



Saint Saviour Catholic Academy

HANDBOOK 2018-2019

**SAINT SAVIOUR CATHOLIC ACADEMY
701 - 8TH AVENUE
BROOKLYN, NY 11215**

WWW.SAINTESAVIOURCATHOLICACADEMY.ORG

WELCOME TO SAINT SAVIOUR CATHOLIC ACADEMY

Our Mission:

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.

BOARD OF DIRECTORS

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Monique Jenkins

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Pastor - Father Frank W. Spacek, D. Min
Principal - Ms. Sue Walsh

Full Day Nursery Ms. Ashley Mullen
Assistant – Ms. Jennifer Tufano

Half Day Nursery Ms. Darci Grasso
Assistant – Ms. Amanda Wortman

PK-A Ms. Maud Blachman
Assistant – Ms. Lizi Moses

PK-B Ms. Olivia Infante
Assistant – Ms. Emily Antico

Kindergarten A Ms. Lucia Balzamo
Assistant – Ms. Masako Bauer

Kindergarten B Ms. Kathleen Owens
Assistant – Ms. Michele Singh

1A Ms. Lauren Denninger
1B Ms. Kerrin Barry
2A Ms. Adriana Romanzo
2B Ms. Christina Bandini
3A Ms. Susan Salerno
3B Ms. Courtney Gallagher
4A Ms. Theresa Geraci
4B Mr. Paolo Martusciello
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6A Mr. Andrew Austin
6B Mr. Michael Bardo
7A Mr. Alvin Arnold
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8B Mr. Christopher Demera

Art Ms. Avalyn Mathis
Early Childhood Music Ms. Ashlee Asbury
Gym Mr. Joseph Fattorusso
Learning Specialist Ms. Meri Tufano
Library/Media Specialist Ms. Lauren Rodriguez
Music Mr. Ted Stafford
Spanish Ms. Keara Galvin

Administrative Secretary Sr. Felicia Ann Parise IHM
After School School Director Ms. Althea Alvarez
Director of Admissions, Marketing, Development Mr. Nathan Lynch
Facilities Manager Ms. Natalie Lopes
Financial Secretary Ms. Diane Rigobello
Guidance Counselor Ms. Elizabeth Palumbo
School Secretary Ms. Marcia McKenzie

Purpose of the Handbook:

The education of a student is a partnership with the parents/guardians, students and the school.

This handbook is provided for the use of parents/guardians, students and faculty/staff. The handbook reflects key 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. Adherence to the policies contained in this handbook is expected and failure to comply may include consequences. It is the responsibility of all concerned to be familiar with the content of this handbook.

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ADMISSIONS

❖ 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.

- Saint Saviour Catholic Academy gives preference in admission to:
 1. Siblings of currently enrolled students at Saint Saviour
 2. Catholic children of families registered at Saint Saviour Church and aligned parishes
 3. Catholic children (proof of baptism required)
 4. Non-Catholic students

❖ 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.

DAILY PROCEDURES

❖ Arrival/Dismissal

Half Day Nursery – 8:00 to 11:30 AM

Full Day Nursery and Pre-K – 8:00 AM to 2:30 PM

Kindergarten – 8:00 AM to 2:50 PM

Grades 1 through 8– 8:00 AM to 3:00 PM

- Children in Grades N - 8 should arrive between 8:00 and 8:10 and go directly to their classroom. Children will not be admitted into the building prior to 8:00 AM unless they are attending Early Bird.
- First period begins at 8:15. Students arriving after 8:15 are considered late. Absences and lateness are recorded and become part of the student's record.
- Parents/Guardians may escort Nursery, Pre-K, Kindergarten, and 1st Grade students directly to their classrooms. Students in Grades 2 - 8 walk to their classrooms on the 2nd and 3rd Floors on their own.
- If your child/ren need help carrying projects to a classroom, please let a staff/faculty member know when the child/ren arrive(s) at school. The security and safety of our students, faculty, staff and families is of the utmost importance. It is imperative that we know who is in the building at all times.
- For safety purposes, items such as scooters/skateboards/bikes and strollers must be stored in a safe place as designated by the school.
- Only the parent/guardian or designated adult may pick up your child/ren. The designated adult may be asked to show proper ID for verification purposes.

❖ **Yellow Bus / MetroCard Service**

- 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.

❖ **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.

❖ **Early Dismissal**

- In order for a student to be dismissed early we must receive prior notification and they must be picked up by a parent/guardian or designated adult. They may not dismiss on their own.

❖ **Early Drop-Off**

- **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 Morning Drop-Off page](#).

❖ **After School**

- 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.
- For information on registration and policies visit the [After School page](#).

Time

2:30 – 6:00 PM for Nursery – Pre-K

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

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.

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.

Behavior Policies

Please reference page 19 of the Saint Saviour Catholic Academy Handbook 2016-2017.

❖ **Lunch**

- Lunch takes place in the students' classroom under the supervision of their teacher.
- Students may bring their own lunch to school or participate in Red Rabbit lunch delivery at an additional cost. Parents/guardians who choose to pack lunch 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.**

❖ **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 homeroom teacher.

❖ **Absences**

- 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. **For your convenience, a standard absence form is available on our school website in the [Forms/Flyers section.](#)**
- Please arrange to have a sibling, friend or classmate keep your child informed about homework during an absence and check the class page for up-to-date information.
- Please note that excessive and unnecessary absences interfere with your child's education and may interfere with acceptances to ongoing schools. The New York State Education Department has decreed that if a child is absent 45 days or more, he/she may be retained in that grade for the following school year.

❖ **Lost and Found**

- Students' clothing and other belongings should include the students' names to prevent loss of items. Our Academy earns 20% on everything you buy at [Mabel's Labels](#), simply select "Saint Saviour Catholic Academy (Brooklyn)" from the Select Your School/Organization drop down menu!
- Lost and found items will be held for approximately 30 days and then donated to Saint Mary's Church. The Lost and Found Box is maintained by our Facilities Manager.

ACADEMICS

❖ **Religion Program**

- 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, our aligned parishes: Sacred Hearts of Jesus and Mary – Saint Stephen Church and Holy Family – Saint Thomas Aquinas Church, or their home parish church.
- 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 to our school. No attempt is made to convert non-Catholic students to Catholicism.

❖ **Homework**

- Homework is an extension of class learning. Assignments and projects vary in content and quantity according to grade level. Homework may be assigned on weekends for Grades 5-8.
- At the Back-to-School Meetings in September, each teacher will explain the homework policy for the class. We encourage the students to complete their projects with minimal parent/guardian participation. In addition, teachers will limit the size of projects in order for them to be safely displayed in the classroom and hallways.
- Parents/Guardians should check their child's work and encourage their child to complete it neatly and to the best of his or her ability. It is each child's responsibility to complete the assigned homework.
- Parents/guardians may also check their child's class page for updated information via the [Saint Saviour Catholic Academy website](#).

❖ **Textbooks**

- 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 by which they were received.

❖ **Final Exams**

- Final exams are administered in Grades 4 - 8.

❖ **Report Cards**

- Report Cards for Grades K to 8 are distributed three times a year: December, March and June.
- Nursery and Pre-K will receive progress reports twice a year.
- Grades are a weighted average of homework assignments, test grades, class work, and projects assigned, both individual and group.
- The final grade is an average of the three terms.

❖ **Honor Roll**

- Honor Roll Certificates are awarded at the distribution of each Report Card.

Grades 2 - 3

First Honors

- A's in all subject areas
- 3's or 4's in Homework, Conduct, Personal Progress and Special Subjects

Second Honors

- B's and B+'s in all subject areas
- 3's or 4's in Homework, Conduct, Personal Progress, and Special Subjects

Grades 4 - 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

Grades 6 - 8

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 seven (7) incidents of lateness

❖ **Promotion Policy**

- 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.

❖ **Summer School**

- Through the Department of Education and the Diocese of Brooklyn, summer school is available for children who struggle and may be recommended by the Academy.

❖ **Student Recommendation Forms**

- Request for Teacher Recommendation Forms for children attending on-going schools 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.

❖ **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, he works with classroom teachers to help them develop differentiated methods of instruction to meet the needs of their students.

❖ **Explorers of Learning**

- Students in Grades 6-8 are invited to join our Explorers of Learning, affiliated with the Diocesan Aquinas Program.
- Students must meet the following criteria in order to be admitted:
 1. Good Conduct
 2. An average of 93% with no subject lower than 90% on last June's report card and for the first trimester of the current school year
 3. At least an 85th percentile score in a subject area on the current Terra Nova Exam
- Students under the guidance of Teacher Coordinators work on thematic projects for independent study and for display at the annual Aquinas Exposition.

❖ **Field Trips including Neighborhood Outings**

- Field trips are planned throughout the year to enhance curriculum and provide students with recreational and cultural experiences.
- As per your signed Enrollment Contract you have given permission for your child to participate in all Academy trips during the academic year. 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.
- 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.

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/>

DRESS CODE POLICY

❖ **Uniform**

- 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.
- Hats are removed upon entering the school building.
- Jewelry worn in school should be minimal and simple. Girls may wear one pair of stud or small hoop earrings.
- Nails should be kept clean, short and well groomed. Natural color polish is permitted.
- Tattoos are not permitted - temporary or otherwise.

❖ **Uniform Guidelines**

Boys

- White or crimson golf shirts 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)

- White or crimson golf shirts 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)

- White golf shirts 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

- Appropriate foot wear for school:
 - **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.
- If weather permits, boots may be worn to school but not during instructional time. Please provide appropriate shoes for your child to change into.

❖ **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.

❖ **Dress Down Days**

- Students may wear jeans, pants, shorts or skirts that are at or below the knee.
- T-Shirts may have writing on them, as long as appropriate messages are displayed.
- Tops must be non-revealing:
 - Midriff must be covered.
 - Thick-strapped tank tops are permitted.
- Shoes should be secure and comfortable.
- Dress Down Forms can be obtained from the website in the [Forms/Flyers section](#).

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

DISCIPLINE

❖ School Discipline

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.

Student Responsibilities/ Consequences

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.
- Make up school work and homework when absent.
- Report incidents of bullying to an adult (Faculty/Staff Member, Principal, or Parent/Guardian) and understand that bullying behavior is unacceptable.

Logical Consequences

- A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.
- Failure to follow school rules has logical consequences. Students demonstrating inappropriate behavior will be reminded of the rules and/or:
 1. redirected by teachers,
 2. directed to take a break (time out in or out of their classroom),
 3. experience loss of privileges,
 4. spend time in afterschool detention (grades 6-8).
- In addition, parents may be notified of the misbehavior and a teacher/parent meeting may occur.
- School detention for infractions of school policies/rules is issued to students in Grades 6 to 8. Notice to parents/guardians will be sent home prior to a student serving detention.
- Given certain situations related to a student's conduct, the Administration of the Academy has the right to issue appropriate disciplinary measures including, but not limited to, Probation (supervision and evaluation of a student's work and conduct for a specified period of time), Suspension (in-school suspension for serious misconduct) or Expulsion (permanent exclusion of a student from attending the school; such action to be taken as a last resort after other efforts to improve academic performance or improve conduct have failed or where other circumstances require such action.)
- The Administration reserves the right to make exceptions to existing rules and regulations. The Principal is the final recourse in all disciplinary situations.

❖ 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 and even expulsion. Where appropriate, Academy actions may include referral for counseling services and/or referral to local authorities.

COMMUNICATION

❖ 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, 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 regularly and are displayed in the front hallway of our school.

- In case of an emergency, please feel free to contact 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.

❖ **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.

❖ **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.

❖ **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.

❖ **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.

❖ **Technology Policy including Personal Electronic Devices**

- 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.

Personal Electronic Devices (PEDs)

- PEDs may include portable Internet devices such as iPods, iPads, laptop computers, tablets, notebooks, netbooks, recording devices, etc. The use of PEDs is permitted on school premises under limited conditions as authorized by the Principal and supervised by Classroom Teachers. The sole purpose for using this technology is to enhance academic achievement while respecting the dignity and safety of all members of Saint Saviour Catholic Academy.
- For those students granted permission to use PEDs, a certain responsibility for appropriate use is essential. These students will:
 - **Respect One's Self** – Select appropriate online names, information and images posted online.
 - **Respect Others** – PEDs will be used in a manner that respects others and demonstrates positive language.
 - **Protect One's Self and Others** – Report abuse; refrain from forwarding inappropriate materials.
 - **Respect Intellectual Property** – Cite all use of websites, books and media.

❖ 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.

FINANCE

❖ Tuition Payment 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.

1. 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.

2. 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.
3. Each family must register with the FACTS Tuition Management Plan.
4. If payment cannot be made on time, it is the parent's responsibility to contact the Academy Financial Secretary and make appropriate alternative arrangements.
5. 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.
6. Payments must be received by the Financial Secretary 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 first days of May to February of each school year.
7. Each account will be charged a \$25 late fee for each month the account is in arrears and a \$25 returned check fee.
 - Questions regarding billing should be directed to the Financial Secretary, 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 Financial Secretary to discuss payment arrangements or to make an appointment with the Board's Tuition Assistance Committee.
 - The Academy, through its Board of Directors, 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 Financial Secretary.

❖ **Tuition 2018 - 2019**

Program	Tuition
3-Year-Old Five Half Days	\$9,525

3-Year-Old Five Full Days	\$13,875
Pre-K Five Full Days	\$9,525
Kindergarten - Grade 8 1 Child	\$7,550
Kindergarten - Grade 8 2 Children	\$14,075
Kindergarten - Grade 8 3 or More Children	\$17,075

❖ **Tuition Payment Schedule**

- Three tuition payment plans are available:
 - A. Pay tuition in full by May 1, 2018 and receive a \$200 discount.
 - B. Pay tuition in four equal installments due on May 1, 2018, August 1, 2018, November 1, 2018 and February 1, 2019.
 - C. Pay tuition in ten equal installments due on the first of the month beginning May 1, 2018 and ending February 1, 2019.
- **Please note:** All Saint Saviour Catholic Academy families must register with the [Facts Tuition Management Program](#).

❖ **Scholarship/Financial Aid Information**

- For information, please contact our Principal or Financial Secretary concerning available financial scholarships based on hardship. See also the Diocese of Brooklyn/Futures in Education program at mytads.com/fa/futuresineducation.php.

❖ **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 Financial Secretary.

Fundraising Drives

- Below is a list of the 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, See's Candy
 - Events: Spring Auction, Sports Day

EMERGENCY PROCEDURES

❖ **Emergency Sheets**

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

❖ **Medical Forms**

- Our school 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 for students in 1st through 8th grade
- Failure to comply may result in a student being temporarily suspended from school.
- Each student's record of immunization **must meet** New York State Standards.

❖ **Medication**

- For safety reasons, students **may not** carry medications in school.
- 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.

❖ **Contagious Medical Conditions**

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

Please keep your child at home if:

- She/he is in the first stages of a cold, with copious mucus, heavy cough, sneezing etc.
- She/he has a fever or has had a fever the day before. (Child's temperature must be normal for 24 hours before returning to school)
- She/he has a rash on face or body. (We must have a doctor's note that the condition is not contagious)
- She/he has had diarrhea and/or vomiting that morning or the day before.
- You have detected lice or nits (eggs) in his/her hair.
- One or both eyes are red, with or without mucus or crust. (We must have a doctor's note that the condition is not contagious).
- If a student develops a fever, rash, diarrhea or vomiting in school, or if we detect lice, we will phone you immediately to take your child home. Please make sure that you, or the person at the emergency number, is reachable and available in case this occurs.
- We appreciate your cooperation in helping us maintain the health and well-being of all the students in our school.

❖ **Emergency Closing**

- In case of inclement weather or any other school emergency closing, please consult the school website for pertinent information. Below is a recap of the Diocese of Brooklyn and our Academy's procedures for snow closings.
 - If the New York City Department of Education (Public Schools) closes 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
- Parents will receive an email notification regarding school closings

❖ **Crisis Management Plan**

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

❖ **Evacuation Site**

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