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Celebrating Over 64 Years of Excellence



MISSION STATEMENT

The mission of St. Bernadette Catholic Academy is to educate the whole child, fostering and stimulating in students an awareness of their Baptismal gift of Faith, recognition of their own God-given talents, and to empower students to mature into successful Catholic Christian adult citizens.

PHILOSOPHY

St. Bernadette Catholic Academy is committed to building a caring, Christian community while providing a challenging, academic foundation for its students. We are devoted to fulfilling the educational mission of Catholic education. We believe that every facet of life is important – spiritual, moral, intellectual, emotional, social and physical. Our school fosters and stimulates in students an awareness of the gift of Faith, helps students grow in the appreciation of the Gospel, and empowers them to mature into responsive, Christian adults.

At St. Bernadette Catholic Academy we provide an atmosphere that combines academic excellence with the necessary skills for making moral decisions based on Catholic values and attitudes. We prepare our students to be responsible citizens and enable them to meet the challenges of the 21st Century.

Knowledge is viewed as an essential component in a mature, critical - thinking adult. Therefore, each student is assisted in developing a positive attitude toward continued education, and is motivated to think objectively, resolve problems creatively, reason independently, and work collaboratively.

Students are encouraged to develop skills for building a better world. Through their active participation in extra-curricular activities we acknowledge their positive contributions to school, parish and community. Through a structured physical education program, the students benefit from healthy competition, teamwork, and good sportsmanship.

Relationships among students, families, and staff promote and support loyalty and respect within the school environment, which, in turn, create a vibrant rapport at St. Bernadette Catholic Academy.

As a school within the Diocese of Brooklyn, our curriculum guidelines are based on New York State Common Core Standards. These guidelines form the framework upon which we base our instruction. They are strengthened by the leadership of our local administration and enhanced by the professional and personal commitment of the school faculty and staff.

NOTICE OF NON-DISCRIMINATION POLICY

St. Bernadette Catholic Academy does not and will not discriminate on the basis of race, color, national or ethnic origin in admissions policies, educational policies, scholarship and loan programs, athletic and other school administered programs. St. Bernadette Catholic Academy does not and will not discriminate on the basis of sex in admissions policies, in the treatment of students, nor in their personnel practices as stated in Title IX of the Educational Amendment of 1972.

POLICY OF MINISTERIAL AND PROFESSIONAL CONDUCT

St. Bernadette Catholic Academy’s administration, faculty, staff, and volunteers are in compliance with the Diocese of Brooklyn Policy on Ministerial and Professional Conduct in accordance with the “Virtus Program.” On-going training is conducted for the administration, faculty, staff, and volunteers as required by the Diocese of Brooklyn.

PURPOSE AND USE OF THIS HANDBOOK

This Handbook exists to foster the efficient operation of St. Bernadette Catholic Academy. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians. Addenda to the Handbook will be updated and issued annually.

ADMINISTRATION

Pastor			Rev. Msgr. Thomas G. Caserta
Board of Directors Chair			Mr. William Guarinello
Principal	Sr. Joan DiRienzo, MPF	E-mail	stbernadette83@yahoo.com
School Office	718-236-1560	Website	www.stbernadetteschool.org
FAX	718-236-3364	Convent	718-259-9844
Facebook: St. Bernadette School, Brooklyn, NY		Twitter	@stbernadettebk
Instagram: stbernadettebk			

SPECIAL NOTE

The principal retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.

DISTRIBUTION OF HANDBOOK

This Handbook is usually distributed for the current academic year at Back to School Night. During the 2017 – 2018 year, this Handbook is being made public via the File Library on Option C in November 2017. An Acknowledgement Form that confirms receipt of the Handbook is inserted into the Handbook and is to be signed and returned by the parent/guardian. The signing and returning of the acknowledgement is an indication that the parent/guardian acknowledges and accepts the content of the Handbook and agrees to be governed by its policies. The signed acknowledgement will be kept in the Principal’s Office throughout the school year and will be retained from year to year as an agreement between the student, his/her family, and the school.

HOME ACADEMY ASSOCIATION (HAA)

Executive Board

President	Maria Aulisa
First Vice-President	Carina Amendolara
Second Vice-President	Lisa Rutigliano
Treasurer	Dina Amatore
Associate Treasurer	Katerina Ciaccia
Recording Secretary	Frances Tamayo
Corresponding Secretary	Janine Martucci

Our HAA can be contacted via a handwritten note sent to the office or their email address: sbshsa@stbernadetteschool.org . Facebook: St. Bernadette Home School Association

Extended Board

Class Mother Liaisons
Pre-K to Grade 4
Grade 5 – 8

Karen Scuteri
Denise Berardelli

Children’s Services

Elizabeth Luppino
Joanne Papoutsakis
Teresa Wierzbowski

Decorating & Design

Nicole Aellis
Rosa DiMaggio
Natasha Longobardi
MaryAngela Migliore
Melissa Rice
Jodi Sparacio

Antonella Catanzaro
Mary Kresse
Francesca Manna
Theresa Monferrato
Fiorella Santangelo

Fundraising

Josephine Armenia
Cara Gagliano
Joanna Mazza
Natasha Napolitano
Dena Tornetti-Mancino
Tara Vento

Therese Civitello
Natalie Grilletti
Alfonsina Messina
Linda Spatarella
Dorothy Vasta

Hospitality

Athina Fascianella
Nancy Tierno

Lori Sullivan

Publicity

Maria Cordi
Maria Giura

Paulina DiAngelis
Alison Marino

Social Concerns

Josephine Bello
Josephine Bruzzese
Lucia LaRocca

Enza Boccuzzi
Tara Iannibelli

Spirituality

Antonietta Cutrona
Roseann Gilroy

The St. Bernadette Catholic Academy HAA is highly involved in supporting our school. All parents are urged to be active members in the HAA. General meetings are scheduled three times during the year: September, March, and May. All parents are invited and encouraged to attend.

Each year, in addition to the Fair Share fee collected from each family, the HAA sponsors several fundraising projects. With the help of all parents, these projects are very successful. These fund raising projects allow the HAA to support many important projects at our school.

HOURS

Office Hours	8:00 a.m. – 11:45 a.m. 12:30 p.m. – 3:15 p.m.
Arrival	7:50 a.m. – 8:05 a.m.
Kindergarten – Grade 8	8:05 a.m. – 2:45 p.m.*
*Faculty Meeting Days	8:05 a.m. – 12:00 p.m.
Pre-K 3 and 4 A.M. Session	8:30 a.m. – 11:00 a.m.*
*Faculty Meeting Days	8:30 a.m. – 10:15 a.m.
Pre-K 3 and 4 P.M. Session	12:00 p.m. – 2:30 p.m.
*Faculty Meeting Days	10:30 a.m. – 12:15 p.m.
Lunch Period: Kdgn. – Grade 8	11:50 a.m. – 12:30 p.m.

ARRIVAL

Students in Kindergarten through Grade 8 enter the school building between 7:50 a.m. and 8:05 a.m. As children arrive on the schoolyard at 7:50 a.m. they should proceed into the school building by way of the schoolyard door. Arrival before 7:50 a.m. is discouraged, since **there is no supervision in the school yard before 7:50 a.m.** Students enter the school building at 7:50 a.m., at which time they will proceed to their classrooms and begin the day's activities.

Pre-K 3 and 4 students are welcomed into the building at the schoolyard door. Students in the A.M. classes enter the building at 8:20; students in the P.M. enter the building at 11:50 a.m. On accelerated schedule days, students should arrive 10 minutes before their class time begins.

The main door (83rd St.) will be used for arrival, when the schoolyard is closed due to snow, ice, etc.

**Those bringing or picking up children should not smoke in the schoolyard
or bring pets to the schoolyard.**

DISMISSAL

- ◆ Pre K 3 and Pre K 4 children are dismissed by way of the back door emptying into the schoolyard toward the 14th Avenue side. Pre K 3 at 10:55 a.m./2:25 p.m. Pre K 4 at 11:00 a.m./2:30 p.m. Once children are dismissed, please leave the premises. Children should not be running or playing in the school yard, which also serves as a parking lot for our teachers.
- ◆ Kindergarten is **always** dismissed by way of the Main Door on 83rd Street at 2:40 p.m.
- ◆ Students in Grades 1 – 7 are dismissed at 2:45 p.m. They will be dismissed according to the schedule below. Please be sure to review the list so that you know where you are to pick up your **FAMILY**. A list has been provided to parents through Option C.
- ◆ At dismissal, no parent or guardian should be removing their children from a line or going through the school yard.
- ◆ Be aware that classes are dismissed in order from **youngest to oldest**. **Once your family has been dismissed, PLEASE LEAVE THE PREMISES.**
- ◆ **Those picking up children should not smoke in the schoolyard or bring pets to the schoolyard.**

A School Crossing Guard is provided by the NYPD 68th Precinct and stationed at 13th Ave. & 83rd St.

PLEASE, FOR THE SAFETY OF ALL OUR CHILDREN, DO NOT DOUBLE PARK ON 82ND OR 83RD STREETS AND/OR CALL CHILDREN TO RUN BETWEEN CARS WHERE THEY ARE NOT VISIBLE TO DRIVERS.

At Dismissal:

Students must go directly to cars or leave the school property. If persons picking up children do not arrive on time, students will be accompanied to the After School Care program. Parents will be charged the appropriate After School Care fee. *Students who are not picked up on time should not go with other parents, unless the school has written permission or have received permission by phone.*

The children's safety is the priority of the teachers. Dismissal is not the time for parents to approach teachers about school matters of any kind. Parent concerns should be addressed in a hand-written note to the teacher, an email through Option C, or an email through the school office at stbernadette83@yahoo.com.

OUR SCHOOL DRIVEWAYS MUST NEVER BE BLOCKED.

ADMISSIONS/REGISTRATION

Requirements for incoming students:

Pre-K 3 students must: be 3 years of age by December 31 of the current year
be toilet trained
successfully complete school readiness assessment

Pre-K 4 students must: be 4 years of age by December 31 of the current year
successfully complete school readiness assessment

Kindergarten students must: be 5 years of age by December 31 of the current year
successfully complete school readiness assessment

Grade One students must: be 6 years of age by December 31 of the current year
successfully complete grade one assessment

Grade 2 – 6 students must: present a copy of most recent report card and the most recent standardized test results
meet with the principal for an interview
successfully complete grade specific assessments

The school must be informed if a Child Study Team Evaluation Report and/or Individualized Education Plan are available.

All students require: \$50.00 non-refundable registration fee due upon registration
Birth certificate
Record of Immunization
Baptismal Certificate

Registrants will be accepted as follows:

Siblings of students currently in the school
Children of registered parishioners of St. Bernadette Parish
Children of St. Bernadette School Alumni
All other children

ATTENDANCE POLICY

St. Bernadette Catholic Academy has developed its attendance policy in accordance with the New York State Education Law Section 3205. This comprehensive attendance policy will help to uphold the mission of our school, as stated in this handbook.

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

Therefore, parents of students who miss 45 days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. **It is the parent's responsibility to notify the school administration of an attendance concern and to request such a conference.**

ON EACH DAY OF ABSENCE A PARENT OR GUARDIAN IS REQUIRED TO PHONE SCHOOL OR LEAVE A MESSAGE ON THE ANSWERING MACHINE BY 8:30 A.M. The parent or guardian should indicate whether someone will pick up the child's work for the day. **(Work pick-up occurs between 2:45 and 3:15 p.m.)**

The child should return to school with the **school absentee form, completed by the parent** giving specific reasons for the absence. If an excuse note is not received within 2 school days, the absence is permanently recorded as illegal. All absences are recorded in the school register of attendance.

When a student is absent for three or more days, a doctor's note is required in order for a student to return to school IN ADDITION TO THE SCHOOL ABSENTEE FORM.

To prevent a child's illness from spreading, a child should be **24 hours fever free before returning to school.** Children with a communicable disease are not permitted to return to school without certification of recovery from a doctor.

The school is obligated to provide make-up work for *excused* absences only. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school.

If a child is ill, injured or has an accident and will return to school with a **cast or orthopedic appliance, or any other medical apparatus**, he or she **must return to school with a doctor's note stating limitations and restrictions.** In these cases, a call should be made to the school to discuss needed accommodations with the principal. If the school does not receive written clearance by a physician for the child to attend school, he or she will be denied admittance to school. Further, **a doctor's note is required upon the lifting of limitations and restrictions.**

Vacations taken during school days are considered *illegal* absences. If dates of a student's absence are known in advance, the school should be notified. However, **the school is not obligated to provide assignments in advance.** Assignments will be given upon the return of the child. It is the parent's responsibility to make sure these assignments are submitted.

A written request from a parent or guardian must be presented whenever a child leaves school early. The request must state clearly the reason for the early dismissal. Students are to report to the office to be signed out by a parent/guardian in this situation. Conversely, should a child arrive at school later than 8:30 a.m., a parent or guardian must accompany the child to the office and sign the child into school.

Please note:

- If for any reason a child arrives at school later than 8:05, but before 9:00 a.m., this is considered tardy.
- If a child arrives at school after 9:00 a.m., this is considered a half-day absence.
- If a child comes to school, but leaves for some reason before 9:00 a.m. this is considered a full day absence.
- If a child leaves school for any reason after 9:00 a.m. and before dismissal, this is considered a half-day absence.

ACTIVITY ATTENDANCE

Any student absent on a given school day, with a full or half day absence, will not be allowed admittance to any school or Student Council sponsored activity that afternoon or evening.

PUNCTUALITY

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time for ALL students in the class. Any student who arrives at school after 8:05 a.m. is considered tardy and must report to the office by way of the main door (83rd St.) for an admission slip. Parents should call the school to inform the office if students will arrive at school later than 8:15 a.m.

Students who arrive late with a note from the parent/guardian will be considered excused.

Students arriving without a note are considered unexcused. Students who accumulate three *unexcused* tardies will be assigned a detention during their lunch recess. **If a child has been late for school, he or she does not qualify for perfect attendance at school.**

MEDICAL APPOINTMENTS

Medical appointments should be made for students **after school hours whenever possible**. Children who are to be dismissed during school hours for a medical appointment must present a note the day before the appointment. Children are to report to the office to be signed out by their parent/guardian or a person authorized by the parent/guardian.

EXTENDED-DAY CARE

MORNING CARE

Morning Care hours and fees are: **7:20 AM – 7: 50 AM, the cost is \$2.00 per morning per child.**

Students who enter the building prior to 7:50 AM must be enrolled in the Morning Care program in order for them to be admitted to the building and be supervised. You will be billed in the same manner as the After Care Program. (See below)

AFTER SCHOOL CARE

Our After School Care Program is for St. Bernadette Catholic Academy students in Kindergarten through Grade 8. It is provided at a nominal fee, **\$6.00 per hour per child, \$3.00 per half-hour per child. There are no family discounts.**

Parents will not be billed in advance for the After School Program. Parents will receive a bill on the first school day of the following month with payment to be made no later than the 5th school day of the month.(i.e., September After School will be billed on October 1st.) **Payments received later than the 5th school day of the month will incur a \$20 late fee.**

The minimum payment will be \$6.00, and billed by the half-hour for every hour after that. For example if your child is picked up between 3:15 and 3:45, you will be billed \$6.00 for each child. If your child is picked up between 3:45 and 4:15, you will be billed \$9.00 and so on. **We do not bill for ¼ hours.**

This system avoids credits and refunds. You will be billed for the hours that your child/ren is/are in the After School Program. If your child uses the After School Program on any given day and also participates in an After School Activity between dismissal and the time he/she is picked up you will be billed for that time. If your child needs to be brought to the school building and picked up by the After School Care Teacher for other activities (i.e. Title I, Band, Hand Bells) you will not be credited for that time. If you fail to sign your child/ren out you will be billed for the entire 3 hours (\$18.00).

The After School Care Program runs from dismissal until 5:45 p.m. **There is no After School Care on half-days that precede a holiday.** For example, on the Wednesday before Thanksgiving, there is no After School Care. These days are indicated on the yearly calendar and will be posted on the monthly calendar.

The following explains our procedures for registering for the After School Care Program:

- A calendar for each child attending will be kept in a binder at After School Care. When your child is picked up at After School Care, the adult who picks up your child **must initial the calendar and write the time of day you have picked up your child in the presence of the After School Care teacher.**
- If you intend to use this service on a random basis, an emergency form must be completed and returned to the office no later than the date indicated on the form.
- Parents must provide their child/ren with a snack and beverage.

BE REMINDED THAT IF A FAMILY'S TUITION AND FEES ARE NOT PAID THROUGHOUT THE YEAR, THE FAMILY WILL NOT BE PERMITTED TO MAKE USE OF THE AFTER SCHOOL CARE PROGRAM.

BOOKS

Books for each subject area are assigned to the student with the understanding that good care will be taken of them. Workbooks are paid for with the Activity Fee for each child. Text books are on loan to the students for the year. There will be a charge for books lost or damaged. The amount charged will vary according to the amount of damage and the value of the book. Textbooks should be covered with book socks or paper covers, unless otherwise directed by the teacher. If covering with paper, please use the tape in such a way that it will not damage the inside covers when removed. Workbooks should be covered with clear contact . Books should not be decorated with other objects, doodling or scribbling. **Every child must carry his or her books to and from school in a book bag.**

BOOK BAGS

A book bag is **required** for all students Pre K 3 through Grade 8. Book bags should not be decorated with all kinds of toys, etc. These are distracting and a cause for distress when they are lost. **Book bags or back packs with wheels are permissible for students in grades 4 – 8 only**; however, the wheels may not be used in the school building. Inside the building, the book bag must be carried by the handle or as a backpack.

SCHOOL SUPPLIES

All paper products (theme tablet and notebooks, etc.) must be purchased from the school. The cost of initial supplies is paid through the Activity Fee. Students will receive these supplies on the first day of school. Parents must purchase any additional supplies as they are needed throughout the year. Please send **exact change** in an envelope with the child's name, grade, and item(s) to be purchased written clearly on the envelope.

PROGRESS REPORTS

Parents are encouraged to monitor their child's progress carefully, through the Option C parent portal.

REPORT CARDS

Report cards are issued to students in Pre - Kindergarten through Grade Eight following the completion of each trimester. The report cards used in Pre K-3 through Grade Eight are those determined by the Office of the Superintendent of the Diocese of Brooklyn.

The report card mark in grades one through eight is an evaluation of classwork, homework, projects, quizzes, tests, and other formative and summative assessments. In Pre-K and Kindergarten, children are assessed on their daily performance and formative and summative assessments.

The academic code for grades one through eight is as follows:

A+	97 – 100	A	93 – 96
B+	89 – 92	B	85 – 88
C+	81 – 84	C	77 – 80
D+	74 – 76	D	70 – 73
F	Below 70		

The progress code for grades one through eight is as follows:

- 1 = Does Not Meet Standard
- 2 = Approaching Standard
- 3 = Meets Standard
- 4 = Meets Standard with Distinction
- X = Not Assessed this Trimester

The codes for Pre-Kindergarten and Kindergarten Report Cards are as follows:

- X = Not introduced or assessed
- 1 = Not Demonstrated
- 2 = Beginning
- 3 = Developing
- 4 = Secure

Parent-Teacher conferences will be held to distribute and discuss report cards at the end of the first and second trimesters. A parent's attendance at conferences is very important. In addition, a parent/guardian may request a conference with the child's teacher at any time during the school year. A written note from the parent should be sent to the teacher requesting an appointment. Parents may also send a message to the teacher through the Option C parent portal. The teacher will then contact the

parent to arrange the appointment. Likewise, a teacher may sometimes find it necessary to request a conference with a parent/guardian.

HONOR ROLL

Honor rolls will be posted for students in Grades Four through Eight following each report card period and will be based on the following standards:

Principal's List	A+ grade in each major subject
First Honors	A average in all major subjects with no grade lower than a B+
Second Honors	B+ average in all major subjects with no grade lower than a B

In order to receive Honors a student must receive a “3” or better in all areas marked according to the Progress Code. Additionally, in Grades 6 – 8, although not part of the core average, the Italian grade must match the requirement for Honors.

Honor roll for the year will be based on the average for the year.

FINAL EXAMS

Final exams are given to all students in grades one through eight at the end of the Third Trimester. The results of these will comprise **no more than 20% of the third trimester average**. No student will exempt from an exam.

SUMMER ASSIGNMENTS

All students in Kindergarten through Grade 7 will receive a summer assignment. These assignments, usually in Reading and Math, are determined by the faculty and administration according to the needs of a particular class/student. It is strongly suggested that students complete these assignments in small amounts each day.

STANDARDIZED TESTING PROGRAM

Students in St. Bernadette School are tested according to local, state and diocesan mandates. These include:

Grades 3 – 8	Terra Nova Common Core Testing Battery (October)
Grade 4	New York State Testing Program in English Language Arts, Mathematics, and Science (Spring)
Grade 6	New York State Testing Program in English Language Arts and Mathematics (Spring)
Grade 8	Test for Admission into Catholic High Schools (TACHS) in (November)
Grade 8	New York State Testing Program in English Language Arts, Mathematics, Science (Spring)

ACADEMIC INTERVENTION

In accordance with the New York State Education Department, students scoring in Level 1 are required by New York State to receive remediation according to their need and the plan established by the school. Any student receiving academic intervention will be re-assessed after having received a year of academic intervention.

Parents of students whose scores qualify for intervention will receive notices about Academic Intervention. Students in grade 5 receive Academic Intervention based on their NYS scores taken in the previous Spring. Attendance is mandatory.

SUPPLEMENTAL CLASSES

Title I is a federal program and is offered to our students based on NYS Test scores and/or Terra Nova results in Math and Reading as well as the location of their residence. Availability of these classes depends on the teachers provided to us through Title I. Invitations to participate in this program are sent in October and again in January. Participation in these classes is **strongly suggested** in order to assist the children to do their best on level.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. It does not help a child when parents do the homework for them. It is actually detrimental in many ways. Each student in grades 2 - 8 is required to have a special homework pad to record assignments. Homework is often posted Monday through Thursday for Grades Kdgn through Grade 4 on our website at: www.stbernadetteschool.org. For students in Grades 5-8, homework will posted on our Option C parent portal. It is recommended that students spend the following minimum amounts of time doing homework:

Grades One:	Twenty (20) to Thirty (30) minutes
Grades Two and Three:	Thirty (30) to Sixty (60) minutes
Grades Four and Five:	Sixty (60) to Ninety (90) minutes
Grades Six, Seven, Eight:	One to Two Hours

Research shows that doing homework consistently, not only helps students to be successful in school academically, but also helps young people to develop character, responsibility and perseverance – qualities that will allow the young man or woman to be a successful adult.

It is not uncommon for students to take a week or two to settle into their school routine. As experienced educators we realize the need for transition time. Our conviction concerning the value of homework is steadfast. Following this transition period, students in Grades 5 – 8 who come to school without completed homework will receive a detention from the teacher who has given that assignment. Excessive detentions in the area of homework will result in further consequences to be handled on an individual basis.

ACADEMIC SUCCESS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving academic success:

1. Come to class prepared with all necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to consistently do the very best work possible.

PROMOTIONS AND RETENTIONS

Students who complete grade level work successfully will be promoted to the next grade.

Parents/guardians will be kept informed about student progress through progress reports, report cards, parent conferences, and the like.

In Kindergarten through Grade 2, in the rare event that a child fails English Language Arts OR Math, it may be recommended that the child repeat the grade level.

In grades 3 – 8, if a child fails one major subject for the year, attendance at a summer school program will be required in order for the child to be promoted to the next grade. **If the child fails two or more subjects for the year, it may be recommended that the child repeat the grade level.**

The purpose of retention is to ensure that students so retained are provided opportunities for success. Students receiving a final grade of **D** or **D+** for the year are strongly recommended to attend summer school.

Note: Tests and quizzes brought home, grades posted regularly on Option C, progress reports and report cards are a means of keeping parents abreast of the child's success or lack thereof. Please examine these documents carefully so that you are aware of academic progress/problems as they develop.

STUDENT COUNCIL

The Student Council is that organization of the school, duly elected by the student body, endowed with the responsibility to legislate for and administer certain school activities. Student Council gives an opportunity to train for leadership, the learning of the responsibilities of governing and being governed, and proper technique of conducting and participating in public meetings.

The Council is composed of the President, two Vice-Presidents, two Secretaries, a Treasurer, and Team Captains in various areas of school life. Additionally, Student Council includes Representatives from each grade level three through seven. Grade Eight Council representation includes the five class officers.

Election of Executive Officers will take place in May. Student representatives will be elected in September. There are two representatives from each grade level. Induction of all of these officers will take place in the fall.

EXTRA CURRICULAR ACTIVITIES

Participation in extra-curricular activities is encouraged. These activities provide opportunities for children to use their many talents and gifts. It should be remembered that participation in extra curricular activities is a privilege. Extra-Curricular Activities include, but are not limited to:

Annual Talent Show
Band Program
Hand Bell Choir
Violin
Choir
Cursive Club
Debate Club

Altar Servers
Yearbook
Catholic Action Team
Recycling Team
Playground Team
Robotics Club

DISCIPLINE PLAN

Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, an efficient administration and good educational programs, but also *by the development of rational self-control in each child.*

St. Bernadette Catholic Academy students are expected to act appropriately at all times, within school and outside school. Students must understand that they represent St. Bernadette Catholic Academy to the public, whether traveling to and from school, communicating electronically through cyberspace, participating in sports events, or simply wearing a St. Bernadette Catholic Academy shirt or jacket. Courtesy is proper and expected, e.g., greeting people, holding the door for others, addressing students and adults properly.

Purpose of discipline:

- ◆ To produce good order
- ◆ To provide for the safety, health and general welfare of the students
- ◆ To teach respect for the rights of others
- ◆ To cultivate good character traits
- ◆ To give ample opportunity for the development of leadership
- ◆ To form the true Christian citizen
- ◆ To provide an atmosphere for intellectual activities

Appropriate behavior dictates that a student would:

- ◆ Respect all faculty and support personnel.
- ◆ Follow directions the first time they are given.
- ◆ Keep hands, feet and objects to oneself.
- ◆ Use appropriate language at all times.
- ◆ Respect one another.
- ◆ Wear proper uniform at all times.
- ◆ Respect school property.
- ◆ Not chew gum.

Appropriate expected behavior for the playground:

- ◆ Follow directions of supervisor(s).
- ◆ Use equipment properly.
- ◆ Play appropriately at all times.
- ◆ Speak courteously and respectfully at all times.
- ◆ Remain on school property at all times.
- ◆ Food and beverages are not permitted outside.

Appropriate expected behavior for the cafeteria:

- ◆ Follow directions of the supervisors and staff.
- ◆ Speak in conversation tone; using “indoor voices”.
- ◆ Walk at all times.
- ◆ Clean up table and floor space after eating.
- ◆ Remain seated while eating and until dismissed.
- ◆ Raise hand for any need.
- ◆ Only food and/or beverages in non-glass containers are permitted.
- ◆ Food and beverage is to remain in the cafeteria.
- ◆ All food should be brought in disposable containers.

Appropriate expected behavior for an assembly:

- ◆ Wait quietly.
- ◆ Use good manners for a public gathering.
- ◆ Give full attention and cooperation to the presenter.

Appropriate expected behavior for a fire drill:

- ◆ Observe silence.
- ◆ Walk quickly in single file.
- ◆ Keep arms at sides.

Physical, verbal or sexual harassment, bullying and fighting are prohibited.

Consequence: **Immediate referral to the Principal; suspension/expulsion at the discretion of the Principal.** Students may be prohibited from the use of the area where the infraction occurred, for a time.

Use of tobacco, alcohol and/or drugs is prohibited.

Consequence: **Immediate referral to the Principal; suspension/expulsion at the discretion of the Principal.**

Possession of weapons or look-alike weapons is prohibited.

Consequence: **Immediate referral to the Principal and Civil Authorities; suspension/expulsion at the discretion of the Principal.**

Consequences

Each child has the opportunity to choose his or her own actions. At St. Bernadette Catholic Academy we laud appropriate behavior in many ways, among them, Caught Being Good and Disciple of the Month. However, at times students will choose to act contrary to school rules. The consequences for inappropriate behavior may include but are not limited to the following:

A detention may be issued for failing to follow the aforementioned rules. Additionally, teachers may assign detentions as a result of infractions of classroom rules.

Three detentions for serious or repeated disciplinary offenses within one trimester may result in an in-school suspension.

DETENTION

Students who are required to serve after school detention will remain with a teacher for an age-appropriate amount of time. Parents will be notified at least one day in advance of the detention. Parents should sign and return the detention notice, which is kept on file for one school year.

SUSPENSION AND EXPULSION

Formal suspension is a serious disciplinary action taken by school authorities toward a student whose actions constitute a major disciplinary infraction or a repeated disciplinary offense, which has not been deterred by detention, and are contrary to the good order of the school community. **Suspension is a major step toward possible expulsion.**

When a student's behavior warrants suspension, the Principal will inform the parent/guardian. **Should a student receive two formal suspensions, he/she is liable to expulsion.**

Ordinarily, suspension is from class and may not exceed five school days. During the period of suspension from class the student is marked present. The student is expected to report to school and to approximate the work of the class under the direct supervision of an adult staff member. The classroom teacher will evaluate and include these assignments/tests in the grading process.

Major discipline infractions may include but are not limited to gross insubordination, gross truancy, fighting, cheating on tests, bullying, theft, vandalism, smoking, possession of dangerous weapons, possession or being under the influence of illegal drugs, marijuana or other contraband, foul language, drinking or possession or use of alcoholic beverages on school premises or at school sponsored activities regardless of location, endangering the good name of St. Bernadette Catholic Academy, its administration, teachers or staff whether on or off the premises in any venue, online or off, cyberbullying, **and any other offense deemed unacceptable by the principal.**

ANTI-BULLYING /HARASSMENT POLICY

Purpose: 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.

Definition: Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons toward 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 phones, webcams. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

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 will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will 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 will be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling will be made for all parties if deemed necessary.

- The principal will follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

ALERT SYSTEM

CANCELLATION OF SCHOOL

Cancellation of school may take place in extreme weather, equipment failure, or public crisis. School will not be cancelled unless a significant safety risk has been created by unusual circumstances. **In most cases, the Diocese of Brooklyn follows the direction of the New York City schools in these matters.** In the event that school is closed, parents will receive a call in that regard through our **Option C alert system**.

In addition to receiving information by way of our Option C alert system, information in this regard will be posted on the school website: www.stbernadetteschool.org in the calendar link.

DELAY OF SCHOOL

The **delay** of the opening of a school day may take place in extreme weather. In the event that school is delayed, parents will receive a call in that regard through our **Option C alert system**.

In addition to receiving information by way of our Option C alert system, information in this regard will be posted on the school website: www.stbernadetteschool.org in the calendar link.

EMERGENCY EARLY DISMISSAL

Emergency early dismissal may take place in extreme weather, equipment failure or public crisis. School will not be dismissed early unless a significant safety risk has been created by unusual circumstances. A call, by way of our **Option C alert system**, will be sent to parents.

In addition to receiving information by way of our Option C alert system, information in this regard will be posted on the school website: www.stbernadetteschool.org in the calendar link.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every parent maintains an up-to-date address and telephone number record at the school office. Parents should notify the school in writing immediately if there is a change of address or telephone number during the school year.

PERSONAL INFORMATION

It is the policy of the school not to publish or release personal information concerning students and their families.

PARTIES

When a child celebrates a birthday, it is permissible for a parent to send in a treat for the class. The treat should consist of **something that can be held in the hand**: a cupcake, brownie, cookie, munchkin, etc. The treat plus a napkin need to be sufficient for the members of the class and the teacher. **Please do not send in beverages. Goody bags, prizes, gifts or the like are not permitted and should be reserved for private parties. Neither should these items be distributed at dismissal on the playground or sidewalks.**

Throughout the school year, students have birthday parties and special events outside of school.

PERSONAL INVITATIONS TO PRIVATE EVENTS MAY BE DISTRIBUTED DURING SCHOOL HOURS ONLY IF ALL THE CHILDREN OF THE CLASS ARE INCLUDED IN THE EVENT. The classroom teacher should be made aware that such invitations are being distributed in advance of their distribution.

CONFERENCES

Formal Parent/Teacher conferences occur twice during the school year at the end of the first and second trimesters of school. However, the teacher or parent/guardian may request conferences at any time. A note from the parent should be sent to the teacher requesting an appointment. The teacher will then contact the parent to arrange the appointment. Likewise, a teacher may sometimes find it necessary to request a conference with a parent/guardian.

It is inappropriate to approach a teacher on the street, in a store, on a bus, etc., and expect to have a conference about a child.

DRESS CODE

Each child in grades Pre-K 3 through Grade Eight is required to wear the regulation school uniform to be purchased from **Flynn & O'Hara Uniform Company** (1-800-441-4122; 7301 – 13th Avenue, Brooklyn at 718-567-8593. Students in Kindergarten through Grade 8 are required to wear the regulation school shoes to be purchased from **Styl-O-Pedic Shoes, Inc.**, (2435 Hylan Blvd., Staten Island, NY; 1-718-987-4140). **Consistent disregard for this policy will result in consequences deemed appropriate by the principal.**

Boys

K - 8

White short/long sleeve Button-down Collar Shirt w/Silk Screen on pocket

Green Plaid Tie

Navy Pleated Twill Pants

Black Leather belt

Navy crew socks

Uniform black oxford shoes

Navy cardigan sweater or v-neck vest w/Logo (Optional K-5; Mandatory 6-8)

Navy Polar Fleece Jacket w/Logo (Optional outerwear)

White Short Sleeve Polo with school logo (Optional summer use: **April 15 through October 15**)

Navy Twill walking shorts (Optional summer use: **April 15 through October 15**)

School shoes

In cooler months, should a student choose to wear a sweater, only the school sweater is permitted in school

Excessive jewelry is not permitted. Boys are not permitted to wear earrings or other body decorations. Fad hairstyles, including spiked and dyed hair, are not permitted. **Hair length should not exceed the shirt collar in the back or the eyebrows in the front.** Colognes and scented gels should not be worn because of the effects they have on others with allergies. The administration reserves the right to determine what is appropriate regarding jewelry, hairstyles, and the like.

Girls

White short/long sleeve Peter Pan collar blouse (K – 5)

Green plaid split front jumper w/emblem (K – 5)

White knit short/long sleeve banded waist blouse, with logo (6 – 8)

Green Plaid Wrap-Around Kilt (6 – 8)(**skirt hems must be no shorter than 2” above the knee**)
 Navy Criss-Cross Girl’s tie (K – 5)
 Navy blue knee socks (K – 8)
 Black oxford shoes (K – 8)
 Navy cardigan sweater (K – 5) (Optional)
 Navy V-neck vest (6 – 8) (Mandatory)
 Navy Polar Fleece Jacket w/Logo (Optional outerwear)
 Navy blue tights (K-8) (Optional winter use: **October 15 – April 15**)
 Navy docker-style slacks (K – 8) (Optional winter use: **October 15 through April 15**)
 Navy walking shorts/skort (K – 8) (Optional summer use: **April 15 through October 15**).
 White knit shirt with school logo (K – 5) (Optional summer use: **April 15 through October 15**)
 Navy blue crew socks with skort/shorts – **April 15 through October 15**)
 School shoes

Make-up, nail polish, nail tips and wraps, and the like; dangling earrings, excessive jewelry and hair and body decorations are not permitted. **Only one earring (POST) per ear lobe is permitted.** Earrings may not be worn in any other part of the ear or on the body. Clear nail polish is permitted. Fad hairstyles, including hair dying, are not permitted. Perfumes and scented gels should not be worn because of the effect they have on others with allergies. The administration reserves the right to determine what is appropriate regarding jewelry, hairstyles, and the like.

Pre-K 3 and 4 Boys and Girls

Winter – T Shirt, Sweat Pants and Sweat Shirt

Summer – T-Shirt and Mesh Shorts

Velcro Sneakers and white socks

Pre Kindergarten students follow the same regulations as detailed above regarding hair, nail polish, jewelry, and the like.

Gym Uniform

Boys and Girls K - 5

The gym uniform for boys and girls in Kindergarten through Grade 5 consists of
 Sneakers (**Velcro sneakers strongly recommended for Kdgn and Grade 1**)
 white socks
 uniform sweatpants
 uniform tee shirt
 uniform sweatshirt.

Uniform navy micro-mesh shorts and gold tee shirt may be worn from **April 15 through October 15**. Platform, open-back, or fashion sneakers are not permitted.

Sneakers must be closed with Velcro or laces.

The gym uniform is worn to school only on gym days unless otherwise directed.

Boys and Girls Grades 6 – 8

The gym uniform for boys and girls in Grades 6 – 8 consists of:

Sneakers

white socks

uniform track suit

uniform tee shirt. (Gym Uniforms not outgrown in Grade 5 may be worn by 6th graders.)

Uniform navy micro-mesh shorts and gold tee shirt may be worn from **April 15 through October 15**.

Platform, open-back, or fashion sneakers are not permitted. Sneakers must be closed with Velcro or laces.

The gym uniform is worn to school only on gym days unless otherwise directed.

NO JEWELRY AT ALL MAY BE WORN BY ANYONE ON GYM DAYS.
Post earrings, Chains with medals, bracelets and watches are considered jewelry.

Non-Uniform Days – Dress Down Days

On “No Uniform Days” the children must dress appropriately. Jeans are acceptable. Only walking shorts are permitted; short shorts are not permitted. No spandex, halter-tops, or tank tops are permitted. Logos on clothing should depict appropriate messages. Tight-fitting, immodest dress is not permitted. Backless shoes are unsafe and therefore may not be worn to school. **Footwear on Dress Down Days or other Non-Uniform Days must consist of SNEAKERS.** Platform, open-back, or fashion sneakers are not permitted; boots are not permitted. Sneakers must be closed with Velcro or laces.

On “Spirit Days”, i.e. Dress Green Day, Crazy Hat Day, Seasonal Dress Up Days, etc., the students must adhere to the theme for the day or parents will be called to bring the child’s school uniform to school. Further, the child will not be permitted to participate in the next month’s spirit day.

EMERGENCY DRILLS

Fire drills are conducted in compliance with the laws of the State of New York. New York Law requires that fire drills be held at least twelve times in each school year: eight of these between September 1 and December 1 of each year. At least one fire drill must be held during February or March. Escape plans are posted inside each classroom.

Procedures in case of Intruders as well as Lock-down drills are reviewed with students regularly.

EMERGENCY INFORMATION

In case of emergency each student is required to have the following information on file at the school office:

1. Parent or guardian name
2. Complete and up-to-date address
3. Home phone and parent/guardian(s) work phone
4. Emergency phone number of relative or friend
5. Medical alert information
6. Email address of at least one parent.

CRISIS MANAGEMENT PLAN

Students and teachers are aware of procedures that will take place in the school building in the event of intrusion or lock down.

During an emergency, if you wish to come to the school to pick up your child, you will be directed to sign your child out. We will NOT release students to anyone other than a parent, guardian, or the emergency contact persons who appear on a child’s Emergency Card.

If the emergency dictates that we need to leave our school building, we will proceed to the Church building, and if need be, to Our Lady of Guadalupe School, which is able to accommodate our enrollment. If either of these situations arise, parents will be notified by our Option C alert system and may be advised to come to pick up their child/ren. Please note: **Students may be released only to parents or guardians and those persons listed on the emergency card.** If there are persons to whom your child/ren should **NOT** be released, please be sure that this information is on file in the office.

We will do our best to keep you informed about developments and procedures when a crisis does occur. An alert will be sent to you by way of our Option C Alert System. Another resource will be the school website: www.stbernadetteschool.org. All pertinent information will be posted on the calendar link

FEES AND TUITION

Parents of students attending St. Bernadette Catholic Academy will pay tuition as agreed to in the Tuition Agreement.

Tuition schedule and other fees are announced in February to current parents. Our tuition schedule shows the tuition scale for the Affiliated Families and Non-Affiliated Families.

In order to be considered **AFFILIATED**, a family must be Catholic, registered at a Catholic Parish, must regularly attend Mass and use church envelopes contributing a minimum of **\$500 annually**. Additionally, if a family belongs to a parish other than St. Bernadette, the St. Bernadette Catholic Academy office must be supplied a **“Statement of Affiliation”** which will confirm their affiliation with a Catholic parish and assure that a family has contributed a minimum of \$500 to that parish. The Church seal of the parish must be affixed to this Statement.

A **NON-AFFILIATED** family is either non-Catholic by faith or those who are not registered in a Catholic parish and/or do not meet the minimum annual contribution to a Catholic Parish and/or do not supply the St. Bernadette Catholic Academy office with a **“Statement of Affiliation.”**

() NON-AFFILIATED

K through 8	* Affiliated	* Non-Affiliated	Re-Reg.		() NON-AFFILIATED		
			March 1st	June 1st	*August 15th	November 1st	February 1st
1 child	\$4,600	(\$5,200)	\$500	\$1100 (1200)	\$800 (1100)	\$1100 (1200)	\$1100 (1200)
2 children	\$7,800	(\$8,600)	\$500	\$1900 (2050)	\$1600 (1950)	\$1900 (2050)	\$1900 (2050)
3 children	\$10,400	(\$11,400)	\$500	\$2525 (2800)	\$2325 (2500)	\$2525 (2800)	\$2525 (2800)
4 children	\$10,400	(\$12,400)	\$500	\$2525 (2975)	\$2325 (2975)	\$2525 (2975)	\$2525 (2975)
Pre-K 4 5-day	\$3,700		\$500	\$800	\$800	\$800	\$800
Pre-K 3 3-day	\$2,700		\$500	\$550	\$550	\$550	\$550

If, perhaps, the plan as outlined above is not suitable for your family needs, please speak with our Tuition Manager at 718-236-1560 to discuss an alternate tuition payment plan.

“Tuition payments should be made promptly. All tuition and fees must be paid by check or money order. **If there is a financial problem that affects the payment of school tuition, the situation must be brought to the attention of the administration, as soon as possible, so that suitable arrangements may be made.**”

The school charges fees for different services and materials: activity, etc. Fees should be paid promptly by SEPARATE check or money order in individual envelopes.

Students whose tuition is unpaid by the end of the current school year **will not be invited to re-register for the next school year.**

There is a late fee of \$25.00 for all payments over 10 days late. There is no grace period for those on a monthly payment schedule.

A fee of \$25.00 will be charged for checks returned by the bank. Upon second occurrence, a personal check will not be accepted for payment of tuition.

Parents whose tuition and fees are current are invited to re-register to attend St. Bernadette Catholic Academy for the next scholastic year. Registration form and fee, \$500, (non-refundable) are due March 1. Thereafter, tuition and fees must remain current if enrollment is to be held for a student.

IF A FAMILY BECOMES DELINQUENT IN TUITION, ACTIVITY FEES, OR FAIR SHARE - PAYMENTS FOR HOT LUNCH, BEFORE OR AFTER SCHOOL, FIELD TRIPS, STUDENT COUNCIL EVENTS, H.A.A. FUND RAISING EVENTS, ETC., WILL NOT BE ACCEPTED. ADDITIONALLY, A FAMILY DELINQUENT IN TUITION MAY BE BLOCKED FROM THE PARENT PORTAL ON OPTION C.

Payments made to the school for the upcoming school year are **NOT REFUNDABLE AFTER JULY 15.**

ACTIVITY FEES

ACTIVITY FEE (Per Child) K through Grade 8	\$350.00 - (DUE WITH AUGUST PAYMENT) (Includes Initial School Supplies, Testing, Yearbook, Art Supplies, Lunchroom Fee, Computer Maintenance, Weekly Subscriptions, Workbooks, etc.)
ACTIVITY FEE (Per Child) Pre-K 3 & Pre-K 4	\$175.00 - (DUE WITH AUGUST PAYMENT) (Includes Initial School Supplies, Testing, Yearbook, Art Supplies, Weekly Subscriptions, Workbooks, etc.)

IF A FAMILY BECOMES DELINQUENT IN TUITION, ACTIVITY FEES, OR FAIR SHARE - PAYMENTS FOR HOT LUNCH, BEFORE OR AFTER SCHOOL, FIELD TRIPS, STUDENT COUNCIL EVENTS, H.A.A. FUND RAISING EVENTS, ETC., WILL NOT BE ACCEPTED. ADDITIONALLY, A FAMILY DELINQUENT IN TUITION MAY BE BLOCKED FROM THE PARENT PORTAL ON OPTION C.

FUND RAISING FEES

The Home Academy Association (HAA) **Fair Share Program paid by the first day of school** fulfills the obligation of each family to participate in two major fundraisers. The Fair Share Program includes HAA membership dues (\$25.00), Chocolate Candy Sale (\$120.00), and one paid ticket for the Annual Spring Fundraiser (\$80.00).

The Fair Share Fee for the 2017 – 2018 year is \$225.

Several other projects are sponsored by the HAA during the year to help defray additional expenses. Participation in these fundraisers is voluntary and no minimum sales will be required. All fundraisers require payment when orders are placed.

St. Bernadette Catholic Academy is very dependent on the prompt payment of tuition and fees for our operating costs on a month to month basis. It is therefore necessary for us to take a strong position on tuition. If a family is unable to make the regularly scheduled tuition payments, they should contact the principal as soon as possible.

IF A FAMILY BECOMES DELINQUENT IN TUITION, ACTIVITY FEES, OR FAIR SHARE - PAYMENTS FOR HOT LUNCH, BEFORE OR AFTER SCHOOL, FIELD TRIPS, STUDENT COUNCIL EVENTS, H.A.A. FUND RAISING EVENTS, ETC., WILL NOT BE ACCEPTED. ADDITIONALLY, A FAMILY DELINQUENT IN TUITION MAY BE BLOCKED FROM THE PARENT PORTAL ON OPTION C.

FIELD TRIPS

Various field trips are scheduled throughout the year. These trips are designed to supplement different aspects of the classroom curriculum. Parents/guardians will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip parental consent forms – a written form of expression as to whether a parent wishes to have their children travel or not. The cost of all field trips is the responsibility of parents/guardians. Children who do not attend a field trip will be expected to remain at home for the day and will be marked absent. Additionally, there may be times when the inappropriate behavior of a student prior to a field trip will prohibit the child from attending the trip. In this case, the child is expected to attend school and will be supervised by a member of the staff.

An adequate number of chaperones, determined by the teacher and principal, will accompany students on field trips. Chaperones will complete a consent form indicating their willingness to attend the trip and perform the duties of a chaperone that include, but are not limited to, supervising the children.

LUNCH PROGRAM

A hot lunch is available in the cafeteria on Tuesdays and Fridays that are full days of school for \$4.00 per lunch paid on a monthly basis. Order forms are sent home each month for menu selection. All forms and checks made payable to **St. Bernadette Catholic Academy** must be in the office by the deadline date noted on the form.

Since we are trying to go green, we would like to give students the option of bringing re-usable lunch **BAGS** to school with their lunch. Please do not send a re-usable lunch box. Only send re-usable lunch **BAGS**, should you choose to go green.

Food or beverages in glass containers are not permitted for safety reasons. Water and paper napkins are provided to all students. **No food, beverage, empty containers or leftovers may be brought to the schoolyard from the cafeteria.**

If a child *forgets* his/her lunch, the lunch is to be **brought from home by the parent or other designated person to the office** in a well-marked bag. Parents should not meet their child in the schoolyard or come to the cafeteria with a forgotten lunch. ***Children should be encouraged to be responsible to bring their lunch with them to school upon arrival.*** Please don't bring McDonald's, hot pizza, Burger King and the like to your children at **lunchtime**. It is unfair to those who have followed the acceptable lunch procedure, which is for a child to bring lunch with him/her self upon arrival. Please consider the effects that not adhering to school procedure in this regard have on the feelings of other children.

Snacks and/or ice cream are sold and may be purchased daily. However, children will be encouraged to eat their lunch before purchasing a snack. Snacks must be eaten in the cafeteria. No child may go home for lunch or leave school grounds at lunchtime without expressed written permission from a parent/guardian.

ILLNESS OR INJURY

In case of illness or injury, the school nurse (appropriated by the NYC Department of Health) and/or school staff will care for a student temporarily. Nurse or school staff will render first aid treatment only. If emergency medical treatment is necessary, the parents/guardians will be contacted. If parents/guardians are not available, 911 will be called and the instructions of emergency personnel will be followed. Additionally, if a parent cannot be reached, the adult listed on the child's emergency card will be contacted. Remember to include an emergency telephone number where parents/guardians can be reached. Students may leave school only with those persons listed on the emergency card.

IMMUNIZATIONS

At St. Bernadette Catholic Academy, the immunizations mandated for children by law will be adhered to. Children not in full compliance with these laws will be excluded from school. **All children under the age of six must have a health form, provided by the Department of Health, submitted to the office in order to enter school in September.** Students who fail to complete the necessary requirements will be excluded from school.

INSURANCE

Students are covered by school insurance during school time and all school sponsored activities. American International Companies supplies coverage. A portion of the Activity Fee covers the annual premium. This is a secondary insurance. Therefore, in the event of need, the parent's insurance is primary. Insurance forms are available in the school office.

LEAVING SCHOOL PROPERTY

Students are not allowed to leave the school property during the school day or while under the supervision of school personnel for any reason without the knowledge and consent of the Principal. Permission to leave the school grounds will only be granted upon written or verbal request/permission from the student's parent/guardian.

LOST AND FOUND

All clothing or other items found on school property are kept in the office lost and found box for a two-week period. Announcements are made over the intercom in regard to found items. Additionally, students are welcome to come to office during homeroom or recess to look for lost items. Items not claimed within the two week period are discarded or laundered and given to the needy.

PLEASE LABEL ANY CLOTHING THAT A CHILD CAN REMOVE FROM HIS/HER PERSON.

MEDICATIONS

Should it be necessary for a child to take prescription or over-the-counter medication during school hours, the following guidelines are to be followed:

1. The parent/guardian must provide a written request for the administration of the medication at the school.
2. The private physician must provide written orders to the school detailing the student's name and date of birth, the diagnosis or the type of illness involved, the name of the medication, (**prescription or over-the-counter**), dosage, self-administration orders – if indicated, frequency and time to be administered, for as necessary medications – conditions under which medication should be administered, and date written.
3. The medication must be brought to school by the parent/guardian in the sealed original container. If it is a prescription medication, it must be appropriately labeled by the pharmacy. (A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a medical provider.)
4. The medication will be placed by the school in the designated secure space for medications. Medications should not be transported daily to and from school. Parents are advised to ask the pharmacist for two containers, one to remain at home and the other at school.
5. School personnel cannot administer medication – prescription or over-the-counter - to any child. The child must be able to self-administer medication. School personnel can act in a supervisory way to determine that the physician's orders are being carried out.
6. School personnel will maintain all appropriate documentation.

POLICY ON THE ADMINISTRATION OF EPINEPHRINE

Parent Responsibility

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 backup in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

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 needed.

PHYSICAL EDUCATION

Physical education is offered to all classes Kindergarten through Grade 8 twice weekly. It is part of New York State curriculum. **Only a doctor's note will excuse a student from attending physical education classes.**

If a student must be excused from physical education classes as per a doctor's prescription, the student will come to the office to be supervised. **The grade 4 – 8 student will complete written work as described by the Physical Education teacher. Students in Kindergarten through Grade 3 will read a book or color.**

If a student must be excused from physical education classes as per a doctor's prescription, the student will also be excused from outdoor recess. During the outdoor recess time, the student will remain in the cafeteria or office with a "buddy" to be supervised.

COMMUNICATIONS MEDIA

Communication with the public is an important part of the administration and the operation of our school. It is only from a well-informed public that education can receive the support it needs for its continued development.

The use of regularly issued bulletins, school newsletters, weekly reminders, parental notices, etc. provides an immediate source of communications between the school and parents. Most of these notices will be posted to our Option C Parent Portal. To access the portal, please go to www.optionc.com. Our school code is: 938. Parents may log in with their personal log-in information sent to them from the office in hard copy.

Please keep the monthly calendar posted so you can refer to it.

Be aware that the monthly calendar takes precedence over the yearly calendar.

On occasion, photographs and/or videotapes of our students accompanied by captions or short articles are sent to Diocesan and/or local papers. The sole purpose of any of the photographs or videotapes is to market St. Bernadette Catholic Academy. Parents receive an annual permission form in this regard. The permission form is kept on file in the Principal's Office.

MISSION ACTIVITIES

One of the objectives of Catholic education is to impart to our students an appreciation of the Church's mission of proclaiming the Gospel message to others, community and service. To this end, St. Bernadette Catholic Academy has membership in the mission aid program of the Diocese, which helps support the missions of the world, the Propagation of the Faith/Holy Childhood Association. Money for the Missions is collected daily in each classroom.

NON-CATHOLIC STUDENTS

The aim of the Catholic school is the education and formation of the total person in the Catholic Faith. Any student, including non-Catholics, by attending a Catholic school, has chosen to be educated in the particular environment of the Catholic tradition. All students will participate in religion class and religious services. All students will have the same academic requirements.

PERSONAL PROPERTY

PLEASE LABEL CLOTHING THAT A CHILD MAY REMOVE FROM HIS OR HER PERSON DURING THE SCHOOL DAY.

Sweaters, sweatshirts, jackets, ties, caps, etc., should all be labeled so that if a child misplaces an item, it can be returned to its rightful owner. Students are advised not to bring personal items of value to school. The school will not assume responsibility for the loss or theft of personal property. Lost or missing items must be reported immediately to a teacher or administrator.

CELL PHONES and PERSONAL ELECTRONIC DEVICES

It is recommended that students NOT bring cell phones or other personal electronic devices to school. Permission to bring cell phones to school is granted to students in Grades 5 – 8 only.

The cell phone will be collected from the students at the beginning of the day and kept in the office until the end of the day. Cell phones will be returned to the student before dismissal. Should a student be found with a cell phone during the day, the student will lose the privilege of bringing a phone to school for the remainder of the school year. Cell phones are not to be used on school premises.

Students in grades other than 5 – 8, should not have cell phones in school. Acting contrary to this policy will result in disciplinary action.

No other personal electronic devices may be brought to school, used at school, or carried on a student's person (e.g. in a pocket or backpack).

Failure to comply with this regulation will result in consequences as deemed appropriate by the principal.

PICTURES

- Individual student pictures are taken in the first trimester. Purchasing pictures is optional. If parents opt to purchase them, pictures must be prepaid. Students may wear **dress up clothes** or the **school uniform**. Group pictures are also taken. **Students must wear the uniform for the Group Picture.** The usual school regulations for body decoration are in effect on picture days.
- It is our policy not to allow picture re-takes.
- Eighth grade graduation pictures are taken in November or December, as are the pictures of anyone who was absent on individual picture day.
- Pictures are taken again in the third trimester. Purchasing pictures is optional. Students may wear dress up clothes or the school uniform. In this case, payment will be made after pictures are taken. Payment for or the return of these photos must be made through the school office.

SCHOOLYARD SUPERVISION

THE SCHOOLYARD IS NOT SUPERVISED BEFORE OR AFTER SCHOOL HOURS.

Two teachers and/or staff members and volunteer parents/guardians are in the schoolyard during lunch recess. **Only parents/guardians who are scheduled schoolyard monitors are permitted in the schoolyard during lunch recess.**

The schoolyard is not supervised after school. Students, having been released to their parents or designated persons, are expected to **leave the property immediately following dismissal.**

SCHOOL CALENDAR

The official school calendar is published annually by the Office of the Superintendent of the Diocese of Brooklyn and is reflected in the yearly calendar of St. Bernadette Catholic Academy. The calendar is designed to meet the minimum of 180 days of school required by State Law: 177 student contact days and 3 Professional Days. In addition, the school, noting diocesan calendar information and local school activities, publishes a monthly calendar. **Check the monthly calendar carefully, since it may reflect changes to the yearly calendar. The information on the monthly calendar supersedes the information on the yearly calendar. The monthly calendar can be found on the school website: www.stbernadetteschool.org .**

SOLICITATION

Students are not to be solicited for money unless the principal has approved a project. Any classroom collection or collection by class mothers must also be approved by the principal. No unauthorized sale of items is to be conducted at the school by students.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the teacher of record is ill. However, substitutes are also used when the teacher of record is on leave for personal business, professional training, family emergency or NYS test correcting days. Students are expected to follow all school and classroom rules while a substitute is teaching them. Any misconduct will be dealt with according to the usual policy.

TELECOMMUNICATIONS/INTERNET

St. Bernadette Catholic Academy continues to provide technology programs to our students. The Internet is part of the information superhighway that all of our students have access to in the computer lab and in individual classrooms. This technology is used for research and other learning experiences. In order to use this valuable resource, however, the student and his/her parent(s)/guardian(s) must sign the **Internet Acceptable Use Policy Agreement** before the student is allowed to participate in any Internet activity. Students also need to understand that using the Internet is a privilege and that misuse of this privilege will result in disciplinary action.

Acceptable Use Policy Agreement

St. Bernadette Catholic Academy provides technology resources to students, faculty, and staff to promote the development of young men and women of competence, conscience, and compassion through an integrated academic, spiritual, and extra-curricular program. It is the expectation that St. Bernadette Catholic Academy's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings and beliefs of St. Bernadette Catholic Academy and the Diocese of Brooklyn.

The St. Bernadette Catholic Academy Acceptable Use Policy applies to all technology resources including, but not limited to: computers, iPads, Chromebooks, laptops, cell phones, video and audio equipment, PDAs, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes and with good manners. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

St. Bernadette Catholic Academy has taken precautions to control access to controversial materials and has instructed students in the proper use of the Internet, electronic mail, and software. St. Bernadette Catholic Academy is not responsible for materials acquired by the students on the system for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All school technology systems, information stored on them, and work performed are governed by these school policies and are subject to school supervision and inspection. St. Bernadette Catholic Academy reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice.

We expect our parents to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. The signatures on the Parent/Student Handbook signature page indicate that you have read this document, discussed it with your student(s), and that you and your student(s) understand the terms and conditions herein.

Section A – General Terms and Conditions

Acceptable Internet Use – The use of the Internet and school accounts must be in support of education and consistent with the educational objectives of St. Bernadette Catholic Academy. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, and images.

Privileges – The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

Netiquette – Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of St. Bernadette Catholic Academy and will result in disciplinary action.

Security – If a student identifies a security problem on the Internet, he or she must notify a teacher immediately. Students will not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log onto the Internet as anyone else will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

Vandalism – Vandalism will result of cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing online materials without permission.

Digital cameras/camera phones/camera PDAs/MP3players – Personal items that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of St. Bernadette Catholic Academy.

Section B – Student Agreement (Both parents and students must read this document.)

Personal Responsibility – As a student at St. Bernadette Catholic Academy, I accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse indicates any conduct in and out of school that reflects negatively upon the reputation of St Bernadette Catholic Academy, its administrators, faculty, staff, volunteers and students and is subject to disciplinary action. Misuse is considered any message(s) and/or picture(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Bernadette Catholic Academy.

Acceptable Use – My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that “surfing” the Internet, or excessive downloading of files results in congestion on our school network, which slows it down for others.

Netiquette – I will abide by the following rules of Netiquette at all times:

- a) I will be polite – I will not use inappropriate language – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will not message, email, post, or text message vulgarities, harassing messages, inappropriate language or symbols while using the computer or other electronic devices.
- b) I will not send or post information, which disparages the reputation of St. Bernadette Catholic Academy, its faculty, staff, or any employee.
- c) I will not email, message, post to websites or Blogs, or text message inappropriate graphics, images, pictures, or video of employees of St. Bernadette Catholic Academy or fellow students.

Privacy – I will not reveal or post my home address or personal phone number, or that of any member of our school to anyone on the Internet at any time. I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

Security – I understand that security on our network is very important. I will never attempt to guess other users' passwords at any time. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

Vandalism – I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data and/or electronic device within St. Bernadette Catholic Academy and the Internet. This includes technology owned by St. Bernadette Catholic Academy and that of fellow students. Vandalism includes, but is not limited to destruction of hardware, software and peripherals, and the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result of my loss of network privileges.

Copyright – I understand that to copy any other person's work on the Internet and call it my own may be a violation of copyright law. This pertains to text, graphics, video, or sound. When using other people's work, I will ask permission when possible, and credit the author accordingly. The use of the Internet and electronic mail at St. Bernadette Catholic Academy is a privilege and not a right. I understand and will abide by the above Internet Use Agreement.

Digital Cameras/Camera Phones/Camera PDAs – I understand that transmitting and posting inappropriate images of fellow students and employees of St. Bernadette Catholic Academy violates the mission of the school and is subject to disciplinary action.

This Acceptable Use Policy is adapted from guidelines and documents by *Classroom Connect* and *Bishop O'Dowd School*, Oakland, CA. Portions reprinted with permission from *Classroom Connect* and *Bishop O'Dowd School*.

In addition, students and parents who have web sites or post information to a web site such as but not limited to facebook.com, snapchat, Instagram or twitter that portray the academy, parish, or any member of the parish/academy community in a negative light or threatens any individual is subject to disciplinary action which may lead to dismissal.

TELEPHONE

The office telephone is a business phone and can be used by students **in case of an emergency**. Students are not permitted to use the phone to make personal arrangements (such as requesting parents to bring forgotten homework or permission to go to another student's home after school). Should parents need to reach a child during the school day, they should call the office, and the message will be given to the child.

CHILD CUSTODY ISSUES – Arrangements regarding school issues are made on an individual basis.

TRAFFIC REGULATIONS NEAR SCHOOL PROPERTY

Parents are asked to use extreme caution when operating vehicles near school property. **ALL CARS ARE TO BE PARKED WHEN WAITING TO PICK UP STUDENTS. PLEASE DO NOT DOUBLE-PARK YOUR CARS. PLEASE DO NOT BLOCK OUR SCHOOL DRIVEWAYS OR THE DRIVEWAYS ON 83RD OR 82ND STREETS.** In addition to obstructing regular traffic on the streets, both these actions are dangerous to our children.

VISITORS

All visitors, including parents, are required to report to the school office upon entering the school building at any time. Visitors will be given passes upon signing in at the office. The main entrance located on 83rd Street is the only entrance to be used by visitors to the building.

WITHDRAWALS

An EXIT FORM for withdrawal should be completed by the parents of any student who is withdrawing from St. Bernadette Catholic Academy. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Upon receipt of registration information from their next school, student records will be forwarded by mail. All items belonging to the school and all financial obligations must be met before records will be forwarded. Payments made to the school are **not refundable after July 15**.

OPTION C

St. Bernadette Catholic Academy is using the OptionC Learning Management System for all students and parents. This system provides an online homeroom for students and parents to retrieve information such as: nightly homework assignments, class schedules, attendance records, grades, school calendars, and files posted by the main office. **Directions:**

1. Please take a few minutes to go to www.optionc.com. On the bottom of the page, under the quick school search, enter our school code, **938**.
2. Parents sign in with their personal log-in information supplied by the school office.
3. Your username and password must remain secure; do not give out your information to others. Anyone who knows your username and password can access and change your information. Please do not share your parent login with your child due to the sensitive information available to parents.
4. Once you have logged in, please click on the Blue User icon in the top right corner and select Change Password.

Please take the time to become familiar with the web site. It is very easy to use and will be a means of communication between the school and you. If you have any questions, please email the principal at stbernadette83@yahoo.com .

Be aware that if you log into Option C using your child's username and password, you will not be able to access files posted by the main office.

Alerts also come through the Option C Alert System. It is imperative that you send the school office any changes in your home phone, cell phone, email addresses and the like, so that records can be updated.

LIBRARY

Library books can be borrowed for a one week period and renewed for a second week. Library books need to be returned in a timely manner. If a book is lost, a note will be sent home indicating the cost to replace the book. At the end of the school year, books need to be returned no later than the day the library is to close. If the book is not returned, the student will not be permitted to attend end of year celebrations.

OBLIGATION TO ABIDE BY THE HANDBOOK

Each student enrolled in St. Bernadette Catholic Academy and his/her parent is obliged to abide by the policies described in this Handbook. Parents will be given this Parent-Student Handbook each year. Parents are encouraged to review its contents in an age appropriate manner with their children. As required by law, parents will have 72 hours to review the material herein, after which they are asked to return the attached form indicating that they and their child/ren (age-appropriate) have read the handbook and agree to abide by its contents.