



**St. Francis Xavier - Queen of All Saints Catholic Academy
Handbook for Parents and Students
2018-2019**



Welcome to St. Francis Xavier - Queen of All Saints Catholic Academy

Mission Statement

St. Francis Xavier – Queen of All Saints Catholic Academy is an academically rigorous coeducational Catholic school serving families in a tradition of excellence since 1910. Based around the core Christian values of social justice, service and faith, the Academy develops active, global citizens who are prepared to enter college, career and beyond with intellectual vigor and a strong moral compass. Our faculty and staff are trained and provide cutting edge, research based pedagogical techniques and practices while still instilling a sense of value for tradition. Community collaboration enhances our participation in real world learning experiences, and through partnerships with local organizations, schools and individuals, we provide students with pragmatic opportunities for learning and success. St. Francis Xavier -Queen of All Saints Catholic Academy values and nurtures the whole child from the moment he or she steps through our doors in an ethically responsive manner. To this end, the Academy is more than a building, it is a source of support, growth, community and family, throughout the student's life. Our active alumni community is part of a living system of the St. Francis Xavier – Queen of All Saints Catholic Academy network and the success of any member of our network is a success for all.

Core Cultural Values

The core cultural values at St. Francis Xavier – Queen of All Saints Catholic Academy are based on the seven themes of Catholic Social Justice. Through mutual respect, effort and service, we seek to support all members of our school community in three key areas. At St. Francis Xavier – Queen of All Saints we take care of each other; we take care of ourselves and we take care of this space.

Non-Discriminatory Policy

Non-Discriminatory Policy St. Francis Xavier – Queen of All Saints Catholic Academy does not discriminate on the basis of race, color, nationality and/or ethnic origin in the administration of its educational policies, admission policies or any school administered programs.



STAFF DIRECTORY

Pastor - Father Joseph Ceriello

Principal - Manuela Adsuar-Pizzi

Lower Elementary Teaching Staff

Kindergarten - Ms. Morgan Summers

1st Grade - Ms. Zweizig and Ms. Stubbs

2nd Grade - Ms. Sara Iram

3rd Grade - Ms. Marie Casale

Middle Elementary Teaching Staff

4th Grade Homeroom, 4th-5th Grade ELA/Social Studies - Ms. Augello

5th Grade Homeroom, 4th - 5th Grade Math/Science - Mr. Prevost

Middle School Teaching Staff

6A Homeroom and Religion, 6th - 8th Grade Social Studies - Ms. Dasaro

6B Homeroom and Religion, 6th - 8th Grade ELA - Ms. Lawler

7A Homeroom and Religion, 6th - 8th Grade Math - Ms. Nietzsche

8A Homeroom and Religion, 6th - 8th Grade Science - Mr. Jean Baptiste

K-8 Specialists

Library and Office Aide - Arelis Lopez

Fine Arts - Robert Bullock

Physical Education - William Richards

Spanish and Technology - Anna Rosa Jimenez

Administration

Administrative Secretary - Lori Krapf

Financial Secretary - Jennifer Cox

Tuition Secretary - Lorraine Madden

Purpose of the Handbook:

The education of a student is a partnership with the parents/guardians, students and the school. This handbook is provided for the use of parents/guardians, students and faculty/staff. The handbook reflects key Queen of All Saints Catholic Academy policies and other pertinent information concerning the Academy. The Principal retains the right to amend the handbook at any time. Notification of any changes will be given via the website. Adherence to the policies contained in this handbook is expected and failure to comply may include consequences. It is the responsibility of all concerned to be familiar with the content of this handbook.



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Admissions and Finance

Acceptance Requirements

Thank you for your interest in St. Francis Xavier - Queen of All Saints Catholic Academy. Children applying for admission must be current on required immunizations. Kindergarten students must be five years of age by December 31 of the year of registration. Current report cards for students entering Grades Two through Eight must be presented at the time of the interview. Families must submit an application, registration fee, updated IEP or 504 plans* and immunizations, relevant certificates (birth, sacraments) and previous school records. Families must also notify the school if a student has ever been evaluated and/or received an IEP/IEP or 504 Plan so that we may best accommodate student needs.

**Students may be required to site for an evaluation and interview prior to acceptance. Additionally, acceptance is awarded at the discretion of the school based on student needs and school/personnel resources.*

Referral Policy

Our Referral Policy is our way of showing our appreciation to families who share the experiences their children have had at St. Francis Xavier - Queen of All Saints Catholic Academy. If a new registrant lists you as a referring parent, and is in attendance for the entire school year, you will receive \$200 off your current tuition. Similarly, the registrant will receive a \$75 credit.

Tuition

St. Francis Xavier - Queen of All Saints Catholic Academy uses the FACTS Tuition Management system. With FACTS, you will have control over managing the frequency and amount of your payments, as well as the method of payment, without having to find time to visit the school office or send funds in with your student. You also have the option of adding a second & third party person paying towards the student account. Payment through FACTS will simplify and automate your tuition and fees schedule and allow you to have greater access to your payment history and payment plan. Please take a moment to visit the website and enroll for the school year. All payment and late fee policies will be updated annually through FACTS.



***TUITION POLICY AGREEMENT (addendum 10/19/17)**

Here you will find the Tuition Policy Agreement for St. Francis Xavier - Queen of All Saints Catholic Academy. Tuition payments are *the primary source* of financial support for the academic programs provided by St. Francis Xavier - Queen of All Saints Catholic Academy. Tuition payments are the responsibility of the parents or guardians. *Failure to pay tuition seriously jeopardizes the fiscal health and stability of the Academy.* Tuition must be paid in a timely and consistent manner. Tuition payments are non refundable, except if we are notified prior to September of the upcoming school year that your child will not be attending St. Francis Xavier - Queen of All Saints Catholic Academy.

Out tuition payment guidelines and regulations include the following:

- Cash, money order or credit card are the preferred method of payment.
- Annual tuition payments are divided into ten (10) monthly installments due July through April. Tuition and all applicable fees must be paid in full on or before April 30th of the school year, unless you have set up an alternative payment plan through FACTS Tuition Management.
- If a monthly tuition payment is not received five (5) days after your due date, a late fee of \$60.00 shall be assessed. (*Due dates are recognized on the 1st or 15th of the month only)
- Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent/guardian to notify the Tuition Assistance Committee of the Academy. The Tuition Assistance Committee must be notified as soon as possible so that alternate arrangements can be made for payment. Our Tuition Assistance Committee liaisons can be reached via email at j.cox@gasca.org and l.madden@gasca.org
- The Academy shall retain the right to refuse class admittance to any student(s) whose account is in arrears. The student(s) may return to class when the delinquent account is current and the Board of Directors reinstates their active status.
Transcripts, report cards, awards and diplomas are the property of the Academy and may not be issued to the student(s), parent(s), or guardian(s) when a tuition account is delinquent. These documents will only be released once all financial responsibilities are met.
- The accounts of 8th Grade students must be current in order for the student(s) to participate in their graduation ceremonies and/or any end of year activities for seniors. Families with delinquent accounts will not be allowed to register their child(ren) for the following academic year.
- Past due tuition over 60 days may result in the child's removal from school. Past due tuition that has been owed for a period of longer than 120 days, will be pursued through legal collection.
- Any delinquent payments must be made by certified check, debit card, credit card or money order. (*Absolutely no personal checks will be accepted)
Parent(s)/Guardian(s) must notify the Board of Directors about any change of address, phone numbers, or any other information listed in this agreement. Update forms will be made available in the main office.



Financial Aid

All students who enroll are eligible to apply for the financial assistance programs offered by the Diocese of Brooklyn. TADS Financial Aid Assessment Service has been selected by Futures in Education to conduct fair and confidential financial need assessments for families that may need assistance paying tuition. Completed applications (i.e., includes all supporting documents) received on or before the deadline date will be considered for the maximum award amount. Additional requirements can be found on the online application. To apply, go to futuresineducation.org and click on Apply For Scholarships. For help, please call 800-477-8237, join a live chat at mytads.com, or email support@tads.com. Hours are Monday-Friday, 9 a.m. to 9 p.m. Eastern Standard Time.

Financial Guidelines

Tuition is to be paid in a timely manner in accordance with your designated FACTS Management plan. Late fees and bank fees will apply. You may be charged twice - through FACTS and through the school for late payments.

All money sent into school directly must be placed in an envelope labeled with the child's name, grade, amount enclosed and the purpose of the payment. Participation in trips and school events may be withheld if money is due.

Families will not be permitted to re-register if tuition is more than one month in arrears. If tuition is two or more months in arrears, your child may be asked to leave the school and his/her seat may be filled. Families who intend to register for subsequent school years but have not paid tuition or registration fees may lose their spot. If a family chooses to withdraw a child before the end of the school year, any tuition or fees previously paid will not be refunded.

All tuition payments must be made according to the annual, updated tuition schedule. Two children of the same family living in different households may be charged at the individual child rate. Additionally, two children in the same household, who are not siblings, may be charged at the individual family rate.

Report cards and participation in school events may be withheld if money is due. Eighth grade students must be paid in full by April in order to participate in any graduation activities, or have transcripts sent to high schools.



Families are encouraged to participate in all school fundraisers and each child is responsible for \$120 contribution in the World's Finest Chocolate Bar fundraiser.

TUITION IN ARREARS:

1. After one (1) month in arrears, a notice will be sent home and a \$60.00 late fee will be added to your account
2. After two (2) months in arrears, a notice will be sent home and an additional \$60.00 late fee will be added to your account, followed by a phone call and/or meeting with an Academy Board member.
3. Students with accounts in arrears for over two (2) months will be excluded from class, class trips, school activities and functions, etc. and/or may be asked to be removed from school until their account is brought up to date. The school reserves the right to pursue legal action.
4. No report cards will be issued to students with outstanding balances.
5. Any 8th grade students must have tuition and graduation fees paid by May 1st of the academic year. Students who are not paid in full by May 1st will not be permitted to participate in graduation activities or any end of year functions for seniors.
6. NOTE: Families who have delinquent accounts will not be invited to re-register until their financial obligations are paid in full. Seats for the upcoming school year will not be guaranteed and no records will be forwarded for transfers or graduating students until account responsibilities are met in full.

Daily Procedures

Arrival

Doors will open for students every morning at 7:45 AM. Students who have pre-registered for morning breakfast may enter the building and report to St. Joseph's Hall at 7:30 AM. Any students who arrive *in their classroom* past 7:55 will be marked late and it will be recorded on your child's student record.

Once a student enters the school building, he or she will not be permitted to leave without an adult permitted to take the child from school. Any adult entering the building must first be checked into the office and receive a Visitor's Pass.

Any students who arrive before 7:30 AM will wait outside of school. Teachers report for supervision at 7:25 AM in the school building so please note, any students left outside of the school will not be under the supervision of adults.

When entering the school all students and families *must* enter through the main doorway, on Vanderbilt Ave. For safety reasons, no one is permitted to enter the school building by any other means. Parents are permitted to walk their children up to the classroom *only* on the first day of school and other specified school events. Additionally, for the safety of our children, anyone who is in the building, for a meeting, tour, etc. is not permitted to walk around unescorted.



Dismissal

Students will be dismissed from school by their homeroom teachers through the church doors on Lafayette Ave at 3:00 PM. Only the parent/guardian or designated adult may pick up your child or children. We reserve the right to ask for identification of any adult coming to pick up your child. Any child who is not picked up by 3:10 will be placed in our After-School Program and charged. Once students have left the building, they are not permitted to re-enter without an adult escort.

Any students who must leave the school in the middle of the day due to sickness, appointments, etc. must have an adult come into the school to sign them out and take them from the building.

Breakfast and Lunch

St. Francis Xavier - Queen of All Saints Catholic Academy participates in the New York City School Food Program. All students who wish to participate are allowed. Families must register by filling out an application at the NYC School Food Website.

After School Program

St. Francis Xavier - Queen of All Saints Catholic Academy offers an After School Program open to all grade levels. Please read the following Queen of All Saints Catholic Academy After School and Morning Drop-Off information and policies carefully before filling out, printing, and signing the registration form below and returning it to the main office with your payment.

Our After School Program will run from 3:00 - 6:00 p.m. every full day children are in school. Children *must* be picked up by 6:00 p.m. Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 p.m.

Please Note: If your child is not picked up from regular school by 3:10 pm he/she will be placed in After School and your family will be billed, even if your family has not requested or registered for the service. There is no After School on half days (11:30 AM/12:00 PM dismissal).

After School Daily Schedule:

At dismissal time, children are picked up from their classrooms by an After School teacher and taken to the designated program room. At 3:30, after snack is served, there is time for homework, followed by playtime and/or creative projects.

After School is not a tutoring service; if you would like for your child to receive 1:1 help from a tutor, please contact the office so we may help you to set that up for your child. If your child is registered for an Enrichment class, he/she will be picked up for their class by their Enrichment teacher at 3:30. Weather permitting, children will go to the Parish courtyard, for walks in the neighborhood or to a local playground. While in After School, students are expected to behave in accordance with our school policies or may be removed from the program.



Enrichment Classes:

We offer a wide array of Enrichment Classes in our After School Program at an additional cost. If you would like to register your child for an Enrichment class, please fill out the Registration Form by the posted deadline. Please note, enrollment is limited and is based on a first come first served basis. As a reminder, Enrichment is an extension of After School and therefore an extension of school. All school policies and behaviors must meet the requirements set forth in the student handbook or a student may be asked to leave the program.

Registration:

If you would like to register your child for the After School Program, please fill out the Registration Form available in the school office. Your registration is complete when you have submitted your registration forms with your payment. Enrollment is limited and is based on a first come first served basis.

Payment Policies:

- Your bill must be paid within two weeks after receiving the monthly invoice to avoid a late payment charge. Please pay promptly. Failure to pay on time will result in a \$25 late payment fee.
- In order to participate in our After School Program, you must be current with your payments. Accounts in arrears at the end of a trimester will result in your child's dismissal from After School. Once your overdue balance is addressed, your child can be reinstated.
- Accounts in arrears cannot register for Enrichment classes or clubs or attend trips.
- Account in arrears may hinder your ability to receive your contracts for the next academic school year.

Families who arrive late will be charged \$20 for every 15 minutes after 6:00. If families do not arrive by 6:30, your child may be placed in the care of the local precinct, as per city policy. We are counting on you as parents to act responsibly in registering and paying for your child's care. Thank you for your collaboration.

Sign-Out Policy:

The person authorized to pick up your child from After-School must sign them out by printing their name, signing and writing the exact pickup time on the sign out sheet. This must be done in the presence of the teacher dismissing them. If you pick up your child after the above mentioned half hour dismissal times, you will be charged for the full half hour. Failure to write in a time will result in a full day charge of \$20. The After School Director and staff will reference the authorized pick-up person information your family provided to the school. *Your child's safety is our highest priority so we will always perform our due diligence when we are unsure of someone's identity.*



Academics

Philosophy of Education

At St. Francis Xavier - Queen of All Saints Catholic Academy we:

- Welcome and support diversity of ethnicity/race, religion, socioeconomic background, and/or learning style.
- Educate children in a nurturing and supportive environment paired with the spiritual teachings of Catholicism.
- Present Catholic faith and service in an age-appropriate manner, encouraging our students the opportunity to put the teachings of Jesus into action by giving and caring for others.
- Implement responsive, whole child behavioral management strategies because we believe that if students feel safe and comfortable in their classroom community they will be willing to take risks, share ideas with one another, and be more successful learners.
- Adhere to the New York State Learning Standards to meet each grade level's learning goals - This includes participation in diagnostic state based testing such as Terra Nova and subject based state tests.
- Differentiate instruction to meet the needs of each individual student's learning style in order to maximize his/her education.
- Integrate lessons across subject areas to real world experiences in order to engage and enhance student learning.
- Utilize a variety of collaborative grouping strategies whereby students work together to find solutions and better understand material.

Guidelines for Work

- Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.
- The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, and/or to extend and enrich the curriculum.
- Homework is related to the curriculum of the school.
- Homework is not used as a behavior management tool or as a form of punishment.
- Homework is not be done by parents, guardians or siblings.
- Homework may be assigned on Fridays and over breaks in grades 5–8.
- Reading assignments are to be incorporated into homework time allotments at each grade level, but voluntary reading beyond homework guidelines is encouraged.



Academic Code

Students' responsibilities:

- Get the assignment and ask for help if the assignment is not clear.
- Check emails and Classroom to stay up to date on assignments and announcements.
- Set a time each day to do homework.
- Check work and, if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, textbooks, notes, and study guides
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments, handouts and notes when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

Parents' responsibilities:

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate often with the student and his or her teacher, giving feedback to the teacher when there is a homework concern.
- Learn strategies and techniques for helping the student by taking advantage of opportunities such as parent homework clinics.

Teacher responsibilities:

- Teachers setting clear and attainable, yet challenging, objectives. Students to be aware of these objectives – mutual cooperation between teachers, students and parents; extension work set as appropriate having identified students with exceptional ability and other students with specific requirements.
- Homework should be posted in homerooms and online by 4:00pm each school day.
- Review and correct homework.
- Provide feedback (including positive and constructive comments) to a) students and b) parents through journal, reports and parent teacher meeting.
- Ongoing review to management of student performance.
- Maintain records.



In order to facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework, we have set the following guidelines:

- Long-term projects should be assigned at least two weekends before the work is due.
- The appropriate time limits that children at each grade level should devote to homework each night are: Grades K-4 30-60 min, Grades 5-8 60-90 min. Monday-Friday: Long term projects may need weekend work. Time-management is key! Students have rolling deadlines and must plan accordingly.
- Homework guidelines for students with special needs may be determined by the student's educational plan and should be specifically related to the student's learning profile. *

Homework Policy for Students With Special Needs *

Students with IEP, IESP and 504 plans who receive extended time on work or whose need directly impacts their ability to complete work as scheduled may request an extension for homework and project deadlines for no more than one week after the original assignment is due - this extension may be granted at the discretion of the teacher.

Students are expected to be proactive in meeting academic requirements. The following guidelines may be employed to promote better homework practices:

- Students may be provided with additional one-on-one assistance, such as a tutor
- Students may utilize alternative response formats (e.g., voice to text and other assistive technology for an assignment rather than handwriting it)
- Students may work with a peer tutor or a study group
- Students may utilize learning tools when available (e.g., calculators)

Students should also:

- Check assignments for accuracy and completion before turning them in
- Review class notes with to help build more effective note taking skills
- Know how to get help when it is needed



Families are also expected to be proactive in helping their child to meet academic requirements. The following guidelines may be employed to promote better homework practices with your child:

- Identify a location for doing homework that is free of distractions
- Have all materials available and organized
- Allocate enough time to complete activities and keep on schedule
- Develop a sequential plan for completing multi-task assignments

Homework Tips for Parents of Children with Special Learning Needs

1) **Communication:** Communication is an essential part of successful homework. Teachers and parents of students with disabilities should set up a clear and effective way of sharing information with one another and with the student about homework policies, expectations and concerns. Here are some tips to enhance communication: a) Use technology such as answering machines, texting, or email for communication. b) Request teacher monitoring of assignment books.

2) **Organization:** Many students need help with organizational skills to be successful with homework. Here are some tips on how you can help: a) Establish a daily routine and schedule. Be sure to give your child time for a snack and wind-down time after school before s/he starts on homework. b) Limit distractions (tv, phone, loud music) and arrange a quiet place for homework. c) Organize a consistent work space with needed items (pencils, pens, paper, etc.) where homework is done each day. d) Use a calendar or day planner/assignment book that has been developed with input from the teacher to organize and keep track of daily assignments. e) Develop a homework schedule that allows enough time for completion of assignments. f) Supervise to make sure that completed work is put in the notebook or backpack when completed and that it leaves home the next morning. It is very common for students with learning issues to fail to turn in their finished work. It is very frustrating to know your child struggled to do the work, but did not get credit! You may want to arrange, with the teacher, a system for collecting the work immediately upon arrival at school.

3) **Guidance:** Some students only need help getting started on their assignments and some guidance to keep them on track. a) Read the directions together, do the first items together, observe as your child does the next problem/item on his or her own and then leave the room. b) guide, but don't correct.



- It is helpful to point out errors on the homework. If your child needs help, offer ideas that can help sort out the problem, but don't give the answers.
- Give breaks if needed. If the child has several sheets of homework or one sheet of a particular subject that causes your child stress then break up the homework session.
- Have the child complete some of the homework and then let him/her take a break and engage in an activity that relaxes them.
- Set a timer and make sure the child knows how much free time s/he will have.

4) **Accommodations:** If a child uses accommodations in the classroom, they may be needed for homework as well. The child might need scaffolded assignments or alternative response formats (e.g., allow the student to audiotape an assignment rather than handwriting it). Homework accommodations can be written in your child's (Individualized Education Plan) IEP and be followed by all of your child's teachers.

5) **Assistive Technology:** Devices that are used at school may be needed at home. Talk with the IEP team about how best to accommodate your child's technology needs for homework. Parents should be trained on how to assist their children with the devices during homework time.

6) **IEP Goals:** Include goals and objectives about homework completion in your child's IEP. Make sure that all assistive technology, supplementary supports, accommodations etc. are included.

Curriculum

The program of instruction follows the guideline and curriculum required by the New York State Department of Education. Within the Diocese of Brooklyn, state tests are part of our core academic program for grades 4, 6, and 8.

Report Cards and Honor Roll

Each student's grade evaluation is based on a weighted percentage broken down by:

- Classwork and Homework
- Projects
- Tests and Quizzes

Honor roll is awarded to students based on the following criteria:

Grades 2-4 Three A's and Two B's and a 3 or better in specials and personal progress

Grades 5-8 Four A's and Two B's and a 3 or better in specials and personal progress



Catholic Identity

It is the mission of St. Francis Xavier - Queen of All Saints Catholic Academy to follow the guidelines and values expressed by the Diocese of Brooklyn pertaining to Catholic Education such that:

Benefits of a Catholic Education

Catholic education provides students with a values-based education, rooted in the mission of the Catholic Church. These values are fully integrated into all programs. School communities are also integrated into the life of the parish through various liturgical events and service projects. Catholic education also provides a challenging curriculum that reflects the New York State Learning Standards in a safe, caring and supportive learning environment.

Our Values

The mission of Catholic education for the Diocese of Brooklyn is to lead those entrusted to its care to find salvation in Jesus Christ. This mission means that Catholic academies and schools value each and every student. We educate students with the hope that they will make a positive difference in the world, in our country, and in the lives of others. We also strive to educate the whole child spiritually, academically, morally, emotionally, socially and physically in partnership with parents. This allows the Catholic academy or school to educate and evangelize students for the Church's mission in the world.

Mass and Prayer

Students registered in our school will participate regularly in prayer, prayer services and mass. Students should be respectful and courteous when participating in any religious activity and while in the church.

Service

Service is a key element of Catholic Social Teachings. As part of our religious education program, students may be required to participate in service projects that give back to the local or global community. Additionally, families may be asked to participate in volunteering time and/or talents to initiatives in or outside of the school day.

Promotion and Retention

Upon completion of all grade requirements, promotion will be noted on the June report card. The possibility of retention will be noted in a letter to parents at the end of the second trimester followed by a parent-teacher conference. A promotion in doubt may indicate that the student must repeat a grade, complete summer school and/or explore other academic and developmental support options.



Graduation

It is school policy that diplomas and “senior” privileges may be withheld should a student demonstrate behavior that is out of compliance with school policy and/or a failing grade in two or more academic subjects. Privileges include, but are not limited to, participation in the graduation ceremony and all related activities.

Communication and Codes of Conduct

Families are formally notified of their child’s progress twice a trimester through report cards and progress reports. Additionally, graded work is sent home on a regular basis, including major projects and tests. It is the shared responsibility of the family and the teacher to communicate concern about a child’s progress in a reasonably timely manner.

Parents and teachers may communicate by school email or school regulated media platforms only. Communication should be reflective of a positive collaboration between home and school and in the best interest of the child. Any communication that becomes aggressive or harmful should be brought to the immediate attention of the administration and may require an in-person meeting and subsequent consequences.

Families can expect to get a response from faculty and staff within 24 - 32 hours during the school week. Teachers and staff are not expected to answer emails on vacations, weekends or after school hours. Please respect the personal time and space our teachers need with their own families. In the case of an emergency, please call the school directly.

If a family would like to meet with the principal, it is recommended that they call to make an appointment. The beginning of the day and end of the day, near arrival and dismissal are difficult times to meet with faculty and staff in the building. Families are not permitted to enter the building and proceed to a classroom without an appointment. Should a family drop in without an appointment with the intention of meeting with the principal or a teacher, it is possible that they may not be able to meet and would need to make an appointment for a later date and time.

Methods of Communication

It is the responsibility of the family to make sure they are receiving updated school communication. Communication is ongoing and the following methods of communication include but are not limited to:

Monthly Calendar

Regular Memos including Option C alerts

Back to School Night in September

Report Card Conferences and Progress Reports

Telephone Communications, including but not limited to text, voicemail and calls home

School Website and Social Media Sites

Classroom Communication Platforms (eg GAFE, Dojo, etc.)

300 Vanderbilt Ave - Brooklyn, NY 11205

www.sfx-qas.org



Complaints and the Principle of Subsidiarity

In keeping with the principles of subsidiarity, problems should be handled at the most local level whenever possible. Thus, persons having a problem with a teacher should directly contact that teacher *before* going to the principal. Only after such attempts have failed, should the administration be contacted. At no time will a parent, guardian or other adult be permitted to enter the school building to speak with a teacher without an appointment. Once in the building, parents, guardians or other adults must register with the front office and be brought to any meeting space with a staff member. Parents are encouraged to use email and phone calls whenever possible and maintain professionalism and decorum in all communications.

Parent Cooperation as a Condition of Ongoing Enrollment

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 irretrievably broken.

Disciplinary Goals

The primary focus at St. Francis Xavier - Queen of All Saints Catholic Academy is promoting the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

Disciplinary Philosophy

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the St. Francis Xavier - Queen of All Saints Catholic Academy Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. Therefore, we help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Student Standards of Behavior

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.



Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school, to the learning environment and/or to the safety and wellbeing of all.

Description of Expectations

Classroom Behavior

- Students are expected to listen and follow all teacher directions.
- Students are expected to act in a manner that is respectful and safe.
- Students are expected to respect themselves, each other and the space.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Halls

- Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.
- Students are to pass directly to the designated destination and should not loiter in common spaces without explicit permission or an assigned task.
- Students are to respect the physical space of the school, keeping it clean and clear.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Restrooms

- Students are expected to respect the rights and privacy of others and act responsibly in restrooms.
- Students are expected to spend a reasonable amount of time in the restroom.
- Students are expected to respect school property - any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.



Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

Behavior in Lunchroom

- The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful.
- Students are expected to follow directions the first time they are given.
- Students must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners.
- For health and safety reasons, children are not encouraged to share food of any kind.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension.

Behavior on Playgrounds/Recess

- The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful.
- Students are expected to follow directions the first time they are given.
- Students must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Behavior on Bus/Public Transportation

- The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses (such as on class trips, etc.).
- Students must respect the rights of others and must not pose a threat to anyone's safety.
- Students must not distract the driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, suspension.



Behavior During School Sponsored Activities/Field Trips

- Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips.
- Behavioral expectations are consistent with school policies.
- Anytime a student is in uniform, in or outside of school, he/she represents the school and is held to the standards and expectations that are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension.

Excessive Tardiness, Truancy, Leaving School Without Permission

Students must be on time for school and in their classrooms by 7:55 a.m.; missing the bus, delayed trains and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian. **Note: Many high schools in New York City require students to not exceed a combined total of 10 lateness and tardy days per school year in order to be eligible to apply for their schools.*

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement.

Fighting/Physical Aggression, Threats and/or Verbal Abuse

This includes:

- Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people.
- Any form of physical confrontation including aggressive physical battery on staff member
- Any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.
- Any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.
- Teasing, verbal or nonverbal threats including name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.



Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion and/or a personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day.

Inappropriate Use of the Computer Systems and Technology

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized email such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

Possible Consequences: Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement

Cheating or Plagiarism

This is defined as using the work of others as your own.

Possible Consequence: Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Parent & Visitor Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of St. Francis Xavier - Queen of All Saints Catholic Academy it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents as Partners

Just as parents look to the school to provide 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 of others and property of others, and standards for personal morality and integrity unless these principles have been established, upheld and valued at 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 asked to take an active role in their child's whole education by cooperating with the following guidelines:



Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the school.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.
- Review the entire Academy Handbook with their child and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the principal's office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may not be required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) and the principal, so that class disruption is kept to a minimum. The school holds the right to deny an observation request if it is in the best interest of the students.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.



- All visitors are expected to abide by the rules for public conduct on school property contained in this handbook.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.



*E-Cigarette and Vaping Addendum (09/26/2018)

Use of e-cigarettes – now increasing for teens – violates SFX-QAS policy

E-cigarettes – officially named electronic cigarettes – are growing in use among students.

Please understand that possessing or using electronic cigarettes at school is in direct violation of rules G and H, listed below from the SFX-QAS Responsibilities of Students.

Electronic cigarettes look a lot like real cigarettes, are battery powered and often (but not always) contain liquid nicotine from tobacco plants. They allow a user to inhale the vapor – often a nicotine vapor – without fire, smoke, ash or carbon monoxide. When users inhale, the tip appears to glow and instead of producing smoke, these cigarettes emit the vapor that is absorbed through the lungs. E-cigarettes can come in a variety of flavors including: apple pie, banana split, blueberry, caramel, chocolate, coffee bean, cool mint, raspberry, smoky bacon, very vanilla and white chocolate – which makes them especially attractive to young people.

The policies listed within the academy handbook prohibits:

G. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

H. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in Section 28-401, of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant. Students in violation of these rules are subject to immediate confiscation of the electronic cigarette and disciplinary consequences, such as detention or suspension. Students seen using electronic cigarettes in school or on school grounds will be suspended immediately.

Students in violation of these rules – in possession or using electronic cigarettes in school or on school grounds – are subject to immediate confiscation of the electronic cigarette and will face appropriate disciplinary consequences.



Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. The school reserves its right to pursue a civil or criminal legal action against any person violating the code.

Digital Citizenship

St. Francis Xavier - Queen of All Saints Catholic Academy will be utilizing Google Apps for Education (GAFE) for the 2017-2018 school year. Each student will have productivity software provided by Google as part of Google Apps for Education. These applications include, but are **not** limited to:

Gmail - an individual email account for school use managed by St. Francis Xavier - Queen of All Saints Catholic Academy

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments.

Google Drive – Drive allows for cloud storage, collaborating with peers and sharing files with teachers.

Google Classroom – a digital classroom in which teachers and students can engage in learning beyond the classroom walls.

Google Apps Suite – This includes Google Docs, Google Sheets, Google Slides and Google Forms.

Using these tools, students can collaboratively create, edit and share files for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer.

Technology use in St. Francis Xavier - Queen of All Saints Catholic Academy is governed by local and federal laws, as well as Diocesan guidelines for acceptable use including, but not limited to:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for QASCA's school presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>



Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (such as contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed) but parents may request the school not disclose this information.

--FERPA – <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpafaq.pdf>

By participating in Google Apps for Education, information about your child will be collected and stored electronically in accordance with the privacy policies associated with use of Google Apps for Education (http://www.google.com/apps/intl/en/terms/education_terms.html).

Acceptable Use Guidelines - Include but are not limited to:

- YouTube: Teachers will occasionally share YouTube videos with students for instructional purposes. Students will have access to YouTube on their devices in a limited capacity.
- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. This also applies to all email communication between you and any faculty/staff.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher, or another trusted adult, right away.



Cell Phones and PEDs

- Cell phones and personal electronic devices (PEDs) should be stored in your child's bag and turned off during school hours or collected by your child's homeroom teacher and returned at the end of the school day. (Note - the school is not responsible for lost, stolen or destroyed PEDs that have not been turned in at the beginning of the school day)
- Students are not permitted to use cell phones or PEDs without the explicit consent of your child's teacher for educational purposes only.
- If you need to send a message to your child during the school day, you should contact the office directly and the information will be directly sent to your child.
- Failure to meet these guidelines could result in loss of privilege and/or confiscation of the device. If a device is confiscated, the parent may be required to come to the school for a meeting and to pick up the device.

Cyber Bullying: Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. Students engaging in this behavior, in or out of school, will result in logical and/or legal consequences.

Dress Code

Students in Kindergarten through Eighth Grade must adhere to the dress code on all school days (with the exception of picture day or special occasions as determined by the school), and must wear the appropriate attire to and from school, this includes socks and shoes. Students out of uniform will be marked and multiple infractions may result in disciplinary action.

If a student is not able to wear the regulation uniform for any reason, a note of explanation must be written by the parent/guardian and he/she may be prohibited from participating in school events. The purpose of the Queen of All Saints Catholic Academy Dress Code is to promote the value of each child. A dress code complements the mission of the school – to serve all without distinction. It helps to eliminate competition and judgment among students based on economics. As with any uniform – scouts, sports, etc. – a school uniform instills a sense of pride in the students for their school. On occasion, students may be permitted to “dress down” according to guidelines set forth by the school, such as on a student's birthday. Dress down days are scheduled in advance and students are expected to maintain the requirements for personal grooming and safety.

As of the 2017-2018 school year, NUT cards are discontinued - dress down is *only* accepted on days pre-designated by the school. Additionally, the following clothing items are not permitted: tank tops, short skirts or shorts, sandals, open back or open toe shoes, form fitting clothing such as leggings, midribs, sleeveless shirts or dresses, baggy clothing, including pants worn below the hips, any offensive, libelous or gang-related items. Students arriving to school out of uniform



may be held from participating in class in-school suspension until a parent/guardian can bring the proper attire to school.

UNIFORM

It is expected that students come in full uniform each day as outlined in the school handbook and on the school website. This applies to field trips and events. Our uniform is available for purchase at Ideal Uniform - if you need assistance in procuring uniforms, please contact the office at 718-857-3114. Please remember when getting your uniform that the new school name is St. Francis Xavier - Queen of All Saints.

Boys:

- White golf shirt with SFX-QAS logo (summer uniform)
- Button down white collared shirt with navy blue tie
- Navy pants or shorts for summer uniform (Cargo pants and Joggers are not permitted)
- School sweater, blazer or fleece may be worn over uniforms. Non-uniform items are not permitted
- Navy blue or white socks
- Solid black sneakers, loafers or full coverage shoes with secure closure
 - Sandals and boots are not permitted
 - Sneakers must be free of accent colors or colored soles
- School gym uniform and sneakers of any color will be worn on gym day

Girls:

- White golf shirt with SFX-QAS logo (summer uniform)
- White blouse, criss-cross plaid tie
- Plaid uniform skirt, or jumper, navy pants or shorts for summer uniform (Cargo pants and Joggers are not permitted)
- School sweater, vest, blazer or fleece may be worn over uniforms. Non-uniform items are not permitted
- Navy blue or white socks
- Solid black sneakers, loafers or full coverage shoes with secure closure
 - Sandals and boots are not permitted
 - Sneakers must be free of accent colors or colored soles
- School gym uniform and sneakers of any color will be worn on gym day

Hair, Jewelry and Makeup

- Girls are permitted to wear one piercing in both ears - small studs required. No dangling or hoop earrings are permitted for safety reasons.
- Hair should be kept neat and simple - only natural hair color is accepted. No dyes or extensions



- Hair ornaments and decorations, such as headbands, braid wraps and scrunchies should be simple, understated and not distracting.

Senior Privileges:

Seniors who are in compliance with school policy are permitted to wear the following

- Special senior sweater or sweatshirt
- Nail polish - nails should be kept neat; No extensions/tips, art or jewels are permitted
- Casual Fridays Dress Down
- Accepted high school sweatshirts

Spirit Wear - This year we are designing a new “Spirit Wear” line - Stay tuned!

- Students may wear the “Spirit Wear” or team/club sweatshirts over their uniform
- Students may wear the “Spirit Wear” shirts with the gym or summer uniform only

Dress Down Days:

- Students may wear jeans, pants, shorts, or skirts that are at or below the knee
- T-shirts may have writing on them, as long as appropriate messages are displayed
- Tops must be non-revealing (Crop tops and spaghetti straps are not permitted)
- Thick-strapped tank tops are permitted for girls
- Shoes should be secure and comfortable.
 - Open toed and/or open back sandals are not permitted
 - Boots and Uggs are not permitted

If you are out of uniform...

- Student will be marked “out of uniform” and receive a lunch detention for the day
- A message will be sent home via email, call or Class Dojo
- A student out of uniform for gym may result in a lower grade, as this affects participation
- A student out of uniform three times in one trimester will be sent to the office
 - The parent is responsible for bringing a proper uniform for the child
 - If a parent is unavailable, a uniform may be provided by the school at the family’s expense

***** In the case of inclement weather, students may wear snow or rain boots to school but must change out of these shoes immediately upon entering school. Students are not permitted to wear boots in the classroom or hallways, as this poses a safety hazard. Students without proper shoes will wait in the office until appropriate shoes are brought to school. *****

Students who arrive to school out of uniform will be lended proper attire, if available, and will lose birthday or designated dress down privileges for each of the first two infractions. Students arriving out of uniform more than three times will permanently lose dress down privileges for the year.



A note will go home with your child and you will receive a follow up email each time your child receives a uniform infraction. After the second infraction, your child will remain in in-school suspension until a family member can come to school with the correct uniform. Repeat infractions will be listed on the report card and may lead to ineligibility to receive honors or attend trips.

Celebrations

Students are permitted to celebrate their birthdays with their peers in the following manner:

- Students may dress down on the day of their birthday or on the Friday before a weekend birthday - Students with birthdays over summer and vacation will be permitted to dress down on a designated day.
- Due to food allergies, families are not permitted to bring in snacks or treats
- If families are holding parties outside of school, invitations can only be placed in student folders if the entire class is invited. Otherwise, please manage invitations personally.
- For the safety and wellbeing of our children, individual students are not permitted to have birthday parties in the classroom.

Emergency Procedures and Inclement Weather

Emergency Sheets

We will use emergency sheets for contact information on class trips and if any emergency should arise. Please send any changes in address or phone information immediately to the office. It is a Parent/Guardian's responsibility to return all forms in a timely manner.

Medical Forms

Our school nurse and front office need the following on file prior to start of school in September:

- All Medical Forms for students in Nursery, Pre-K, and Kindergarten
- Up-to-date Medical requirements for students in 1st through 8th grade
- Failure to comply may result in a student being temporarily suspended from school.
- Each student's record of immunization must meet New York State Standards.

Medication

For safety reasons, students may not carry medications in school. Only a skilled nurse may administer medications to those children who have a Medication Administration Form (MAF) (504) completed by their doctor and parent/guardian on file in the nurse's office. Students may carry their prescribed asthma inhalers or Epi Pen when they have a MAF on file which



specifically allows self-carry/self-administration. According to State Health Law, teachers and/or staff are not permitted to administer any kind of medication.

Contagious Medical Conditions

Please read the health guidelines carefully. While we cannot prevent illness, we can take certain precautions to minimize the spread of a virus and/or infection.

Please keep your child at home if:

- She/he is in the first stages of a cold, with copious mucus, heavy cough, sneezing etc.
- She/he has a fever or has had a fever the day before. (Child's temperature must be normal for 24 hours before returning to school)
- She/he has a rash on face or body. (We must have a doctor's note that the condition is not contagious)
- She/he has had diarrhea and/or vomiting that morning or the day before. • You have detected lice or nits (eggs) in his/her hair.
- One or both eyes are red, with or without mucus or crust. (We must have a doctor's note that the condition is not contagious).
- If a student develops a fever, rash, diarrhea or vomiting in school, or if we detect lice, we will phone you immediately to take your child home.

Please make sure that you, or the person at the emergency number, is reachable and available in case this occurs. We appreciate your cooperation in helping us maintain the health and well-being of all the students in our school.

Emergency Closing

In case of inclement weather or any other school emergency closing, please consult the school website for pertinent information. Below is a recap of the Diocese of Brooklyn and our Academy's procedures for snow closings.

- If the New York City Department of Education (Public Schools) closes, SFX-QAS will close
- The snow closing message "Schools and Academies within the Diocese of Brooklyn are closed" will be posted on the Diocesan website and on DioNet
- A radio announcement will be made on WINS 1010 and CBS 880
- The announcement will also be posted to ABC 7, CBS 2, NBC4, and News 1
- If Public Schools remain open our Academy will remain open unless notified otherwise
- Notice of school closings will be posted on our Academy's website
- Parents will receive an email notification regarding school closings

Crisis Management Plan

In case of a "crisis," emergency school procedures are in place, reviewed by faculty and practiced with students for lockdown, intruders, and medical emergencies. Our Crisis Plan is reviewed each year in order to make changes to meet our needs. The Academy's evacuation



site is Bishop Loughlin Memorial High School. (Each classroom has the evacuation plan posted.)

Academy Handbook - Parent Signature Pages

Return Due Date: September 27, 2018

We have received a copy of the school handbook and have read it, understand it and accept full compliance with the guidelines listed therein.

(Parent's Name - Printed)

(Parent's Signature)

(Parent's Name - Printed)

(Parent's Signature)

(Student's Name - Printed: Grades 2-8)

(Student's Signature: Grades 2-8)

(Student's Name - Printed: Grades 2-8)

(Student's Signature: Grades 2-8)

(Student's Name - Printed: Grades 2-8)

(Student's Signature: Grades 2-8)



MEDIA AUTHORIZATION AND RELEASE

This document gives **St. Francis Xavier - Queen of All Saints** along with the Diocese of Brooklyn and its communications arm, DeSales Media Group, permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

Permission is granted for:

Name of Student: _____

Parent or Guardian: _____

Contact Phone: _____

Contact Email: _____

1. The academy/parish school may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. Classroom, clubs, field trip, competitions, and school events.

2. I authorize the academy/parish school to use photographs or video of the student listed above for:

- a. Parish School/Academy Website and Social Media Page
- b. Parish School/Academy Marketing Materials e.g. Brochures, Flyers, Billboards as well as television, digital and print advertisements
- c. Futures in Education Promotion (Diocesan Scholarship Organization)
- d. Promotion of Catholic Education within the Diocese of Brooklyn

3. I understand that by giving this authorization, _____ School/ Catholic Academy along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

Signature of Parent/ Guardian: _____ Date: _____



Technology Use/Telecommunications Policy Agreement for 2017-2018 School Year

Student User/s:

I understand and agree to abide by the Technology and Telecommunications Policy/Student Expectations. 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 may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian:

As the parent of this student, I have read the technology use 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.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Parent's or guardian's name (please print): _____

