keep the bus clean. Make sure all papers and belongings leave with you at the end of the ride.
- Eating and drinking are allowed only with the direct permission of the bus driver.
- Nothing can be thrown out of the windows, including garbage.
- Keep head, hands and feet inside the bus.
- The bus driver has the authority over the conduct/behavior on the bus, and is authorized to assign seats.
- Illegal or dangerous items are not allowed on the bus.

Bus privileges may be suspended for inappropriate or uncooperative behavior.

## Safety

Since 129th Street is blocked off with Police barriers, no parent should be **on that block with a car between 7:30am and 8:30am or 1:45pm and 2:45pm**. Students should be dropped off at the corner and walk down the block. This is for the safety of all the students.

Families of students in Grades Kindergarten – Grade 8 are asked to meet their children in the schoolyard. **They are not to wait in front of the school** and Nursery and Pre-Kindergarten families may meet their children at the designated area.

Families are asked to remind their children to respect the property of others and not allow them to run through the bushes or on the grass near the Church or Rectory.

During the school day, families who park cars in the yard are asked to park **near the 128th Street entrance**.

We ask that anyone coming into the school building during the school day report in at the office before going to a classroom, the library, etc.

For safety reasons, once students have been dismissed at 2:30 p.m., they may not return to the classroom for items they forgot.

## Dismissal Procedures

All students in all grades will be dismissed from the Beach 129th Street side of the building.

- Nursery will be dismissed from their designated area explained on Back to School

Night at 10:45am/2:20pm

- Pre-Kindergarten will be dismissed from their designated area explained on Back to School Night at 2:20pm
- Kindergarten will be dismissed at 2:25 in the school playground near the Beach 129th Street side
- Grades 1 through 4 will be dismissed at 2:30pm in the playground in their designated areas
- Students in Grades K-4 are expected to stay with their teachers until a parents/designated contact or older siblings informs the teacher that they are taking the student.
- Students should NOT be waiting in the Prayer Garden, Church Steps, or on Beach 129th Street for a later pick-up. The school cannot be responsible for students waiting in these areas without supervision.
- Please be VERY aware of the parking and Non-parking areas around the school property.
- No parking in areas where the curbs are painted yellow and where the school buses come.
- DO NOT park in the school yard which is closed at 1pm and reopened at 3pm (10:30am/12:30pm on half days)

## Respect

Our goal is to teach our students to respect one another and their teachers; therefore, we ask families to help us with this task by using a teacher's proper title when speaking to the children. *Miss, Mrs., Mr.* is much more respectful than calling a teacher by his or her last name only.

## Visitors/Forgotten Items

All visitors/families/guardians/volunteers **must** report to the school office upon entering the school building. While families are welcome and encouraged to visit, they are asked not to interrupt classes. To encourage student responsibility, families will not be permitted to deliver "forgotten" items. Please note that the school will no longer be responsible to get "forgotten"

homework, sneakers, etc. to a child during the school day. The only exceptions will be eyeglasses and medication.

If a child has forgotten his or her lunch, a parent is permitted to drop off their child's lunch by 10:30am. Please note that "fast food" (McDonald's, pizza, etc.) is **not** permitted in the school.

Although forgotten items may happen on occasion, the constant, repeated dropping off of items becomes a distraction for our Security guards, the main office, and most importantly, our classes. Please review with your child that he/she has everything they need for the day before being dropped off at school. This habit will also help our children become more independent as they move up towards high school.

## **Birthdays**

There are a variety of ways in which we celebrate birthdays at **St. Francis de Sales Catholic Academy**. Celebrations are at the discretion of the teacher, but may include handmade cards, storytelling, the sharing of a book, etc.

Please communicate with the homeroom teacher beforehand. Families/guardians may drop off party goods (cookies, cupcakes, small plates, napkins, etc.) with Security at the beginning of the school day.

The Diocese recommends that all food items shared be store bought. The reason for this rule is strictly to serve as a safety precaution, allowing the school to know the ingredients of any item. We ask that no toys, lollipops, goody bags, frozen treats, or drinks be brought in to school.

Party invitations are not to be distributed at school, unless the entire class is invited.

## **Lunch Program**

Since all of the students eat lunch in school, it is important that families who volunteer for the lunch program make every effort to come for lunch duty on the days assigned.

Because of the amount of garbage involved with recycling, drink boxes, aluminum foil, and glass bottles, are not permitted. All students should bring juice or milk (**not soda**) in a plastic bottle or thermos that can be taken home and reused.

## **Tuition and Other Fees**

By choosing to send your child to St. Francis de Sales Catholic Academy, you are choosing to meet the tuition payments. All tuition and fees should be paid in the form of a check or money order, not cash. Please put your family account number on all tuition payments. There is a fee of \$20 for any checks returned for insufficient funds.

TUITION FOR THE 2017-2018 SCHOOL YEAR IS LISTED BELOW. THERE WILL BE A \$25 LATE FEE PER MONTH FOR ANYONE WHO DOES NOT HAVE TUITION TO US BY THE 15TH OF THE MONTH, INCLUDING JULY 15TH AND AUGUST 15TH.

### **Catholic Affiliation**

Every Catholic family must be “affiliated” with their home parish to receive the Catholic-Affiliated tuition rate. In order to be considered “affiliated” with your home parish, a Catholic family must be registered with the parish, participate in the worship and life of their parish on a regular basis and financially support the parish. The affiliation will be verified with the local parishes to determine whether a family is eligible for Catholic-Affiliated tuition.

### **Nursery (Monday/Wednesday/Friday)**

#### ½ Days (M/W/F)

Catholic – Affiliated	3650
Non-Catholics	4250

### **Pre-Kindergarten (Monday – Friday)**

#### 5 Full Days

Catholic – Affiliated	4750
Non-Catholics	6450

### **Discounted Pre-Kindergarten** (for families with a child or children in K-8)

#### 5 Full Days

Catholic – Affiliated	3800
Non-Catholics	5160

### **K-8**

## Catholic—Affiliated

1 child	4550
2 children	7950
3 children	10550
4 children	12850
5+ children	14650

## Non-Catholic

1 child	5350
2 children	8650
3 children	11250
4 children	13650
5+ children	15350

Tuition payments are due on the 15<sup>th</sup> of the month beginning July 15<sup>th</sup> and ending April 15<sup>th</sup>. A \$25 penalty will be charged for late payments.

### **Book and Materials Fee, Pre-K to 8th**

The fee is \$150 for all students in PK to grade 8- Due on November 1st 2018

### **Technology Fee, K to 8th**

The fee is \$50 for all students in K to grade 8- Due on November 1st 2018

### **Security Fee**

The fee is \$50 for all families in Nursery to grade 8- Due on November 1st 2018

### **Lunch Fee, Pre-K to 8th**

\$100 per family – due at re-registration in January 2019

### **Graduation Fee, Grade 8**

\$225 per student- due on March 1st 2019

## **Re-Registration Fee, all grades**

\$75 per student – due at re-registration in January 2019

## **Regents Fee- Grade 8 Regents Class**

\$50- due by April 5th 2019

We ask that all debts incurred during the school year be rectified as soon as possible and must be paid in full by June 1st. The school office will not release report cards, transcripts, or any type of record until the situation is resolved.

## **Photographs**

St. Francis de Sales Catholic Academy reserves the right to publish photographic images and, if necessary, to print the names of the students in photographs accompanying materials published by the school, such as the yearbook, or in press releases and articles submitted to local or diocesan newspapers. The school will always use discretion in the choice and use of photographs, and students will never be identified by full name if they appear on the school website.

## **Asbestos Management Plan**

AHERA Inspections have been conducted at St. Francis de Sales Catholic Academy and a Management Plan for asbestos containing materials has been developed. This report and plan are available for review in the school office.

## **Pesticide Notification**

New York State Education Law Section 409-H, effective July 1, 2001, requires all elementary and secondary schools to provide written notification to all families, guardians, and school staff regarding the potential use of pesticides periodically throughout the school year. The pesticide in use at St. Francis de Sales Catholic Academy is Maxforce Professional Insect Control Hydramethylnon Gel. You may wish to discuss this with your child's medical provider.

Under the law, schools are required to maintain a list of families, guardians, or school staff who, for medical reasons, wish to receive 48 hour prior written notification of certain pesticide applications. However, some pesticide applications are not subject to prior notification requirements. This includes "Silica gel and other nonvolatile ready to use pastes, foams, or gels in areas inaccessible to children," and the pesticide we use falls into this category.

## **Foam Packaging Restrictions**

Beginning in July 2015, certain expanded polystyrene (EPS) items will be banned from sale, distribution, or use in NYC.

**Banned Items**

1. Polystyrene foam single-service items including cups, bowls, plates, takeout containers, and trays.

2. Polystyrene loose fill packaging, commonly known as packing peanuts.

Exceptions:

1. Expanded polystyrene containers used for prepackaged food that have been filled and sealed prior to receipt by the food service establishment, mobile food commissary, or store.

2. Expanded polystyrene containers used to store raw meat, pork, fish, seafood or poultry sold from a butcher case or similar retail appliance.

Note: Foam blocks used as protective packaging in shipping are not covered under this law.

**ST. FRANCIS DE SALES CATHOLIC ACADEMY ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL OR ETHNIC ORIGIN TO ALL RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL.**

