

St. Andrew Avellino Catholic Academy Parent Handbook



Religious Education

The primary importance of each Catholic school is its Religious Education Program, which is of primary importance to the Catholic School. Students learn the teachings of the Catholic faith through daily instruction, liturgical celebrations and prayer services, and service to others. Sacramental instruction is an important component of this formation process.



Goals and Values

1. Exercising the beliefs of the Catholic faith by attending Mass on Sunday as a member of St. Andrew Avellino Parish and living a moral life.
2. Creating an atmosphere where peace and justice are learned and applied to local and global situations.
3. Promoting respect for the earth and the environment.
4. Teaching students to respect themselves, their teachers and one another, as well as all those in authority.
5. Promoting respect for the different cultures in St. Andrew's by celebrating our multicultural backgrounds.

Schedule

Arriving students should gather on 158th Street (**NOT IN THE SCHOOL LOBBY**) no sooner than 7:50 a.m. or later than 8:10 a.m. The bell rings at 8:10 and students go immediately to class.

Arriving Pre-Kindergarten students go directly to the Courtyard.

7th and 8th grade students are to report directly to the classroom upon their arrival. They must be in the classroom no later than 8:10 or they will be marked late.

Late Students: Grades PK to Grade 8 must use the 157th Street entrance (ring bell).

Students in Grades 2-8 are dismissed at 2:50 p.m. on 158th Street. Parents are requested to not block the exit doors while picking up their child(ren).
 Pre-K and Kindergarten students are dismissed through the courtyard.
 First Grade is dismissed on 157th Street.

On the First Friday of each month, there is 12:00 pm. dismissal. Please check the monthly calendar for any variations in this schedule.

Nursery	8:15 – 2:45
Kindergarten to Grade 8	8:10 a.m. to 2:50 p.m.
Pre-Kindergarten	8:15 a.m. to 2:45 p.m.

Admittance



St. Andrew Avellino Catholic Academy admits students of any race, color national and ethnic origin. The creed of any child will not bar admission to the school unless this would hinder the unique religious philosophy of the school. Non-Catholics are welcome to attend. All non-Catholic students must participate in the formal religious instruction as well as all liturgical functions conducted during the school day.

Registration Guidelines



<u>Grade</u>	<u>Age</u>	<u>Date</u>
Nursery School	Three years of age	December 31st
Pre-Kindergarten	Four years of age	December 31st
Kindergarten	Five years of age	December 31st
First Grade	Six years of age	December 31st

The following records must be presented at the time of registration:

- Certificate of birth
- Certificate of baptism
- Complete health records with immunization dates
- Records of previous schools “if applicable”
- Any other pertinent information that may relate to the child’s performance



Tuition

There are two tuition rates for Kindergarten- 8th grade – Affiliated and Non-Affiliated
There are two Plans only:

- Pay in full on or before September 1st , receive a 5% discount
- 8 Payment Plan- 1st of August, September, October, November, December, February, March and April.

Records

The transferal of records is the school's responsibility. The principal is the legal custodian of all records and is responsible for the preparation, maintenance, privacy, transcription, and dissemination.



Address and Telephone Numbers

Please inform the school of any changes in home or work address and/or phone or cell phone numbers including emergency contacts. It is essential that we be able to contact you in case of emergency.



Absence

If your child is absent, you are required to call the school at (718) 359-7887. A note explaining the reason for the absence is required when the child returns to school. The absence note should include reason for and explanation of the absence.

Parents/Guardians of children in Grades 7 and 8 whose child will be absent, **must notify** the school by calling **718-359-7887 no later than 8:15 a.m.** and give the reason for the absence. Students will be responsible for any work/tests that are missed. We encourage each child to have a homework buddy to get their books and assignments to the office by 2:30. Students may also check for assignments on Google Classroom.

Tardiness

A student who arrives after the 8:10 bell rings will be marked late and recorded in the New York State Attendance Register. Any student late more than 6 times in a given trimester will be taken off honor roll status for that report card period.

Discipline Policy

Discipline is something, which should come from within. Children must be taught to exercise self-control, ideally eliminating the need for school imposed controls.

We expect that all of the students at SAINT ANDREW AVELLINO CATHOLIC ACADEMY will be aware of their obligations. Their behavior must reflect pride in and concern for the good name of St. Andrew Avellino Catholic Academy.

Students who behave in such a manner that their actions or attitude discredit themselves, their teachers, fellow students, or the name of St. Andrew Avellino Catholic Academy will be subject to appropriate disciplinary action.

A fundamental principle of St. Andrew Avellino Catholic Academy requires that all faculty and school personnel be given FULL RESPECT by students at all times. Failure to do so is considered an extremely serious offense. This rule applies to all situations involving students and personnel whether in classrooms, halls, cafeteria, recess, etc.

** INTERPRETATION OF THE ABOVE IS TO BE LEFT UP TO THE PRINCIPAL.*

General Student Expectations

Students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules. The rules are determined by the teacher and communicated to students at the beginning of each year. It is in an atmosphere of mutual respect that students learn in a caring and respectful environment.

Students learn to be responsible, make good choices and participate in the life of St. Andrew Avellino Catholic Academy in a mature manner, which is reflective of their deepening faith and religious development together with the guidance from their parents. Some of the expectations that demonstrate this progression are:

1. Being considerate and speaking and acting respectfully to other students, teachers, and staff. Classroom behavior must reflect a Christian attitude. Disruptive behavior or behavior that impedes the learning process will not be tolerated.
2. Respecting class and school policies.
3. Coming to school neat and clean at all times and wearing the school uniform with pride and dignity. Students are to conduct themselves as representatives of St. Andrew Avellino Catholic Academy.
4. Following the dress code unless given specific permission by the principal.
5. Maintaining self-control at all times and refraining from acting out in anger.
6. Being responsible for the care of the school environment. Books should be covered, desks will be kept in neat order and classroom aisles will be kept clear.
7. Showing responsibility by coming to class prepared, participating in class, doing homework neatly each night and preparing for class and tests.
8. Respecting the property of others at all times.
9. Gum chewing is not permitted during class time, on a class trip, or during after school activities.

Conduct Referrals

A formal notice will be sent home for violation of school rules. Parents must sign and return the school copy of the referral within two school days.

Infractions

Level I—Infractions (Demerits)

- Chewing gum anywhere in the building or on a trip
- Pushing or shoving others
- Improper uniform
- Wearing makeup, including nail polish or artificial nails
- Four (4) homework assignments per month per subject not done
- Three (3) unsigned homework assignments per week per subject
- Being unprepared three (3) times per week per subject
- Misbehaving in church/cafeteria/classroom/recess
- Using toys, games, cards, etc. during class lessons
- Three (3) latenesses per trimester
- Excessively getting out of seat without permission
- Calling out during class
- Drinking water or another beverage in class without permission

Level II—Infractions (Detention)

- Use of obscene language, gestures, drawings, writings or actions
- Inappropriate behavior
- Inappropriate behavior during testing
- Misbehaving during fire drills
- Talking back to or having a disrespectful attitude toward teacher, staff member, or lunch mother
- Copying another student's homework
- Six (6) latenesses per trimester
- Taking someone's belongings without permission
- Forging the signature of a parent or guardian on school documents, test papers or altering grades
- Failure to have reports, demerits or detentions signed
- Misconduct of any kind while in-route to specials, lunch or on a field trip
- Accumulation of five (5) demerits
- Defacing walls, desks, books, book bags, etc.
- Name calling or teasing
- Use of cell phone during school hours without permission
- Repeated offenses for which demerits or warnings have been issued
- Other (to be left to the discretion of the teacher/principal)

Level III—Infractions (Suspensions/Expulsion)

- Bullying
- Excessive detentions
- Failure to show up for a Saturday detention

- Theft—taking property without the permission of the owner. Parents/guardians of the student(s) will be expected to replace the stolen items or pay for the damages.
- Fighting—two or more students involved in an exchange of blows
- Assault—unprovoked physical attack or threat of physical attack (written, or by computer) on another student, teacher or staff member
- Vandalism—in cases of vandalism, and/or destruction of property, parents/guardians of the student(s) involved will be expected to pay for the damages. In some cases students will be made to clean up areas, which they have littered, damaged, or vandalized. If a student accidentally causes damage, it should be reported to a teacher immediately, so that the damage is not misconstrued as vandalism. Students must pay for any damage to property or books.
- Harassment—intimidation of a student or students (written, oral or by computer) by one or more students. Threats made against other students, teachers or any school personnel (written, oral or by computer).
- Use of tobacco, alcohol or any other form of substance abuse
- Possession/distribution of alcohol, drugs, drug paraphernalia, weapons or other instrumentality
- Leaving school grounds without permission
- Insubordination
- Truancy
- Unauthorized or inappropriate use or posting on the internet from any phone or computer, including but not limited to a home computer
- Other (to be left to the discretion of the administration)

Disciplinary Action

Students committing Level I, II, or III infractions are subject to one of the following disciplinary actions:

- **Demerits:** Students will receive demerits for Level I infractions. The parent copy must be signed and returned on the following school day. Failure to return a signed demerit within two (2) days will result in detention. After five (5) demerits, a student will serve a Friday afternoon detention from 3:00 PM to 4:00 PM.
- **Detention:** Students in grades 3-8 will be required to serve a Saturday detention after receiving three (3) Level II infractions of the above-mentioned rules. Saturday detentions are held from 9:00 AM to 11 AM. Signed parental copy must be presented prior to admission. Students are to report to detention in complete school uniform. Parents will be notified at least one day in advance before the student is detained. However this does not exclude detention on the same day for a serious offense. Students are required to attend assigned detentions regardless of commitments to extracurricular or outside-of-school activities. Parent/guardian must sign the student out of detention in order for the

student to be released. Students not picked up on time will be charged \$5.00 for every 15 minutes past dismissal time. Students in grades K-2 will serve a lunch detention for receiving three (3) Level II infractions and serve a Friday afternoon detention if five (5) Level II infractions are accumulated.

- **Suspensions:** Students who commit Level III infractions are subject to suspension. Suspension may be in school or out of school. This action is only invoked by school administration. Parents will be notified by phone or in person when this action is required. **STUDENTS WHO ARE SUSPENDED WILL BE RESPONSIBLE FOR ALL CLASSWORK, HOMEWORK AND TESTS.**
- **Expulsion:** Expulsion is the permanent dismissal of a student from St. Andrew Avellino Catholic Academy for a serious offense. It is done as a last resort after all other means have not been effective, or for a very serious offense. This includes the consumption of alcohol, the use of drugs, or bringing a weapon to school, a school function or anywhere on school property.

Anti-bullying Policy

Saint Andrew Avellino Catholic Academy's discipline policy has been amended to include an anti-bullying policy. Our goal is to prevent any type of bullying and provide a safe environment for everyone in our school community. The faculty, staff, and administration will do their best to oversee and implement the policy below.

1. Students will show respect for all those in authority, for students and their families. This will include the use of proper language and behavior. **NO STUDENT** is allowed to use obscene, abusive, or prejudicial language toward any member of the school community.
2. Students will accept responsibility for their actions and words. **NO STUDENT** is allowed to threaten or act in a way that will cause emotional or physical harm to themselves or others. Behavior such as facial gestures, slamming things, deliberately excluding others (especially at recess, lunchtime, or creating "clubs"), name calling, tattling with the intention of getting someone in trouble, shoving/pushing, kicking tripping hitting will not be tolerated during the school day.
3. Students will respect school property. This includes personal property of teachers and students as well as school property. **NO STUDENT** will damage property belonging to others.

Failure to abide by the policy will result in the following actions:

1. All minor to moderate offenses will be dealt with by issuing a verbal warning.
2. All minor repeated offenses will be dealt with by a) verbal warning, b) note sent home to the parent, c) lunchtime or after school detention.
3. **All serious offenses** will be dealt with immediately and an appropriate disciplinary action taken. Parents will be notified. (This action will be determined together by the teacher and principal).

4. ***If a student continues to demonstrate repeated offenses*** the situation will require actions beyond those stated in 1 and 2. Actions such as parent/teacher conference or parent/teacher/principal conference will be necessary.
5. **ANY STUDENT** who makes a verbal or written threat to bring serious harm to him/herself or others will be removed from class immediately and their parents will be called to pick them up. The student will be suspended from school until parents provide documents showing their child is not a threat to others or him/herself.
6. **ANY STUDENT** found in possession of a weapon or an object to be used to cause harm will be subject to expulsion. Parents and legal authorities will be notified immediately.

*****What is deemed a serious/minor offense is at the discretion of the principal.***

The Principal, with the support of the Pastor, will have the final say regarding disciplinary matters.

Student Technology Use and Behavior Policy

St. Andrew Avellino Catholic Academy has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources, the personal information (name, age gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express political opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruption of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and/or legal action.

Social Networking—Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Bring Your Own Device Policy

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy.

St. Andrew Avellino Catholic Academy has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy distributed at orientation must be signed by the student and parent/guardian.

- o The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.
- o The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.
- o The school reserves the right to inspect and/or confiscate a student's personal devices if there is a reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.
- o The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- o The student may not use the devices to record, transmit or post photos or video of a person or persons on school property. Not can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the principal of the school.
- o Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- o Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- o Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- o Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- o Cell phone and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.
- o Cell phones in grades 3-8 will be collected on a daily basis and stored in the teacher's closet. Students in grades N-2 who bring a cell phone to school must store it in his/her school bag.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

As a student I understand and will abide by the above policy and the Technology Use and Student Behavior Policy. I further understand that any violation of the above may result in the loss of my device privileges as well as other disciplinary actions.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him, and they understand the responsibility they have in the use of their personal device.

Conflict Resolution

Much care is taken at St. Andrew Avellino Catholic Academy to avoid conflict. Children learn that they may not always agree, but disagreements can be resolved by talking things out, alone or with a teacher or parent or Principal. Parents are encouraged to listen to their children's problems and help them to resolve conflicts peacefully.

Dress Code

Kindergarten

SAACA sweatpants/sweatshirt
White Socks
Sneakers
SAACA shorts and t-Shirt in warm weather

Girls Uniform Grades 1 to 6

Plaid Jumper
Blue Blouse, Round Collar
Plaid Tie
Black Shoes (Mary-Jane or tied)
Navy knee socks or tights

Girls Uniform Grades 7 - 8

Plaid Skirt (Skirts should come to the top of the knee – **NO HIGHER**)
Navy Weskit
Blue Blouse - Pointed Collar
Navy knee socks or tights
Black loafers

Boys Uniform Grades 1 - 8

Grey Pants
Blue Shirt
Navy Tie
Black Belt
Black Socks/black tied shoes

Uniform knit shirts may be worn by both boys and girls during the months of September, October, May and June. Girls may wear knit shirts and skorts. Boys may wear grey uniform shorts.

SAACA sweatshirts, fleeces or gym sweatshirts may be worn during the day when the temperature warrants.

NOT PERMITTED

- **Hooded sweatshirts** other than SAACA gym sweatshirt
- **Boots or shoes with platform soles**
- **Make-up including foundation or cover-up**
- **Nail polish**
- **Artificial nails of any kind**
- **Hanging or hoop earrings of any sort**
- **Multiple ear piercing**
- **“Fad” Haircuts or hair colors**
- **Highlights of any kind (PK TO 8TH)**
- **Jewelry (see exceptions)**
- **Boys are not permitted to wear earrings**
- **Boys’ hair should not be below their collar or below their eyebrows.**

Acceptable Jewelry

- *Girls only – small post earring (1 per ear)
- *Boys and girls a watch and 1 necklace and or bracelet
- No more than 1 ring on each hand

Jewelry is not to be worn to gym classes due to safety. Jewelry worn to school is the sole responsibility of the wearer.

**** INTERPRETATION OF THE ABOVE IS TO BE LEFT UP TO THE PRINCIPAL***

Nut Cards

On a dress down day, or when a student uses his/her NUT card, **appropriate dress** is required. Students are **never permitted** to wear:

- tank tops of any kind (regardless of strap size)
- cropped shirts
- mini skirts
- tight clothing
- T-shirts with inappropriate language, logos or designs
- short shorts
- flip flops
- open-toed shoes of any kind

If the temperature is expected to reach **70 degrees by noon**, students may wear **knee length shorts** if using a NUT card.

Students **may never dress down** when his/her class will be attending mass or when we are celebrating a liturgy as a school community.

Students in grades 5-8 who are non-compliant with dress down policies will have their NUT card punched twice. If a student in any grade continues to be non-compliant, his/her NUT card will be invalidated and they will not be able to dress down for the remainder of the school year. NUT cards must be used by the last day in May unless otherwise directed by the principal.

Instructional Materials

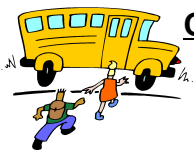
On-going curriculum review is the responsibility of the administration and faculty. The selection of textbooks, instructional materials, and equipment is also their concern and review of textbooks is done annually.

Homework

All students are expected to participate in class activities, assignments, projects, and homework. Report card grades are a combination of test marks, class participation, assignments, projects, and homework. It is the responsibility of every parent and child to check homework for neatness and accuracy. Your signature on your child's homework indicates that you feel it is an acceptable standard. In order to help our children become more responsible, they will not be permitted to call home if they have forgotten books, projects, etc..

Mandated Testing Programs

Diocesan standardized testing for grades 3-8 is administered in the fall of each school year. The results of the testing are shared with parents at the first parent/ teacher conference in December. The home report is given to parents at this time. NYS tests are administered according to the dates set forth by the state. Results are shared with parents when they are received by the school.



Class Trips

Class trips are an integral part of the curriculum. Grade level teachers, in consultation with the principal, determine the appropriate trip(s) for their classes. Written permission slips must be obtained from parents of students attending the trip. When necessary, parent chaperones are invited by the teacher to assist in supervision of the students. Parent chaperones must be Virtus trained. Since field trips are an extension to the curriculum, students may not be exempt from a trip unless a serious reason exists.

Evaluation

Evaluation is a comprehensive assessment of the students' achievement arrived at using a variety of measurement tools. These tools may include; daily class work, homework assignments, independent work or projects, cooperative work or projects, written tests, and quizzes. Students in grades 5-8 are held responsible for handing in written work,

tests, and quizzes with correct spelling. A maximum of 5 points can be taken off the above mentioned for spelling errors.



Report Cards

Report Cards are distributed to Grades N - 8 three (3) times yearly. In December and March report cards are distributed at the parent teacher conferences. In June, the third trimester report card will be sent home with the student. An interim report will be given when necessary.

All academic work for a marking period must be completed in a timely fashion. Incomplete work will warrant a failing grade for any assignment that has not been handed in. A student will not be able to attain honor roll status if he/she receives three or more 1s or 2s in homework, effort, or conduct.

Teachers will contact parents as the need arises, and parents should also feel free to ask for an appointment with their child's teacher during the school year.

Personal progress is an important part of the report card. A student will not attain honor roll status if he/she is below commendable in any area of personal progress. These include: complying with school policy, interacting with others, and respecting others' rights.

Report Card Awards and Honors



Principal's List

Grades 3 - 4	Students must have all <u>A+</u> Personal Progress--All 3s and 4s
Grade 5	Students must have an average of <u>95+</u> Personal Progress--All 3s and 4s
Grade 6 – 8	Students must have an average of <u>95+</u> with no subject grade below a 93. Personal Progress--All 3s and 4s



First Honors

Grades 3 - 4	All <u>A and A+</u> Personal Progress--All 3s and 4s
Grade 5	Students must have an average of <u>90+</u> Personal Progress—All 3s and 4s

Grades 6 – 8 Students must have an average of **90+** with no subject grade below an 88.
Personal Progress--All 3s and 4s

Second Honors

Grades 3 - 4 All **B+s and As**
Personal Progress—All 3s and 4s

Grade 5 Students must have an average **85+**
Personal Progress—All 3s and 4s

Grades 6 - 8 Students must have an Average **85+** with no subject grade below an 83
Personal Progress—All 3s and 4s

Effort Honors

This award is for a student who shows outstanding effort. It is given at the discretion of the teacher.



Promotion Policy

All retentions are decided upon by the Principal and teachers in consultation with student's parents/guardians. The final responsibility for a student's retention rests with the Principal.

Parents of students identified as potential holdovers, will be notified by the homeroom teacher by the end of the second trimester. In June, a final decision will be made.

Graduation

Diplomas are granted by the Diocesan Office of Catholic Education and affirm that a student has successfully completed all of the requirements of the curriculum. Graduation takes place at the end of the eighth grade.

A student who has failed more than two subjects may participate in the commencement ceremony but will not be awarded a diploma. The diploma will be awarded subsequent to the passing of the said subjects in summer school.

The valedictorian of the eighth grade class must have attended St. Andrew Avellino Catholic Academy for 6th, 7th and 8th grades.

A student may be denied participation in the commencement ceremony and 8th grade activities for continued serious infractions of the school's code of conduct.

Students will be denied participation in the 8th grade graduation trip, dinner dance, and/or commencement ceremony if all financial obligations have not been met.

Safety

Parents are asked to stand on the far (east) side of 158th Street in the morning. Cars may not double-park on 157th Street as this is hazardous to all. Please do not speak to teachers after the bell rings. No one may park between the yellow lines on 157th Street as this is where the buses pick up students.

No parents may go upstairs to see a teacher or bring books or lunches. This is an important safety issue. Parents should bring missing items to the office. Permission from the office must be obtained for unusual circumstances.

Any student in need of leaving early must have a note stating the reason for the early dismissal and the person picking up the child must sign out at the desk near the office.

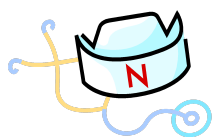


Lunch

Each class is supervised by a paid lunch mother. No other parent may come to the lunchroom without permission from the Office. The lunch program is supervised by Mrs. Vinciguerra. **Parents may not bring hot lunch to students.** All students must bring their lunch to school with them in the morning.

Snacks and drinks may be purchased each day with a lunch ticket.

Lunch Schedule:	Pre-K	11:00 a.m.
	Grades K to 4	11:05 a.m.
	Grades 5 to 8	12:00 Noon



School Nurse

There is a school nurse on duty during school hours. She keeps track of medical records, eye and ear testing, gives medication, and sees any student who is sick. She will call home to have a sick student picked up. She consults with the office when students are sick or injured.

1. All medication must have a prescription from the doctor - this includes the child's name and the dosage, as well as the date. All instructions must be included.
2. A doctor must sign and date each prescription.
3. If the child is to administer his/her own medication, this is permitted under certain circumstances and in the presence of the Principal. This is done on an individual basis - particularly for asthma or allergies.

Some illness or conditions require the student to be kept home. These include chicken pox, lice, conjunctivitis, or vomiting.

Form 504 (reviewed by Department of Health) given to parents for doctor's O.K. to administer prescription medication for long term or chronic illnesses.

Nurses will only complete a 504 Form and administer medication to children with chronic illnesses. They cannot administer any other type of medication. For example, they cannot administer antibiotics to a student. This type of medication should be administered before the student arrives in school and after the student returns home.

Additionally, because of the restrictions imposed by the 504-process, school nurses cannot administer over-the-counter medications.

The previous guidance that school personnel cannot and should not administer any type of medication remains in effect.

In New York City the Department of Health has established clearly defined protocols and procedures that must be followed by their nurses. These protocols and procedures have been designed to protect the students, the school population, the person responsible for the administration of the medication and the local school

Prior to the administration of medication, the nurse, working with the student's medical provider and the Department of Health, must complete an individual Student Accommodation Plan (504 Form). The basis for the plan is to allow the school nurse to be aware of all medications, including over-the-counter medications, prescribed for and administered to a student within a twenty-four hour period.

Appropriate procedures have also been established for those students who are able to self-administer their medications. Again these procedures involve prescription and over-the-counter medications. If it has been determined, by a medical provider, that a student can self-medicate, they should do so under the supervision of the school nurse. All medications should be maintained in the nurse's office. Students should not keep their medication in their school lockers or carry their medication in their book bags.

The Department of Health protocols do not allow a nurse who is in your building for less than five days each week to assume the responsibility of administering medication to students. Therefore, if you have students who are authorized and the nurse is in your building for less than five days per week the parents or legal guardians have to assume the responsibility of monitoring the students on a daily basis to insure that the students are carrying and taking the medication as ordered. This contact should be documented.

Over-the-counter medications may be self-administered with parents' written permission in the presence of the Principal.

Crisis Management and Fire Drill

In case of an emergency, students will be evacuated from the school to a predetermined site depending on the circumstances at that time. Faculty and students will practice fire drills in compliance with New York State regulations.

Emergency School Closing

There are times when school must be closed due to inclement weather or emergencies. Radio and/or television announcements stating the closure of the Brooklyn/Queens Diocesan schools include Saint Andrew Avellino Catholic Academy. The announcement of the closing of Saint Andrew Avellino School will also be made on Channel 11 morning news and on Option C.

To: School Office

RE: Parent Handbook

I have seen and read the revised Handbook of Policies and Procedures of St. Andrew Avellino Catholic Academy and agree to abide by them.

Family Name: _____

Child's Name _____

Grade _____

Child's Name _____

Grade _____

Child's Name _____

Grade _____

Parent's/Guardian's Signature _____

Date _____