

SFDS
STRONGER TOGETHER

2020-2021

Family-Student Handbook

Section 1- Letter from the Principal

Dear Families,

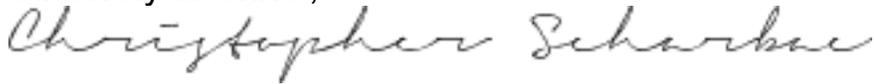
Welcome to St. Francis de Sales Catholic Academy and the 2020-2021 school year! At Saint Francis we seek to nurture the intellectual, social-emotional, physical and spiritual growth of our students, as we engage their hearts and minds in a love of learning. Through a student-centered approach to teaching 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, Ed.D

Principal

Section 2- Introduction

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

Section 3- School Overview

3.1 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.

3.2 Parental Expectation of Adherence to School Policy

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

....Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salve, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

3.3 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.

Section 4- Catholic Identity

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are "...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds."

Diocesan academies and schools strive to emulate the words of Saint John Paul II by:

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

Section 5- Student Behavior

5.1 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.

5.2 School rules

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.

5.2a Harassment

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.

5.2b 5th-8th Grade Discipline Policy

Please see the 5th-8th Grade Discipline policy for the Academy's handling of infractions to the code of conduct.

5.2c 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.

5.2d 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.

5.2e 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.

5.2f 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.

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.

5.2g 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.

5.2h 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.

5.2i 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.

5.2j 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.

5.3 Diocesan Anti-Bullying Policy

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- *Physical:* physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- *Verbal:* taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written:* written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.

- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

5.4 Diocesan Cyber Bullying Policy

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to an academy or parish school community member may result in disciplinary action, even if done outside of academy/parish school premises or using devices not owned or controlled by the academy/parish school. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

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 or parish school 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

5.5 Diocesan Acceptable Use Policy

The use of technology is permitted on 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 community.

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.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

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
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

Protect One's Self and Others

- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
- Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

Respect Intellectual Property

- Cite sources when using any content not originally authored by you

Members of Parish School and Catholic Academy communities 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 Parish School or Catholic Academy you are associated with without the expressed permission of the principal.

Security of Technology

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/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 and report the security breach immediately to a system administrator, teacher or the principal. Additionally, member of the school/academy community shall not:

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

Administrative Rights (To monitor use of technology)

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

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 school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or 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.

Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

Section 6- General Procedural Information

6.1 Dress Code

The Roman Catholic Diocese of Brooklyn believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to

good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

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 colored nail polish. Boys are not permitted to wear earrings. There should be no writing on body parts (hands, arms, legs, etc.)

Students are not permitted to wear dark colored nail polish. Clear nail polish is acceptable. Long or fake nails should not be worn as it is a distraction in the classroom.

Both boys and girls are to have moderate, neat hairstyles. Boys may not have hair covering their ears. Neither boys nor girls may dye their hair. Avoid extremes in hairstyles. A moderate crew cut is acceptable. Lines, designs engraved in hair, Mohawk styles, or dyed hair is not permitted. Extreme contrasts in length of hair are not acceptable. If a student or parent has any questions about the hair code, they should speak to the schools before getting a hair cut/styled. 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 infraction 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.

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 dress shoes

It will be the school's final decision if a shoe is a dress shoe. Shoes that resemble sneakers or slippers are not dress shoes. Shoes may not go above the ankle. If a family is unsure about a shoe they should confer with the child's homeroom teacher first. Black sneakers or sneaker-like will never be acceptable. If there is a question concerning shoes, the decision will be up to the principal's discretion.

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'

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

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: 1-800-441-4122

6.1a Dress Down Days

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress
- No torn or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up
- No hoop earrings or excessive jewelry

6.1b Grooming Code

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate jewelry is allowed. Two bracelets may be worn at a time. One pair of small earrings may be worn by girls only. Necklaces must be tucked into the shirt. Tattoos and body piercings are not allowed.

6.2 Attendance Policy

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.

St. Francis de Sales Catholic Academy has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook. Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 30 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

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.

6.2a Lateness

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

6.2b 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.

6.2c 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

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.

6.3 School Calendar

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session:

New Year's Day	First Day in January
Dr. Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Columbus Day	Second Monday in October
Veterans Day	Eleventh Day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day in December

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. All advanced school closings will be indicated in the school calendar.

6.3a) School Hours

Nursery

Monday, Wednesday, and Friday

1st session 8:00 A.M. - 10:50 A.M. 2nd 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.

6.4 Releasing of Students

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

6.4a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the academy or parish school. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

6.5 Field Trips

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return. 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.

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

6.6 Birthday Policy

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.

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have brought to school or have been provided by the school.

6.7 Responsibility for Valuables

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

6.8 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.

Section 7- Student Records

7.1 Change of Address/Phone Number

For student safety, it is imperative that parents/ legal guardians alert the academy or parish school to any changes in address or phone number. Parents/ legal guardians must also provide the academy or parish school with an adequate number of emergency contacts (with up to date information).

7.2 Educational Records Requests

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

7.3 Authorization to Release Records

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following:

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

7.4 Review of a Child’s Official Records

Parents/legal guardians have the right to inspect any and all material which is part of their child’s permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to

when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

Section 8- Health and Nutrition

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 there's no answer, call the main office number: 718-634-2775

8.1 Medical Requirements

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and UPK Programs--Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

8.2 Administering Medications at School

School nurses may administer over-the-counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses may administer prescription medication that has been prescribed by a physician but must be provided with

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

8.2a Administering Epinephrine

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each child in care. For a child with identified allergies or with special health care needs, the academy or parish school must have a copy of an individual health care plan developed by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

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

- 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
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device

- to supply the school with the epinephrine device* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

*It is recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

8.2b Administering Epinephrine on Field Trips

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child’s emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

8.3 Peanut Aware School

We Are a NUT Aware School! Unfortunately, our school cannot guarantee a nut, milk or “allergen-free” environment. The risk of exposure is always present. Instead, we have an “allergy aware” policy, which empowers everyone. Children with allergies become aware of what they can and cannot eat, and school staff is alert and careful about each student’s allergies. As we have students with SEVERE LIFE THREATENING ALLERGIES, we ask all families to avoid bringing in items such as nut butters, Nutella, or any other nut based products. We ask that you be very aware of any items brought into our school which may contain nuts/may have been processed or manufactured in a facility which uses/contains nuts. Finally, please remind your children to never share snacks, food, or drinks with anyone.

8.4 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.

8.5 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.

8.6 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. Please note we will notify the grade level when a child is reported to have lice

8.7 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.

Section 9 Parental Obligations

9.1 Parental Involvement

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community. Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the academy or parish school community. Failure of parents to act in a manner compatible with the values of the academy or parish school may result in student dismissal.

9.2 Volunteering, Chaperoning & Virtus Training

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

Section 10- Safety

10.1 Emergency Drills

Per New York State laws, academies and parish schools are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

10.2 School Closings

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are

closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

10.3 Procedures for Visitors

All visitors must be admitted to the building by school staff. Visitors should proceed to the main office to sign in and receive a visitor designation (lanyard, sticker, etc.) if available. Visitors to the school are asked to remain in the office until they have confirmed their destination within the school. For the safety of staff and students, visitors should not walk about the school but should travel to their intended destination within the school. Prior to leaving the school, visitors should return to the main office, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

During COVID-19, we ask all parents and legal guardians to visit the academy or parish school only when necessary as well as to keep any visits as brief as possible.

10.4 Video Surveillance Cameras

Academies and parish schools within the Diocese of Brooklyn are authorized to use video camera surveillance on academy/ parish school property to monitor the health, welfare, and safety of all staff, students, and visitors to the property, and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the designated school administrators.

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

Section 11 Instruction

11.1 Protecting Instructional Time

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

11.2 Reporting Student Progress

11.2a Progress Reports & Report Card Schedule

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester.. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

11.2b Parent Teacher Conferences

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

11.2c NYS Testing

Students in grades 4, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

11.2d TerraNova Testing

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally-normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

11.3 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. Please note that any student who does not have their service completed by the Spring Service Carnival in mid to late May will not be able to participate on Carnival Day.

11.4 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.

Section 12-Internet Use

12.1 Option C

The Option C Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through Option C

removing the issues of lost or blocked email messages. It allows teachers to contact parents directly and keeps a record of the interaction should it be necessary. As grades are recorded for student work, they can be shared with parents, giving any time up-to-date progress reports.

Option C's Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fund raisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on Option C to ensure that all contact information is up to date and all options are set correctly.

Families have the choice for multiple devices and people to receive these messages and can be managed by using the following instructions.

- Log on to Option C (using the login information sent home if a new family/or use last year's login information) If you have forgotten your password please reset it by clicking the "forgot password" button. If you forgot your user name please call the main office or email admin@stfrancisschoolbh.net
- Click on Communication
- Click on Manage
- On the left side of the page that opens you will see a column marked "Destination." On the right side you will see three categories... "Voice", "Text", and "E-Mail". For each of these three categories, select the destination that would be your alert preference by clicking in the appropriate box. The selection is saved automatically.

12.2 Communications with Teachers

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use Option C, school communication platforms (I.e. Google classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issue. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating an open communication with the teacher first continues a positive relationship between families and teachers.

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

12.3 Email and Communication Etiquette Tips for Parents and Teachers

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.

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.

12.4 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.

Section 13-Finances

13.1 School Tuition Policies

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.

These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every school/academy

13.2 Tuition and other fee schedules

The academy or parish school will collect tuition and fees over a ten month period. This ten month period will typically extend from August to May. Tuition collection will begin prior to the start of the school year.

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 2020-2021 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 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-Friday)

	<u>5 1/2 Days</u>
Catholic - Affiliated	5050
Non-Catholics	6750

Pre-Kindergarten (Monday - Friday)

	<u>5 Full Days</u>
Catholic - Affiliated	5050
Non-Catholics	6750

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

	<u>5 Full Days</u>
Catholic - Affiliated	4040
Non-Catholics	5400

K-8

Catholic—Affiliated

1 child	4850
2 children	8450
3 children	11250
4 children	13750
5+ children	15650

Non-Catholic

1 child	5650
2 children	9150
3 children	11950
4 children	14450
5+ children	16350

Tuition payments are due on the 15th of the month beginning August 15th and ending May 15th. A \$25 penalty will be charged for late payments.

A Book & Materials Fee, Technology Fee and Security Fee will be bundled with the tuition charges and invoiced in ten equal amounts from August 2020 to May 2021.

The Book and Materials fee is \$150 for all students in PK to grade 8, the Security Fee is \$50 per family, and the Technology Fee is \$50 per student, grades K through 8.

Lunch Fee, Pre-K to 8th

\$100 per family – due at re-registration in January 2021

Graduation Fee, Grade 8

\$225 per student- due on

Re-Registration Fee, all grades

\$75 per student – due at re-registration in January 2021

Regents Fee- Grade 8 Regents Class

\$50- due by March 1st 2021

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.

In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.

Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

13.3 Resources for Tuition assistance

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: www.futuresineducation.org/scholarships . The one exception is families returning to the Teddy Forstmann program coordinated by Children’s Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

13.4 Tuition Assistance Committee

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

13.5 FACTS

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies and parish schools. There will be one FACTS record per family, and each student must be listed separately. This provides valuable detail about the charges and discounts each student is receiving. In turn, this provides the academy better reporting. A major benefit of FACTS is the ability to process automatic drafts of the payer’s bank account or credit card. There is a 2.85% convenience fee on credit card transactions. FACTS does offer an invoicing option as well. With this option, FACTS will send an invoice to the payer (via email or postal mail) 20 calendar days prior to the payment due date. The payer must then initiate payment either by using a credit card or bank account online, over the phone, or by mailing a check

directly to FACTS. Families are encouraged to pay via automatic draft. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

13.6 Tuition Delinquency

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

Section 14-Safe Environment

14.1 Child Lures Prevention Program

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or parish school. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics.

Each program provides teachers with the resources to facilitate appropriate conversations. Parents/ legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

14.2 Alcohol and Drug Free Zone Policy

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation "school grounds" means the "buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level." Tobacco use is not permitted on school grounds at any time. A "tobacco product" is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

14.3 Signs of Suicide (SOS) Prevention Program

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

Section 15- COVID-19

**All health related policies and procedures have been adopted from the regulations published by the NYC Department of Education in partnership with the NYC Board of Health.*

15.1 Hygiene and Health Requirements

15.1a Face Coverings

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students’ cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students’ face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable mask should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them during outdoor times and while eating.

15.1b Social Distancing

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

15.2 Health Policies

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

15.2a Health Screenings

Parents/ legal guardians will be asked to check student temperatures and screen students for symptoms prior to their arrival to school grounds. In the event that parents/ legal guardians are unable to do so, school staff members will be designated to complete health screenings. It is asked that all parents/ legal guardians are vigilant in temperature and symptom screenings for their children for the safety of other students as well as staff members. School staff will also perform random temperature screenings for both students and staff members using no-touch thermometers.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion or runny nose,
- Nausea or vomiting,
- Diarrhea.

15.4 Returning to School after Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

15.3 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning as long as it is safe to do so. Academies and parish schools will follow guidance from local Board of Health officials as well as directives from the City of New York to ensure student safety.

Per the New York City Department of Education “In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentages of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above threshold is just one trigger for closing schools but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.”

In the event of positive cases reported within the school community, the following procedures will be followed per NYC Test & Trace Corps and DOHMH Investigations:

Number of Cases	During Investigation (at least 24 hrs)	After Investigation
One confirmed case in a classroom	Close classroom with positive case, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom with positive cases, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classroom or each case remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days. Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

15.3b Students Excluded from In-Person Learning

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

15.4 Distance Learning

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums

such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- Device Usage – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.
- Video/Audio Conferencing – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
- File Transfer/Submission – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.

Section 16- Transportation

16.1 Bus procedures

While students are being transporting to and from their academy/ parish school, it is expected that they will uphold the behavior expectations of the academy/ parish school as well as rules set forth by the bus driver or bus company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

Each bus company must hold an evacuation drill at least once a year. Students are expected to follow all instructions as given by the bus driver or other adult facilitating the drill.

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.

16.2 Use of Other Vehicles

Only a licensed public carrier that is fully insured should be used to transport students. Teachers or administrators should not transport students in their personal vehicles.

Parents/ legal guardians must provide authorization for their child to be transported by someone else. This includes transportation for dismissal as well as extracurricular activities.

16.3 Safety

Since 129th Street is blocked off with 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.

16.4 Dismissal Procedures

For the safety of the children, each student is assigned to a specific place to be at dismissal. Students may not arbitrarily leave with a different teacher, or on a different line. If a student normally takes a bus home, but the parent intends to pick him/her up one day, a note from the parent must be sent to the office that morning. In other words, **any changes** from the regular dismissal procedures should be addressed in a note to the school office the morning of the change so that the homeroom teacher is aware of the change ahead of time.

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)

Section 17- Miscellaneous

17.1 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.

17.2 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.

17.2a 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.

17.2 b 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.

17.2c 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.

17.2d 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.

17.3 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.

17.4 Custody

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

17.5 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.

17.6 Class Size

In accordance with diocesan guidelines, class size will not ordinarily exceed 30 students.

17.7 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.

17.8 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.

17.9 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.

17.10 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.

The Catholic academies and parish schools within the Roman Catholic Diocese of Brooklyn welcome students of all backgrounds to share in the Catholic education experience. As parents of children who attend the Catholic academies and parish schools, you are encouraged to share in our Faith community. In accordance with the teachings of the Roman Catholic Faith, the Catholic academies and parish schools within the Diocese of Brooklyn admit students of any race, color, national origin, and ethnic origin. The Catholic academies and parish schools do not discriminate on the basis of race, color, national origin, and ethnic origin in admission, policies, scholarship and loan programs, and athletic and other school-administered programs.

