

## Parent/Student Handbook

### A Message from the Principal

The purpose of these guidelines is to provide information which may assist the parents as they work with the faculty.

The focal point of all education is the growth and development of the human person.

We strive to accomplish this within a Christian perspective. Since you are entrusting the education of your child/children to us, the faculty of St. Francis of Assisi Catholic Academy assures you of its complete dedication to this task.

In our school community, we strive to educate the whole child...spiritually, intellectually, physically and socially. Our aim is to generate in our students a sense of responsibility and self-discipline and an appreciation of each person's uniqueness.

A good school system can only be updated and improved by a sincere interest and cooperation between the home and the school. Therefore, we encourage your participation and support of our various school activities.

## **SCHOOL MISSION & PHILOSOPHY**

**ST. FRANCIS OF ASSISI CATHOLIC ACADEMY EXISTS TO PROVIDE QUALITY EDUCATION,  
ROOTED IN THE VALUES OF JESUS.**

**THIS LEARNING COMMUNITY IS DEDICATED TO EMPOWERING STUDENTS TO WORK WITH  
OTHERS TO CREATE A JUST AND PEACEFUL SOCIETY.**

As educators, we seek to provide our students with an excellent 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.

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

- To foster cooperation among clergy, administrators, teachers, staff, students and parents 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.**

## **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 before 9:00 AM on each day of absence. 718-778-3700

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 AM. Once they are in the schoolyard, students should not leave for any reason. 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.

## **LATENESS**

The school bell rings at 8:00 AM and morning assembly begins promptly for Grades K-8 in the auditorium. Morning assembly includes Morning Prayer, The Pledge of Allegiance, announcements. Once all students are in class after morning assembly, students who are not with their class by 8:10AM will be marked 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.

## **DISMISSAL**

All classes are dismissed by:

2:20 PM Pre-K for All (UPK)

2:55 PM Grades K-8

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

Indoor Dismissal- During inclement weather students in grades K-5 will be dismissed in our school auditorium. Parents are to enter through the main entrance and pick up their child downstairs

**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.

## **Emergency Contact Information**

It is very important that every student's records be kept up-to-date regarding address, telephone number (cell, home and work), email, and person to contact in case of emergency. Please notify the school immediately of any changes during the school year. This is also important for communication purposes and for OptionC.

## **SNOW DAYS & INCLEMENT WEATHER**

On days of inclement weather which require the school to be closed, listen to the announcements made via the following on the school website ([www.sfabrooklyn.org](http://www.sfabrooklyn.org)), and on Option C's home page ([www.optionc.com](http://www.optionc.com) Enter school code 961)

**IF NYC PUBLIC SCHOOLS ARE CLOSED, ST. FRANCIS OF ASSISI CATHOLIC ACADEMY IS CLOSED**

## **EMERGENCY CONTACT SYSTEM**

Option C has a Parent Alert System that emails and texts parents when the school has to close to due inclement weather or an emergency.

## PERSONAL APPEARANCE STANDARDS OF APPEARANCE

### GROOMING IS PART OF A NEAT APPEARANCE AND A REQUIREMENT OF WEARING THE ST. FRANCIS OF ASSISI CATHOLIC ACADEMY UNIFORM.

Clothes must be clean and pressed. Nails and hair must be clean. Personal hygiene must be taken care of daily. **Whenever a child is wearing the uniform of St. Francis of Assisi, he/she represents his/her parents, and the entire school community, therefore the school reserves the right to discipline students for any acts on school grounds, in the vicinity of the school or elsewhere contrary to the code of Catholic Christian behavior being taught by the Catholic Church. THIS INCLUDES ANY ONLINE ACTIVITIES, LANGUAGE, AND GESTURES POSTED ON SOCIAL NETWORKING SITES AND ON THE INTERNET INCLUDING TEXTS AND PICTURES SENT VIA CELL PHONES.**

#### For Girls

- Girls must keep the hair back in such a way that it will not fall in front of the face.
- **NO** make-up of any type is allowed, including nail polish, lip gloss, or eye make-up. False nails, dangling earrings or hoop earrings are not permitted. **ONLY ONE EAR RING OR POST ON EACH EAR.**
- Skirts and jumpers must be worn to the knee or immediate suspension will result.

#### For Girls and Boys

- Absolutely no jewelry of any kind, except for watches and ear posts (for girls only).
- No chains, bracelets, bead necklaces, or colored wrist bands of any kind are permitted to be worn by both boys and girls.
- No colored contact lenses can be worn.
- Clothing must be clean and free of rips and tears. Hats, baseball caps and all other types of headgear are to be removed once the child enters his/her class and puts away his/her coat. Du-rags are not be worn on or near school campus.
- Hair must be of natural color (no highlights), neat, and well groomed.

#### For Boys

- Boy's hair length must **not** reach **below** the collar in the back. It must be short in front so as not to impair vision. No extreme haircuts, i.e. mushroom, fades, lines, slits, pony tails, braids, or corn-rows are permitted. Sideburns are to be straight and not to extend beyond the bottom of the earlobe. No hair dye, lettering shaved into the hair or Mohawk style haircuts are permitted.
- Boys are not permitted to wear earrings to, from, or in school and while wearing the St. Francis of Assisi uniform.
- The only jewelry a boy may wear to, from, or in school is a wristwatch.

**ANY STUDENT WHO IS IN FLAGRANT OR REPEATED VIOLATION OF THE GROOMING RULES WILL BE SENT HOME. APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN FOR THE LOSS OF CLASS TIME.**

**The Principal reserves the right to determine the appropriateness of any student.**

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 - *May 15th through September 30th.***

Yellow Golf shirt with uniform navy-blue shorts or uniform trousers maybe worn from

**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.

## **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 are too 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.

### **DISCIPLINE**

Any behavior, which is viewed by the school administration as detrimental to the educational process, to the safety of other persons, or to the reputation of St. Francis of Assisi Catholic Academy, could be considered grounds for serious disciplinary action and may result in suspension or expulsion. The principal is the final recourse in all disciplinary situations and may waive any and or all regulations for just cause at their discretion. Every student has a right to be in a calm learning atmosphere and feel safe, secure, and happy in school. Students will come into the building quietly and continue in good order on the stairs and in the halls. Failure to adhere to the rules will result in disciplinary action. Please be advised that St. Francis of Assisi Catholic Academy adheres to a "zero tolerance" policy for violence of any kind. Any harmful physical contact or hurtful verbal abuse (including written offenses) will not be tolerated. The use of any electronic devices during school hours to text, cheat on a test or assignment, or otherwise communicate with others will be grounds for suspension.

Cheating on tests, forging a signature, etc. are serious violations. A repeated serious infraction could result in suspension from school.

Suspension will be given at the discretion of the principal. Parents must meet with the principal before a student can be reinstated in school. As a last resort after other means of motivation and correction have failed, a student may be expelled.

Pupils must show respect for adults, children, and property. Restitution should be made for items lost, stolen, or defaced. Pupils are not to chew gum in school or on school grounds. Pupils are not to wear a hat in the school building.

### **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 result in an after-school detention. Receipt of six referral slips will result in in-school suspension and possible extended suspension from school if conduct is not improved. A parent conference must also follow any suspension. Administration reserves the right to change consequences based on the severity of the behavioral issue.

Referral slips are not documented on a child report card or academic transcript. At the beginning of each Trimester, all students start fresh with a referral count of zero.

## **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**

### **Acceptable Use Policy for Technology Academies and Parish Schools within the Diocese of Brooklyn August 2018**

#### **1. Purpose:**

Throughout the years, the Academies and Parish Schools within the Diocese of Brooklyn have maintained a steadfast dedication to educational excellence and Catholic culture rooted in faith, service, and personal responsibility. The Diocese of Brooklyn is committed to provide programs that enable all students to develop effective communication skills while striving for academic excellence.

The Diocese of Brooklyn is dedicated to the utilization of technology today to produce moral, innovative, and creative leaders for tomorrow.

Existing and emerging digital technologies present new opportunities and challenges for our Academy/Parish School communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to St. Francis of Assisi Catholic Academy technology resources. Outside and/or personal uses may be governed by this policy as well, where applicable.

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources that follow these guidelines.

1. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.
2. Students will use St. Francis of Assisi Catholic Academy owned technology for appropriate learning purposes under the supervision of the principal and/or classroom teacher.
3. Students, employees, and visitors will use St. Francis of Assisi Catholic Academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

#### **2. Scope of Use:**

The technology vision for the Academies and Parish Schools within the Diocese of Brooklyn is such that its use supports the Catholic Church's overall mission. We are aware that the digital world allows 24 hour access, anywhere, anytime. This policy applies to the use of technology inside the St. Francis of Assisi Catholic Academy but may in certain instances apply to personal use outside of the St. Francis of Assisi Catholic Academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes with



the rights of others in the St. Francis of Assisi Catholic Academy community or otherwise violates all or part of this AUP, these users may be subject to disciplinary measures found within.

### 3. Definitions of Technology:

- a.** Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b.** This includes all existing, as well as, emerging technologies. These include but are not limited to:
  - Cell Phones, Smart Phones
  - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
  - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
  - Portable Entertainment Systems (gaming systems, audio/video players)
  - Recording Devices (digital or analogue audio/video/photo capture devices)
  - Any other convergent technologies (Social Networking, email, instant messaging, etc.)
- c.** The Diocese of Brooklyn requires all Academies and Parish Schools to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on academy/parish school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the St. Francis of Assisi Catholic Academy community.”

### 4. Responsibilities of User:

The Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that Academies and Parish Schools create a policy addressing the following:

- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them

As part of this compliance, I-Safe, an Internet Safety Curriculum, has been implemented in all Academies and Parish Schools as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Academy/Parish School community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

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

- **Respect One's Self**
  - Public names should be appropriate
  - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- **Respect Others**
  - Be mindful of comments, posts, photos or any content directed toward or including others
  - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- **Protect One's Self and Others**
  - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
  - Cite sources when using any content not originally authored by you

Members of the St. Francis of Assisi Catholic Academy community must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Academy/Parish School without the expressed permission of the principal.

#### **5. Security of Technology:**

All Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto St. Francis of Assisi Catholic Academy property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, member of the St. Francis of Assisi Catholic Academy community shall not:

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

#### **6. Technology Use Guidelines:**

##### **a. Appropriate Use/Educational Purpose**

It is the policy of the Academies and Parish Schools within the Diocese of Brooklyn that technology be used to support learning and enhance instruction. Technology will be used in a responsible, efficient, ethical, and legal manner, consistent with the moral teachings of the Roman Catholic Church.

**b. Communications** (Teachers/Parents/Students)

Electronic and/or Digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only Academy/Parish School sanctioned communication methods. These methods include:

- Teacher St. Francis of Assisi Catholic Academy web page
- Teacher St. Francis of Assisi Catholic Academy email
- Teacher St. Francis of Assisi Catholic Academy phone #
- Teacher created, St. Francis of Assisi Catholic Academy approved, educationally focused networking sites

Student addresses, telephone numbers and email addresses are provided to faculty solely for use in contacting parents about student academic performance. This information may not be used for any other purpose by faculty or staff without the explicit permission from the Principal.

**Examples of Unacceptable Uses of Technology**

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of Academy/Parish School or system employees
- Harm the goodwill and reputation of the Academy/Parish School or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and/or threatening or obscene material.

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

St. Francis of Assisi Catholic Academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

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

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium.

All references to St. Francis of Assisi Catholic Academy personnel, students and/or any member of the Academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the St. Francis of Assisi Catholic Academy are violations of this policy

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of St. Francis of Assisi Catholic Academy in whole or part on any personal posts and/or communication is prohibited.

#### **f. Vandalism**

Vandalism is defined as any malicious attempt to damage and/or destroy hardware or software systems, or the information of any other user. This includes, but is not limited to, the creation, distribution, proliferation or conspiracy of malicious software. If equipment is damaged in the course of actions taken by an individual, whether on or off campus use, that individual assumes all responsibility for any and all damages and associated costs thereof.

#### **h. Technology Use Outside of School or School-Owned Devices**

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

**It is further recommended that administrators refrain from personal social media communication with students, parents, and St. Francis of Assisi Catholic Academy staff, and teachers and St. Francis of Assisi Catholic Academy staff with students, parents, and administrators. It is the professional responsibility of all educators to ensure that professional and personal activities are kept separate. Please consult your local handbooks for further policies and guidelines.**

### **7. Policy Violations:**

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

- St. Francis of Assisi Catholic Academy Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the St. Francis of Assisi Catholic Academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this AUP

**NOTE:**

**Students will not be given access to St. Francis of Assisi Catholic Academy technology without an appropriately completed and signed acknowledgment form on file in the St. Francis of Assisi Catholic Academy office.**

**Cyber-Bullying Policy for Academies and Parish Schools within the Diocese of Brooklyn August 2018**

**1. Purpose:**

One of the main duties of the Academies and Parish Schools within the Diocese of Brooklyn is to provide a safe environment for our students. With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24x7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. The Diocese of Brooklyn, in an attempt to harness the good and discourage and protect from the bad, has developed the following policy and guidelines to govern cyber-bullying.

**Scope of Use:**

This policy applies to the use of technology both inside and outside of the St. Francis of Assisi Catholic Academy. When personal outside use of a technology violates this policy in whole or in part, these actions may be subject to disciplinary measures found within.

**Definitions of Cyber-Bullying:**

The following are types of cyber-bullying that can occur. This is not a comprehensive list of every action that can be deemed cyber-bullying, and items may be removed or added without prior notice. This listing is adapted from the New York State Department of Justice Definition of Cyber-Bullying.

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).
6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.

7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 8<sup>th</sup> grade?” or “Who do you love to hate?”
12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves
13. **Images and Videos** - Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play
15. **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.

### **Responsibilities of St. Francis of Assisi Catholic Academy:**

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

- Monitoring of communications of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them
- Educate students on cyber-bullying to encourage them to identify bullying behavior, avoid exhibiting the behavior and keep themselves from being the victim of bullying behavior.
- Provide guidance and counsel students on both sides of the conflict.

**St. Francis of Assisi Catholic Academy administrators, faculty and staff are responsible to ensure activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may seem like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something much larger that has been going on.**

### **Responsibility of Students:**

**As a member of the Diocese of Brooklyn community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their community. The following are guidelines to help students protect themselves and others and recognize situations and how to handle them.**

### **Protecting Yourself from Cyber-Bullying and Cyber-Attacks**

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook or Twitter), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your St. Francis of Assisi Catholic Academy community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

### **Protecting Others from Cyber-Bullying**

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian
- If it involves members of the St. Francis of Assisi Catholic Academy community, inform the school as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

## **Identifying Cyber-Bullying**

It is important to understand that not all undesirable interactions on the internet are cyber-bullying. By definition, bullying is a recurring behavior. Repeated attacks through email, forum posts, instant or text messages or the like constitute cyber-bullying. A single incident, while not condoned or accepted, is not necessarily cyber-bullying. The instant transfer and duplicative nature of digital mediums expands the threat of cyber-bullying and must be considered in its identification. If an act deemed to be inappropriate is conducted even once, but is then shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence and must be handled as such.

### **Policy Violations:**

**Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the St. Francis of Assisi Catholic Academy principal:**

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

## **DIOCESE OF BROOKLYN'S ANTI-BULLYING POLICY**

### **Purpose:**

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

### **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 cyber bullying.

#### Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

### **FIREARMS AND WEAPONS**

Any student in possession of a firearm or instrument that could be used as a weapon will be subject to **immediate expulsion** and referral to an appropriate law enforcement agency.

### **DRUGS AND ALCOHOL ABUSE**

As members of a Christian faith community, we cannot accept the use of alcohol and drugs. The most important responsibility of our community is to support and encourage human life. Therefore, we take the following position: "We consider any student's use, possession of drugs or alcohol at school or school sponsored events as an abuse that will not be tolerated. If any student enters the building under the influence, or in possession of drugs or alcohol, or is suspected of the same, it is the responsibility of the principal to investigate the matter and initiate a course of action which could result in suspension and/or expulsion.

### **SMOKING**

Smoking is forbidden on school property. Students are also forbidden to carry or use fireworks or firecrackers on school property.

### **RESPECT**

Respect is a quality we aspire to and want to instill in our children. This continues to be our theme for this school year. We believe as teachers and as parents we need to set good examples of mutual respect in relationships both at home and in school. We ask parents to make an appointment with your child's teacher if

there is a problem or disagreement. If a teacher's conference either by phone or in person does not offer resolution, a further meeting with the parent, teacher and principal will take place.

## **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**

Field trips are planned to enrich the learning experience of the children and is an extension of the educational learning process.

Students can be denied participation in a field trip if he/she fails to meet academic or behavior requirements. A schedule (date, departure time, return time, and cost) will be sent home prior to the trip. Each student must have a signed permission slip from his/her parent in order to participate in the class field trip. **Verbal permission from a parent is unacceptable.** The only acceptable permission slip is the one provided by the school. If you misplace the one sent home by the teacher, please request a copy from the office.

It is up to the teacher to choose the chaperones for the trip. We make every reasonable effort to give all parents the same opportunity to chaperone. ***Chaperones MUST be VIRTUS trained. This is a Diocesan mandate, and no exceptions will be made.***

## **STUDENT'S HEALTH**

### **IMMUNIZATION**

We follow New York City's "no shots, no school" policy. Parents must inform us of any special health problems and of any medications students are taking. During the course of the school year, according to the regulations of the Department of Health, the students are weighed and measured. If school personnel or the nurse feels that further testing is warranted, a letter is sent home to parents/guardians.

When new children apply, verification of immunizations for measles, mumps, rubella

(MMR), diphtheria, polio, HIB, HepB, and Varicella is required, along with dates and results of TB(Mantoux) and lead screening tests.

All children born after January 1, 1994 are required to receive the Tdap immunization upon entering 6th grade.

### **EXEMPTIONS FROM VACCINATIONS**

In a nonpublic school, the Principal determines if the school recognizes the Religious Exemption from vaccinations. **St. Francis of Assisi Catholic Academy does not recognize, nor permit students to enroll or remain enrolled in the school if the parent claims the Religious Exemption from vaccinations.**

### **PHYSICAL EXAMINATION FORMS**

Every student is required by law to provide the school with a NEW COMPLETE physical examination form for each academic year, even if the child had a physical examination the previous year. The physical examination form is handed in to the school office. The school office then forwards it to the Medical Room.

### **ADMINISTRATION OF MEDICINE**

Based on New York State law and regulations of both the New York City Department of Education and the Roman Catholic Diocese of Brooklyn, it is prohibited that the school nurse administer medication to a child without a written doctor's order. The written doctor's order is given to the school nurse and a copy to the homeroom teacher and another copy to the school office

Medication may not be administered to a student by school staff at any time. Students are not permitted to carry medicine such as Tylenol or any prescription medication in their lunch box, school bag or on their person.

If a student needs to take medication during school hours, the nurse must be notified. Medication cannot be administered UNLESS the nurse has a completed 504 Form on file. The 504 Form must be completed by your child's physician and signed by the parent. No medication will be accepted or stored in the school without the proper paperwork.

Please note that medication cannot be given for episodic illnesses, such as a 10-day course of antibiotics. Medications are dispensed for chronic illnesses only. Please contact the school nurse should you need the 504 Form. A new form must be submitted every year. Every effort should be made to dispense medication before the child comes to school and/or after the child returns home.

### **BIRTHDAY CUPCAKES, DONUTS or SNACK**

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.

### **NON-CUSTODIAL PARENT**

Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records: report card and progress reports.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official original certified copy of the court order land mailed to the school by the court or lawyer handling the case. Copies are not accepted. Emails from lawyers are not accepted. Attendance records and all contents of the student's permanent record folder will only be released by subpoena or through a court order.

### **COMMUNICATION WITH LEGAL COUNSEL**

Communications with legal counsel are only accepted in original certified document form. Documents must be land mailed. No emailed, faxed, or hand delivered documents are accepted at any time. Copies of documents are likewise never accepted.

### **LEGAL COUNSEL**

While any student and his or her parents are free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents are not permitted to have legal counsel present during any meetings with the Principal or Teachers. The Principal, and Teachers are not obligated and will not meet with legal counsel at any time.

### **DIVORCED AND SEPARATED PARENTS**

Divorced and separated parents **must submit a court certified copy** of the custody section of the divorce or separation with the Principal. The school will not be held responsible for failing to honor arrangements that have not been made known to the school. No photocopies, emailed copies, faxed copies, or hand delivered copies are accepted.

### **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.

## **COMMENTS ON PROGRESS REPORTS, OPTION C, and REPORT CARDS**

Teacher, Principal, and staff comments on progress reports, Option C, and report cards are final and will not be edited or erased at the request of a parent or student. Comments are an integral part of a student's assessment. The comments communicate and document what is seen in the classroom. The deletion of these comments after they appeared on a progress report or report card would not facilitate the student's growth educationally, socially, or psychologically. Report cards and progress reports are legal documents remaining in that student's permanent record and grades or comments will never be altered.

**It is the parent's responsibility to monitor the academic, social, and behavioral progress of their children on a daily basis.**

**Grading Policy- *Each Teacher will provide the parent with their grading policy.***

**Honor Roll (Grades 3-8) requirements have been expanded to all four categories.**

**Principal's List (A+, 97-100)**

**First Honors (A, 93-96)**

**Second Honors (B+, 89-92)**

**Honorable Mention (B, 85-88)**

**In order to qualify, the grades attained must be in each of five major subject areas: Religion, Language Arts, Math, Social Studies, and Science with no 1's or 2's on the report card with satisfactory attendance and punctuality.**

## **TEXTBOOKS**

Much effort, thought, and money have gone into the purchase of textbooks. It is important that these books be treated carefully and returned in excellent condition. Books must be covered and carried in a book bag. Lost or damaged books will be replaced at the parent's expense. Books must be carried by the child to classes.

## **BOOKS**

All books should be covered at all times with neat, clean book covers, and should be carried to and from school in a waterproof carrier of suitable size. As a general rule, students are not permitted to make any marks in a textbook. Lost or damaged books must be paid for by the parent or guardian of the student.

The book bag cannot be carried down the stairs at dismissal time by anyone else but your child. School bags with shoulder straps are recommended. School bags with wheels, for safety concerns on the stairs, are not permitted for any student.

## **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 ensure 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.

**PER PUPIL EXPENSES**

St. Francis of Assisi Catholic Academy the operating funds of the school are derived SOLELY from tuition, fees, and the fundraising efforts of the parents of the school. Tuition and fees are established to meet as much as possible the actual per pupil expenses, the needs of the school, and assure the financial stability of the school. Tuition and fees constitute only a portion of the actual per pupil expenses.

**2018-2019 per pupil cost \$7205**

**FINANCIAL OBLIGATIONS (2018-2019)**

Registration Fees (non-refundable):

- \$200.00 per child - New Students
- \$150.00 per child - Students Presently Enrolled, due on or before Friday, April 13, 2018  
(\$200.00 per child after April 13, 2018)

Tuition for grades K-8:

<u>Catholic</u>	<u>Parishioner</u>	<u>Non-Catholic/Non-Affiliated</u>
One child	\$4,000	\$4,300
Two children	\$6,200	\$6,550
Three children	\$7,700	\$8,300

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 Pre-K for All (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. The deadline to apply is March 30, 2018 for families already receiving assistance and April 30, 2018 for new families. Apply Now at

**<https://online.factsmgt.com/signin/3FYWC>**

**FACTS:**

Every family is required to pay tuition through the FACTS Management Company. The Finance Office at SFACA does not accept tuition payments. A FACTS Reenrollment form will be sent home on April 9th, 2018. Beginning April 12th, 2018, new families and returning families who are not yet enrolled in FACTS can set up

a FACTS account at <https://online.factsmgt.com/signin/3FYWC>. Each family must choose: (i) a payment method:

ACH or Invoice, (ii) a payment plan: payment in full, semi-annual payments, quarterly payments or ten monthly payments, (iii) a beginning month (June or July) and (iv) a due date (5th or 20th). There is a small one-time FACTS service charge for enrolling and maintaining your account.

The Finance Office will assist with setting up FACTS accounts (by appointment only). Please call (646) 998-7584 to set up an appointment or with any other FACTS/tuition related questions.

Graduation Fee (Non-Refundable): \$200 per 8th grade student (DUE: February 28, 2018)

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

### **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 cold lunch is available.

\* Although, DOE Lunch is now free for all students, ALL families MUST complete a Lunch Application for the Academy to be eligible to continue to receive federal funding (Title Programs, E-Rate, etc.). Applications are available online at [www.nyc.applyforlunch.com](http://www.nyc.applyforlunch.com) starting August 1, 2018.



### **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 the number 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