



# Saint Saviour Catholic Academy

Family Handbook

2023-2024

Saint Saviour Catholic Academy

701 8<sup>th</sup> Avenue

Brooklyn, NY 11215

<https://saintsaviourcatholicacademy.org/>

## **ACADEMY OVERVIEW**

### **A. Mission Statement**

Saint Saviour Catholic Academy prepares students from Nursery to Grade 8 for higher education. In accordance with Catholic values, we educate students in mind, body and spirit. Within a culturally diverse community, we create an environment where each child discovers a unique enthusiasm for learning, academic excellence, and social responsibility to reach his or her highest potential.

### **B. Our Philosophy**

In order to accomplish our Mission, we at Saint Saviour Catholic Academy:

- 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 the Responsive Classroom approach 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 Common Core standards to meet each grade level's learning goals.
- 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.

### **C. History of the Academy**

Saint Saviour Elementary School was founded in 1906. In 1909 the school was opened with 124 pupils and taken charge by the School Sisters of Notre Dame. School was held in the Eng Mansion on the corner of 8<sup>th</sup> Avenue and 7<sup>th</sup> Street. In May of 1956, ground was broken for the 7th Street school. Completed in 1957, the site would become the three-story building our Academy is housed in today. Over the years the elementary students moved to the 7th Street school, and the 6th Street school became [Saint Saviour High School](#), a college preparatory school for young women.

In 2012 Saint Saviour Elementary School moved to an [academy model](#) governed by a [Board of Trustees](#) and was renamed Saint Saviour Catholic Academy.

## **I. PURPOSE OF THIS 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 Saint Saviour 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 at <https://saintsaviourcatholicacademy.org/handbook/>. 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.

Parents/guardians are expected to regularly check the handbook to be aware of any changes. If you have any questions on this Handbook or otherwise, please contact the Principal.

Your signature on your child's Enrollment Agreement evidences your family's agreement to abide by the rules, regulations, and policies of this Handbook.

In this Handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent guardian, or to any person or agency authorized to act in place of a parent.

Finally, in light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues, the Academy reserves the right to address and take appropriate action for any such situations not specifically referenced in this Handbook. And, in light of the unique and essential religious mission of the Academy, the Academy may take actions in cases where moral offenses occur which reflect adversely on the Academy, the Diocese of Brooklyn, or the Roman Catholic Church, or which interfere with the ability of the Academy to perform its religious mission or to effectively maintain the intimate working relationship of the Academy and the community of Faith.

## **II. CATHOLIC IDENTITY**

### **A. Catholic Identity**

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

In Catholic Schools on the Threshold of the Third Millennium (#11) Saint John Paul II wrote that Catholic schools are "...the privileged environment in which Christian education is carried out."

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

- creating a community where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multicultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned

- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

## **B. Adherence to Catholic Doctrine**

The Academy is a Roman Catholic school located in the Roman Catholic Diocese of Brooklyn (“Diocese of Brooklyn”), and is committed to providing quality Catholic education for both Catholic children and those of other faiths who share our commitment to Gospel values and academic excellence. Our goals include teaching Christ’s truth and fostering the formation of the Academy’s students by conveying the values rooted in the Gospel of Jesus Christ. As a religious organization of the Roman Catholic faith, the Academy, at all times, adheres to the doctrines, customs, tenets and teachings of the Roman Catholic Church, and the curriculum guidelines in religion from the Diocese of Brooklyn. All students and parents/guardians, including those who are Non-Catholic, must accept and adhere to the standards, values, and religious tenets of the Roman Catholic faith. All parents/guardians are expected to support the Academy’s mission and commitment to Christian principles.

## **C. Inclusion of All Other Faiths**

The presence of students from other faiths provides a wonderful diversity, and the Academy welcomes students and parents/guardians of other faiths. However, as a Catholic school located within the Diocese of Brooklyn, the Academy is focused on the formation of children in the Catholic faith. Parents/guardians must accept the intentional Catholic values and tenets that are the underpinning of our Academy. All students, including Non-Catholic students, are expected to participate in the religious formation and education programs of the Academy, including, but not limited to, liturgies, religious functions, and religious classes. It is also expected that Non-Catholic students and parents/guardians participate as fully as they can in the liturgical and prayer life of the Academy. The teachers and administration at the Academy are also committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and the Diocese of Brooklyn. While our teachers, administration, and staff value the presence of students from other faiths and respect other faiths, they always teach and model within the context of the doctrines and tenets of the Roman Catholic Church.

## **D. Diversity, Inclusion and Social Justice**

Saint Saviour Catholic Academy believes in education that is inclusive, and where equal opportunities and equitable outcomes exist for all. The SSCA community is committed to developing and supporting a diverse and inclusive community, where all stakeholders create and feel a sense of belonging.

The ultimate goal of diversity and inclusion, and the commitment to social justice, is an ongoing process. This process calls for our school community to identify and address barriers and obstacles arising from bias, discrimination, racism, and organizational structures that support

such attitudes and actions. In order to reach this goal, SSCA strives to implement initiatives that support diversity and inclusion, and foster a supportive learning environment that encompasses, values, and celebrates diverse perspectives, experiences, and realities.

The Diversity, Inclusion, and Social Justice Committee at SSCA gives voice to students on topics of bias and social justice, and how we as a community can best tackle such issues. Additionally, members of the SSCA faculty engage individually in professional development and workshops to build upon their existing knowledge of these topics, and better their practices of equitable and inclusive education.

### **III. GENERAL INFORMATION**

#### **A. Admissions Policy**

##### **Non-Discrimination**

Saint Saviour Catholic Academy does not discriminate on the basis of race, sex, national or ethnic origin in the administration of educational policies, admission policies or other school administered programs generally made available.

##### **Re-Registration**

To ensure your child's enrollment in his/her grade for the following school year, the following is to be completed by the required deadline:

- Enrollment Contract
- Complete tuition deposit for the next school year

Re-registration is the only way to ensure that a seat is available for your child/children in September. The current year's tuition and any additional fees must be up-to-date.

##### **Transfers and Withdrawals**

If a parent/guardian wishes to transfer his or her child/children out of the Academy, a transfer request form must be obtained from the Admissions office at Saint Saviour Catholic Academy. Before records are transferred to another school, all bills must be paid in full and all books must be returned.

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. The Academy may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with a legitimate educational interest if a written request is made and when a 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, which includes special education records, psychological reports, disciplinary records, and reports by a school counselor.

At the discretion of the Principal, and in accordance with applicable law, the Academy has the right not to certify a 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. Examples include, but are not limited to: failure to meet financial obligations, infractions against the school's code of conduct, infractions against the school's anti-bullying policy, or violation of the policies of the Academy and those set forth in this Handbook.

The Academy reserves the right to request that a parent/guardian withdraw his or her child from the school.

## **B. Academy Calendar and Hours**

New York State law currently requires a school calendar to provide 177 days of instruction with 3 professional days and cites the following holidays when schools may not be in session:

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

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the Academy will be closed. Academies may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

The Academic calendar can be found on the Academy's website. To the extent any changes are made, the website will be updated.

## **C. School Hours**

School hours for grades 1-8 are from 8:00 a.m. to 3:00 p.m.

School hours for Kindergarten are from 8:15 a.m. to 2:50 p.m.

School hours for Nursery and Pre-K are from 8:15 a.m. to 2:30 p.m.

\*Early dismissal days are an exception.

## **School Office Hours**

School office hours are from 7:30 a.m. to 4:00 p.m.

## **D. Early Release Schedule- Half Day**

Students will be dismissed at 12:00 p.m. on half day.

## Early Drop-Off Program

- For an additional fee, Saint Saviour Catholic Academy offers an Early Morning Drop-Off Program open to all students, from 7:30 – 8:00 AM each school morning.
- The program takes place in the common space on the lower level of the school. Children who participate in the program can socialize, read, play or eat their breakfast under the supervision of a Saint Saviour faculty member.
- For information on registration and policies visit the [Early Drop Off](#) page

## E. After School Program

For those parents who are unable to pick up their children by 2:30/3:00 PM, an After School Program is available to all grade levels for an additional fee.

Some highlights include:

- Daily snack
- Supervised homework time (Monday - Thursday)
- Play in our school gym
- Outdoor recreation in our courtyard and Prospect Park
- Free play with games, toys, and art activities

The program is staffed by Saint Saviour faculty and our After School personnel.

### Time

2:30 – 6:00 PM for Nursery – Pre-K

3:00 – 6:00 PM for Kindergarten – 8th Grade

To accommodate the difference in dismissal times, parents/guardians with Nursery or Pre-K children as well as older children enrolled at our Academy will be given a 20-minute grace period (2:30 – 2:50 PM) to pick up their Nursery or Pre-K child. **After 3:00 PM, regular After School rates will be incurred so Nursery/Pre-K students must be picked up first. All children must be picked up by 6:00 PM. Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.**

### \*Please Note

If your child is not picked up from regular school by 3:10pm he/she will be placed in After School even if your family has not requested or registered for the service. There is no After School on half days or during parent/teacher conference days.

### After School Daily Schedule

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

## **Registration**

If you would like to register your child for the After School Program, please fill out the Registration Form on the [After School](#) page. Your registration is complete when you have submitted your registration forms with your annual/trimester prepayment (see chart for details) unless you opt to pay monthly. Checks/money orders should be made payable to Saint Saviour Catholic Academy. Enrollment is limited and is based on a first come first served basis.

## **After School Payment Options**

### **Pre-Payments:**

Families who pre-pay their After School fees receive a discount. (See chart for a more detailed pre-payment breakdown).

- Yearly: If you pre-pay yearly you will receive a 20% discount.
- Trimesters: If you do 3 payments you will receive a 10% discount.
- For those who will be using our program for fewer than five days a week, it will be prorated accordingly.
- Prorated discounts on Enrichment Classes are applied for those children whose families have prepaid for After School.

### **Monthly Payments:**

- After School fees are charged by the half hour.
- Please Note: After School pick-up times are also on the half hour. You will be charged for a full half hour if your child stays for part of that half hour, e.g. if you arrive at 3:40 PM you will be charged until 4:00 PM.
- Children must be picked up by 6:00 PM. Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.
- Monthly enrollment account invoices are due upon receipt and will be sent via email after the end of each month, since billing for monthly accounts is based on attendance.

## **After School 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 the SSCA 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.
- Accounts in arrears may hinder your ability to receive your contracts for the next academic school year.



## 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 \$30. 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.

## After School Enrichment Program

- In addition to our After School Program, Saint Saviour Catholic Academy offers its students a variety of enrichment classes for those who are interested. Classes include such things as art, yoga, silly science, soccer and chess. An additional fee is charged for this program.
- Classes meet once a week. There are three 8-10 week sessions of Enrichment Classes each year. Classes are filled on a first come, first served basis.
- For information on registration and policies visit the [After School](#) page.

### F. Lunch

- Lunch takes place in the students' classroom under the supervision of their teacher.
- Students bring their own lunch to school. Parents/guardians are encouraged to provide a healthy, well-balanced lunch for their children.
- Weather permitting, students may have recess directly outside our building, in our courtyard, or at nearby Prospect Park.
- For safety purposes, please **do not send glass bottles to school**.

### G. Birthday Celebrations

- A child's birthday is a very special day. In order to keep celebrations consistent from class to class, a special birthday snack, such as cupcakes or cookies, may be brought in. Please be sure to contact the classroom teacher **before any celebration is planned**.
- Please refrain from bringing in lunch items (ex: McDonalds or pizza) and goody bags.
- If you are planning a party outside of school, please send invitations directly by mail. Should the entire class be invited, invitations can be distributed in school by the classroom teacher.

### H. Lost and Found

- Students' clothing and other belongings should include the students' names to prevent loss of items.
- Lost and found items will be held for approximately 30 days and then donated. The Lost and Found Box is maintained by our Facilities Manager

## **I. Attendance**

The Academy has developed our attendance policy in accordance with New York State Education Law. This comprehensive attendance policy will help us uphold the philosophy and mission statement of our Academy.

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- Please call school by 10:00 AM to report your child's absence.
- Every time a student is absent, a note stating the reason for the absence must be sent to the teacher. Otherwise, your child will be given an unexcused absence.
- When a child has been absent, a written excuse is required from his or her parents/guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the Principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

Doctor or dental appointments should be scheduled for after regular school hours. Family vacations should not be planned for days when school is in session. Rather, students receive vacation time throughout the year. Teachers are not required to give assignments in anticipation of family vacations, and are not required to give make-up tests for absences due to vacation trips.

## **J. Lateness**

A student who arrives after the time set by the Academy for the beginning of the day will be marked late. It is extremely important that your child arrives at school on time each day.

## **K. Arrival and Dismissal Policy**

Early arrival begins at 7:30 a.m. Parents/guardians are to drop their children off at the front door with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Academy present. We strongly encourage parents/guardians to drop their children off at early arrival time, as the additional time gives students more time to prepare for the day and socialize with their peers. For safety reasons parents/guardians and visitors are required to sign in at the Main Office.

At the end of the school day, the students will be dismissed at the designated exit of their class.

The Academy will not release a student to any adult that is not known to it as a parent, guardian, or custodian. If a parent/guardian sends another individual to pick up his or her child, the parent/guardian must notify the Academy **in writing** at least 24 hours in advance.

Students who proceed home on their own, either by walking, bicycle, or otherwise, must do so as safely and directly as possible and submit written authorization signed by the parent/guardian to the Academy. They must obey all traffic and trespassing laws, and cross at designated crosswalks. Students in grades Nursery-4th will not be permitted to travel home from the Academy without a parent, guardian or other authorized adult or another pre-arranged travel accommodation (such as a school bus). In the case of a younger student traveling home with an older student, such as an older sibling, the Academy must receive written authorization from a parent/guardian. The Academy reserves the right to not release the student(s) to travel home on their own, either by walking or otherwise, if it deems that is not in the best interest of the students.

#### **L. Early Release**

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

#### **M. Use of School Grounds**

Unless students are formally registered for before or after school programs, including Academy extracurricular activities, the school does not have staff available to supervise students present on the school grounds outside the general school hours.

#### **N. Dress Code**

The dress code at Saint Saviour Catholic Academy reflects the social and Christian values we strive to instill within our students:

- Professionalism
  - Modesty
  - Respect for self and others
  - Unity and pride
  - Positive self-esteem
- 
- The dress code fosters a serious approach to academics and identifies our students as members of our school community. This relieves the social pressure of students who feel the need to keep up with, or be distracted by, the current trends or styles, which can prove to be inappropriate for a Catholic school environment.
  - Clothing worn to school should reflect the seriousness and importance of the learning environment. The dress code is based on modesty, neatness, cleanliness, good taste and safety. The school administration reserves the right to determine the appropriateness of dress, style, hair cut/color, and to interpret or amend the dress code. Failure to abide by dress code results in appropriate consequences.
  - Students are to be in complete uniform at all times except on announced non-uniform days or when non-uniform passes are issued from the school.

- Students who are not in complete uniform will be issued a warning for the first offense; subsequent infractions may require the issuance of a uniform for the day, or a call to the parents/guardians so that the proper attire can be brought to the school. Compliance with the dress code requires the support of parents and guardians.
- Hair should be neat, clean and appropriately styled for school. Hair should be of natural color.
- Facial hair is not permitted.
- Hats are removed upon entering the school building.
- Jewelry worn in school should be minimal and simple. Hoop earrings are not permitted due to safety concerns.
- Nails should be kept clean, short and well groomed. Natural color polish is permitted

**Nothing in this policy is meant to prevent a student from attending school with an ethnic hairstyle in connection with his or her race, heritage, or national origin, including, but not limited to, braids, locs, or twists.**

Parents/guardians 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/guardians and the Principal will be made.

### **Uniform Guidelines**

#### **Boys:**

- Crimson golf shirt with the SSCA logo in either long or short sleeves will be worn with khaki pants or shorts
- School sweaters, blazer or fleece may be worn over uniforms
- Navy blue or white socks are to be worn with the uniform
- The school gym uniform and sneakers (any color) will be worn on gym day

#### **Girls (Grades: K-3):**

- Crimson golf shirt with the SSCA logo in either long or short sleeves will be worn with khaki pants or shorts
- A white blouse or shirt will be worn under the plaid jumper
- School sweaters, blazer or fleece may be worn over uniforms
- Navy blue or white socks/tights are to be worn with the uniform
- The school gym uniform and sneakers (any color) will be worn on gym day

#### **Girls (Grades: 4-8):**

- Crimson golf shirt with the SSCA logo in either long or short sleeves will be worn with the plaid skirt, khaki pants or shorts
- School sweaters, blazer or fleece may be worn over uniforms
- Navy blue or white socks/tights are to be worn with the uniform
- The school gym uniform and sneakers (any color) will be worn on gym day

#### **Shoes:**

- Solid black or brown shoes or sneakers with secure closure (laces, buckles or Velcro)

- Loafers or full coverage slip on shoes
- Due to safety reasons, sandals and “ballet” style slip-ons are not acceptable
- Weather permitting, boots may be worn to school but not during instructional time. Please provide appropriate shoes into which your child can change

### **Spirit Wear**

- Students may wear the “Spirit Wear” sweatshirt over their uniform
- Students may wear any “Spirit Wear” t-shirt with their gym uniform, sweatpants or shorts

### **O. Dress Down Days**

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

- 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: Midriff must be covered, thick-strapped tank tops are permitted
- Shoes should be secure and comfortable

Please note: The Administration will settle any issues regarding controversial attire.

### **P. Field Trips**

Field trips are planned throughout the year to enhance curriculum and provide students with recreational and cultural experiences. Field trip information, including date, purpose, destination, expense, means of transportation, and probable time of return will be provided to parents/guardians by the student’s teacher.

When a field trip is planned for a class, parents/guardians are required to sign a Notification Form. All Notification Forms must be returned **at least two days prior** to the trip. Unless noted otherwise, refunds are unavailable. Field trips are privileges given to students. Students may be denied participation in a field trip if academic and/or behavioral requirements are not followed.

Adults who wish to chaperone must complete VIRTUS training and background checks prior to accompanying students. Please see the section on Volunteering, Chaperoning, and VIRTUS training for further information about this process.

The acceptable number of VIRTUS trained chaperones is as follows:

PK to Grade 4.....One (1) adult for every five (5) children

Grades 5 to Grade 8.....One (1) adult for every ten (10) children

### **Neighborhood Outings**

Throughout the school year, classes will participate in neighborhood walks and activities including, but not limited to, our parish facilities.

Field trips and neighborhood outings are considered an extension of the school day and the code of conduct and anti-bullying policy will apply. All disciplinary rules pertaining to students at

school equally apply to students during school field trips. Students who engage in poor behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may lose the privilege of attending field trips. Individual teachers in consultation with the Principal reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, violation of the code of conduct or poor behavior, or violation of school policy.

All medications given on field trips must comply with the Administering Medication policy. For a student with prescription medication and/or medical necessary related treatments, a trained individual needs to be present on a field trip. This can include a parent/guardian, a designated family member to ensure care in the case of an emergency, or the school nurse *if* the nurse is attending the field trip. Given the needs of the Academy, the Academy cannot guarantee that the nurse will attend the trip. If a trained individual of the Academy cannot attend the field trip, it is the responsibility of the parent/guardian to provide a trained individual to accompany the student on the field trip. Any adult accompanying the student must complete VIRTUS training and background checks prior to accompanying the student.

The Academy reserves the right to cancel school-sponsored field trips at any time and for any reason, including but not limited to inclement weather and safety risks.

#### **Q. VIRTUS Training**

Any adult volunteering with students whether it be in the classroom, a school event, a class trip, etc. must be VIRTUS trained. Please check the diocesan website as well as the VIRTUS website for information about VIRTUS training.

Diocese of Brooklyn website: <http://dioceseofbrooklyn.org/>

VIRTUS website: <http://www.virtus.org/virtus/>

#### **R. Care of School Property, Textbooks, and Supplies**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the Academy. Students who damage, lose, or deface Academy property shall be required to pay for the damage or loss.

Desks, lockers, and any other area on Academy property where students store items are Academy property, and subject to searches by school authorities to protect the safety of all.

Textbooks are one of several resources that students use to learn new concepts. Although many are property of Saint Saviour Catholic Academy, some are on loan from New York State. Since they are expensive, it is important to keep all books clean, neatly covered, and returned in the same condition they were received.

#### **S. Personal Property**

The Academy is not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

## **T. Fliers and Informational Brochures**

Students may, upon approval by the Principal, distribute, at reasonable times and places, unofficial material, including petitions, buttons, or other insignia. However, all such material must be in accordance with the teachings of the Roman Catholic Church. Failure to comply will result in confiscation of the material and possibly disciplinary action. Further, any such material may not be obscene, libelous, contain indecent or vulgar language or content, advertise a product not permitted to minors by law, constitute insulting or fighting words the purpose of which is to injure or harass other people, or present a high likelihood of causing a disruption at the Academy. Further, parents/guardians may not distribute, either through their child or otherwise, any unofficial material.

## **IV. ACADEMICS**

### **A. Academic Expectations**

The Academy expects its students to perform to the best of their ability. Teachers evaluate students' progress on a regular basis with quizzes, tests, homework, presentations, participation, behavior in the classroom, and class presentation. After a test is graded, it will be sent home for a parent/guardian to review and sign. A parent/guardian's signature indicates that the parent/guardian is aware of the student's progress.

### **B. Curriculum & Assessments**

#### **NYS Testing**

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

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

#### **TerraNova Testing**

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

### **C. Religious Education**

While we recognize that parents/guardians are the primary teachers in the spiritual development of their children and serve as role models for them, at Saint Saviour Catholic Academy religion is the foundation of our educational program and focuses on the spiritual

development of our students. Catholic values permeate all daily lessons, emphasizing self-respect and respect for others. Enrichment in faith continues through Scripture study, celebration of feast days, Advent, Lent, sacramental preparation, service projects and individual and communal prayer.

Attendance and participation at weekly Mass as well as Exposition of the Blessed Sacrament and Holy Days of Obligation enable students to take an active role in worshipping God.

Students have the opportunity to become altar servers, lectors and members of the Children's Choir. In addition, students are encouraged to attend Mass each Sunday and participate in activities/events at Saint Saviour Church and/or our aligned parishes: Assumption of the Blessed Virgin Mary, Holy Family-St. Thomas Aquinas, Our Lady of Peace, Queen of All Saints, Sacred Hearts of Jesus and Mary--St. Stephen, St. Augustine, St. Boniface, St. Charles Borromeo, St. Francis Xavier, St. James Cathedral Basilica, St. Paul and St. Agnes.

Parish priests visit our school and are available to the classes and students when needed. All students are expected to participate in religion classes and liturgical services.

All faiths are welcomed at our school.

### **Homework**

Homework is an extension of class learning, and can come in many forms including, but not limited to projects, reports, and independent reading. Assignments and projects vary in content and quantity according to grade level. Homework may be assigned on weekends for Grades 4-8.

At the Back-to-School Meetings in September, each teacher will explain the homework policy for the class.

In addition, teachers may limit the size of projects in order for them to be safely displayed in the classroom and hallways.

**Parent, guardian, or other adult assistance with homework is key to a student's success!**

ALL students are expected to read independently for 20 minutes per evening (or, in case of lower grades, be read to).

### **D. Grades**

The determination of grades is the responsibility of each individual teacher. Parents/guardians and students must know and understand how grades are determined, and are encouraged to reach out to each student's teacher or teachers.

The following is an overview of grades at the Academy:

A+ = 97-100

B = 85-88

D+ = 74-76

A = 93-96

C+ = 81-84

D = 70-73

B+ = 89-92

C = 77-80

F = Below 70



### **E. Make-Up Work**

The policy regarding make-up work will be determined by the student's teacher for any given subject.

### **F. Protecting Instructional Time**

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

### **G. Progress Reports & Report Card Schedule**

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

### **H. Honor Roll**

Honor Roll will apply only to Grades 6-8.

First Honors:

- 93 and above in all subject areas
- 3's or 4's in Homework, Conduct, Personal Progress and Special Subjects
- No more than seven (7) incidents of lateness

Second Honors:

- 85 and above in all subject areas
- 3's or 4's in Homework, Conduct, Personal Progress, and Special Subjects
- No more than seven (7) incidents of lateness

Principal's List:

- A+ (97-100) in all subject areas
- 3's or 4's in Homework, Conduct, Personal Progress and Special Subjects
- No more than four (4) incidents of lateness

### **I. Parent-Teacher Conferences**

Parents/guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally

scheduled conferences, parents/guardians are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

#### **J. Recommendation for Next Grade Level**

Saint Saviour Catholic Academy is committed to helping each student learn to the fullest of his/her potential. Students will advance to the next grade in the Academy if they have been scholastically and socially successful in the current grade.

Further discussion between parents/guardians, teachers and the Principal will occur for students who are struggling socially and academically in order to determine the appropriate placement for the student or whether additional support services are needed.

#### **K. Graduation**

At the discretion of the Principal, the Academy has the right not to certify a student's graduation or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract, such as failure to meet financial obligations, infractions against the school's code of conduct, anti-bullying policy or violations of the policies of the Academy and those set forth in this Handbook.

#### **L. Distance Learning**

There will be no distance learning option unless the school, or any part thereof, is closed for health reasons. Then, distance learning will only be offered during the closure.

#### **M. Extracurricular Activities**

The Academy offers various extracurricular activities. Students are expected to follow school policy while engaged in any extracurricular activity. Participation in these activities is a privilege, and students are expected to fulfill their obligations in the classroom as a priority to any extracurricular activity.

Failure or difficulty meeting academic or behavioral requirements will result in a student's suspension or dismissal from the activity. The Principal makes the final determination as to participation in an extracurricular activity.

When participating in extracurricular activities, including sports or otherwise, students must at all times demonstrate Catholic values. It is expected that students, coaches and fans display respect, civility and responsibility during all events, contests, and/or practices.

Students who do not abide by the Academy's policies will lose the opportunity to participate in any extracurricular activity.

#### **N. Recess**

With the exception of school-wide events, which may include Mass, students will have recess daily. If weather permits, the students will attend recess at the park, courtyard, or side of the building, depending on their grade level. On days that weather does not permit for outdoor recess, it will be held in the classroom. If a student has any physical limitation which may affect his or her ability to engage in all recess activities, the Academy must be notified in accordance with the Limitations of Physical Activity policy below.

## **O. Summer School**

Through the Department of Education and the Diocese of Brooklyn, summer school is available for children who require additional support and instruction in order to achieve grade level standards.

In accordance with NYS Education Guidelines a student who has received a failing grade in reading, mathematics, and language arts in three marking periods of the report card will be required to attend mandatory summer school in the low performing content areas. Summer school may also be recommended due to poor performance on standardized tests or in the classroom. Excessive absences during the school year may result in the child being required to attend summer school. The final determination as to whether a student must attend summer school rests with the Principal.

The summer school report card must be submitted to the Principal before September 1st. Failure to attend summer school when required will result in retention at the same grade level or discharge of the student. It is the parent/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and approved in advance by the Principal.

## **P. Student Recommendation Forms**

Requests for Teacher Recommendation Forms or letters must be made at least two weeks in advance. These documents are school to school and will not be returned to parents/guardians. Please be sure that all pertinent information is handed in at the time of the request.

## **Q. Learning Accommodations**

Reasonable accommodations will be made to support students with learning differences. If a student has an IEP, the parents/guardians must submit an updated copy **every September or as the document is updated**. This copy is kept on file in the Principal's office and will be shared with the child's teachers.

Our Learning Specialist works with teachers to develop individualized learning approaches and support structures for students who are in need of further academic support and challenge. The Learning Specialist will work with students both inside and outside of the classroom. In addition, she works with classroom teachers to help them develop differentiated methods of instruction to meet the needs of their students.

## **R. Title 1 Services**

Title 1 Services in Math, English Language Arts and Guidance are available to students who qualify at Saint Saviour Catholic Academy. These services help students and parents with a wide range of concerns, from school adjustment to social or academic struggles that are preventing a student from reaching his or her academic potential.

A student may be seen up to three times without parental or guardian contact. Afterward, Title 1 Service will only resume if the parent or guardian agrees to it.

If needed, the counselor can make referrals for outside counseling or assessment. In addition, a student may request to see a guidance counselor.

### **S. SSCA Performing Ensembles**

- **Morning Band** - Morning Band is the ideal entry point for a student who is new to playing a band instrument. While specifically geared toward fifth-grade students, Morning Band is also open to all middle schoolers. We offer group instruction in flute, clarinet, alto saxophone, trumpet, trombone, baritone horn, and percussion. Students learn the fundamentals of their instrument, general music literacy, and how to work as a team to create a great sound. The Morning Band performs at the Christmas Concert and the Spring Concert.
- **Advanced Band** - This ensemble is for middle school students who have at least one year of experience on their instrument. Students in Advanced Band are encouraged to extend their range, improve their reading fluency and play more challenging music. Students also have the opportunity to try conducting and arranging for the group. The Advanced Band performs at the Christmas Concert, the Spring Concert, and Graduation. Members of this ensemble are encouraged to prepare a small group repertoire for performance at mass and other events.
- **Junior Chorus** - This choral group is made up of third through fifth graders. We sing everything from hymns to folk songs, from pop to Broadway! This ensemble is designed to introduce students to vocal technique, ear-training, and part-singing. This chorus performs at the Christmas Concert and the Spring Concert.
- **Middle School Chorus** - All middle school students are invited to join the Middle School Chorus. Chorus members are challenged to improve their vocal technique, sight singing ability, and part singing. This ensemble sings a wide range of material in English, Latin, and Spanish. Our repertoire includes everything from early church music to current pop hits. This group performs at the Christmas Concert, the Spring Concert, the Joint Liturgy Masses, and other occasions. Chorus members are encouraged to prepare solo or small group selections to share during mass.

### **T. Middle School Robotics Team**

Robotics is an elective science course open to 7th and 8th graders. These students not only complete coursework, but compete in First Lego League Tournaments. Space is limited as these teams cap at 10 students.

Students will be invited to join the SSCA Robotics team at the start of 7th and 8th grade if they meet the following criteria:

- Student maintains a minimum of 85 in all classes on their final June report card
- Student maintains a minimum of a 90 overall average
- Student does not have excessive unexcused absences or latenesses - more than 4 per term

Students who participate in Robotics are expected to:

- Maintain at least an 85 in all courses

- Maintain a 90 overall average
- Attend classes regularly - participation is 60% of their grade
- Display good citizenship/character as outlined in team contract

Students who do not meet this criteria at progress reports/report cards will be put on probation until the next grading period. If a student fails to improve their grade, at that time, they will be removed from the class. \*NOTE: A student may be invited (on probation) to regents or robotics with an 84 final average with a teacher recommendation.

## **V. STUDENT EXPECTATIONS AND BEHAVIOR**

### **A. Student Behavior and Code of Conduct**

The Academy Student Code of Conduct is as follows:

Students are expected to:

- Always try their best with assigned work and projects
- Be respectful, cooperative and courteous toward all
- Demonstrate good manners in the classroom in word and action
- Dress neatly and be appropriately groomed. Wear the required school uniform
- Be responsible and prepared for class with required materials and completed assignments
- Maintain good attendance and be on time every day for school and for each class
- Report incidents of bullying to an adult (Faculty/Staff Member, Principal, or Parent/Guardian) and understand that bullying behavior is unacceptable

All students are expected to thrive toward excellent behavior at all times. Behavior problems include disrespecting authority, including teachers and staff, and other students, teasing, bullying, socially unacceptable behavior, or behavior contrary to the teachings of the Catholic Church or the mission of the Academy. If behavioral issues persist, the Academy may request a conference with the parent. Failure on behalf of a parent/guardian to attend a conference may result in the child staying home until the parent/guardian and student attend the conference with the Academy.

### **B. Anti-Bullying Policy**

Saint Saviour Catholic Academy is committed to providing a positive and safe learning environment for its students. Bullying, in all its forms, is considered unacceptable behavior and if it occurs, is taken very seriously.

**Definition:** Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include, but are not limited to:

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

Verbal, physical, emotional and cyber conduct that has the effect of creating an intimidating or hostile environment for any member of our community will not be tolerated. Any student who believes he or she has been the target of this kind of prohibited behavior, who has witnessed an incident that would constitute prohibited behavior, or otherwise has information about such behavior should bring this matter to the immediate attention of a teacher or administrator, or other trusted adult at the school. A parent or guardian of a student who is the target of such behavior or who has reported witnessing such behavior should promptly notify the principal. Even if the prohibited behavior occurs off of school property, the behavior shall be reported to the principal.

The Academy faculty and administration will work with the families and the students to rectify the situation. The final determination of consequences for a student demonstrating prohibited conduct rests with the principal. Such consequences may include, but are not limited to, loss of privileges, in school suspension, out of school suspension, or expulsion. Where appropriate, Academy actions may include referral for counseling services and/or referral to local authorities.

### **C. Anti-Cyber Bullying Policy**

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

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy principal:

- Loss of use/privileges of school/academy technology
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and/or legal action by the school/academy, civil authorities, and/or other involved parties
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this policy

### **D. Alcohol and Drug Free Zone Policy**

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation “school grounds” means the “buildings,

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

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

### **E. Impermissible Items**

Students must conduct themselves, at all times, in a courteous manner in accord with Catholic principles. To that end, and also in the interest of safety of the students and protection of the Academy’s property, the following items are NOT allowed at any time but not limited to the following:

- Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals or any kind.
- Gum
- Alcohol or drugs of any kind, and matches or lighters, and drug paraphernalia
- Laser pointers, knives/box cutters, scissors, or any type of weapon
- Any type of toy weapon
- Nail files
- Energy drinks and caffeine
- Extreme jewelry

The presence of any of these items can lead to disciplinary action, up to and including suspension. The presence of alcohol, drugs, or weapons is a criminal offense and the police will be notified.

### **F. Discipline Policy**

The Academy may need to involve disciplinary measures from time to time. The purpose of disciplinary measures are to provide structure to students and for them to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith. Disciplinary measures should have as an end the development of the human person who respects one self, other persons, and those in authority.

At no time will corporal punishment be used against a child. Any perceived acts of corporal punishment or reports from a child of corporal punishment should be reported to the Principal immediately by the student and/or the parent/guardian.

By enrolling your child in the Academy, the parent/guardian agrees to be supportive of the rules and regulations that the Academy deems as critical in the spiritual, academic and behavioral growth of the child.

Teachers are the primary disciplinarians within the classroom and among students. Teachers will discipline students for minor classroom disruptions, such as not completing homework, minor verbal disputes with other students, or not being in the complete uniform. To the extent a teacher finds it necessary, parents/guardians will be notified of classroom problems. As partners in education, parents/guardians should work with the teacher to ensure that inappropriate behavior is changed.

At times, however, teachers will refer classroom discipline issues to the administration of the Academy. This is likely to include chronic minor problems listed above, or major problems, including chronic lateness, verbal abuse of a teacher, signs of disrespect to a teacher or another adult on the staff, fighting, vandalism, stealing, physical, sexual, or verbal harassment or bullying of a fellow student.

student, violent behavior, smoking, or the possession of drugs, drug paraphernalia, cigarettes, lighters, matches, stink or smoke bombs, chemicals/irritants, alcohol, dangerous items or a weapon. The administration will handle such matters in a variety of ways depending on the severity of the incident, up to and including suspension, police notification, and expulsion.

For serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism and harassment, the student may immediately be suspended for a period of one to five days. In cases of vandalism, the parent/guardian 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/guardian 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/guardians will be notified. Likewise, the possession of drugs or alcohol by a child may be reported to the police. The Academy reserves the right to expel the child due to such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents/guardians are called. The Academy reserves the right to expel the child due to such an offense.

Police will always be called in the case of a weapon.

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 Office of the Superintendent and call the parents. The 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 the Academy that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the Academy 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 Academy, 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 Academy, will likely result in a child's expulsion.

### **Responsive Classroom**

As a Catholic Academy, it is our mission to foster God's love and help our students grow as independent learners where they are able to work through and discuss situations in a calm and safe manner. To help both our students develop a toolbox of strategies for working through this process and our teachers create more effective classrooms, *The Responsive Classroom Approach* has been adopted school-wide since the 2013-2014 school year.

In thinking about the whole child approach, it is important to remember that academic skills are only one contributing factor towards becoming successful individuals. The social and emotional wellbeing of a person holds an equal amount of weight within the classroom, home, and outside world. Our mission is to foster an environment where structure and trust are instilled within each classroom so that respect for one's self and others can develop. More information on this approach will be shared with families throughout the school year.

Below are some components that will be implemented in each classroom:

- Morning Meeting – gathering together in one location to greet each other, share ideas and news, and read the Morning Message to see what the day's activities will look like
- Rule Creation – students and teachers working together to create a set of rules that promotes a safe, productive learning environment
- Logical Consequences—the manner in which misbehavior is handled; an opportunity for students to fix their behavior and become aware of their actions, while maintaining their self-worth
- Collaborative Problem Solving—using strategies like peer conferencing and role-playing to help students work through disagreements and problems.

In terms of achieving the desired behavior and choosing appropriate consequences, the goal of *The Responsive Classroom Approach* and our Academy is:

- To focus on fixing the situation rather than highlighting the mistake
- For teachers to model routines so that desired behaviors are achieved
- For teachers and staff to use positive language when redirecting students

## **VI. EXPECTATIONS AND OBLIGATIONS OF PARENTS/GUARDIANS**

### **A. Parental Involvement**

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

Parental involvement consists of parents/guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some

instances, parents/guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's performance to the total parish community.

Parental support for the education of their children is of the upmost importance. Parents/guardians are also expected to uphold the behavioral expectations set forth for students and staff within the Academy community. Failure of parents/guardians to act in a manner compatible with the values of the Academy may result in student dismissal.

### **A. Communication**

Communication is on-going and is encouraged between students, teachers, administrators, board members, etc. Below are a few methods of communication and how they are to be used:

- It is our intention that our school website, [www.saintsaviourcatholicacademy.org](http://www.saintsaviourcatholicacademy.org), will have the most updated information available for school events and programs.
- Memos and fliers regarding school events and programs are sent home and/or emailed
- In case of an emergency, please feel free to contact the front office and/or the Principal. The office number is 718-768-8000.
- Back to School Night in September and report card/parent-teacher conferences are great opportunities for getting to know teachers as well as discussing questions and /or concerns that you might have.
- Initial concerns should be handled directly with the Classroom Teacher.
- In the event that your child has a problem in class, please encourage your child to approach the teacher to discuss the matter.
- If you are not satisfied with the response to your child, please contact the teacher directly to discuss the matter. If the problem is not resolved to your satisfaction, please contact the Principal.

### **B. Teacher Contact Information**

We encourage Parents and Guardians to use email for contacting teachers and/or scheduling a meeting. The email address for faculty is the first letter of their first name followed by their entire last name @sscaparkslope.org.

Please note that arrival and dismissal times are reserved for students and daily preparation. Please coordinate a different time for meeting with a faculty member.

### **C. Parental Custody**

Please keep us informed (official written notification) of any change in the custody of your children. The parent/guardian who lives with the child is the one who receives the Report Card and School Notices.

The school must abide by the rules of the court and remain neutral. Should a divorce or separation occur during the school year, the school must receive a copy of the court decree. It is the school's responsibility to respect legal custody agreements. The school is not the agent of enforcement.

### **D. Cell Phones**

Cell phones will be collected each day by the classroom teacher, stored securely in the classroom and returned to students at dismissal. Please do not contact your child by cell phone during school hours. In an emergency, messages should be left with the school's office.

### **E. Parent Association (PA)**

Every Academy is encouraged to establish a Parent Association. Its purpose is the educational enrichment of parents/guardians and teachers. The goal of the Parent Association is to foster a clearer understanding of the mutual responsibilities of parents/guardians and teachers regarding the education of the students.

An added responsibility of the Parent Association will be to assist in the fundraising efforts of the Academy. In an Academy, this is done with the board of trustees of the Academy. No organization may hold title to accounts nor have access to funds raised for the Academy. All financial transactions must be approved by the Academy board of trustees.

### **G. Parent/Guardian Behavior Policy**

Saint Saviour Catholic Academy is committed to providing its students with the very best educational experience possible and to ensuring the safety and the overall well-being of all parents/guardians, students, faculty and staff, and volunteers. To achieve this goal, the support of parents/guardians and a strong and positive relationship with the school is imperative. Therefore, parents/guardians are expected to conduct themselves in a responsible manner consistent with the values of integrity and mutual respect.

The Parent/Guardian Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behaviors considered detrimental to effective school/home relationships and/or which serve to disrupt the educational process, and are therefore inappropriate. The behaviors listed are not all-inclusive. The parent/guardian(s) who displays behavior deemed as inappropriate will compel administrative action.

In order to support a peaceful and cohesive learning environment, SSCA cannot accept any parent/guardian exhibiting the following:

- Conduct which undermines the safe and calm environment in school, either in the school office, classroom, around the school site, immediately outside the school or anywhere the school is being represented
- Using offensive language of any kind
- Completing student's homework/coursework for them
- Displaying anger or aggression toward any member of the school community
- Threatening physical violence to a member of the school community
- Damaging school or personal property
- Abusive and/or harassing telephone calls, emails, letters or other forms of written communication
- Defamatory comments about school staff, proprietors or other parents on social media sites
- The use of physical aggression towards another adult or child
- Approaching someone else's child in order to chastise them
- Entering the school premises without authorization

## **VII. HEALTH AND WELLNESS**

### **A. Medical Forms and Requirements**

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

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of an initial series of immunizations.

Our school office needs 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 inclusive of an up-to-date physical 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

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

### **B. Health Services**

Saint Saviour Catholic Academy staffs a school nurse daily through the Department of Health.

### **C. Illness and Medical Conditions**

The following provides an overview of various medical conditions and illnesses, the Academy's policy on how it handles such illnesses and conditions, and parent/guardian requirements. This list is not meant to be exhaustive but rather explanatory. In the case of any other illness or medical condition, or if there are any questions, please contact the Principal. The policies in this section may be altered or superseded by policies in light of COVID-19.

Parents are reminded of the NYC Department of Health Core Practices for reducing illness in school:

- Keep your child home if they are sick
- Practice good Hand Hygiene (wash hands)
- Practice good Respiratory Hygiene (cover coughs and sneezes)

Allergies: Parents/guardians must notify the Academy of any documented allergies that a student may have.

Asthma: Parents/guardians are required to notify the Academy of the medical needs and protocols of any student who has asthma or a related condition.

Clearance to Return: In certain instances, the Academy may require medical clearance for the child to return to the Academy. If requested, the medical clearance note must specifically state that the child may return to the Academy and resume all activities including gym and playground. Clearance notes will likely be required for severe illness, including hospitalizations and ER visits, surgical procedures, head injuries, cardiac/respiratory concerns, fractures, sprains, or significant changes in a child's health state which may impact physical activities.

Contagious Illness: To the extent a child has a contagious illness, please notify the Academy as soon as possible so that we may alert others who came in contact with your child. We also may be required to notify the Department of Health. A student with a contagious illness should not arrive for school. This applies even if the parent/guardian has not received confirmation that the child's illness is contagious, but the child is exhibiting signs of a possible communicable disease, such as a suspicious skin rash, suspicious open wounds, redness of the eyes with intense itching/burning and a thick drainage, painful, reddened sore throat, and a constant cough accompanied by other symptoms. Students with a contagious illness should remain home from school until a doctor advises that he or she is no longer contagious and can resume normal activities.

Diarrhea/Vomiting: Students who are exhibiting vomiting and/or diarrhea should not arrive for school. Rather, they should stay home until they are free from symptoms for at least 24 hours.

Epinephrine: Severe allergic reactions leading to anaphylaxis are a life-threatening and time sensitive medical emergency. Therefore, and in accordance with New York State and City Departments of Health recommendations, Academies will work with local health providers to receive training on the administration of epinephrine. For more information, see the administering epinephrine policy below.

If a child is at risk of anaphylaxis, the parent/guardian MUST notify the school and inform it of the risk. Additionally, the parent/guardian must 1) inform the Academy whether the student can self administer epinephrine, 2) supply the Academy with two epinephrine devices in its original packaging; and 3) replace the devices when it expires, has been used, or shows any other signs of defect, such as discoloration.

Fever: If your child has a fever of 100 degrees or over, he or she must stay home. Your child may not return to school until they are fever free without Tylenol, Motrin or Advil for at least 24 hours.

Lice: To the extent a student contracts head lice, he or she must stay home from school until the parent/guardian has treated the condition in accordance with the New York City Department of Health Regulations. This is to protect the health and safety of all students and staff given the highly likelihood that others can also contract head lice. In any cases where a student is infected, a letter will be sent out to the entire class. The student's name will not be revealed. If a parent/guardian becomes aware of a lice infection at home, do not send your child to school. Please inform the school via telephone. The Academy does not pay for lice treatment regardless of where exposure may have occurred.

Mobility: As a matter of safety, and in accordance with all applicable laws, the Academy may not be able to accommodate in-person learning for a child who is immobile, such as a child who is utilizing crutches or in a cast. The Academy will endeavor to provide a reasonable accommodation whenever possible, but must ensure the safety of the student and all other

students and be in accord with fire safety laws. Distance learning may be provided as an alternative solution.

#### **D. Administering Medication**

- For safety reasons, students may not carry medications in school.
- The nurse can only 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 Epipen when they have an MAF on file with the nurse 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.

#### **E. City & State Health Services**

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools.

#### **F. Accommodations**

Students requiring medical accommodations throughout the school day (including physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from his or her licensed medical provider stating the need for such accommodation each academic year. The Academy will attempt to provide the accommodation in accordance with all applicable laws, and will inform the parent/guardian if it is unable to do so. If the Academy is unable to do so, it may withdraw the child's enrollment in accordance with law.

#### **G. Emergency Services in the Event of a Serious Injury**

In the event of a serious injury, the Academy may call 911 and an ambulance may take the child to the hospital. The ambulance staff will determine the hospital based upon the severity of the emergency. A staff member will accompany the child in the ambulance and the parent/guardian will be notified to meet the child at the hospital. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any emergency services and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents/guardians.

#### **H. Limitations of Physical Activity**

Students at the Academy will be enrolled in physical education classes. To the extent a student has a physical disability or issue which may impair his or her ability to engage in the class, or which may make the class unsafe, the parents/guardians must notify the Academy at the beginning of the school year or as soon as the issue arises. A written doctor's recommendation may be required. Further, a student will be required to attend the physical education class for the instructional component and observation, and to complete an alternative assignment or to complete missed activities when physically able to participate.

## **I. Counseling Services**

The guidance counselor, Liz Palumbo is available to any student who wishes to meet with her. If a parent/guardian is interested in their child meeting with the counselor, they can contact her directly via email.

## **J. Wellness Policy**

The Academy meets minimum federal and state standards for goals of physical education, nutrition and healthy environments in schools.

## **K. Accident Policy**

If a student is seriously injured, the parent/guardian will be notified by the Academy as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an accident results in a medical condition/injury, the Academy is authorized to render reasonable first aid if such direct medical assistance would, in the opinion and judgment of the Academy, minimize the severity of the student or injured person's condition. The Academy may secure a professional diagnosis and/or treatment if such action, in the opinion and judgment of the Academy, appears to be reasonably warranted. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any treatment of first aid provided (including, but not limited to the cost of transportation), and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents.

# **VIII. TECHNOLOGY**

## **A. Acceptable Use Policy**

We believe that the Internet is a research tool that needs to be respected and used for the enrichment of learning. Since our school was founded for Faith development, any tool that is used in the technology education process needs to keep this fact in mind.

The purpose of school-related technology, including Internet access, is to facilitate legitimate educational endeavors. To remain an eligible user, students must conform their activities to those that are consistent to the goals and philosophy of Saint Saviour Catholic Academy.

Access to all forms of technology is a privilege which carries with it responsibility. Student access to and use of the Internet as well as all other computer related technology, shall be at all times under the direct supervision of the professional educational staff. The user shall be provided with guidelines and/or references geared to the particular learning objective. Students utilizing Internet access are responsible for their behavior while on-line.

In using the information and technology in safe, legal, and responsible ways, the following conditions of the digital citizens within the Diocese of Brooklyn are expected to:

*Respect One's Self:*

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

*Respect Others:*

- Be mindful of comments, posts, photos or any content directed toward or including others
- Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

*Protect One's Self and Others:*

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

*Respect Intellectual Property*

- Cite all use of websites, books and media

Members of Catholic Academy communities must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Catholic Academy you are associated with without the expressed permission of the Principal.

**Security of Technology**

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated. Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor and report the security breach immediately to a system administrator, teacher or the principal. Additionally, members of the school/academy community shall not:

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



**Administrative Rights (To monitor use of technology)**

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

**Personal use of Social Media (Teachers, Students)**

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat, Tik Tok, or any other such medium. All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

Parents/guardians for all students must sign this Acceptable Use Policy which effectively gives permission for their child to use the internet and the Academy's technology resources for educational purposes and also understands and accepts the Academy's guidelines.

The acknowledgement of the Acceptable Use Policy to be signed by parents/guardians and, where applicable, students, is attached to the end of this Handbook.

**B. FACTS Family Portal**

The FACTS Family Portal will be your one-stop destination to view student academic information, school announcements, school calendar and your FACTS payment plan and incidental billing information. You will conveniently be able to access all this information in one centralized location, eliminating the need for multiple log-ins. Once the FACTS Family Portal is set up your child/children's school will notify you with some simple instructions on creating log-in credentials. Once you create your user profile, you will be able to access the FACTS Family Portal from any device, including your smartphone whether it is an Apple or Android device.

**C. Electronic Devices**

Electronic devices, although useful and helpful tools in many ways, must only be 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 Academy policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the Academy 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. Schools are not responsible for the loss, theft or damage to electronic devices.

## **IX. SAFETY**

### **A. Commitment to Safety**

Safety of the students is the Academy's number one concern and we maintain a high standard of safety. This requires that the Academy complete periodic drills and exercises and that all members of the community are trained in our safety standards. In order to maintain a safe environment, the Academy requires cooperation across the board including the administration, teachers, staff, and, of course, parents. We must ensure safety is practiced in hallways, when passing during class, while on staircases, when using restrooms, during recess and physical education, during after school programs and extracurricular activities, when outside the school building, during arrival and departure, and in connection with parent parking.

### **B. Emergency Drills**

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

### **C. 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 SSCA 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, NBC 4, 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, and parents/guardians will receive an email notification regarding school closings

### **D. Crisis Management Plan**

In the 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.

### **E. Evacuation Site**

The Academy's evacuation site is Saint Saviour Church on 6 th Street and 8 th Avenue. (Each classroom has the evacuation plan posted.)

## **F. Photography Use**

Saint Saviour Catholic Academy may photograph or video students and their families, along with classroom activity and student work for the purpose of documentation and for marketing the academy unless a parent/guardian has indicated otherwise in writing.

Photos and videos may be used on the Saint Saviour Catholic Academy website, in brochures or other materials and in presentations.

These photographs will not be used for commercial purposes and individuals will not be identified by name.

## **G. Reporting Concerns Regarding School Safety**

Students, parents/guardians and staff must report all dangerous and potentially dangerous situations and/or events directly to an administrator at the Academy.

## **H. Visitors**

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

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

## **X. SAFE ENVIRONMENT**

### **A. Safe Environment Protocol & VIRTUS Training**

All teachers, staff and volunteers must complete VIRTUS training and a background screening which is administered by the Diocese of Brooklyn.

There are additional steps parents/guardians can take to keep their children safe, which we recommend parents/guardians consistently and regularly review with their children. This includes:

- 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 Academy, they should be encouraged to return to the Academy 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 the Academy 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.

### **B. Child Lures Prevention Program**

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

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

### **C. Child Abuse Laws**

Under NYS law, teachers are all mandated reporters and are legally required to report any suspected case of child abuse or neglect to the proper agency. The teacher will make a judgment that the child may be presenting signs of abuse or neglect. If the mandated reporter makes such a judgment and suspects abuse or neglect, in addition to reporting to the proper agency, the reporter must also notify the Principal.

### **D. Confidentiality**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/guardians will be promptly notified of teacher concerns. Further, 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.

### **E. Sexual Harassment**

The Academy is committed to providing for its students an atmosphere and school zone free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment is a direct violation of the Catholic faith as it signifies a lack of respect for other persons.

Any student who believes that he or she is being sexually harassed, or a parent/guardian who was informed by their child that the child was sexually harassed shall immediately report this information to the teacher and to the Principal. A student/parent who is uncomfortable reporting the alleged harassment to a teacher or Principal may report it directly to the Office of the Superintendent. Any information shall be treated as confidential, to the extent permitted by law. All claims of sexual harassment will be investigated in an appropriate manner under the supervision of the Office of the Superintendent. No student will be subject to any retaliation or disciplinary action on the part of the Academy for reports of sexual harassment made in good faith.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

#### **F. Child Reporting Abuse to Parents**

If a student reports any form of abuse at the Academy to his or her parent/guardian, the parent/guardian must notify the Principal. Any information shall be treated as confidential, to the extent permitted by law. This will permit the Principal to investigate the situation and will ensure that the alleged abuse or harassment does not occur to other students. If a parent/guardian is uncomfortable going to the Principal, he or she may go directly to the Office of the Superintendent.

### **XI. SIGNS OF SUICIDE PREVENTION PROGRAM**

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

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

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

### **XII. TUITION AND FINANCES**

#### **A. School Tuition Policy**

Saint Saviour Catholic Academy is dedicated to maintaining careful management of its finances and has adopted the policies listed below covering the payment of tuition and fees and other related financial issues. We appreciate our families’ cooperation in assisting the Academy in meeting its financial obligations in a timely manner.

- Tuition payments are due on the dates stipulated in the enrollment agreement or on the dates arranged by an alternative payment plan. The Academy, via FACTS, will send monthly bills and statements, but it is a family’s responsibility to be aware of all due dates.

- The required tuition deposit must accompany each enrollment agreement. If an agreement is received without a deposit, it will be returned, and the child will not be considered enrolled. An agreement will only be accepted by the Academy if the family is not in arrears on tuition or any other fees.
- Each family must register with the FACTS Tuition Management Plan.
- If payment cannot be made on time, it is the parent's responsibility to contact the Academy Finance Manager and make appropriate alternative arrangements.
- A student will be denied entry to the opening of school in September if less than 40% of the tuition has been paid. If 70% of the tuition is not paid by December 10th, the child will be dismissed and unable to return after the Christmas break. If the full tuition is not paid by March 10th, the child will be dismissed from the Academy. It is the parent or guardian's responsibility to ensure that the child is enrolled in school and not truant following dismissal from the Academy.
- Payments must be received by the Finance Manager or his/her office no later than 5:00 p.m. on (a) the FACTS scheduled quarterly due dates of May, August, November and February or (b) over ten months on the specified days of May to February of each school year.
- Each account will be charged a \$25 late fee for each month the account is in arrears and a \$30 returned check fee.
  - Questions regarding billing should be directed to the Finance Manager, at 718-768-8000 x 6.
  - While acting as responsible trustees of our parents' tuition dollars, the Academy is also committed to working with families who suffer an interruption of income. We encourage families finding themselves in this situation to contact the Finance Manager to discuss payment arrangements or to make an appointment with the Board's Tuition Assistance Committee.
  - The Academy, through its Board of Trustees, will consider tuition assistance requests from families in need. The family must first complete all Diocesan financial aid forms. Once the application has been reviewed by the Diocese, please submit a written request to the Tuition Assistance committee and give it to either the Principal or the Finance Manager.

## **B. Tuition and Other Fee Schedules**

### **Tuition 2023-2024**

<b>Program</b>	<b>Tuition</b>
<b>3-Year-Old</b> Five Half Days	<b>\$11,620.00</b>
<b>3-Year-Old</b> Five Full Days	<b>\$16,965.00</b>

<b>Pre-K</b> Five Full Days	<b>\$11,090.00</b>
<b>Kindergarten-Grade 8</b> One Child	<b>\$8,795.00</b>
<b>Kindergarten-Grade 8</b> Two Children	<b>\$16,370.00</b>
<b>Kindergarten-Grade 8</b> Three or More Children	<b>\$19,895.00</b>

### **Tuition Payment Schedule**

Three tuition payment plans are available:

- Pay tuition in full by May 1, 2023 and receive a \$200 discount.
- Pay tuition in four equal installments due May 2023, August 2023, November 2023 and February 2024.
- Pay tuition in ten equal installments due on the requested day of the month beginning May 2023 and ending February 2024.
- Please note:** All Saint Saviour Catholic Academy families must register with the [FACTS Tuition Management Program](#).

### **B. FACTS**

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

### **C. Resources for Tuition Assistance**

Resources for Tuition Assistance Catholic education is meant to be available to every family. Every family desiring a Catholic education for their child/children will participate to the extent capable in the cost of providing that education. Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found

at: [www.futuresineducation.org/scholarships](http://www.futuresineducation.org/scholarships) . The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund. If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

For additional information, please contact our Principal or Finance Manager concerning available financial scholarships based on hardship. See also the Diocese of Brooklyn/Futures in Education program at [www.futuresineducation.org/scholarships](http://www.futuresineducation.org/scholarships)

#### **D. Tuition Assistance Committee**

The Tuition Assistance Committee is an essential advisory body to the Board of Trustees and principal. It has a two-fold purpose.

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

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

#### **E. Fundraising**

Tuition alone is not enough to provide the education and environment we strive for. During the school year we have several fundraising opportunities. Funds raised offset our expenses, help us to keep our budget balanced, and keep tuition increases at a minimum.

##### **Annual Fund**

Each year Saint Saviour Catholic Academy appeals to families with our Annual Fund. Gifts of any amount are welcome, and no gift is too small. Your tax-deductible donations allow the school to maintain lower tuition and also help to provide the necessary capital to enhance our programs and improve our facilities. If you have any questions about our Annual Fund please contact our Development Director at 718-768-8000 Ext. 7.

##### **Fundraising Drives**

Below is a list of fundraising drives and events you can participate in throughout the year. Any and all donations are greatly appreciated:

- Drives, Home & Family, Magazine, Yankee Candle, Original Art Works

#### **F. Tuition Delinquency**



By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

Students will not be permitted to attend class at the start of the trimester should any balance be past due.

No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.

In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May.

For all grades, in order to participate in school activities and field trips, all financial accounts are to be current and up to date.

All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

### **XIII. Transportation**

#### **A. Yellow Bus / MetroCard Service**

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

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

- Yellow bus service is available to eligible Kindergarten – Grade 6 students
- MetroCard service is available to eligible Kindergarten – Grade 8 students
- Both forms of transportation are free to families and are provided through the New York City Office of Pupil Transportation (OPT). Please note, the yellow bus is not a door-to-door service. OPT will create a route with pick-up/drop-off locations based on your address and eligibility.

#### **B. Double Parking**

- When dropping off and picking up your children, NEVER double park on 8th Avenue! Double parking on 8th Avenue is dangerous! This practice poses serious risk of injury to children exiting and entering cars and is a hindrance to emergency vehicles.
- The courtesy of double parking on 7th and 8th Streets between 8th Avenue and Prospect Park West is at the discretion of the parking agents and the local

precinct. Place a school issued placard in your window. Please do not leave your car for more than five (5) minutes.

- School issued placards can be obtained from the website in the Forms/Flyers section. Please make sure to complete the placard with your name and cell-phone number so that the driver of any car you may be blocking can contact you immediately.
- Please arrive close to arrival/dismissal time and remain in your car until the time of arrival/dismissal.
- Do not park in the yellow school bus Red Zone located in front of school on 8th Avenue.

#### **XIV. RECORDS**

##### **A. Change of Information**

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

##### **B. Educational Records Request**

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

##### **C. Authorization to Release Records**

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

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

##### **D. Review of a Child's Official Records**

Parents/guardians have the right to inspect any and all material which is part of their child's permanent record. Academies require parents/ guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy administrator, or qualified delegate, will be present.