With God’s love and guidance, we journey toward knowledge.

PARENT/STUDENT HANDBOOK
2019–2020
# Table of Contents

- Academic Expectations ........................................ Page 7
- Graduation ................................................................ Page 7
- Homework ................................................................ Page 7
- Grades and Grading ................................................. Page 7
  - Academic Achievement .................................. Page 7
  - Academic Honesty .......................................... Page 8
  - Character Development .................................. Page 8
  - Honor Roll .................................................... Page 9
  - Progress Report/Academic Deficiency Report .......... Page 9
  - Report Card Distribution .................................. Page 9
- Retention/Promotion ............................................... Page 9
- Assessments .......................................................... Page 10
- Accidents ............................................................... Page 11
- Admission Policies ................................................ Page 11
- After School Program ........................................... Page 12
- Announcements ..................................................... Page 14
- Asbestos ................................................................ Page 14
- Attendance ............................................................ Page 15
- Birthday Parties ..................................................... Page 16
- Books .................................................................... Page 16
- Buses ..................................................................... Page 17
- Change of Address, E-Mail, Phone ......................... Page 17
- Charter for the Protection of Children and Young People Page 18
- Child Abuse Laws .................................................. Page 18
- Child Custody ........................................................ Page 18
- Communication ..................................................... Page 18
- Confidentiality ....................................................... Page 19
- Contacts with the Media ......................................... Page 19
- Crisis/Emergency Information ............................... Page 19
- Daily Schedule ....................................................... Page 20
- Discipline Code for Student Conduct ...................... Page 22
- Dress Code ............................................................ Page 23
- Drug and Alcohol Policies ...................................... Page 25
- Electronic Devices ................................................. Page 26
- Emergency Closings/Delayed Openings .................. Page 26
- Expectations and Responsibilities for Students ........ Page 26
- Extracurricular Activities ....................................... Page 27
# Table of Contents

- **Field Trips** ........................................ Page 27
- **Financial Policies** .................................. Page 28
  - Tuition and Fee Schedule ................................ Page 28
  - Tuition Delinquency .................................. Page 28
  - Fundraising Activities ................................. Page 29
- **Fire & Emergency Drills** .......................... Page 29
- **Guidance** ............................................ Page 30
- **Guidelines for the Education of Non-Catholics** ...... Page 30
- **Harassment/Bullying Policies** ...................... Page 30
- **HIV/AIDS Curriculum** .............................. Page 31
- **Illness** ................................................ Page 31
- **Immunizations** ...................................... Page 31
- **Lateness** ............................................ Page 31
- **Liturgy/Religious Education** ....................... Page 31
- **Lunchroom** ......................................... Page 32
- **Maternity/Paternity Policies** ....................... Page 32
  - Student Abortion Policies ............................ Page 32
- **Medications** ........................................ Page 33
- **Money** .............................................. Page 34
- **Non-Custodial Parent** ............................... Page 34
  - Release of Copies of Report Cards, School Notices, etc. ...... Page 34
  - Release of Children .................................. Page 34
- **Parents as Partners** ................................. Page 34
- **Parent Organizations** ............................... Page 35
- **Philosophy and Goals** ............................. Page 35
- **Release of Students** ................................. Page 36
- **Re-Registration** .................................... Page 36
- **School Calendar** .................................... Page 36
- **School Publications** ............................... Page 36
- **School’s Right to Amend** ............................ Page 36
- **Security** ............................................ Page 37
- **Sex Offender Policy** ................................ Page 37
- **Smoking** ........................................... Page 37
- **Special Learning Needs** ............................ Page 38
- **Summer School** ..................................... Page 38
- **Supplies** ........................................... Page 38
2019-2020 Parent/Student Handbook
St. Christopher’s School

Table of Contents

Telecommunications Policy .................................................. Page 39
Student Expectations in Use of the Internet ......................... Page 39
Telephone ........................................................................ Page 39
Use of School Grounds ....................................................... Page 39
Volunteers ....................................................................... Page 39
Withdrawals and Transfers ................................................ Page 39
APPENDIX ........................................................................ Page 41
Absent Note ...................................................................... Page 42
Tuition and Fee Schedule .................................................... Page 43
Immunization Documents ..................................................... Page 46
Summary Statement ............................................................ Page 48
Media Authorization and Release ........................................ Page 50
Telecommunications Policy ................................................ Page 51
Technology Use/Telecommunications Policy Agreement .... Page 53
Textbook/Software/Hardware Request ............................... Page 54
Parent and Student Signature Form .................................. Page 55
Welcome to the community of St. Christopher’s School! We are pleased to present the 2019-2020 Parent/Student Handbook available for viewing on the school website so that you will know more about the school and how we will work together for the education of your child.

To validate that you have read the handbook on the school website, please sign and return the following forms your child brought home, no later than Friday, September 13, 2019:

1. Summary Statement Form
2. Media Authorization and Release Form
3. Technology Use/Telecommunications Policy – Student Expectations in Use of the Internet Form
4. Textbook/Software/Hardware Request Form
5. Parent and Student Signature Form

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence, and leadership.

Together let us pray that God, the great teacher of us all, be near us, guide us, and inspire us as we enter this school year.

Sincerely,

Mrs. Catherine Falabella
Principal
The Parish of St. Christopher – St. Margaret Mary

The Church of St. Christopher
130 Midland Avenue
Staten Island, NY 10306
Tel: (718) 351-2452 • Fax: (718) 351-1174
Rectory Hours:
Monday – Friday
9:30 a.m. – 4:00 p.m.
Web: www.stcstmmsi.org

The Church of St. Margaret Mary
560 Lincoln Avenue
Staten Island, NY 10306
Tel: (718) 351-2612 • Fax: (718) 987-0446
Rectory Hours:
Monday – Friday
9:30 a.m. – 2:30 p.m.
Web: www.stcstmmsi.org

Rev. Fr. Joseph M. McLafferty, Pastor
Rev. Fr. Thomas A. DeSimone, Parochial Vicar
Deacon Patrick Graham

Masses
Monday – Friday:
St. Christopher .................. 9:00 a.m.
St. Margaret Mary .............. 8:00 a.m.
Monday:
Island Shores .................. 10:30 a.m. (Residents’ Mass)
Saturday:
St. Christopher .................. 9:00 a.m. and 4:30 p.m. (Vigil)
Sunday:
St. Christopher .................. 9:15 a.m., 12:00 p.m., and 7:00 p.m.
St. Margaret Mary .............. 8:00 a.m. and 10:30 a.m.

Holy Days of Obligation .................. As announced

Confessions
Saturday:
St. Christopher .................. 1:30 p.m. – 2:30 p.m.
Otherwise by appointment, call (718) 351-2452

Baptisms
By appointment. Interviews of parents seeking baptism for their children are arranged by calling the Parish Office at (718) 351-2452.

Marriages
By appointment with one of the priests at least six months in advance of the wedding date. Please contact the Parish Office at (718) 351-2452.

Sick Calls
Please call the Parish Office at (718) 351-2452.

Eucharistic Adoration
Monday – Friday:
St. Christopher ................. 12:00 p.m. – 4:30 p.m.
Coordinators:
Barbara Fiore .................... (917) 593-4743
Terry Warner ..................... (718) 979-0258

New Parishioners
All new parishioners are invited to register at the Parish Office and to participate in our parish life.

Religious Education and RCIA
Mrs. Barbara Regan, Coordinator .......... (718) 351-2119

Parish Center
136 Midland Avenue, Staten Island, NY 10306
SCHOOL POLICIES

**Academic Expectations**

St. Christopher’s School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent’s signature indicates that the parent is aware of the student’s progress.

**Graduation**

At the discretion of the principal, each school has the right not to certify the student’s graduation or provide transcripts of the student’s academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct, etc.).

**Homework**

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times should also include 15 minutes of reading (or being read to).

The time allotments for homework (written and study) are as follows:

- Grade K: homework assignments related to the curriculum
- Grades 1 & 2: approximately 30 minutes
- Grades 3 & 4: approximately 45 minutes
- Grades 5 & 6: approximately 90 minutes
- Grades 7 & 8: approximately 120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign and check the completed homework.

**Grades and Grading**

Report cards are distributed four times a year for Grades K-8. Pre-Kindergarten 3&4 report cards are distributed two times a year. The report card is an important part of the ongoing communication between the school and the home.

**Academic Achievement**

The first part of the Archdiocesan Report Card is used to mark the student’s achievement in academic subjects.

The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:

1. classwork/participation
2. homework
3. quizzes
4. formative assessments
5. summative assessments
There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

The Final Report Card Grade is the weighted average of the four previous quarter grades (with mid-year and end-year tests in Religion for grades 3-5 and in all core subjects for grades 6-8). This Final Grade will be recorded on the student’s permanent record.

- Numerical marks are recorded on report cards for Grades 1-8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.

- **4: Meeting Standards with Excellence**
  - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently

- **3: Meeting Standards**
  - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade-level work, and completes work independently with limited errors

- **2: Approaching Standards**
  - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/or practice

- **1: Below Standards**
  - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/or practice

- **N/A: Not Assessed**
  - Students were not assessed on these standards this quarter.

- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments.

- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

**Academic Honesty**

A student who does not reflect integrity during a test, quiz, Midterm, Final, project, etc. may receive a “0” (zero) on the assessment and/or lose honors if they previously qualified. Students in Grades 6-8 will also receive a letter home which may lead to possible loss of school privilege (e.g. class trip).

**Character Development**

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.
**Honor Roll**
Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in Conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even if their academic grades meet the criteria. Five (5) or more lateness within a quarter will also exclude a student from the honor roll.

**Grades 4-8:**
- First Honors: An average of 90% or higher; no grade below 90%
- Second Honors: An average of 85% or higher; no grade below 85%

Awards at graduation are contingent upon academic achievement and acceptable conduct. The principal and faculty members determine these awards.

**Progress Report/Academic Deficiency Report**
All students in Grades 1-8 receive a Progress Report during the first semester. Students may receive Progress Reports during subsequent semesters. If these reports are not signed and sent back to the school, your child/children will not be permitted to return to school until these reports are received.

**Report Card Distribution**
Report cards for Grades K-8 are distributed in November, February, April, and June. Pre-K 3&4 report cards are distributed two times a year. Report cards will be withheld if financial obligations (including, but not limited to tuition, fees, mandatory fundraisers, etc.) have not been met and fees are outstanding.

In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed, stamped envelope and the report card can be mailed the last day of school.

**Retention/Promotion**
Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program’s objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. The principal and school faculty develops for each of these students a special program, based on the school’s regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student’s modified program is retained in the student’s file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.
The following are specific criteria that will assist teachers as they consider a recommendation for retention.

*The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>ACADEMIC PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Evidence that the child is not meeting academic expectations of the program</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Failure in ELA</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Failures in ELA and Mathematics</td>
</tr>
<tr>
<td>Grade 4, 5, 6</td>
<td>Failures in ELA and Mathematics or Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies</td>
</tr>
<tr>
<td>Grade 7, 8</td>
<td>Failures in ELA and Mathematics or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and Social Studies</td>
</tr>
</tbody>
</table>

*The student has not demonstrated acceptable progress toward mastery of standards.*

The following types of behavior might indicate unacceptable progress:

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6-8).

**Assessments**

In addition to class and school exams, every student will also take part in the Archdiocesan testing program which includes the Archdiocesan Religion tests, interim assessments, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided.
Archdiocesan Tests – Religion Exams

<table>
<thead>
<tr>
<th>Grades 3-8</th>
<th>Religion Mid-year and Final Exams</th>
<th>January and June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 6-8</td>
<td>Core Subject* Mid-year and Final Exams</td>
<td>January and June</td>
</tr>
</tbody>
</table>

*In June, the Archdiocesan Religion exam will be used as the student’s End-Year Examination in Religion for Grades 6-8.

Interim Assessments
Interim Assessments – Administered three (3) times per year

| Grades K-8 | NWEA MAP Interim Assessments |

NY State Tests

| Grades 3-8 | English Language Arts and Mathematics |

The faculty of St. Christopher’s School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

ACCIDENTS

Student accident insurance is included in the school’s yearly fees. In the event of an accident at school, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent’s own medical insurance coverage.

ADMISSION POLICIES

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God’s love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to St. Christopher’s School is: parents must complete the school application form and provide all required documents. For regional schools, this application is found online and is processed through TADS Admissions. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

While admission is on a first-come, first-served basis, St. Christopher’s School endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school,
active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish, or if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

**AFTER SCHOOL PROGRAM**

An after school program is available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

**Philosophy**

Our After School Program strives to construct an enjoyable atmosphere with varied activities. Activities will include: indoor and outdoor (weather permitting) playtime; homework time (homework assistance will be available; however, this assistance will not replace the responsibility of the student and parent to check for completeness and accuracy of written and study assignments); snack time – fifteen to thirty minutes (one snack and one drink brought from home).

**Admission Policy**

Admission to our after school program is open only to students of St. Christopher’s School in grades Pre-K–8.

**Bounced Checks**

It is the parent’s responsibility to contact St. Christopher School’s office in the event a check bounces. There will be at $25.00 fee charged for any check returned by the bank. Repayment must then be made in cash, bank check, or money order. If more than one personal check bounces during the school year, your personal check will no longer be accepted for payment.

**Daily Release**

Children will be released only to parents or to an individual authorized, in writing, by the parent. The parent or the authorized individual must sign out each child.

Please note that a late fee of $20.00 per day will be charged for pick-ups starting at 6:01 p.m. Parents who are late picking up their child/children in excess of three (3) times will be asked to leave the program. For each half hour past 6:01 p.m., there will be an additional $20.00 charge applied. Late fee must be paid upon pick-up of your child.

**Discipline Code**

Every child is expected to abide by the rules of the program, respect the staff member, other students, and all property. If a child consistently violates these standards, the parent will be called in for a conference. Should the problem continue, a second conference will be called and the child may be dismissed from the program.

**Emergency Procedures**

In the event a child becomes ill or injured the parent or, if the parent cannot be reached, an emergency contact person will be called.
If, for some reason, parents need to contact the After School Program center, the telephone number is (718) 351-0902.

In the event the After School Program center must close early, parents must be ready to make immediate arrangements to have their child picked up.

**Emergency Stay**
If a monthly calendar is not submitted for a child and the parent sends in a note or contacts the school requesting their child stay at the After School Program for the same day, that stay is considered an “Emergency Stay.” “Emergency Stay” rates apply.

**Health and Safety**
In accordance with regular school policy, students with any communicable disease will not be permitted to attend the program.

Students taking *prescription* medicine, whose parents have informed the school in writing and have on file the necessary paperwork for the Department of Health of the need for and dosage of such medication, will be allowed to take said medication under supervision. The After School Program staff must receive written directives from the parents as to what day and time the medication must be taken by the child. Staff members are *not permitted* to dispense medication.

**Hours**
There is a “courtesy care” of 15 minutes upon your child’s dismissal if you are running late. Thereafter, “Emergency Stay” rates will apply. After school hours are until 6:00 p.m. Children may be picked up prior to 6:00 p.m.; however, rates will remain the same. No child will be released to coaches for practice that begins on or around 6:00 p.m. Parents must make arrangements to pick-up their child by 6:00 p.m., then get their child to practice.

**Program Rules**
- Each child is expected to participate in the activities to the best of his/her ability.
- No child is to leave the supervision of an adult without permission.
- No foul language or profanity will be tolerated.
- No biting, pinching, hitting, kicking, pushing or bodily harm to another individual will be tolerated.
- Running in rooms, halls, bathrooms, up and down stairs is dangerous and will not be tolerated.
- Each child will be expected to help clean up his/her toys, games, etc. and to help straighten up the room.

**Rates**
Fees must be “pay as you stay.” Upon submission of your after school form or letter, payment must be included. If payment is not received on day of stay, a late fee of $5.00 will be applied and the total must be paid the following school day. There is a “courtesy care” of 15 minutes upon your child’s dismissal if you are running late. Thereafter, “Emergency Stay” rates will apply.

<table>
<thead>
<tr>
<th>Every Day Rate (3:00 p.m. to 6:00 p.m.)</th>
<th>Early Dismissal Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child</td>
<td>$ 10</td>
</tr>
<tr>
<td>2 children (same family)</td>
<td>$ 15</td>
</tr>
<tr>
<td>3 or more children (same family)</td>
<td>$ 20</td>
</tr>
</tbody>
</table>
Emergency Stay (3:00 p.m. to 6:00 p.m.)  Early Dismissal Rate (Emergency Stay)

- 1 child  $ 15  $20
- 2 children (same family)  $ 20  $30
- 3 or more children (same family)  $ 25  $35

Children may be picked up prior to 6:00 p.m.; however, rates will remain the same.

Refund/Credit

In cases of extended illness only [more than three (3) days], credit or refund will be given. Parents will be responsible for keeping track of their child’s illness; we will then compare our records with any request for credit or refund.

Registration

Families interested in the After School Program must register by filling out an After School Emergency Form (available in the school’s office) prior to attending this program. Students are then registered on a monthly basis. A calendar for the upcoming month will be sent home with your child approximately one week prior to the upcoming month. Parents are to mark off the days of the month their child will be attending the After School Program and this calendar must be returned, with full payment, prior to the beginning of the upcoming month. If paying for a full month in advance is a hardship for you, we will accept payment on a weekly basis (weekly payment must be submitted the Friday before the upcoming week); however, you will still be obligated to submit the monthly calendar and to pay for all scheduled days whether or not your child attends. In an emergency, you will be permitted to request an additional day or two at the regular rates by sending in a letter requesting such, along with payment, to the school’s office.

Our After School Program will begin on the first day of school in September and is open only on days when school is in session, including early dismissal days – 12:00 p.m.

ANNOUNCEMENTS

Informational announcements are handled through the school’s public address (P.A.) system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

ASBESTOS

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material; it is found in floor tiles; it is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

Several years ago, because of that concern, the Federal Government asked every school in the country to conduct an inspection for all asbestos-containing materials.

The inspection of our school revealed asbestos-containing materials. “It is,” as the Environmental Protection Agency states, “important to note that not all friable asbestos-containing material needs to be removed from schools. Once such material has been identified, a program can be implemented to
insure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.”

Nevertheless, in order to insure that no danger arises in the future from the friable asbestos, we have arranged corrective action.

Furthermore, in any student access area where friable asbestos has been detected, environmental engineers have been retained to do inspection and evaluation work in order to advise what, if any, steps are required to insure the ongoing welfare of students and staff, and to assure that no student or staff member will be exposed to unsafe levels of friable asbestos. The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for our students and employees.

The management plan is available to all parents and staff during regular school hours.

**ATTENDANCE**

In the State of New York, full-time education is compulsory from age six to age 16. Regular attendance is the responsibility of the child(ren)’s parent or guardian.

**Excused Absence**

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

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

Students in kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Students with more than 10 absences are in jeopardy of not successfully completing the school year. Principals will meet with the student’s parents/legal guardians to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is required.

When a child is absent, parents are required to phone the school by **9:00 a.m.** If books are requested to be picked-up at school, it is understood they will be available between 3:00 p.m. – 5:00 p.m. On early dismissals, books will be available at 11:00 a.m. or 12:00 p.m. When the child returns to school from an absence, a completed absence note (**see Appendix**) must be given to the teacher. The absence notes are still required in addition to the phone call.

**Lateness**

A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is
considered late. Repeated lateness affects your child’s ability to be on the honor roll. Five (5) or more lateness within a quarter will exclude a student from the honor roll and could impede your child’s re-registration for the coming year. Parents will be consulted about chronic lateness, and the child may receive detention during lunch recess.

**BIRTHDAY PARTIES**

Birthday parties for Grades Pre-K-4 may be held monthly in each homeroom with the teacher’s permission. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or “goodie” bags for the students. *Teachers must be particularly careful of students in the class with food allergies.*

Parents of UPK students – do not send in anything for your child’s birthday. Their special day will be taken care of by the classroom teachers.

**BOOKS**

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

*Assigned Textbooks*

When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- the pupil’s name be placed in the space provided in each book
- the teacher make a record of the number of the book
- the teacher make a record of the condition of the book
- in September, each child will put a clean cover on each textbook received
- in June, all textbooks are collected, extra materials and covers are removed
- all workbooks are collected in June

*Supplementary Books*

When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
**Library Books**

Books may be borrowed for two to four weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

**BUSES**

Requests for bus transportation are to be made to the school’s office staff. The Board of Education’s Office of Pupil Transportation establishes the guidelines for public transportation.

If a student is taking an alternate transportation home from school, a note must be submitted to the school office at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

Students who ride the school bus must follow the below directions:

- All students should obey the bus driver at all times.
- All students must remain in their seats at all times.
- Students will keep their hands and heads inside the bus when the bus is moving or stopped.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- Students will not throw paper or other objects on/out of the bus.
- If a student is issued a warning from the bus driver, the student’s parents will be notified immediately.
- Children are to ride only on their assigned bus.
- A child who is not officially registered to ride a school bus is never permitted on a school bus.
- In cases of extreme or persistent misbehavior, St. Christopher’s School will work in consultation with the public school district about possible consequences.

Chronic misbehavior on the bus may result in losing the privilege of riding the school bus. Parents will then have the responsibility for their child’s/children’s transportation to and from school. The rules are for the safety of all the children riding the bus. We want our students safe. The bus driver must give his undivided attention to driving the bus, not to monitoring the children.

**CHANGE OF ADDRESS, E-MAIL, PHONE**

The office must be informed immediately if there is a change of home address, e-mail address, cell phone number, or home phone number for purposes of mailing and/or emergency. You will be given a new Emergency Information form to complete.
CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitle
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

CHILD ABUSE LAWS

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

CHILD CUSTODY

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

COMMUNICATION

Since, as parents, you are the child’s first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child’s school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient
time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

CONFIDENTIALITY

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

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

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

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

CONTACTS WITH THE MEDIA

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents should provide such documentation to the school office and therefore, must fill out the Media Authorization and Release form. If enrolled in a regional school, this Media Authorization and Release form was embedded within the online registration process, however the written form is required by ALL families at St. Christopher’s School (including Universal Pre-Kindergarten). A family wishing to change their preference during the course of the school year must complete an updated Media Authorization and Release form.

CRISIS/EMERGENCY INFORMATION

Should a crisis require evacuation from St. Christopher’s School building, students will be brought to a safe place located at St. Christopher’s Church, 130 Midland Avenue. Parents/guardians should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about the crises.

For further information concerning the crisis, parents can refer to the following:
DAILY SCHEDULE

“3-K” (3-Year-Old) Program is in session Monday – Friday from 8:00 a.m. – 2:20 p.m.

UPK (4-Year-Old) Program is in session Monday – Friday from 8:15 a.m. – 2:35 p.m.

Grades K-8 will observe the following schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 a.m.</td>
<td>Enter School</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>School Begins</td>
</tr>
<tr>
<td>11:30 a.m. – 12:30 p.m.</td>
<td>Kindergarten: Lunch/Recess</td>
</tr>
<tr>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>Grades 1-8: Lunch/Recess</td>
</tr>
<tr>
<td>2:45 p.m.</td>
<td>Kindergarten Dismissal *</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Grade 1 Dismissal **</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Grades 2-8 Dismissal</td>
</tr>
</tbody>
</table>

*Always 15 minutes earlier than the rest of the school --- including early dismissal days.
**Always 10 minutes earlier than the rest of the school --- including early dismissal days.

Before 8:00 a.m. and after dismissals (see above), St. Christopher’s School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to 8:00 a.m. and parents must arrange pickup at dismissal times.

School doors will be open for early drop-off at 7:10 a.m. for a $1.00 per day, per child fee. Early drop-off is available at 7:10 a.m. – 8:15 a.m. Supervision will be provided to care for your child.

To avoid interruption during the school day, any messages, books, boots, etc. must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items. Forgotten lunches are to be left on the table in the foyer. Please be sure that your child’s name and grade are on all lunches.

Rules for Arrival and Dismissal

Please make sure your children cross at the designated crosswalks.

Arrivals

Children in Pre-K will enter school at the Bedford Avenue entrance/exit at their designated arrival time. Your child’s teacher or aide will be at the door to escort your child to the classroom.
You will not be permitted to enter the school under any circumstance. Please assure that your child arrives at school on time; late arrivals cause undo disruption to our faculty, staff, and students since all late arrivals must enter the school through the front entrance at Lisbon Place. Your child’s teacher or aide will be called out of the classroom to escort your child into the classroom.

Children in Grades K-8 are to enter the school through the main entrance on Lisbon Place and line up in the auditorium with their respective classes. Under no circumstance will a parent of a child in Grades 2–8 be permitted beyond the front gates of the school. Parents are to leave the perimeter of the school as soon as their child enters the front doors of the school. Only parents of our Kindergarten and First Grade students are permitted to walk their child up the front steps of the school to assure their child enters our front doors safely; however, as soon as their child enters the building, they must leave the perimeter of the school immediately.

**Dismissals**

Children in Pre-K will be dismissed at the Bedford Avenue exit/entrance at their designated dismissal time. Your child’s teacher or aide will personally release your child to you. If someone other than yourself will be picking up your child, you must send a note regarding this change to your child's teacher. Parents who are waiting in the school yard with younger children must keep these children by their side at all times. They are not permitted to run around or play in our schoolyard. As soon as your child is released, leave the schoolyard immediately. We ask that you arrive on time. If you are late in arriving, your child will be sent to the office to wait for you. Under no circumstance are you to enter the school at the Bedford Avenue entrance/exit. You must then enter the school through the front entrance on Lisbon Place. If your Pre-K child attends school for an extended day and you are late, you are not to enter our front entrance until our entire school is dismissed (approximately 3:05 p.m.). At that point in time, you must report to the school office.

Children in Grades K-8 are dismissed through the main entrance on Lisbon Place. Kindergarten parents, upon visually seeing their child at dismissal, are to meet them at the bottom of the stairs and walk them past the front gate. Under no circumstance will a parent waiting for a child in Grades 2-8 be permitted beyond the front gates of our school. Inform your child that, if you are not in your usual waiting place, he/she is to return to the school’s office to await your arrival.

Siblings must arrange to meet at a designated spot outside the school’s building. If a student in Kindergarten has an older sibling in the school, he or she will wait in the classroom or the bench outside the school office for their older sibling to pick them up.

**No student or parent is permitted to return to the classroom after dismissal.**

**Vehicles**

For the safety of our children:

- You must obey all traffic signs posted around the school.
- You are permitted to drop-off your children in the mornings at the front entrance of our school prior to 8:30 a.m. However, you must enter Lisbon Place from Bedford Avenue. You are not permitted to enter Lisbon Place from Midland Avenue. If there is a yellow school bus parked in front of our school, you must wait until the bus has pulled away before you proceed with your vehicle. The front of the school is a drop-off point only. As soon as your child is
safely past the front gate, you are to proceed, with caution, immediately toward Midland Avenue.

- You are not permitted to park or stand your vehicle in our school’s driveway or in the parking areas designated for “buses only.”
- You are not permitted to block any of the intersections or crosswalks around our school to drop-off or pick-up your child. The Police Department patrols the perimeter of our school. Vehicles have been ticketed in the past.

Please be considerate of our school’s neighbors. Do not block the driveways to their homes.

DISCIPLINE CODE FOR STUDENT CONDUCT

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as disregard of rules students are often given detention. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or
alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for such any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parents. The Office of the Superintendent will also be notified and, along with administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child’s arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child’s suspension or expulsion. A child’s conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child’s expulsion.

**DRESS CODE**

Your school uniform confirms your attendance at St. Christopher’s School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform. Always remembering that by wearing it inside and outside the classroom and the school, you are representing the school. Your behavior should be a credit to both yourself and the school community.

All students are required to wear St. Christopher School’s official uniform and shoes that can be purchased at:

*Flynn & O’Hara*
2645 Forest Avenue
Staten Island, NY 10303
(718) 442-4537

The uniform must be clean and presentable.

**Summer Uniform**

Summer uniforms are worn from the first day of school until the school notifies parents, in advance, when students are to discontinue use of the summer uniform, sometime in October. Summer uniforms are also worn in May and June.

Please note that the uniform shorts cannot be worn when class pictures are taken.
- **Boys’ Summer Uniform** (Grades K-8)
  White school logo knit shirt, navy uniform pants, belt, navy or white socks, and uniform shoes.

- **Girls’ Summer Uniform** (Grades K-4)
  White uniform blouse, uniform tie, uniform jumper (knee-length), navy knee socks or navy tights, and uniform shoes.

- **Girls’ Summer Uniform** (Grades 5-8)
  White school logo knit shirt, uniform skirt, navy knee socks or navy tights, and uniform shoes.

**Optional Summer Uniform**
- **Boys and Girls** (Grades K-8)
  Only with the following can **all white sneakers** be worn:

  Navy uniform walking shorts, white school logo knit shirt, white socks, and all white sneakers. White socks must be visible above sneakers. Girls have the option of wearing the navy uniform skort in place of the navy uniform walking shorts (no more than 2 inches above the knee).

**Official School Uniform**
- **Boys’ Uniform** (Grades K-8)
  Navy uniform sweater vest or long-sleeve sweater (cardigan or pullover), white uniform shirt, uniform tie, navy uniform pants, navy or black belt, navy or white socks, and uniform shoes.

- **Girls’ Uniform** (Grades K-4)
  White uniform blouse, uniform tie, uniform jumper (knee-length), navy knee socks or navy tights, and uniform shoes. In place of the uniform jumper, the navy uniform pants may be worn. Navy school sweater is optional.

- **Girls’ Uniform** (Grades 5-8)
  White uniform blouse, navy uniform sweater vest or long-sleeve sweater, uniform skirt (knee-length), navy knee socks or navy tights, uniform shoes. In place of the skirt, the navy uniform pants may be worn.

  Only the St. Christopher School’s official sweater can be worn. No turtleneck shirts are to be worn under the official blouse or shirt.

**Gym Uniforms**

Students wear their official school gym uniform, **all white sneakers**, and white socks to school on their assigned gym day. White socks **must** be visible above sneakers. The gym uniform consists of the blue school logo shorts and a blue school logo tee shirt (or the blue school logo sweat suit).

Gym uniforms can be purchased at:

*Just for Kicks*
91 Lincoln Avenue
Staten Island, NY 10306
(718) 667-5120
Only the eighth grade students have the option of wearing their class tee shirt to gym.

Students who do not wear their gym uniforms to school on their assigned gym day may not take gym class.

**Personal Appearance**

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Hair should be clean and well-groomed. Bangs should not be so long that they impede vision. Boys’ hair must not be below the shirt collar. No “fad” haircuts/hair styles are permitted (i.e., Mohawks, “etched in” haircuts, etc.).

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by school officials.

Hair cannot be bleached, highlighted, or colored. Girls may wear simple, ornamental hair barrettes or headbands, nothing in excess (i.e. feathers, beads).

Girls cannot wear multiple earrings. They may wear one small pair of non-dangling earrings in their ear lobes. Boys cannot wear earrings. Students may wear one simple crucifix or necklace; bracelets are not permitted. **No jewelry is to be worn on gym days.**

Make-up, nail polish, and nail tips are not permitted.

**DRUG AND ALCOHOL POLICIES**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Christopher’s School will follow the policy as stated below.

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher’s observation and will notify parents;
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines);
- If necessary, the principal will call 911 (as per the Emergency Guidelines);
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines);
- Parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drug— and appears at a school function in questionable condition— will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from school.
ELECTRONIC DEVICES

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school (i.e., cell phones, iPads, iPhones, Smart Watches, and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences. (See Telecommunications Policy)

Cell Phones

Cell phones are prohibited during the school day; however, we understand that for some children traveling home, there are parental concerns and they may want their child to have a cell phone in the event of an emergency. If you choose to allow your child to carry a cell phone, the cell phone must remain turned off in your child’s backpack (school bag) until your child leaves the school building at dismissal.

Any communication for a student in the building should come from a parent/guardian through the school office, not via a student’s cell phone as cell phones are not to be used in the school building during school hours.

If, during the school day, a cell phone is found ringing or belonging to a student in any location other than their backpack (school bag), the cell phone will be placed in the Principal’s office. A parent must come to school to claim the phone and pay a $25.00 recovery fee. For each repeated occurrence, there will be an increase of $25.00 (e.g. $50, $75, etc.).

EMERGENCY CLOSINGS/DELAYED OPENINGS

Primary form of communication for St. Christopher’s School will be our school website: www.stchristophersi.com. We will also utilize the Immediate Response Information System (IRIS Alert) in attempt to contact parents for any announcements of school closings.

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

Students attend St. Christopher’s School in order to fully develop their God-given talents and capabilities. To accomplish this, students are asked to:
do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.
- report concerns to an adult, especially if they witness what they know to be a violent or criminal act or become aware of a potentially violent or criminal act in school or at a school function.

EXTRACURRICULAR ACTIVITIES
Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student’s suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student’s participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

FIELD TRIPS
Field trips must serve an educational purpose and their value should be an integral part of the school’s instructional program. They broaden the students’ educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips and field trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.
FINANCIAL POLICIES

*Tuition and Fee Schedule* (Grades Pre-K–8)

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to Catholic school. The majority of the School’s funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education for each and every one of our students.

The school’s policy at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees.

St. Christopher’s utilizes *Smart Tuition* to collect tuition and fees (*see Appendix*) for Grades Pre-K–8. Families are encouraged to periodically review the status of their tuition balance by accessing their account on-line at [www.smarttuition.com](http://www.smarttuition.com) or calling the Parent Call Center at (888) 868-8828. Agents are available 24 hours a day, 7 days a week, and 365 days a year.

Tuition should be paid monthly directly to Smart Tuition on the designated day it is due. Tuition is an annual fee paid in monthly installments. If a family chooses to withdraw their child/children from the school, please refer to *Refunds* statement below.

*Withdrawals & Refunds*

Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child’s inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and if paid, will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15th and the student does not attend, 90% of the tuition will be forgiven, and any payments made will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school after August 31, refunds will be granted upon written request to the school. No refund will be made for any month in which the child(ren) attended one or more days of school in that month.

*Tuition Delinquency*

Failure to keep current with your tuition obligation jeopardizes your child(ren)’s placement in school. If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

Families who are delinquent will receive a letter from Smart Tuition immediately following the due date and a $40.00 late fee will be assessed. Late fees will continue to compound for each month that tuition is late. Fees are not refundable. This includes the Registration Fee paid through TADS.

When the school sends a subsequent tuition delinquency letter, the parent must respond within a week. If a parent does not contact the principal *within a week of receiving the letter*, the child/children may not be permitted to attend school. Records and report cards may be withheld at
this time and financial aid/scholarships provided will be at risk and may be rescinded. Failure to address the delinquent tuition payment/s as agreed with the principal may result in the child(ren)’s suspension.

In order for students to receive their report cards and participate in class activities (i.e., trips, dances, etc.), tuition, fees, mandatory fundraisers, after-school, lunch programs, etc. payments must be current. Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable. Checks and electronic payments that do not clear the bank will be result in a $35 fee per occurrence.

Report cards will not be distributed to any child until any balances in arrears have been cleared. Any monies (including class trip money, etc.) sent to school will be applied to delinquent tuition and fees.

If your tuition is in arrears for a period of two months, your child/children will not be allowed to attend school until tuition has been reconciled.

Pre-K, Kindergarten, and Grade Eight students will not be allowed to participate in Step-Up and Graduation Ceremonies unless all tuition and fees are paid in full.

Three or more failed payments within a month will result in a change of payment terms. Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney’s fees and costs.

Fundraising Activities

1. Voucher Booklet
   Each family must purchase a school voucher booklet at $200 enabling each family to utilize $125 in vouchers for designated events listed in the voucher booklet.

2. Chocolate Sale
   Each family must participate in the annual chocolate sale by selling a minimum of a $60 box of chocolates.

3. Limited Share Raffle Sale (*NEW Fundraiser)
   Each family must sell **ONE** Limited Share Raffle ticket. For this ticket, vouchers from the booklet may **NOT** be applied.

Problems or difficulties involving finances must be taken up with the Principal and may require further review by the Regional Office.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and the support you give to St. Christopher’s School.

**FIRE & EMERGENCY DRILLS**

Fire & emergency drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students. For other emergency drills (e.g. lockdown drills), students are expected to remain quiet and follow teacher directions.
GUIDANCE

ADAPP is a guidance program which is a resource that is available to our school students with principal’s discretion as students’ needs arise. Service may include counseling, psychological intervention and support for families experiencing change.

GUIDELINES FOR THE EDUCATION OF NON-CATHOLICS

Parents must be made aware of the intentional Catholic witness in our schools. St. Christopher’s School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

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

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

HARASSMENT/BULLYING POLICIES

All persons have a right to be treated with dignity and in a Catholic school environment all demeaning behavior is unacceptable. Students, parents or guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the principal.

The school provides a safe environment for all and participates in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or reported to the local authorities.

Harassment, intimidation or bullying includes, but is not limited to, written, verbal, or physical acts, which physically harm a student or damages the student’s property or has the effect of substantially interfering with a student’s education or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions or threats. Actions may take any form including written, oral, physical or electronic.
These behaviors, which are contrary to the teachings of the Catholic Church, are prohibited in all Catholic schools in the Archdiocese of New York and will not be tolerated regardless of time or place.

No student shall be subjected to bullying and harassment on the basis of actual or perceived traits or characteristics i.e., age, color, creed, national origin, race, religion, gender, physical attributes, physical or mental ability, ancestry, political beliefs, socioeconomic status, or familial status.

HIV/AIDS CURRICULUM

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K-12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS will not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student’s physician and parents (or legal guardian), together with the school administration:

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

ILLNESS (See Medication)

If a child has an illness or chronic medical condition, it is the parent’s responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

IMMUNIZATIONS

Students are required to have all inoculations required by the Department of Health before admission to, and for continued attendance at, the school. See Appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

LATENESS (See Attendance)

LITURGY/RELIGIOUS EDUCATION

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.
Students in Grades 3-8 are required to take a Mid-Term Religion Examination and the Archdiocesan Final Religion Examination.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand and agree to the religious education program of the school at the time of enrollment.

**LUNCHROOM**

Parents must send their child to school with his/her lunch. Parents are not permitted to deliver their child’s lunch on a daily basis. We understand that emergencies arise that will necessitate you to bring your child’s lunch to school; a table is set up in the school’s front vestibule for this purpose. Please leave the lunch on the table (clearly identifiable by your child) prior to the school’s lunch hour and leave the school immediately. No fast-food lunches are permitted (pizza, burgers, etc.).

- Each class is assigned a section in the lunchroom and is expected to remain in the assigned section until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- If a child normally eats lunch in school every day and will be taken out for the lunch hour, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick-up and return the student within the lunch period. Parent must sign their child out for lunch and student and/or parent should report back upon return to the school office.

St. Christopher’s School provides a hot lunch program through *Nucci’s Restaurant*. The menu is provided on the school website as well as the monthly school calendar. If interested, please ensure your child has the necessary money he/she will need to purchase lunch.

**MATERNITY/PATERNITY POLICIES**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools – elementary as well as secondary – are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student’s continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school’s educational expectations.

**Student Abortion Policies**

Rationale:

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul II declared that the Church’s teaching on abortion is “unchanged and unchangeable…since it is the deliberate killing of an innocent human being.”*
Policies:
1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the father.

Guideline:
In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student’s enrollment in the school will be determined by the school administration. Factors such as the parents’ role in the decision to abort should be taken into consideration.

MEDICATIONS

If a student needs any kind of medication during the school day, it is the parent/guardian’s responsibility to bring the medication to the school nurse (or school office in the absence of nurse) to be kept there.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

If it does not contain this information, it will not be accepted.

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school should receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

These guidelines are in place to help ensure the safety of all children receiving nursing services.

If you have any questions about your child’s eligibility for nursing services, contact the school nurse during school hours at: (718) 987-8706.
MONEY

Money that is brought to school for a specific purpose (class trip, book fair, etc.), must be put into an envelope with the child’s name, grade, specific purpose of money and amount.

Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than $5) for such purchases. If a student does bring money to school, the money should be kept on the student’s person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

NON-CUSTODIAL PARENT

Release of Copies of Report Cards, School Notices, etc.:

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

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of Children

Non-custodial parents may pick up a child only if previous arrangements have been made. A note should be sent to the teacher and forwarded to the office.

PARENTS AS PARTNERS

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child’s proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school’s parent/teacher organization.

Parents are asked to take an active role in their child’s education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.

- recognizing their child’s talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child’s regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Our Lady’s Guild (OLG) Meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

**PARENT ORGANIZATIONS**

Our Lady’s Guild is a St. Christopher parish organization that provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fundraising activities

**PHILOSOPHY AND GOALS**

At St. Christopher’s School, we strive to create an atmosphere in which the students can accept and incorporate the values and principles of Jesus Christ while working toward academic achievement. This atmosphere will allow the students to reach their maximum potential. The deepening of their commitment to the Catholic faith, acquisition of virtues, academic growth and service to humanity is a primary concern in each class.
RELEASE OF STUDENTS *(during school day)*

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent, or an adult designated by the parent, must come to the school and pick up the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the school nurse or the school secretary will contact the name listed on the child’s emergency contact form. Emergency forms are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent/guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent/guardian or approved adult must sign the book.

RE-REGISTRATION

At the time of re-registration, parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the re-registration fee is not completed by the due date as outlined by the school, we cannot guarantee a seat for your child in the upcoming school year.

SCHOOL CALENDAR

St. Christopher’s 2019-2020 school calendar is available on the school website. Calendars will be sent home on a monthly basis. Please refer to these calendars for revisions to the published 2019-2020 calendar.

The Mid-Year and End-Year Examination schedule for Grades 6-8 will be posted on the school website when dates have been finalized.

SCHOOL PUBLICATIONS

All student or parental publications must be reviewed by the principal prior to publication and/or distribution.

SCHOOL’S RIGHT TO AMEND

St. Christopher’s School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.
SECURITY

To assure the security of the building and the safety of each child, St. Christopher’s School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and school emergencies resource flipbook.

SEX OFFENDER POLICY

This is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the NYS Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal’s office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at http://www.criminaljustice.state.ny.us or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

SMOKING

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in St. Christopher’s School building, school yard, or any area inside of the school’s gates. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar system.
SPECIAL LEARNING NEEDS

Students with learning differences are children of God and members of the Church. St. Christopher’s School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child’s teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child’s learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSEs), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a Student Assistance Plan, the principal will meet with the parent/guardian to review and discuss the Student Assistance Plan, and will then notify the parent of any reasonable accommodations/ modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student’s confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

SUMMER SCHOOL

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom. If an eighth grade student fails a major subject, successful completion of summer school will be required before a diploma is issued.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal will notify the parent directly.

The summer school report card must be submitted to the office in September.

Failure to attend summer school will result in retention. It is the parent’s responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

SUPPLIES

The supply room is open every morning from 8:30 a.m. – 8:45 a.m.
TELECOMMUNICATIONS POLICY

Social Media Guidelines

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school’s social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

Student Expectations In Use Of The Internet  (See Appendix)

TELEPHONE

- If a parent must be reached for any reason, only school personnel are authorized to do this.
- We ask that you limit telephone messages to your children to very serious situations.
- No student is to use a cell phone during the school day.
- No parent is to use a cell phone during lunch duty.

USE OF SCHOOL GROUNDS

Unless students are formally utilizing before- or after- school programs, the school does not have staff available to supervise students present on the school grounds before 8:00 a.m. and after 3:00 p.m. Students must not arrive on the school grounds prior to 8:00 a.m. and parents must arrange to pick up at dismissal times.

VOLUNTEERS

The principal and/or the pastor hold final approval of volunteers for all school activities. All volunteers must have an Archdiocesan background check and complete a Safe Environment Program.

The guidelines of school-related organizations are subject to the approval of the principal and/or the pastor.
WITHDRAWALS AND TRANSFERS

The school must obtain a note in writing from the custodial parent for official withdrawal of child/children and the transfer information of designated new school. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the academic records from the former school.

Schools may disclose a student’s cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child’s academic records.

At the discretion of the principal, each school has the right not to certify the student’s graduation or provide transcripts of the student’s academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct, etc.).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.
ABSENT NOTE
(Sample)

STUDENT’S NAME ________________________________________

STUDENT’S CLASS _____________________________

DATE(S) OF ABSENCE ______________________________________

REASON FOR ABSENCE __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Doctor’s note is attached? Yes ______ No ______
TUITION AND FEE SCHEDULE
(Page 1 of 3)

2019-20 TUITION AND FEES

St. Christopher School
15 Lisbon Place, Staten Island, NY 10306

Education carries many costs—technology upgrades, resource materials, personnel, building maintenance, utilities—all with increasing price tags. Tuition is significantly lower than the actual cost to educate each child due to the commitment of the Archdiocese and His Eminence Timothy Michael Cardinal Dolan to Catholic education. Teachers, administrators and staff work together to ensure that our schools are Christ-centered, academically excellent, and welcoming communities, preparing students to be life-long learners and leaders energized by fidelity to Christ, the Church, and one another.

Tuition (K-8)
The annual tuition for 2019-2020 is $5,300.00. The Archdiocesan Family Grant is $1,000.00 per eligible child.

Please refer to the table below to identify your family’s annual tuition obligation.

<table>
<thead>
<tr>
<th># of Children (K-8)</th>
<th>2019-2020 Tuition Rate</th>
<th>Archdiocesan Family Grant (1)</th>
<th>Annual Tuition Obligation (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$5,300.00</td>
<td>n/a</td>
<td>$5,300.00</td>
</tr>
<tr>
<td>2</td>
<td>$10,600.00</td>
<td>($2,000.00)</td>
<td>$8,600.00</td>
</tr>
<tr>
<td>3</td>
<td>$15,900.00</td>
<td>($3,000.00)</td>
<td>$12,900.00</td>
</tr>
<tr>
<td>4</td>
<td>$21,200.00</td>
<td>($4,000.00)</td>
<td>$17,200.00</td>
</tr>
</tbody>
</table>

Additional Fees
Registration Fee: $200.00 per child; incentive rate of $100.00 per child if registration is completed by April 15, 2019
SMART Tuition Admin Fee: $40 per family (payable in the first billing month)
Graduation Fee (grade K): $65 (Payable in March)
Graduation Fee (6th grade): $130 (Payable in March)
Technology Fee (6th grade): $185 (Spread from August to November)
Technology Fee (7th & 8th grade): $250 (Spread from December to April)

The annual tuition and fees are billed over 11 months from July to May. Your SMART tuition account can only be activated when enrollment in TADS is completed and the registration fees are paid for all children attending. (Late enrollment will shorten the payment period available, increasing the monthly payment.) Tuition and fees must be paid directly to SMART Tuition by the designated due date. Payments cannot be accepted at the school.

(1) Archdiocesan Family Grant: Tuition reduction for families who have two or more students enrolled full time at this school (does not include UPK students).
(2) Annual Tuition Obligation: This amount will be lower if you are eligible to apply for and receive financial aid, or are the recipient of a legacy or transfer grant.

Catholic Schools in the Archdiocese of New York
faith-based, future-focused
TUITION AND FEE SCHEDULE
(Page 2 of 3)

2019-2020 TUITION AND FEES POLICY

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to Catholic school. The majority of the School's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education for each and every one of our students.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual charge that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by the designated due date.

WITHDRAWALS AND REFUNDS
Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15 and the student does NOT attend, 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Annual Tuition Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>80% of tuition forgiven; family obligation 20%</td>
</tr>
<tr>
<td>October</td>
<td>70% of tuition forgiven; family obligation 30%</td>
</tr>
<tr>
<td>November</td>
<td>60% of tuition forgiven; family obligation 40%</td>
</tr>
<tr>
<td>December</td>
<td>50% of tuition forgiven; family obligation 50%</td>
</tr>
<tr>
<td>January</td>
<td>40% of tuition forgiven; family obligation 60%</td>
</tr>
<tr>
<td>February</td>
<td>30% of tuition forgiven; family obligation 70%</td>
</tr>
<tr>
<td>March</td>
<td>20% of tuition forgiven; family obligation 80%</td>
</tr>
<tr>
<td>April</td>
<td>10% of tuition forgiven; family obligation 90%</td>
</tr>
<tr>
<td>May</td>
<td>No adjustment; family obligation 100%</td>
</tr>
<tr>
<td>June</td>
<td>No adjustment; family obligation 100%</td>
</tr>
</tbody>
</table>

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.

DELINQUENCIES
Failure to keep current with your tuition obligation jeopardizes your child(ren)'s placement in school. If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

- Families whose tuition payment is delinquent (late) will receive a letter from Smart Tuition immediately following the due date.
TUITION AND FEE SCHEDULE

2019-2020 TUITION AND FEES POLICY

- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child(ren) may not be permitted to attend classes.
- Failure to address the delinquent tuition payment(s) as agreed with the principal may result in the child(ren)'s suspension.
- Records and report cards cannot be transmitted for students with delinquent tuition payments, and financial aid/scholarships provided will be at risk and may be rescinded.
- Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Three or more failed payments within a month will result in a change of payment terms.

FEES
- Families are charged an annual $40 Smart Tuition administrative fee upon activation of their account.
- Accounts with late payments will be assessed a late fee of $40 for each late payment.
- Checks and electronic payments that fail (i.e., do not clear the bank) will result in a $30 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e., after school programs, meal programs, graduation, technology or other general fees).
- Fees are not refundable. This includes the Registration Fee paid through TADS.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

ACCEPTANCE OF THIS TUITION AND FEES POLICY

SCHOOL YEAR: 2019-2020

I have read this policy and agree to the following:
- I understand my obligation to make timely tuition payments.
- I understand that Smart Tuition will charge a $40 administration fee for its service.
- I understand that my account will be assessed a $40 late fee for each late payment.
- I understand that I will be charged a $30 fee for returned or rejected checks and failed electronic payments.
- I understand that I have a tuition obligation if withdrawal notice is given after August 15th, even if my child does not attend school.

Family Name (print): __________________________________________

Parent/Guardian Signature: _____________________________________  Date: ______________

By signing above, I/we agree to pay the total tuition amount and fees applicable to my child/children, adjusted for any applicable financial assistance or scholarship awards (if any), according to the terms outlined in the Parent-Student Handbook for the 2019-2020 school year. I/we understand that failure to comply with the school's payment schedule will jeopardize our child's attendance at the school.

CATHOLIC SCHOOLS in the ARCHDIOCESE of NEW YORK

Page 45 of 55
MEDICAL REQUIREMENTS 2019-2020
(Page 1 of 2)

SEPTEMBER 2019

MEDICAL REQUIREMENTS FOR CHILD CARE AND NEW SCHOOL ENTRANTS
(PUBLIC, PRIVATE, PAROCHIAL SCHOOLS AND CHILD CARE CENTERS)

ALL STUDENTS ENTERING A NEW YORK CITY (NYC) SCHOOL OR CHILD CARE FOR THE FIRST TIME
MUST HAVE A COMPLETE PHYSICAL EXAMINATION AND ALL REQUIRED IMMUNIZATIONS

The comprehensive medical examination must be documented on a Child Adolescent Health Examination Form (CH205) and include the following:

- Weight
- Body Mass Index
- Medical History
- Height
- Vision Screening
- Developmental Assessment
- Blood Pressure
- Hearing Screening
- Nutritional Evaluation
- Dental Screening

All students entering NYC public or private schools or child care (including Universal 3-K and Pre-Kindergarten classes) for the first time must submit a report of a physical examination performed within one year of school entry. Because children develop and grow so quickly at these early ages, if this initial examination is performed before the student is age 5 years, a second examination, performed between the child’s fifth and sixth birthday, is also required. Fillable CH-205 forms that include the student’s pre-populated vaccination histories are available in the NYC Citywide Immunization Registry (CIR). A savable version of the pre-populated CH-205 is also available in the CIR and is accessible for use and updates as needed.

<table>
<thead>
<tr>
<th>Screening</th>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia Screening</td>
<td>Hematocrit and Hemoglobin</td>
</tr>
</tbody>
</table>

Required Screening for Child Care Only

- All children under age 6 years must be assessed annually for lead exposure.
- Blood lead tests are required for children at ages 1 and 2 years AND other children up to age 6 years if they are at risk of exposure OR if no lead test was previously documented.
- For more information, call the Lead Poisoning Prevention Program at 311, or visit https://www1.nyc.gov/assets/doh/downloads/pdf/lead/lead-guidelines-children.pdf

IMMUNIZATION REQUIREMENTS 2019–20

The following immunization requirements are mandated by law for all students between the ages of 2 months and 18 years. Children must be excluded from school if they do not meet these requirements. To be considered fully immunized, a child must have an immunization history that includes all of the following vaccines. The child’s immunization record should be evaluated according to the grade they are attending this school year.

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations. Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices (ACIP) “catch up” schedule for the child to be considered “in process” and remain in school (refer to http://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html).

Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued exclusion letters and excluded from school or child care until they comply with the requirements.

<table>
<thead>
<tr>
<th>CHILD CARE/PRE-KINDERTGARTEN</th>
<th>NO. OF DOSES</th>
<th>KINDERGARTEN THROUGH GRADE 12</th>
<th>NO. OF DOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTPa (diphtheria-tetanus-acellular pertussis)</td>
<td>1</td>
<td>DTPa, DTP, DT, Td (tetanus-diphtheria)</td>
<td>1</td>
</tr>
<tr>
<td>DTP (diphtheria-tetanus-pertussis)</td>
<td>1</td>
<td>Tdap (tetanus-diphtheria-acellular pertussis)</td>
<td>1</td>
</tr>
<tr>
<td>IPV (inactivated poliovirus) or OPV (oral poliovirus)</td>
<td>1</td>
<td>Vaccine type as appropriate for age.</td>
<td></td>
</tr>
<tr>
<td>MMR (measles-mumps-rubella)</td>
<td>1</td>
<td>Tdap (grades six through 12)</td>
<td>1</td>
</tr>
</tbody>
</table>

On or after the first birthday.
### MEDICAL REQUIREMENTS 2019-2020

**New York State Immunization Requirements for Child Care and School Entrance/Attendance**

**Notes:** For grades Pre-Kindergarten through 11, Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for people age 0 through 18 years. Intervals between doses of vaccine DO NOT need to be reviewed for grade 12. Doses received before the minimum age or intervals are not valid and do not count. You MUST reference the footnotes for dose requirements and specific information about each vaccine. Children enrolling in grade-less classes should meet immunization requirements for their age-equivalent grade.

#### 2019–20: FULL COMPLIANCE

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>PRE-KINDERGARTEN (Child Care, Head Start, Nursery, 3K or Pre-Kindergarten)</th>
<th>KINDERGARTEN through Grade 5</th>
<th>GRADES 6 through 11</th>
<th>GRADE 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP)(YDTP/YDT)(YTaP/TdP)</td>
<td>4 doses</td>
<td>5 doses or 4 doses if the fourth dose was received at age 4 years or older or 3 doses if the child is age 7 years or older and the series was started at age 1 year or older</td>
<td>3 doses</td>
<td></td>
</tr>
<tr>
<td>Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (TdP)</td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td>1 dose</td>
</tr>
<tr>
<td>Polio vaccine (IPV/OPV)</td>
<td>3 doses</td>
<td>4 doses or 3 doses if the third dose was received at age 4 years or older</td>
<td>4 doses or 3 doses if the third dose was received at age 4 years or older</td>
<td>3 doses</td>
</tr>
<tr>
<td>Measles, mumps and rubella vaccine (MMR)</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B vaccine(1,1)</td>
<td>3 doses</td>
<td>3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB) for children who received the doses at least 4 months apart between the ages of 11 through 15 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (chickenpox) vaccine(2)</td>
<td>1 dose</td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningoococal conjugate vaccine (MenACWY)</td>
<td>1 to 4 doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haemophilus influenzae type b conjugate vaccine (Hi)</td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal conjugate vaccine (PCV)</td>
<td>1 to 4 doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza(10)</td>
<td>1 dose</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information contact:

New York State Department of Health, Bureau of Immunization: 518-473-4437
New York City Department of Health and Mental Hygiene, Bureau of Immunization: 347-396-2433; Office of School Health Citywide (all districts): 347-396-4720

1. Documented serologic evidence of immunity to measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) meets the immunization requirements for these diseases. Diagnosis by a physician, physican assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine (Minimum age: 6 weeks)
   a. Children starting the series on time should receive a five-dose series of DTaP, vaccine at ages 2, 4, 6, 18 months, and age 4 years or older. The fourth dose may be received no earlier than age 12 months, provided at least six months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least four months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
   b. If the fourth dose of DTaP was administered at age 4 years or older, the fifth (booster) dose of DTaP vaccine is not necessary.
   c. A fifth dose of DTaP, at least six months after the prior dose, may be required if the fifth dose was received prior to the fourth birthday.
   d. For children born before January 1, 2005, only immunity to diphtheria is required, and doses of DT and Td can meet this requirement.
   e. Children ages 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. If the first dose was received before their first birthday, then four doses are required. If the first dose was received on or after the first birthday, then three doses are required.

3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine (Minimum age: 7 years)
   a. Students ages 11 years or older entering grades six through 12 are required to have one dose of Tdap.
   b. Students without Tdap who are age 10 years in sixth grade are in compliance until they turn age 11 years.
   c. A dose of Tdap or DTaP administered on or after age 7 years meets this requirement.

4. Inactivated poliovirus vaccine (IPV) or oral polio vaccine (OPV)
   (Minimum age: 6 weeks)
   a. Children starting the series on time should receive IPV at ages 2, 4, 6 through 10 months and age 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least six months after the previous dose.
   b. For students who received their fourth dose before age 4 years and prior to August 7, 2010, four doses separated by at least four weeks is sufficient.
   c. If the third dose of polo vaccine was received at age 4 years or older and at least six months after the previous dose, a fourth dose of IPV is not necessary.
   d. A fifth dose of IPV, at least six months after the prior dose, may be required if the fourth dose was received after the fourth birthday.
   e. Two doses of adult hepatitis B vaccine (Recombivax HB) received at least four months apart at age 11 through 15 years will meet the requirement.
   f. Administration of a total of four doses of hepatitis B vaccine is permitted when a combination vaccine containing Hep B is administered after the birth dose. This fourth dose is often needed to ensure that the last dose is the series is given on or after age 24 weeks.

5. Varicella (chickenpox) vaccine
   (Minimum age: 12 months)
   a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 20 days (four weeks) after the first dose to be considered valid.
   b. For children younger than age 13 years, the recommended minimum interval between doses is three months (though if the second dose was administered at least four weeks after the first dose, it can be accepted as valid; for people age 13 years and older, the minimum interval between doses is four weeks.
   c. Varicella vaccine is a live attenuated virus vaccine and may cause severe rash in infants and children with certain medical conditions.

6. Haemophilus influenzae type b conjugate vaccine (Hi) (Minimum age: 8 weeks)
   a. Students entering grades seven, eight, ninth, and tenth are required to have received a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
   b. Students entering grade 12 will need to have received two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
   c. If the second dose was administered before age 16 years, then a third dose given on or after age 15 years is required.
   d. The minimum interval between doses of MenACWY vaccine is eight weeks.

7. Meningoococal Vaccine (MenACWY)
   (Minimum age: 6 weeks)
   a. Students entering grades seven, eight, ninth, and tenth are required to have received a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
   b. Students entering grade 12 will need to have received two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
   c. If the second dose was administered before age 16 years, then a third dose given on or after age 15 years is required.
   d. The minimum interval between doses of MenACWY vaccine is eight weeks.

8. Haemophilus influenzae type b conjugate vaccine (Hi) (Minimum age: 6 weeks)
   a. Students entering grades seven, eight, ninth, and tenth are required to have received a single dose of meningococcal conjugate vaccine against serogroups A, C, W-135 and Y (MenACWY vaccine).
   b. Students entering grade 12 will need to have received two doses of MenACWY vaccine, or only one dose of MenACWY vaccine if the first dose was administered at age 16 years or older.
   c. If the second dose was administered before age 16 years, then a third dose given on or after age 15 years is required.
   d. The minimum interval between doses of MenACWY vaccine is eight weeks.

9. Pneumococcal conjugate vaccine (PCV) (Minimum age: 6 weeks)
   a. Children starting the series on time should receive PCV vaccine at ages 2 months, 4 months, 6 months and 12 through 15 months.
   b. If two doses of vaccine were received before age 12 months, only three doses are required, with the third dose at age 12 through 15 months.
   c. If the first dose was received at ages 12 through 15 months, only two doses are required, with the second dose at least eight weeks after the first dose.
   d. If the first dose was received at age 15 months or older, only one dose is required.
   e. Hib vaccine is not required for children age 5 years or older.
**SUMMARY STATEMENT**

**2019-2020**

Once students have met the necessary admission requirements and have been accepted in St. Christopher’s School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Christopher’s School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Christopher’s School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Christopher’s School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Christopher’s School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Christopher’s School, agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook.
This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Parent/Guardian’s Name (Print)  Parent/Guardian’s Signature

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)  Student’s Signature – Grade 2 and Above

Date

Signed form due by Friday, September 13, 2019
Media Authorization and Release Form
2019-2020

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me, my children, and/or children of whom I am the designated guardian by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents, and contractors (the “School”).

I hereby grant to St. Christopher’s School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display. I hereby consent to the editing, reproduction, use and reuse of said images in any and all media in existence and all media yet in existence including, but not limited to video, print, television, internet, and pod-casts.

I forever grant, assign, and transfer to St. Christopher’s School any right, title, and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my child/children by St. Christopher’s School. I herby agree to release, indemnify and hold harmless St. Christopher’s School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

____________________________________  ______________________________________
Parent/Guardian’s Name (Print)        Parent/Guardian’s Signature

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student's Name and Grade (Print)       Student's Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

____________________________________  ______________________________________
Student’s Name and Grade (Print)       Student’s Signature – Grade 2 and Above

_________________________  
Date

Signed form due by Friday, September 13, 2019
TELECOMMUNICATIONS POLICY
Student Expectations in Use of the Internet
2019-2020

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- Use of the computer at school is limited to school-related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
- Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
- After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” and “Harassment/Bullying Policies” in the Parent/Student Handbook.
- Students must abide by the generally accepted rules of network etiquette both inside and outside school.
- Students are responsible for their explorations on the internet and are subject to the consequences of the school’s discipline policy.
- Students must sign a contract indicating their understanding and acceptance of the school’s guidelines.
- Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.), the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera phones, cameras, iPads, iPhones, etc.) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment/Bullying Policies,” and the “Summary Statement.”
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- Students who are participants in St. Joseph by the Sea High School Prep Program will have their iPads revoked if circumstances warrant – based on Principal’s decision.

Student’s Name and Grade (Print)                      Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)                      Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)                      Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)                      Student’s Signature – Grade 2 and Above

Student’s Name and Grade (Print)                      Student’s Signature – Grade 2 and Above

Date

Signed form due by Friday, September 13, 2019
Technology Use/Telecommunications Policy Agreement  
2019-2020

**User (Student)**
I understand and will abide by the Telecommunications Policy/Student Expectations in Use of the Internet Form (as referred on pages 36–38 of the Parent/Student Handbook). I further understand that any violation of these regulations is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

<table>
<thead>
<tr>
<th>User’s Name and Grade (Print)</th>
<th>User’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>User’s Name and Grade (Print)</td>
<td>User’s Signature – Grade 2 and Above</td>
</tr>
<tr>
<td>User’s Name and Grade (Print)</td>
<td>User’s Signature – Grade 2 and Above</td>
</tr>
<tr>
<td>User’s Name and Grade (Print)</td>
<td>User’s Signature – Grade 2 and Above</td>
</tr>
<tr>
<td>User’s Name and Grade (Print)</td>
<td>User’s Signature – Grade 2 and Above</td>
</tr>
</tbody>
</table>

**Parent/Guardian**
As the parent/guardian of this student, I have read the Technology Use/Telecommunications Policy Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child’s use of school’s technology resources is not in a school setting. I hereby give permission for my child to use the school’s technology resources and certify that I have reviewed this information with my child.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Name (Print)</th>
<th>Parent/Guardian’s Signature</th>
</tr>
</thead>
</table>

Date

**Signed form due by Friday, September 13, 2019**
TEXTBOOK/SOFTWARE/HARDWARE REQUEST FORM

New York State Textbook Law (NYSTL)
Software Law (NYSSL)
Library Law (NYSLIB)
and
Computer Hardware (NYSCH)

Parental Request Form
2019-2020

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child/children pursuant to the New York State Textbook (NYSTL), Software (NYSSL), Library (NYSLIB), and Computer Hardware (NYSCH) Laws.

___________________________________  __________________________________
Parent/Guardian’s Name (Print)        Parent/Guardian’s Signature

___________________________________
Address: ______________________________
                                          ______________________________
                                          ______________________________
                                          ______________________________

Date

Signed form due by Friday, September 13, 2019
Parent and Student Signature Form
2019-2020

We have read St. Christopher School’s Parent/Student Handbook. We understand that this handbook sets forth all of the rights of the student and parent or guardian with regard to attending St. Christopher’s School.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Name (Print)</th>
<th>Parent/Guardian’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name and Grade (Print)</th>
<th>Student’s Signature – Grade 2 and Above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed form due by Friday, September 13, 2019