



**Saint Francis of Assisi Catholic Academy**  
400 Lincoln Road  
Brooklyn, New York 11225  
718-778-3700  
[www.sfabrooklyn.org](http://www.sfabrooklyn.org)

# **Parent/Student Handbook**

## **SCHOOL PHILOSOPHY**

St. Francis of Assisi Catholic Academy endeavors to provide our students with a quality religious and academic education. We believe that the intellectual, affective, social and physical spheres are woven together in the fabric of the whole person.

Through an integrated curriculum, cooperative learning, peace education and community service, we strive to develop the skills, abilities, talents, and attitudes, which will enable our students to become caring, competent individuals with a sense of reverence for Earth and all its inhabitants.

This learning community is dedicated to empowering students to work with others to create a just and peaceful society.

Our School attempts to realize our philosophy through the following objectives:

- ★ To foster cooperation among clergy, administrators, teachers, staff, students and parents in order to provide the best possible environment for education.
- ★ To provide an excellent religious education program centered on the teachings of Jesus Christ.
- ★ To foster respect for oneself and others, and nurture sensitivity to those of different backgrounds.
- ★ To foster reverence for Earth and nurture an attitude of reciprocity to restore the balance within creation.
- ★ To encourage students to develop their individual potential in all subject areas.
- ★ To develop a sense of responsibility that will enable our students to make sound decisions and judgments.
- ★ To encourage involvement in and around our community in the activities and educational process of our school.

**The following regulations and guidelines are in effect for all students. Adherence to them should aid all in achieving the best standard of a Christian education.**



## **RIGHTS OF STUDENTS**

1. Students have the right to a quality education.
2. Students have the right to be treated with respect.
3. Students have the right to express their ideas and opinions with respect.
4. Students have the right to have their work objectively evaluated.
5. Students have the right to expect that their school is a safe environment

## **ATTENDANCE AND ABSENCE**

Regular and punctual attendance is essential for satisfactory scholastic progress. Students should not be absent unless there is a legitimate reason such as illness, death in the family or a serious emergency. Parents/Guardians should call the school by 9:00 a.m. (718) 778-3700 on each day of absence.

When returning to school, the child must present the classroom teacher with a note signed by the parent/guardian stating the date(s) and reason for the absence. Failure to bring in this note will result in an illegal absence. Subsequently, 3 illegal absences will require a conference between teacher and parent/guardian. If a student has been absent for five days without satisfactory explanation, a report is made to the attendance officer of the local school district.

Students are expected to make up work missed during absence.

It is understood that any student absent from school is not expected at any extra-curricular activities on the day of absence.



## **ARRIVAL**

All children are to be in the yard by 7:55 a.m. Once they are in the schoolyard, students should not leave for any reason.

All students should enter the building quietly.

On rainy or extremely cold days, students proceed to the auditorium and wait in their assigned areas until teachers arrive or supervising teacher gives other directions.

No student is to go to a classroom without his/her classroom teacher. The school is not responsible for children who arrive before 7:45 a.m.

## **LATENESS**

The school bell rings at 8:00 AM and morning assembly begins promptly for Grades 1-8 in the auditorium. Morning assembly includes Morning Prayer, The Pledge of Allegiance, announcements and spiritual good thought of the day. Once all students are in class after morning assembly, students who are not with their class are late and must obtain a late pass before entering the classroom.

Being on time for class is one way a child learns to meet responsibilities. Lateness interferes with one's own learning and disrupts the entire class.

Frequent lateness will be investigated and continued infractions will be dealt with as a disciplinary problem. Lateness, which occurs twice in one week, is an infraction of our disciplinary policy.

## **DISMISSAL**



All classes are dismissed by:  
2:20 pm      UPK  
2:55 pm      Grades K-8

Children in Kindergarten - Grade 5 should be picked up in areas designated by the teacher behind the school building. Children in Grade 6 - 8 are dismissed from the front of the building and walk to the corner of Nostrand Avenue or at the New York Avenue according to teacher directives.

No student (including After School Program children) may return to the classroom for forgotten items after dismissal. Unless they are enrolled in a supervised after school program or activity, students may not return to school or yard but should go home.

Parents/guardians are responsible for making sure children are picked up on time.

## **PARKING INSTRUCTIONS**



**Double parking** is against traffic regulations and is hazardous to all. Cars and vans should not park in school bus pick up areas, nor should they block driveways. The church parking lot is closed off to traffic while students are being dismissed.

## **EARLY DISMISSAL BY PARENT REQUEST**

Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early he/she should bring a note to his/her teacher stating time and reason. Parents must report to office and sign children out before taking child out of school. Students must be accompanied by an adult over 18 years of age when leaving the building before dismissal.

## **PERSONAL APPEARANCE**



By presenting a neat, orderly and attractive appearance, students demonstrate pride in themselves and their school community. Students should be in complete uniform each day unless parents receive special notification. Uniforms should be kept neat and clean and be worn in a becoming manner.

Shoes must be appropriate for school. All black sneakers (including soles and laces) are permitted with the school uniform. (No high tops)

-  Shoes with heels, platforms, backless shoes, work boots, shoe boots, are not permitted.
-  Styles or fads that distract or interfere with learning are not permitted. This refers to large earrings, numerous hair beads, jewelry, long fingernails, make-up for girls, and braids, long/high hair and earrings for boys.

## **UNIFORMS**

Uniforms are to be purchased at Ideal Department Store on Flatbush Avenue.

**UPK** P.E. uniform

### **Grades K-4**

Girls – Plaid jumper, white blouse, tie, navy blue knee socks or tights and black/navy shoes. In addition navy blue uniform slacks may be worn.

Boys – Navy blue uniform trousers, blue shirt, school tie and black/navy shoes

### **Grades 5-8**

Girls - White blouse, skirt and vest or “V” neck sweater, navy blue knee socks or navy blue stockings and black/navy shoes.

Boys – Navy blue uniform trousers, white shirt, striped tie and black/navy shoes.

Optional: Navy blue school sweater/Fleece top with school emblem

On days when uniforms are not worn, the following dress code is in effect: Shirts with collars, trousers, jeans that are “dressy” and proper fitting, skirts, pants that are buttoned or belted at the waist.

-  **No provocative or inappropriate slogans. No tight fitting clothes.**

### **Summer uniform**

Yellow Golf shirt with uniform navy blue shorts or uniform trousers maybe worn from May 15<sup>th</sup> through September 30<sup>th</sup>.

## **Physical Education uniform**

The P.E. uniform should be worn to school on the assigned Phys. Ed. day.

For students in grades K - 8 the uniform consists of:

- ✓ SFA T-shirt
- ✓ Navy blue shorts
- ✓ Sweat socks
- ✓ Sneakers
- ✓ SFA navy blue sweat pants and sweat shirt or zip-up hoodie

Parents/guardians are responsible to see that their P.E. uniform is clean and in order. There should not be variations on the uniform. Jeans may not be worn on P.E. day. For safety reasons, jewelry is not permitted in P.E. classes at any time.



**A student receiving a N.U.T. (No Uniform Today) pass or a Birthday pass may not use it on a scheduled P.E. day. NUT cards must be used during the school year in which they were issued.**

Students not meeting expectations of uniform code will receive a uniform referral. Reasons for incomplete uniform will be investigated and frequent infractions of dress code will be dealt with as a disciplinary problem.

## **PHYSICAL EDUCATION PROGRAM**

Physical education classes are significant in the growth and development of the student and lead to the integration of body, mind and spirit. Students are guided to improve their physical fitness and develop mental alertness, emotional stability, creativity, leadership and self-awareness. Classes are conducted in a structured and cooperative environment.

Students are to observe the rules of the gym especially safety rules. They should enter and leave the gym in an orderly manner and supervised by the homeroom teacher.

## **DISCIPLINE AND CONDUCT**

Discipline is necessary if each student is to develop his/her full potential. Therefore, students are guided to develop self-control and cooperative skills within a positive environment.

Through appropriate behavior each student contributes to a positive environment that fosters the growth of all students and respects all members of the school community. It is the duty of the student to integrate these lessons into their daily life and demonstrate:

A. Respect for every single adult and one another.

B. Respect for all school property.

Students should strive to keep the school clean and in good condition. There should be no marking of walls or desks, etc. All textbooks should be covered, not written in, and treated with care. A replacement must be brought for any lost or damaged book. Gum chewing and candy are never permitted in school or on school property. It does not contribute to an attractive personal appearance and often leads to the defilement of school property. A fine will be collected from students who violate this guideline.

C. Orderly and safe conduct at all times.

This includes coming to and leaving school, in school, in schoolyard, during trips and at all school activities. Any infraction of this rule during extra-curricular activities will result in a student being requested to leave the building. The student will not be permitted to return or participate in any other activity until notified or written approval is given.

D. Orderly changing of classes.

When students change classes they are responsible for remembering all necessary materials such as books, pencils, student planner, homework, and any special equipment requested by the teacher. Students may not return to their homeroom for forgotten articles once they have left. It will then be the student's responsibility to complete the assignments he/she was unable to do.

E. Preparedness for school and learning.

Students should come to school with all the necessary items such as books, pencils, pens, rulers, completed homework assignments. Personal belongings such as toys, jewelry and other items hinder the learning process and should not be brought to school. Students are expected to bring to school only that which is necessary for learning.

F. Responsibility.

It is expected that students:

- ✓ Take responsibility for their belongings.  
Money and valuables should not be brought to school.
- ✓ Be attentive, participate in class and make sincere efforts to do their best.
- ✓ Accept responsibility for their choices and actions.

## **STUDENT CONFLICTS**

Students are expected to solve conflicts non-violently. To support this goal children are taught peacemaking skills that are appropriate to their age and level of development.

## **DISCIPLINARY PROBLEMS**

Disciplinary problems will be reported to the parents by way of writing and/or Parent Conference. A "Disciplinary Referral" is issued if student behavior does not change. Receipt of three referral slips will mean in-school suspension and possible extended

suspension from school if conduct is not improved. A parent conference must also follow any suspension.

Serious offenses may result in suspension or expulsion. Such offenses include fighting, vandalism, continued and willful defiance of authority, use or possession of drugs, tobacco or weapons.

## **PHOTO RELEASE**

Our school website contains photos of the school community including our students as they participate in events. If a parent does not wish for photos of their children to appear on the school website, on marketing materials, in newspapers, etc. a letter needs to be submitted to the office.

## **TECHNOLOGY**



Every student is to know and abide by the school's "AUP", Acceptable Use Policy, concerning use of the Internet. All students are expected to act responsibly and to follow the guidelines of the policy.

Saint Francis of Assisi Catholic Academy uses a program to filter and block unsuitable Internet websites. No filtering method is perfect and on the global network it is impossible to block all materials and guarantee that no questionable material can be accessed.

Students' access to and use of the Internet is supervised at all times.



### **Actions Not Permitted with Internet Use:**

- ✘ Vandalism of any kind; computer hardware, software, furniture, etc.
- ✘ Sending inappropriate, obscene, discriminatory, offensive or harassing messages or e-mail.
- ✘ Visiting Chat Rooms or using Instant Message (IM) Programs.
- ✘ Accessing or using web based e-mail accounts or social networking websites.
- ✘ Visiting inappropriate web sites (violent, pornographic, etc.)
- ✘ Posting photographs to people online.
- ✘ Agreeing to meet outside of the home or school with anyone "met" online.
- ✘ Receiving photographs in any e-mail.
- ✘ Opening e-mail from unknown sources.
- ✘ Giving out personal information about one's self or others, (i.e., students, faculty, parents, including, but not limited to names, addresses and telephone numbers.)
- ✘ Use of copyrighted materials without permission.
- ✘ Downloading programs of any kind from any source to the computer hard drive.
- ✘ Removing technological hardware or software from the school without permission.

## **Consequences for Violating Policy:**

1. Suspension or loss of Internet privileges.
2. Suspension or loss of all computer privileges.
3. Further disciplinary actions as warranted in specific cases under the Law.

## **CELL PHONES**

Cell Phones are not allowed to be in a student's possession during school hours. Cell phones that are seen by the teacher or staff member will be sent to the office for pick-up by an adult. It is not necessary for any student to bring Cell Phones to school. In the event of an emergency, contact can be made with the school using one of the many phone lines. Photos may not be taken using a cell phone on school property.

## **RECESS AND YARD**

Students have recess outdoors each day unless it is rainy or extremely cold. They should come to school dressed appropriately for the weather.

It is expected that students enter and leave the yard in an orderly manner.

During recess, students play in assigned areas only and follow all directions of the yard supervisors. No child may return to the building unsupervised and without the permission of the supervising adults.

Students are not to bring basketballs, footballs, handballs, frisbees, etc; to school.

Running, rough play and leaving the yard are not permitted. It is imperative that these safety precautions are obeyed.

## **SAFETY DRILLS AND EMERGENCY INFORMATION**



Safety drills are conducted periodically as required by law. It is essential that students follow directives and exit the building quickly and silently.

A crisis management plan has been developed and is reviewed with staff at least three times a year. This plan is on file in our school as well as at the Office of the Superintendent of Catholic Schools

### **EMERGENCY EVACUATION OF BUILDING**

The principal and/or faculty will inform students if there is an emergency, which requires evacuation. Students are to proceed as in a safety drill to their designated places.

### **EMERGENCY CARDS**

During the first week of school emergency cards are distributed. Parents / guardians are required to complete the card and return it to school promptly. It is essential that you inform the school of any change of address or phone number. In case of serious accident or sickness, the information is vital.

## **FIELD TRIPS**

To enhance the learning experiences of students, arrangements are made for classes to attend periodic field trips. These trips are appropriate to student age and curriculum. The following standards are to be met in order for participation in such a trip:

- ✓ Cooperative and appropriate behavior during daily class instruction and activities.
- ✓ Parent/Guardian permission in writing for off-site activity.
- ✓ Adequate number of adult chaperones to accompany the class. Requirement is usually 1 adult per 10 children.
- ✓ Preparation of student prior to trip along with follow up activity that demonstrates knowledge gained from the trip.

If a parent does not wish his/her child to participate in a Field Trip, the school will make the necessary accommodations for the student during the school day.

Parents/Guardians can sometime volunteer to attend a Field Trip as a Chaperone. Such Parents/Guardians must have completed the Virtus Safety Training (usually held at the beginning of the school year).

A parent/guardian may be required by a teacher to attend a Field Trip with his/her child if the student has had behavioral issues at school.

## **MEDICATION**

Medication may not be administered to a student by school staff at anytime. Aspirin and other medications should not be given in school according to law. A student needing medication during the school day requires a parent/guardian to be present to administer the dosage. (Epi-Pens will be administered by trained school personal if and Epi-Pen has been provided to the Academy and proper documentation is on file with the Nurse.)

## **LUNCH**

School lunch is available. Parents are notified concerning eligibility for free or reduced price lunch.

Lunch brought to school should be healthy and nutritious.



Candy, chips, soda, etc. are not allowed.  
For safety reasons, glass bottles are not permitted.

## **BIRTHDAY CELEBRATIONS**

We honor each child on his/her birthday. On this day, the student may wear an appropriate outfit of your choice. The names of the birthday children are displayed each month and announced. No birthday food or toy treats are permitted at school. This is done to eliminate non-nutritious food and to focus the children on the learning process.

## **COMMUNICATION FOLDER**



Each student receives a folder at the beginning of the year. Notices, receipts, and other important communication for parents / guardians are sent home via this folder. If the folder becomes lost or worn it should be replaced.

Up to date information is posted in school news and individual classroom pages on the school website.

## **CALENDAR**

A monthly calendar is sent home informing parents / guardians of events, activities, early dismissal, etc. taking place during a particular month. Please post it and refer to it each day. This calendar is also available on our school website.

## **SCHOOL MONIES**

All school fees or other monies sent to school must be put in an envelope stating student's name, grade and content, and given to the homeroom teacher at the beginning of the day.

## **PROGRESS REPORTS AND CONFERENCES**

Student progress is evaluated formally in December, March and June and Parent - Teacher conferences are held at least twice a year to discuss this progress.

Interim progress reports are sent home in October, January and May. Interim Progress Reports are to be signed by Parent/Guardian and returned to teacher by stated date.

Parents are requested to contact the teacher(s) when they have questions or concerns regarding their child's progress.

## **VISITORS**

All school visitors, including parents, must first report to the office. If it is necessary speak with a teacher directly, the office personnel will make the proper arrangements. This regulation is essential as a safety precaution and to insure that class activities are not interrupted.

Parents wishing to speak at length with the principal or faculty must schedule conferences in advance at times convenient for those involved.

## **PARENT COOPERATION**

Only with the cooperation of parents can the school hope to succeed in its educational efforts. Parents are asked to keep in contact with the school by:

- ✓ Visiting our school website [www.sfabrooklyn.org](http://www.sfabrooklyn.org) on a daily basis
- ✓ Attending Home-Academy Association (HAA) meetings
- ✓ Reading the monthly calendar and other school email and text messages.
- ✓ Talking and meeting with teacher(s) periodically.
- ✓ Talking with their children about school activities.
- ✓ Discussing the Handbook rules with their child and seeing that the regulations are observed.
- ✓ Upon receipt of the Commitment Form in September, read and return the signed form to the homeroom teacher.

## **HANDBOOK**

This Handbook is part of the contract between all students and their parents and Saint Francis of Assisi Catholic Academy. All students, parents, teachers and staff are responsible to know its contents.

## **FINANCIAL OBLIGATIONS (2016-2017)**

### REGISTRATION FEES (non-refundable):

New Students - \$200.00 per child

Students Presently Enrolled

\$150.00 per child (After March 23, 2016 - \$200.00 per child)

### TUITION for grades K-8:

	Catholic Parishioner	Non-Catholic/Non-Affiliated
One child	\$3,900.00	\$4,200.00
Two children	\$6,000.00	\$6,450.00
Three children	\$7,400.00	\$8,000.00

Four or more children, please call the school

### REFERRAL DISCOUNT

A \$200.00 discount will be applied to the following year's tuition cost of a family who recommends SFACA to another family. (New students must register and complete one full year at SFACA)

### TUITION & FEES for Pre-K: FREE All Day Universal Pre-K (UPK)

### TUITION ASSISTANCE:

Every family (except UPK families) is asked to fill out the Futures in Education Scholarship Application; if by an unfortunate circumstance you find yourself in need during the year, the school's Tuition Assistance Committee can only help you if there is an application on file.

Everyone must apply online to receive financial aid [WWW.FUTURESEDUCATION.ORG](http://WWW.FUTURESEDUCATION.ORG) (click on SCHOLARSHIPS tab then APPLY NOW).

### FACTS:

Each family is required to pay tuition through FACTS Management Company. There will be no payment directly to school. If you are presently enrolled in FACTS fill out the accompanying Re-enrollment Form and return to Financial Secretary by March 16<sup>th</sup>. If you are not enrolled in FACTS, logon at [www.online.factsmgt.com](http://www.online.factsmgt.com) to set up a new account with FACTS to pay tuition. There will be four options for payment through FACTS; payment in full, semi-annual payment; quarterly payment and monthly payment. You may also select a beginning month (June or July) and a due date (5<sup>th</sup> or 20<sup>th</sup>) from the options provided. There is a small one-time FACTS service charge for enrolling and maintaining your account.

If you do not feel comfortable doing it on-line you can make an appointment with the Financial Secretary and she will assist you in enrolling on-line in school. You may also choose to fill out a paper agreement that can be obtained from the Financial office.

For any tuition questions, or question about the FACTS payment system, please call Financial Secretary at 718-778-3700 Ext. 104.

### GRADUATION FEE (Non-Refundable):

\$200 per 8<sup>th</sup> grade student (DUE: February 28, 2017)

Graduation Fee includes graduation expense (cap and gown, diplomas, awards, Graduation Luncheon).

### FUNDRAISING:

Fundraising is an important source of income for the school. Participation in fundraisers helps to keep tuition down. Every family is required to participate in two fundraisers:

1. Walk-a-Thon (Minimum of \$100 per family)
2. World's Finest Candy Bar Sale: (Minimum of 1 box per family)

*Note:* Other optional fundraisers will arise throughout the school year.

### LUNCH PROGRAM:

Students may bring their own lunch to school. However, SFACA does participate in the lunch program through the NYC DOE in which hot or cold lunch is available. All parents will be asked to complete a form (available online at [nyc.applyforlunch.com](http://nyc.applyforlunch.com)). Families will be coded as "Free", "Reduced", or "Full-priced". The price for those who receive a code of "Full-priced" is \$1.75 per lunch. If a child always orders a lunch through this program a monthly payment is expected at the school office at the beginning of the month.

### AFTER SCHOOL:

After School is available Monday through Friday from 3:00 PM – 6:00 PM. Homework will be supervised but we trust you will review the child's homework with them in the evening.

After School is not paid through FACTS. Payments are to be made separately by check or money order. Prices and fees are as follows:

Registration Fee: \$10.00 per child

# of Children	Weekly (Due on Monday of the week attending)	Monthly (Due the first week of the month attending)
1	\$60.00	\$200.00
2	\$90.00	\$300.00

Daily Rate: \$12.00 per child due on the day attending

#### HOMEWORK HELP PROGRAM

Homework help is available to Grades 5-8 running Tuesday, Wednesdays, and Thursdays from 3:00 PM – 4:30 PM. Students receive help in organizing school work, study skills, and solving homework problems.

Homework Help is not paid through FACTS. Payments are to be made separately by check or money order. Prices and fees are as follows:

Registration Fee: \$10.00 per child

Weekly Program: \$35.00 per child

#### CLUBS

After school clubs run in 5 week cycles throughout the year. The price per child is \$10.00 per club. (Payment due with the Club Form that is sent home at the beginning of a Club cycle)

#### NON-PAYMENT

Actions to be taken for non-payment in accordance with FACTS and all above mentioned:

- School will withhold report cards
- School will withhold transcripts from transferring students and graduates
- Re-registration for the following school year will be denied