

## **Introduction**

St. Brendan School is a Catholic School. Children and parents must abide by the rules and regulations stated in this handbook. An acknowledgment for each child must be signed by the child and parent and submitted to the homeroom teacher by Monday, September 14th.

The purpose of this handbook is to serve as a guide for the students and parents of Saint Brendan School. Saint Brendan's reserves its prerogative to conduct the affairs of the school and exercise its discretion in a manner the institution deems consistent with its goals and policies. The handbook is offered as a general statement of goals of Catholic education.

Our school philosophy expresses the need for joint cooperation of parents, faculty and clergy, as well as the active participation of students in the learning process, in order to achieve our school's goals.

Through our combined efforts, the Catholic education that the students of Saint Brendan's receive, should prepare them to proclaim the Good News and to translate this proclamation into action.

## **Saint Brendan School Philosophy**

By fostering spiritual, cultural, and physical growth through a united effort of parents and school community, the philosophy of St. Brendan's School is to provide a quality Catholic education so that each child can develop his/her full human potential.

We place the teachings of the catholic faith at the core of the curriculum so that religious values permeate all subject areas. We continue to welcome all who seek and appreciate a value-centered, quality education.

## **Goals**

**SPIRITUAL:** Learn to live Religion, as learning religious concepts, by demonstrating Christian attitudes in everyday life. Since religion is the core of our curriculum as well as our way of life, students and parents are expected to attend Mass each Sunday and on Holy Days of Obligation.

**INTELLECTUAL:** Develop the potential of each student to the limit of his/her academic capabilities.

**PERSONAL:** Execute effective guidance in developing self-worth.

**SOCIAL:** Develop leadership qualities. Preparation for interpersonal relationships with all members of society.

**CULTURAL:** Develop an appreciation of the finer things in life.

Saint Brendan's is a Catholic school. We begin each day with a prayer and the pledge of allegiance. All students regardless of faith/political beliefs, are required to participate in the prayer and the pledge. There are NO exceptions.

Students attend school Masses, Stations of the Cross, Penance, Ash Wednesday Services, etc. While non-Catholics may not receive Communion, no one is excused from these occasions. All are to be observed with quiet dignity and respect. Non-Catholic children must sit, stand, and kneel as instructed by the Pastor.

## **School Policies**

### **Academic Expectations (B.2)**

The 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 (E.19)**

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 (E.8)**

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 include 15 minutes of reading (or being read to).

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

Grade Kindergarten	approximately 15 minutes
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.

### **Grades and Grading (G.4)**

Report cards are distributed four times a year for Grades K to 8. The report card is an important part of the ongoing communication between the school and the home.

### **Academic Achievement (G.5)**

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, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5-8 in all subjects). 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.

### Character Development **(E.13)**

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 (G.4)

The criteria for inclusion in the Honor Roll are particular for each school. An acknowledgment of achievement in academics, a suggested model would be:

<b>Grades 1 – 3</b>	First Honors	90% average with no grade less than 85%
	Second Honors	85% average with no grade less than 80%
<b>Grades 4 – 6</b>	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%
<b>Grades 7 – 8</b>	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%

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 though marks might warrant it.

Repeated lateness will also affect your child’s ability to be on the honor roll. 5 or more late arrivals per quarter will prevent a student from receiving honors.

### Report Card Distribution (G.4)

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Final report cards may not be given before the assigned date of June 19, 2020. 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 (G.5)

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.

If a child is required to go to summer school for promotion, that child must attend St. Brendan Summer School Program. If the child does not attend and pass summer school, the child will be retained.

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 develop 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:

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

*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).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

## Assessments (G.4)

In addition to class and school exams, every student will 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 Test (Will be used as the student’s Mid-Year and End-Year Examinations)

Religion Test	Grade 3 to 8	January and June
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### Interim Assessments

<u>Interim Assessments – Administered Three Times per Year</u>	
Grades K-8	NWEA MAP Interim Assessments

### NY State Tests

<u>New York State Exams</u>	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of the 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 (E.26, E.27)**

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 (E.1, E.2, E.3)**

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 the school is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child.

The school gives preference in admission: 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. Applications and details regarding fees are available on school website and in the main office. 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. Students that are not picked up in a timely manner after dismissal will be sent to the After School Program where you will incur a fee of \$15 for every 15 minutes the child remains in After School. If the child is left more than once, the family must register for After School and choose a plan.

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.

## Announcements

Informational announcements are handled through the school 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 Annual Notification:** Annual asbestos inspections are conducted with proper documentation as well as maintaining an updated management plan.

## Attendance (E.5, E.6)

**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.

Lateness: 8:15 AM is the start of the school day. Students who enter the building after 8:15 AM are LATE and will be marked late in the attendance system. A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

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. Absence notes are still required in addition to the phone call.

## **Birthday Parties**

Birthday parties may be held with the teacher's permission. Parents should request permission in writing at least one week in advance. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.

## **Books (B.3, B.4)**

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.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a) the pupil's name be placed in the space provided in each book
  - b) the teacher make a record of the number of the book
  - c) the teacher make a record of the condition of the book
  - d) in September, each child will put a clean cover on each textbook received
  - e) in June, all textbooks are collected, extra materials and covers are removed
  - f) all workbooks are collected in June
2. **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.
3. **LIBRARY BOOKS:** Books may be borrowed for two 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.

## **Change of Address, E-mail, Phone (G.1)**

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification. The Blue Emergency Card must be up to date at all times.

## **Charter for the Protection of Children and Young People (B.11)**

- 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, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- 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 (C.6)**

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 (E.28)**

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 (H.3, H.4)**

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 (G.3)**

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 section on 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 (H.2)**

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; otherwise, they must fill out the media authorization release form. If enrolled in a regional school, this media authorization and release was embedded within the online registration process, so the written form is not required unless a family wishes to change their preference during the course of the school year. Parents of students enrolled in Universal Pre-Kindergarten Classes should fill out the media authorization form at the end of this handbook.

## **Crisis/Emergency Information (B.9, E.7)**

Should a crisis require evacuation from the school building, students will be brought to a safe place located at PS 56 located down the block on 207<sup>th</sup> street and parents/guardian 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:

<u><i>Radio Station</i></u>	<u><i>TV Station</i></u>	<u><i>On the Internet</i></u>
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## Daily Schedule (B.10)

The following schedule will be observed by Grades K - 8: **FOLLOW CURRENT SCHEDULE DISTRIBUTED UNTIL FURTHER NOTICE**

<b>8:15 AM</b>	<b>School Day Begins – Students who enter after 8:15AM are Late</b>
<b>8:20 AM</b>	<b>Class Instruction Begins</b>
<b>11:15 – 12:05 PM</b>	<b>First Lunch</b>
<b>12:10 -1:00 PM</b>	<b>Second Lunch</b>
<b>2:35 PM</b>	<b>Dismissal Pre-K, K, 1st</b>
<b>2:40 PM</b>	<b>Dismissal grades 2-8</b>

Before **8:00 AM** and after **2:50 PM** the 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 AM** and parents must arrange pickup at dismissal times.

**Students that are not picked up in a timely manner after dismissal will be sent to the After School Program where you will incur a fee of \$15 for every 15 minutes the child remains in After School. If the child is left more than once, the family must register for After School and choose a plan.**

To avoid interruption during the school day, any messages, forgotten lunches, 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.

## Discipline Code for Student Conduct (E.12, E.13, E.18)

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. Repeated violation of rules and regulations may result in suspension from school or the non-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 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 (E.20)**

Your school uniform confirms your attendance at the 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 and your behavior should be a credit to both yourself and the school community.

- Girls K - 5:** Jumper, blue uniform blouse with round (peter pan) collar and cross-over tie. (optional pants for winter months)
- Girls 6 - 8:** Skirt, vest, and blue uniform blouse with pointed collar and plaid tie (optional pants for winter months).
- Girls K - 8:** All girls must wear navy blue knee high socks or tights, black or navy shoes. Sneaker-type shoes are not permitted (ie. Sketchers). The shoe heel may not be over 1 inch. No high top shoes, slingbacks, open toe shoes, slipper type shoes or boots are allowed. Shoes should offer support & basic protection from inclement weather. Girls may wear post-style earrings no larger than the earlobe. Earrings may not be loops and only ONE earring may be worn in each earlobe at a time. Makeup is not permitted. Acrylic/fake nails are not permitted and only clear nail polish is to be worn. Hair may not be colored or dyed. Bangs may not impede vision and long hair should be tied back. ONLY navy blue, white, or gold hair ribbons/barrettes are allowed; 2 maximum and must be worn flat to the head. Beads are not permitted. No excessive use perfumes or body sprays.
- Boys K - 8:** Navy dress uniform trousers from Flynn & O'Hara (no corduroys or Dockers, A black belt is to be worn. Light blue shirts (long or short sleeves)- no denim or polo shirt. Shoes are black, no sneaker type shoes or boots are permitted (ie sketchers, Timberlands). Navy cardigan or vest sweater, plaid uniform tie(K-5), solid navy blue uniform tie (6-8)
- Boys K - 8:** Jewelry is not permitted. Hair should be well groomed and short. Hair may not be below the shirt collar and bangs may not be worn. Braids, mohawks, dreadlocks, cornrows, spiked or anything deemed inappropriate is not permitted. Hair may not be dyed or colored. Boys must shave if directed. No excessive use of cologne, after-shave or body sprays.
- Gym Uniform:** Navy blue school uniform shorts with the school name on the shorts, blue school tee-shirt and sneakers. On the day the children have gym, they may

**wear their gym clothes to school. Students are allowed to wear sneakers on gym day.**

**Girls and Boys:** The presence of anything that proclaims a current fad is not permitted.

During the cold weather, students may wear the navy blue uniform cardigan sweater. Other types of sweaters or sweatshirts may not be worn. When boots are needed, the student must carry his, her school shoes and change when they arrive in the classroom.

Summer Uniform: Girls grades 6-8 and boys K-8: The blue SBS Golf Shirt may be worn as directed by administration. This shirt must be purchased from the school and is to be worn tucked in at all times.

### 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.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair must not be below the shirt collar, worn in a ponytail, and/or have designs etched into the hair. Bangs should not be so long that they impede vision.

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 and with the guidance office will be made by school officials.

## **Drug and Alcohol Policies (E.15)**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, 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 the school.

## **Electronic Devices (E.30)**

Electronic devices may be dynamic tools in the 21<sup>st</sup> 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 as stated in the school's Technology Use Policy.

## **Emergency Closings/Delayed Openings (E.7)**

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools. Schools in Westchester, Putnam and the Upper Counties that rely on public school districts for bus transportation will follow the delayed opening and/or closing policy of the local district.
- Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.
- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
- All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
- After School and/or extended day care programs will be closed all day.

## **Expectations and Responsibilities for Students (E.13)**

Students attend the school in order to develop fully 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 (E.31)**

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.

## **Faculty Meetings (D.9)**

**Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at NOON (12:00PM) on these days.**

## **Field Trips (E.10)**

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 a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, 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

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 15th, 90% of the tuition will be forgiven, and if paid, will be refunded upon written request to the school. 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 refunded 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:

☐

#### Withdrawal Date Annual Tuition Obligation

September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%

April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

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 children(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 will receive a letter from Smart Tuition immediately following the due date.

- 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/children 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). These fees are not refundable.

- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

Fees are not refundable. This includes the Registration Fee paid through TADS.

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 support you give to St. Brendan School.

## FUNDRAISING ACTIVITIES

Each family must participate in the mandatory fundraising by selling or contributing a minimum of \$250 per family. During the year you will have two opportunities to raise the \$250 fundraising fee. September is the catalog sale and January is the candy bar sale.

## **Fire Drills & Emergency (E.25)**

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.

## **Guidelines for the Education of Non-Catholics (A.5)**

Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school 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 (E.17, E.18)**

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 antibullying 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. Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

## **HIV/AIDS Curriculum (E.24)**

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The schools within the Archdiocese 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 the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school 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) (E.26)**

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 (E.24)**

Students are required to have all inoculations as 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 (E.6)**

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. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year. 5 or more late arrivals in a quarter will prevent a student from receiving honors.

## **Liturgy/Religious Education (A.4)**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in grades 3 through 8 are required to take an Archdiocesan Mid-Term and 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**

The school provides a hot lunch through the Archdiocesan Child Nutrition Program. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form. If your child is not eligible for a free or reduced lunch program, and you wish your child to participate in the hot lunch program, you will be billed through SMART, and the balance will be considered when applying the school's tuition and fees policies.

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat 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.
- In good weather, the children go directly from lunchroom to the play street; first lunch until 12:05 PM, and second lunch until 1:00 PM.
- During inclement weather, the children will remain in the lunchroom or utilize the gym.
- If a child normally eats lunch in school every day and will be eating out on a particular day, 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. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

## **Maternity/Paternity Policies (E.22)**

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 (E.23)**

### *Rationale:*

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul 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 paternal father.

### *Guideline:*

1. 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 (E.26)**

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 a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

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

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

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

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

## **Money**

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

## **Parents as Partners (A.1, H.4)**

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 Home-School Association meetings.
- by never addressing other students directly with concerns or complaints. All student issues must be discussed with the fellow parent, school teacher or administrator.
- 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 (H.4)**

A Home-School Organization 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
- to provide adult education programs

## Philosophy and Goals (Forward)

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## Re-registration (E.1, E.14, G.5)

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.

## Release of Students (during school day) (E.6)

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 take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- 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 or 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. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

## **School Calendar**

**A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.**

The Mid-Year and End-Year Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

## **School Publications (H.3)**

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

## **School's Right to Amend**

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

## **Security (E.27)**

To assure the security of the building and the safety of each child, the 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 each classroom has a school emergencies resource flipbook.

## **Sex Offender Policy (B.11)**

This notice 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 local police departments notification under the New York State 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 (E.15)**

New York State Law prohibits smoking in a school building and on school property.

Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Smoking on the the school property 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, or pod systems or any similar system.

## **Special Learning Needs (F)**

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. 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 (CSE's), 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 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 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 (G.4, G.5)**

Any student who fails a subject (any mark below 70%) is required to take a remedial course here at Saint Brendan School during the summer. Summer School may also be recommended due to poor performance on standardized tests or in the classroom. Failure to attend summer school will result in retention. In cases in which tutoring is allowed for remediation; it must be undertaken with a qualified teacher and documentation must be supplied before the student returns in September. Any student, who has been retained, may not repeat a grade again. Alternatives will be discussed and suggested for the following school year.

## **Telecommunications Policy (E.29)**

### 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**

***Is included in the packet emailed home. Review the complete policy requiring student's signature***

## Use of School Grounds

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 8:00 AM and after 2:50 PM. Students must not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times.

**Drop off for the breakfast program is from 7:35 AM –8:00 AM each day. Due to NYC regulations, students are only permitted to enter this program during these designated times and in order to participate MUST attempt to eat the breakfast offered.**

## Withdrawals and Transfers (G.3)

A transfer request must be obtained from the school secretary. 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 permanent record and health card 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 records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

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.

## Summary Statement

Once students have met the necessary admission requirements and have been accepted in the 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 the 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, the 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 the 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 the 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 the 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.