

*Mission Statement*

*As an integral part of the evangelization of the Maspeth community we strive to instill in each of our students religious and moral values in addition to a solid educational foundation for academic growth and success. We remain rooted in the Roman Catholic tradition of academic excellence and religious formation for each of our students.*

**St. Stanislaus Kostka Catholic  
Academy of Queens**

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**Ms. Barbara DeMaio, Principal**

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**Miss Tina Marfe, Administrative Assistant**

**Ms. Benita Brucia, Tuition Assistant**

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## **RELIGIOUS FORMATION**

One of the main purposes of our existence as a Catholic school is the religious formation of our students. Because you are the primary educators of your children, we need your cooperation in guiding their religious growth.

Children are primarily influenced by example. Faith may be taught, but it is better shared and experienced. Here are some opportunities to share your faith and provide for your child's religious formation.

**SERVICE:** Show children how good it feels to serve others. Make it easy for them to help and use their skills. Support school activities by actively joining and volunteering for committees and special events.

**CELEBRATIONS:** Family events, holidays, and special church observances are chances to focus on the spiritual nature of life. They're good times to share family and cultural traditions.

**BIBLE:** Read age-appropriate Bible stories to your child. There are many children's and young people's editions available.

**CHURCH:** Encourage participation and join with your child in church activities. It's a great way to socialize, while enriching and deepening their faith.

**FAMILY PRAYER:** Praying together is an important way to share your faith. Encourage praying aloud, or silently, at the start or end of the day, mealtime—anytime.

Let's not forget the basics. Cooperation is necessary in these areas:

- Attendance at mass on Sundays and Holy Days.
- Knowledge of basic prayers—the Sign of the Cross, the Our Father, and the Hail Mary.
- Involvement in the Sacramental programs by any parent/guardian whose child is preparing to receive a sacrament. Sacraments are to be received at your home parish unless a letter of permission is obtained from your pastor.

## **ADMISSIONS POLICY**

Students are admitted to St. Stanislaus Kostka Catholic Academy of Queens upon verification of:

- Immunization records as required by NYC and NYS
- Birth certificate
- Baptismal certificate
- Medical examination
- Child's Social Security number
- Proof of home address

Religion is an integral part of our school curriculum, school climate, and the religious formation of our students. All students, including non-Catholic students, are required to study religion and participate fully in all religious observances, retreat days, paraliturgies, liturgies and morning routines. No exception.

The following is required of students transferring to St. Stanislaus Kostka Catholic Academy of Queens:

- Current and past report cards
- IEP, if applicable
- Standardized test scores
- Interview with the principal
- Letter of recommendation from previous school

- Six month probationary period

St. Stanislaus Kostka Catholic Academy of Queens does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, or any school administered programs.

### **NAMES**

What you call a teacher in front of your children can show respect, or disrespect for them. Dropping the term “Miss”, “Mrs.” or “Mr.” before their last name can inadvertently show disrespect, so please remember to speak of the teacher using the salutation before their name.

Students are called by their given names, as found on their birth certificate. They will also be required to write their given names.

### **RE-REGISTRATION**

Students currently attending St. Stan’s are invited to re-register each school year. The re-registration form and fee amount is sent home each year. Class placement, for all students, is at the discretion of the administration.

### **FINANCES**

- All tuition, afterschool, and other fees, etc., must be paid in a timely fashion.
- All payments should be sent to school in an envelope with the child’s name, class and purpose for the payment clearly marked.
- **SEPARATE CHECKS MUST BE WRITTEN FOR EACH FEE THAT IS DUE.** Please understand that different payments go to different places once we receive them.
- **SENDING TUITION PAYMENTS IN CASH WITH CHILDREN IS NOT ADVISED.**

- A late fee of \$50 will be charged if the tuition payment is not made on time.
- Any returned checks (bounced check or insufficient funds check) for tuition/school fees, etc., will incur a \$25 charge.
- When the tuition assistant is not here you may leave a payment with the secretary in the main office.
- All payments, regardless of where they are made, must have the child’s name, class and purpose for the payment clearly marked.
- Receipts will be given for cash payments. **EXACT CHANGE ONLY PLEASE.** Neither the tuition assistant nor the school secretary has access to spare cash to provide change.
- The school secretary has no access to billing information and will not be able to answer your financial questions.

Payment of tuition and related fees is a matter concerning the parent/guardian and school office. Every attempt is made not to include students in such dealings. Repeated delinquency, however, leaves us no alternative but to withhold report cards, admission to class, transcripts, etc., and/or turn off Option C permissions. If a family falls more than three months behind in their tuition payments, the family may be asked to transfer their child. Transfer notices will be issued at the beginning of Second or Third Trimesters as necessary. Any family with an outstanding financial balance at the end of the school year will not be readmitted to St. Stan’s Catholic Academy of Queens the following fall.

### **FUND RAISING**

Fund raising helps us to keep tuition as low as possible for everyone. We appreciate the help each family offers in fund raising run by the school and Parents Association. The annual Walk-a-thon is a mandatory fund raiser for each family.

## **PARENTAL RESPONSIBILITIES**

Good discipline originates in the home. The school cannot replace good parenting. The parent or guardian is the first teacher of the child, and should develop in him/her good behavior habits and proper attitudes toward school. It is most important that parents/guardians teach the child respect for the law, authority, the rights of others, and for private and public property.

A parent/guardian should:

- Know their child's grade and the name of their child's teacher(s).
- Have the phone number of the school saved in your cell phone so you will know if the school is trying to reach you.
- Check Option C regularly for important and up-to-date information.
- Schedule a set bedtime for each child, especially on school nights.
- Make sure children get to school on time and attend school regularly.
- Provide a nutritious breakfast for the child every morning.
- Make sure that lunches and snacks brought from home are nutritious. Bags should be clearly marked with the child's name and class.
- Make every attempt to ensure that students are not interrupted during the school day. No student is to be called to the phone or office while school is in session without the expressed consent of the administration.
- Teach children to be organized and responsible for their own belongings.
- Be on time to pick up your child at dismissal.
- Make sure that all information on your child's record is up-to-date and accurate. Any change of address, telephone, or work numbers should be sent in writing to the classroom teacher. Please make sure that emergency numbers are accurate. In case of an emergency, it is important that the school has the correct information.
- Bring allergies and special medical conditions to the attention of the homeroom teacher. Such notification should be done in

writing with a copy sent to the school nurse and administration. Such records must be updated each school year, and proper forms filled out by your child's doctor.

- Attend parent meetings and parent-teacher conferences.
- Support school fundraising efforts.
- Refrain from smoking anywhere around the school building.
- Understand that their behavior in and around the school building sets an example for all children in the school. A parent who interferes with the daily function of the school in a disruptive manner may be asked to transfer their child.
- Work with the school in carrying out recommendations made in the best interests of the child. This would include disciplinary measures, need for academic or psychological evaluation, and the need for retention in a grade.
- Try to develop their child's listening skills at home.
- Talk to their child about school activities; show an active interest in report cards and progress reports:
  1. Do you encourage your child to be enthusiastic about school work?
  2. Does your child schedule sufficient time for home study?
  3. Is there a suitable, quiet place to study at home, at a regularly scheduled time?
  4. Are there pencils, pens, paper, books, dictionary, ruler, etc., at hand?
  5. Do you set limits regarding the use of phones, video games, computers and TV time?
  6. Do you suggest the following when you are told there is no written homework?

Reading: a continuous assignment for everyone-including magazines, newspapers, and books chosen for enjoyment.

Reviewing: class notes, arithmetic processes, grammar usage, spelling, etc.

Research: science or other long-term projects that have been assigned.

## **STUDENT RESPONSIBILITIES**

It is the student's responsibility to maintain a positive attitude towards school and to behave in a positive way towards the people in the school.

Students will:

- Treat each person with respect, courtesy, and kindness.
- Respect the rights and privileges of others.
- Obey all school regulations.
- Come to school well-groomed and in full uniform (see uniform regulations).
- Come to school on time.
- Come to school prepared every day with all the materials needed to be able to complete and participate in all lessons.
- Abide by the authority of teachers, staff, and adult volunteers.
- Pass quickly and quietly in the halls and on the staircases.
- No student is allowed to leave their classroom without a pass.
- Do all schoolwork and homework to the best of his/her ability
- Help maintain school property free from damage and vandalism
- Accept responsibility for his/her actions and accept the consequences of his/her behavior. Students are to cooperate with school authorities investigating serious infractions against school policy. Failure to do so may result in disciplinary actions and the students held accountable.

In addition to these items, students are to refrain from:

- Chewing gum at any time or in any place on the school premises.
- Using improper language.
- Littering on school grounds.
- Fighting with or striking another person.
- Loitering in the vicinity of school.

- Making threats of any nature. Verbal, physical or written threats can result in suspension, or depending on the severity of such an action, expulsion.
- Conduct, whether inside or outside of the school, that may be detrimental to the school.
- Any other behavior deemed inappropriate by school personnel.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for taking care of all books and material supplied to them by the school. All books must be covered to protect them throughout the year. Students who lose or damage a book while it is in their possession will be expected to pay for the lost or damaged book. Costs will be determined by the severity of the damage and the age of the book.

Students must also respect all school property. They are not to damage or deface any furniture, walls, or other school property. Indelible markers, spray paint, and white-out are not to be brought to school. If any school property is damaged, appropriate restitution for loss or damage to school property will be the responsibility of the student's parents or guardians.

### **SUPPLIES**

Start-up supplies are given to each student in September. Anything that needs to be replaced will be replaced at cost to the parent.

### **TRANSPORTATION**

Yellow bus service and Metro Card requests should be made upon completion of registration or as soon as possible thereafter. St. Stanislaus Kostka Catholic Academy of Queens makes NO decisions or determinations as to eligibility. All decisions are made by the NYC Office of Pupil Transportation based upon the student's grade level and distance from their home address to the school. Yellow bus service is available to students in grades K-6

who qualify as per the guidelines issued by the Office of Pupil Transportation.

- Yellow bus service is not door -to-door. A bus stop will be assigned to your child that is located within walking distance of your home. Your child will be picked up and dropped off at this stop.
- We strongly encourage parents and students to know their bus numbers and driver names.
- If no one is at the stop to pick up your child in the afternoon the bus will return the child to school. Children who are returned to school will be sent to the afterschool program until someone arrives to retrieve them and the parent/guardian will be charged the daily rate as well as the registration fee if applicable.
- Metro Cards are available to students in grades K-8 who qualify as per the guidelines issued by the Office of Pupil Transportation.

## **UNIFORMS**

We take pride in the appearance of our students. Proper attire reflects the quality of the school, conduct and school work. Uniform policies are to be strictly adhered to. All students are to be in full uniform each day. Uniforms should be kept neat and clean. All uniforms must be purchased from Land's End, the school uniform supplier, and Da Bar Too Shoes.

### **GIRLS:**

#### **Grades 1-4**

Navy pleated drop-waist jumper  
White Peter Pan collar shirt  
Navy button down sweater (optional)  
Navy knee high socks or tights  
Navy blue or black uniform shoes

#### **Grades 5-8**

Navy pleated skort or skirt, no higher than 3" above the knee  
White Oxford shirt  
Yellow V-neck pullover embroidered sweater vest (Oct 15-May 15)

Yellow V-neck long sleeve pullover sweater (optional)  
Navy knee high socks or tights  
Navy blue or black uniform shoes

### **Winter uniform (OPTIONAL)**

Between December and March girls may wear navy blue slacks with a blue vest (K-4) or a yellow vest (5-8) in place of the jumper, skort or skirt.

### **BOYS:**

#### **Grades 1-4**

Navy pleated pants  
White Oxford button down collar shirt  
Navy V-neck sweater vest (Oct 15-May 15)  
Navy button down long sleeve sweater (optional)  
Navy tie and socks  
Black uniform shoes  
Black belt

#### **Grades 5-8**

Khaki pleated pants  
White Oxford button down collar shirt  
Navy V-neck sweater vest (Oct 15-May 15)  
Navy button down long sleeve sweater (optional)  
Navy tie and socks  
Black uniform shoes  
Black belt

### **Nursery, Pre K, and Kindergarten (boys and girls)**

Blue embossed sweat pants and sweat shirt  
White sneakers and socks  
White embossed polo may be worn in place of the sweatshirt  
Blue embossed uniform shorts may be worn in place of the sweat pants

### **Gym Uniform: All Grades**

Blue embossed sweat pants and sweat shirt  
White sneakers and socks  
White embossed mesh polo may be worn in place of the sweat shirt

**Summer Uniform for Boys & Girls (OPTIONAL):**

May be worn September to October 14<sup>th</sup>, and May 15<sup>th</sup> through the end of June

Blue imprinted uniform shorts

White embossed mesh polo shirt

White ankle socks

White sneakers

**DRESS CODE**

- No make-up, lip gloss, nail polish, or artificial nail tips are permitted.
- Jewelry should be kept to a minimum. Students may be asked to remove excessive jewelry. Repeated warnings may result in items being confiscated. The school will bear no responsibility for such items.
- For safety, earrings may NOT be hoops or extend below the earlobe.
- Boys may not wear any facial hair.
- No facial or body piercings are allowed.
- Boys' hair must be neatly trimmed, above the collar line, be of an acceptable style and evenly cut. No numbers, symbols, lines, words, tails, dyed hair, severely shaved styles or extremes are allowed.
- Dyed or streaked hair is inappropriate for girls or boys of grammar school age and is not permitted.
- Hats may not be worn while in the building.
- Plain white undergarments should be worn under the uniform blouse or shirt.
- If for any reason a child cannot be in full uniform, "dress up" regulations apply. A note must be sent to the teacher explaining WHY the child is out of uniform and include WHEN the student will be back in uniform.
- The school fleece may be worn during winter months during school, but any other jacket or sweatshirt, even with the school logo, may NOT be worn as part of the school uniform.

**Note:** Any child deemed dressed inappropriately by school personnel, or in violation of the dress code, may be sent home to change or be suspended from class.

**DRESS UP**

Dress pants, skirts, dresses, button front dress shirt or sweater, shoes. No open back shoes.

**DRESS DOWN**

Pants, jeans or shorts **to fingertip length or longer**. NO SWEAT

PANTS

T-shirt or sweatshirt.

No cropped tops, tank tops, tube tops or halter tops.

NO CLOTHING WITH INAPPROPRIATE WRITINGS OR PICTURES WILL BE TOLERATED.

Shoes or sneakers.

If these regulations are not adhered to a parent will be called to bring the child's uniform to school, and the child will need to change.

**N.U.T CARDS**

N.U.T. Cards = No Uniform Today Cards

- Can be obtained in a variety of ways (ie: through fundraiser efforts, as a raffle prize, etc...).
- Cannot be purchased.
- Students using N.U.T. cards should follow dress down or dress up procedures.
- Should be given to the homeroom teacher on the day a student is going to use it.
- May NOT be used on days when students know they are attending church.
- Expire at the end of the school year.

## **CURRICULUM**

The curriculum guidelines and standards issued by the Diocese of Brooklyn and the New York State Department of Education serve as the basis for the curriculum at St. Stanislaus Kostka. Teachers publish their classroom policies, procedures and methods of assessment and communicate them to parents at the first Parent/Teacher Meeting in September. Our primary goal at St. Stanislaus Kostka is to provide a learning experience which will develop the values, attitudes, knowledge and skills necessary for our students to grow into mature Christian adults.

State tests are part of our core academic program in grades 4, 6, and 8, as prescribed by the Brooklyn Diocese.

## **HOMEWORK**

Homework is an integral and necessary part of the learning process. Homework reinforces and supplements the facts and concepts taught during the school day. It also gives the student an opportunity to practice and use skills he/she must master. Homework is given every day by some teachers. Other teachers may only give written homework from Monday through Thursday. All teachers expect students to study, review, and read for pleasure on the days when written homework is not given. All written homework is to be reviewed, signed by a parent or guardian and returned to school the next day.

A student at St. Stan's never has "No Homework". Often students feel no written homework means "No Homework". Students should spend time each day reading and studying in addition to time spent on written homework.

## **SUGGESTED HOMEWORK TIME FRAME**

Kindergarten: 15 minutes daily  
Grade 1: 30 minutes daily  
Grades 2 & 3: 45 minutes daily  
Grades 4-6: 60 minutes daily  
Grades 7 & 8: 90 minutes daily

## **GRADES**

- Progress Codes will be used for grading purposes for Foreign Language, Computer, Art, Music and Physical Education. They are considered special subjects.
- Lowest Grade to be received is an F for students in grades 1-2. The degree of failure will be interpreted for the parent at the Parent/Teacher Conference.
- Students in grades 3-8 will receive the numerical grades they earn.

## **REPORT CARDS AND STUDENT PROGRESS**

- At any time during the school year a parent may log on to OptionC using their username and password to review their child's current progress. Report cards are issued at the end of each trimester in December, March, and June.
- A parent or guardian must meet with their child's teacher to receive a copy of the report card in December and March. The school calendar will specify the date and times that the teachers are available to meet with the parents and guardians.
- If a parent is unable to attend on the specified day, they are to advise the teacher in writing beforehand to make another appointment to meet with the teacher.

## **HONOR ROLL CRITERIA**

- Students must meet or exceed standards in all special subject areas and in the area of growth and development, including conduct.
- Perfect attendance will be awarded. The award is given to students who have not been out for a full or half day absence, have never been late and have never left school early.

## **GRADES 1 & 2**

<b>Gold Star Honors</b>	All A's and A+'s
<b>Silver Star Honors</b>	Combination of A's and B's
<b>Blue Star Honors</b>	Combination of B's and B+'s
<b>Red Star Honors</b>	Given to those students who, in the estimation of their teacher, are working to their full potential.

## **GRADES 3 –8**

<b>Principal's List</b>	<b>97</b> and above in all academic subjects
<b>First Honors</b>	<b>93</b> and above in all academic subjects
<b>Second Honors</b>	<b>85</b> and above in all academic subjects
<b>Honorable Mention</b>	<b>81</b> and above in all academic subjects
<b>Effort Award</b>	Given to those students who, in the estimation of their teachers, are working to their full potential.

## **ACADEMIC PROBATION**

Students who exhibit repeated academic failure and/or excessive behavior problems may be placed on academic probation. Consequences may include academic contracts, summer school, outside counseling, or a full academic evaluation. Re-registration will not be accepted for students on academic probation until a review has been undertaken by faculty and administration.

## **PROMOTION/RETENTION/SUMMER SCHOOL POLICY**

The children are expected to do their very best at all times.

Attendance at summer school is mandatory if a child:

- Fails any of the major subjects.
- Scores 1 year or more below grade level on Standardized testing in Reading, Math or Language Arts.
- Is not fluent in English.

Children attending summer school are not given grade placements until the successful completion of their courses. A student who fails three or more subjects may be retained. If a student is in

danger of being retained, the following procedures are to be followed:

- The parents/guardians will be notified during the 2nd trimester of the possibility of retention.
- Meetings will be set up between the teacher and the child's parents/guardians. At these meetings, methods of remediation will be discussed and agreed upon. These methods will involve both the school and home environment, so it is mandatory that there is parental cooperation and input.
- Re-evaluation of the student and his/her progress will take place by the end of the 2nd trimester (March report card).
- The final decision about a student's retention will be made the first week of June by the principal and teachers in consultation with the parent.

8<sup>th</sup> graders note: Failing one or more subjects may result in the loss of graduation privileges. Diplomas and transcripts will be withheld until summer school is successfully completed.

## **PARENT/TEACHER COMMUNICATION**

The school program provides an excellent systematic review of goals, methods, and means of evaluation by keeping track of the children's progress by:

- Holding an orientation meeting in September. Attendance at this meetings is mandatory. If a parent/guardian cannot attend the meeting they should arrange to meet with the teacher at a mutually agreed upon time.
- Regularly updating grades on OptionC
- Trimester Progress Report cards
- Communication with parents when tests and homework papers are repeatedly not returned or signed.
- Parent/teacher conferences at the request of the teacher or the parent. Parents can call the school office and leave a message that they would like to make an appointment with

a teacher or they may write the teacher a note requesting an appointment.

- Telephone communications.
- Email communications.
- Parents are never to go to a classroom during school hours.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure of a school. It is a training that develops self-control and character. Discipline is the key to good conduct and proper consideration of other people. Without discipline, it is impossible for teaching or learning to take place.

When a student does not follow the school regulations, he/she must face the consequences of his/her behavior. The consequences differ depending on the severity of the misbehavior and on the number of occurrences of the misbehavior. There must also be a logical result of the misbehavior. A student that behaves in a manner that contradicts school policies may face the following consequences:

- A warning from the teacher, principal or school staff personnel that the misbehavior must stop before an infraction is issued.
- Letter or disciplinary form sent home detailing to the parent/ guardian the student's misbehavior.
- Detention—according to the demerit system or as deemed necessary by school personnel. When detention is assigned the parent/guardian will receive a detention notice from the school personnel or a phone call detailing the time and place detention is to be served.
- Suspension—for serious incidents that involve disrespect or violent behavior. Suspension will be **immediate**. A note explaining the reason and course of action to be followed will be relayed to the parent. During a period of

suspension a student is required to complete all projects, class work, homework and notes missed during the period the child was suspended. Students may not return to class until all work is completed.

- Weapons, or anything which can be used as a weapon of any kind, as well as intentional physical violence against another human being, will not be tolerated. Any infraction against this rule may result in **immediate expulsion**.
- Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. The school will make every attempt to contact the families of those involved so they may take appropriate action through local authorities.
- Students are to refrain from using or bringing narcotics, tobacco or alcoholic products to school. Students doing so may face expulsion.
- Any action performed while wearing a school uniform, whether on premises or not, at anytime of the day, will be dealt with as an in-school action.

Violation of any of the disciplinary codes contained in this handbook; on, but not limited to the vicinity of the school, may result in disciplinary action. This includes any participation in gang related activities.

## **PROBLEMS**

- Problems that arise during the school day should always be brought to the attention of the classroom teacher first as most issues can be resolved simply with their help.
- No situation can be resolved unless it is brought directly to the person(s) involved. For example, if your child was involved in an incident at lunch the teacher who was on lunch duty should be contacted. If an incident occurs during a special subject, that teacher needs to be contacted. For situations such as this, that arise outside of the regular

classroom, the teacher can still provide assistance either by speaking to the involved parties, recommending who you can speak to or what your next step should be.

- In the event that a problem has not been resolved after speaking to the classroom teacher the next step would be to bring the matter to the attention of the administration. You can write, e-mail, call or come to the office for assistance.
- Parents are not to question or approach students regarding disciplinary matters involving their children on or in the vicinity of school property. Such matters are to be dealt with through school personnel only.

### **DEMERIT SYSTEM**

In an effort to keep the students faithful to their responsibilities there is a demerit system for any misbehavior or infraction of a school or classroom rule for grades 4-8.

For example:

Lack of homework  
Out of uniform/dirty uniform  
Not returning signed tests  
Lateness  
Running in the schoolyard  
Unprepared for class  
Chewing gum

***5 Infractions = 1 Demerit***

Instant demerit for:

Physical violence  
Vandalism  
Disrespectful to school personnel and students  
Truancy  
Forgery

**Note:** Truancy is considered a very serious offense. Students truant may receive up to 10 hours of detention as a consequence for their actions.

### **CONSEQUENCES:**

1 Demerit = 1/2 hour detention  
3 Demerits = 1 hour detention  
6 Demerits = Parent/Teacher Conference  
9 Demerits = Parent/Teacher/Principal Conference  
10 Demerits = Contract Conference

### **Note:**

- If a child's behavior does not improve after repeated warnings and disciplinary actions, the students may need to find an alternate learning environment.
- Students who continually miss homework may receive detention at the teacher's discretion. Students may also need to attend extra help classes before, during or after school, as a consequence of failing grades.
- 8<sup>th</sup> grade students may be excluded from graduation ceremonies if they are not maintaining proper discipline standards.

### **ACCEPTABLE COMPUTER USE POLICY**

We at St. Stanislaus Kostka Catholic Academy of Queens believe that the use of computers and the use of the internet are very valid tools of education but ones that must be used under supervision and guidance. We have in place a filtering system but no filtering system is perfect. Students, teachers and administration must restrict their activities to those which are in support of and consistent with school philosophy and goals. We consider use of computers and internet as a privilege and as with all privileges, there are responsibilities. In that spirit we set forth these rules as guidelines. These rules apply in and out of school.

Students are required to:

- Respect the work of others by not opening or altering anyone's files but their own.
- Treat all equipment with respect.
- Make sure they do not take part in transmission, download or viewing of inappropriate material. Material may be deemed inappropriate after examination by, and at the judgment of the principal, computer teacher, and classroom teacher.
- Adhere to the rules governing computer use posted in the classroom.

The following is not permitted:

- Vandalism of hardware, software, furniture, etc.
- Visiting chat rooms
- Visiting websites with inappropriate content of any kind
- Sending inappropriate, obscene, offensive, threatening or harassing e-mail.
- Accessing web-based e-mail accounts unless expressly permitted for school purposes.
- Plagiarism or violation of copyright laws (i.e. submitting downloaded content as one's own work, downloading illegal music).
- Installing or altering programs on any computer within the school.
- Downloading any web-based or removable media (flash drive, CD-RW) content onto a computer within the school unless expressly permitted for school purposes.
- Loading software of any kind without prior permission from the computer or classroom teacher.
- Transmission of personal information about self or others.
- Transmission of school information (Name, address, photographs, etc.) unless expressly permitted for school purposes.
- The mention of the school as a whole (students, faculty, staff and/or the institution) in ANY way, in ANY web-

based media (i.e., Instagram, Facebook, Twitter, Snapchat, etc.) without permission of the Administration.

Violation can lead to suspension or loss of Internet or computer privileges. If infractions of these rules continue, further disciplinary action will take place at the discretion of the Principal.

### **CIPA Compliance Statement**

St. Stanislaus Kostka Catholic Academy of Queens fully embraces the Children's Internet Protection Act (CIPA) as defined below.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other

unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

### **EARLY DROP OFF PROGRAM**

Drop off is available as early as 7 am. The cost of supervision is \$3 per day.

### **ABSENCES**

- All absences from school should be reported by a parent or guardian to the school office by 9 AM on the day of the absence.
- Homework must be completed.
- If the parent/guardian has not called the school office to report an absence, the school may need to contact them to ascertain a reason for the child's absence.
- When the student returns to school, he/she is required to present a dated and signed note to their homeroom teacher, which must include the date or dates of the absence and the reason for the absence.
- If the school does not receive an absence note within 3 days, the absence is recorded as unexcused in the school register of attendance.
- All students are required to make up all work and tests missed during any absence.
- Any student absent from school is not permitted to attend extracurricular activities that day.
- In general, all doctor's appointments should be scheduled after school hours. If an early dismissal is unavoidable, a written request must be presented to the office by 9AM, and the student must be picked up and signed out by a parent or guardian. Doctor's appointments made during school hours are unexcused absences and are coded as illegal unless it is an emergency.

- All communicable diseases, such as chicken pox, should be reported to the school office immediately. A child absent 5 or more days or having a serious illness may not be readmitted to class without a doctor's note to return to school.

### **ATTENDANCE**

Student attendance in school increases student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Therefore, students are expected to attend school each day, unless they are ill. Extended vacations are recorded as illegal absences. In instances where a child must be absent due to a family emergency, the absence should be limited to 5 days or less.

Students who miss 45 days of school and have not met periodically with the school administration are in jeopardy of retention. It is the parent's responsibility to notify school administration of an excessive absence concern and to request a conference. At a conference with the school administration and teachers, alternative education plans will be determined. Excessive irregular attendance may warrant notification of proper authorities.

### **LATENESS**

- Any student due to arrive at school at 8:00 AM who arrives after the second bell rings at 8:10 AM is considered to be late.
- If a child enters the school after the second bell has rung, he/she must present a late pass to his/her teacher. If the child walks into class without a late pass he/she will be sent down to the office to get one.
- For students in grades 5-8, excessive lateness may result in detention.

- If there is a reason for lateness to be considered excused (doctor's appointment, etc.) a student must present a note to the teacher within 24 hours. The student will still be marked late but it will not count against them for detention purposes.

#### Nursery, Pre-K and Kindergarten

- Parents of students in Nursery, Pre-K and Kindergarten are asked to be especially diligent in getting their children to school on time as lateness seriously disrupts the class routines and schedules that are so important in the younger grades.
- Students in Nursery, Pre-K and Kindergarten who arrive to school late must be brought to the office so that a staff member can bring the child to class.
- Pre-K students who are late 3 or more times in a month will be reported to the city, as per UPK regulations.

#### **TAKE OUR CHILDREN TO WORK DAY**

Our school policy regarding "Take Our Children to Work Day" is as follows:

Students participating in "Take Our Children to Work Day" are to obtain the approval of the administration. In order for a child to be considered for approval to participate in this event, that child must be performing satisfactorily in school and must have a good attendance record. Parents should ask themselves the following question, "Will being absent from school adversely affect my child's classroom grades and performance?"

Students who participate are required to submit an agenda of the day's events on the letterhead of the participating company at least 3 days prior to the event. Such activities should ensure that the child will be taking part in an educationally enriching experience.

All students taking part in this day will be marked absent. Students not meeting the requirements will be marked illegally absent.

#### **LUNCH PERIOD**

The lunch period is a 50-minute supervised eating and recess period.

Children bringing lunch from home must carry their lunch in a bag clearly marked with their name and class. Children may use reusable insulated lunch bags. No glass materials should be brought in. No fast food is allowed to be brought in OR delivered to the child.

Students are to follow all eating and yard regulations. They are responsible for cleaning up the area where they have eaten their lunch.

Students are required to respect the authority of the teachers and adult volunteers. When the hand bell is rung, all talking is to stop, and students are to listen to the teacher for further instructions.

We ask that parents refrain from going near the school yard during recess. If you need to speak to your child please go to the school office.

#### **SNACKS**

- Each classroom teacher has their own rules regarding snacks.
- For any class in which snacks are allowed, the food brought in from home should be nutritious. No glass containers are allowed.
- Snacks should be clearly labeled with the student's name and class.

## **BIRTHDAYS**

- Birthday and special celebrations are to be kept low key and not interfere with the daily routines of the class.
- Permission from the classroom teacher should be requested in writing at least 3 school days in advance. The classroom teacher will determine the exact date and time of the celebration.
- Classroom teachers set the rules for what is specifically allowed in their classrooms including whether or not Virtus trained parents can attend the celebration.
- As a general rule, cupcakes, cookies and doughnuts are acceptable. Cakes which require slicing are NOT permitted. Juice boxes/pouches are acceptable; drinks that need to be poured are not. Please do not send in any food or drinks that need to be either refrigerated or heated.
- Parents/guardians are responsible for sending in any necessary paper products such as plates, napkins, paper towels, etc...
- Party bags are NOT allowed for birthdays.

## **DISMISSAL**

- Be on time to pick up your child at dismissal.
- In case of emergency, please notify the office that you will be late.
- Children who are not picked up on time must be picked up from the school office.
- Children who have not been picked up within 15 minutes of their dismissal time will be sent to the afterschool program and the parent/guardian will be charged the registration fee, if necessary, and the daily rate for the service.

Children who are brought to the office at dismissal on a continual basis (2 or more times in a month) will be immediately placed in

the after school program and the parent/guardian will be charged the registration fee, if necessary, and the daily rate for the service. We will only release a child to those named on the emergency contact sheet as authorized for pick up.

Notify the teacher **in writing** if someone new will be picking up your child from school. Please give the person's full name and relationship to the child. We cannot let someone else pick up the child without proper written notification. The person picking up your child should be over 18, have identification, and know your child's full name, grade, teacher's name and where to pick up the child.

At dismissal time parents are requested to:

- Clear the yard and area around the school as quickly as possible.
- Keep doorways and gateways clear and free from obstruction
- Make sure driveways of neighbors homes are not blocked
- Leave pets home to avoid injury to pets and students.
- Leave scooters and bicycles home for the safety of all children.
- Keep their children with them at all times, especially younger brothers and sisters

Students are dismissed from the following areas:

- Half Day Nursery is dismissed at 11:10 am from the Grand Avenue doors.
- Full Day Pre K is dismissed at 2:20 pm from the Grand Avenue doors.
- Full day nursery and Extended day Pre K are dismissed at 2:50 from the Grand Avenue doors.
- Kindergarten, First, and Second grades are dismissed at 2:55 pm from the Grand Avenue doors.

- Third and Fourth grades are dismissed at 3 pm from the 61<sup>st</sup> Street side doors.
- Fifth through Eighth grades are dismissed at 3 pm from the 64<sup>th</sup> Street side doors.

### **EARLY DISMISSAL**

Early Dismissal takes place on the first Friday of every month due to School Staff Meetings. All early dismissal days are listed on the monthly calendars that are on Option C. On these days dismissal times are as follows unless otherwise noted:

Nursery and Pre K:	11:50 am
K, 1 & 2:	11:55 am
3 <sup>rd</sup> – 8 <sup>th</sup> grade:	noon

The afterschool program will be available on these days unless otherwise noted on the school calendar.

### **AFTERSCHOOL**

- The afterschool program is available to full day nursery, extended day Pre K, and students through grade 7.
- Applications are sent home during the first week of school.
- The program begins at dismissal and closes at 6pm.
- The program is open on regular and early dismissal days,
- The program is closed on school holidays.
- There is a registration fee of \$25 per child due with the application.
- Payments are due before attending the program.

### **EMERGENCY DISMISSAL PROCEDURES**

When the area is impassable because of snow or a potentially dangerous condition, dismissal will take place accordingly: All siblings will be sent to the youngest sibling's classroom and be dismissed from that sibling's location.

### **FIRE DRILLS / EMERGENCY EVACUATION**

Rules for fire drills:

Absolute silence and obedience to orders during a fire drill  
 Leave the school quickly in a single line  
 Move quickly, but do not run, push or shove  
 Await further direction once you have exited the building

If these rules are not complied with, then a consequence may result, e.g. detention.

In the event we need to evacuate the building for an extended period of time, we would go to the church. If for any reason we need to leave the school block, a sign would be posted on the school door to inform you of our relocation.

### **LOCK DOWN DRILL**

Periodically St. Stan's staff and students conduct lock down drills as another method of keeping our schools community safe. Students are taught to be silent during these drills, and remain in an area away from the classroom door.

### **EMERGENCY SCHOOL CLOSING**

- St. Stan's very rarely cancels a day of school.
- **WE DO NOT HAVE DELAYED OPENINGS.**
- **WE DO NOT CLOSE SCHOOL EARLY.**
- We do not close school or close early for common weather occurrences such as rain, hot or cold temperatures, windy conditions, snow, etc...
- We will follow the decision of the New York City public schools and the Brooklyn Diocese in the case of severe inclement weather and/or emergency school closings.  
 \*\*Please note, we are part of the Brooklyn Diocese, **NOT** the Archdiocese of New York. \*\*
- **IF NEW YORK CITY PUBLIC SCHOOLS CLOSE, WE WILL CLOSE.**

- In very rare occurrences, the New York City public schools or the Brooklyn Diocese may remain open, but we may close.
- Parents/guardians are NOT to call the school or rectory for school closing information.
- Please sign up for Remind text or email alerts. You can sign up for text messaging alerts by texting @ssks to 81010 and following the directions given. You will receive a text or email announcing a school closing.
- You can also listen to announcements made on the radio on WCBS (88AM). Announcements are made 20 minutes after and 10 minutes before the hour.

### **EMERGENCY CONTACT INFORMATION**

- Make sure that all information on your child's emergency contact sheet is up-to-date and accurate.
- Any change of address, telephone or work numbers should be sent in writing to the classroom teacher.
- Please make sure that emergency numbers are accurate. In case of an emergency, it is important that the school has the correct information.
- Notify the teacher in writing if someone new will be picking up your child from school. Please give the person's full name, phone number and relationship to the child.

### **CUSTODIAL AGREEMENTS**

- In situations where orders of protection or special custodial agreements are in effect, documents issued by the court and sent directly to St. Stan's will be accepted.
- Copies of such documents are NOT valid, unless we make a copy of the original.
- Agreements should be on file in the school office and updated each year.

- It is the responsibility of the parent(s) or guardian(s) to make sure that updated paperwork is sent to the school.
- Such agreements are legal agreements between parties involved and subject to interpretation by civil law. The school cannot intervene in such matters.

### **MEDICINE**

According to New York City mandates, all medication administered to a student during a school day must be given by a registered nurse and/or a legal guardian. St. Stanislaus Kostka Catholic Academy of Queens is provided a nurse by the Department of Health. If a student needs to take medicine during the day, a parent/ legal guardian should come to the office with the medication and the child will be sent for. Asthma inhalers may be self administered by the child if the school has a note on file from the child's doctor. Any other medication, including over the counter medication, can only be administered to students with the written consent of their physician, following the guidelines of the Department of Health.

If your child uses epinephrine for serious allergic reactions, it is the parent's responsibility to

- Notify the school that the child is at risk for anaphylaxis and is need of the presence of epinephrine on school premises.
- Indicate to the school if the child is capable of self-administration of the epinephrine device.
- Supply the school with 2 epinephrine devices in their original packaging as received from the pharmacist.
- Replace the epinephrine device when it expires, discolors, or has been used.
- Attend any class trips where the child needs to leave the school premises, unless the child has been trained to self-administer the epinephrine. Virtus training is required for any adults to attend class trips.

## SAFETY

- No child may be in the building or school yard at any time without school approved adult supervision.
- No child is permitted to run while in the school vicinity.
- Children may not cross the streets except at corners in the crosswalks.
- Toys, excessive/expensive jewelry, games, personal music devices, cellular phones or any other items that can potentially interfere with the teaching/learning process have no place in school. The administration reserves the right to confiscate such items and can bear no responsibility for them. An attempt will be made to return confiscated items on the last day of school.
- If a child needs to carry a cell phone for a parent to contact them out of school hours, the cell phone is to be turned off before entering the building, stowed in the backpack, and not removed during the school day. If a cell phone is taken out during the school day it will be confiscated and only returned to the parent. If repeated offenses occur, it will be confiscated and returned at the end of the school year.
- We do not expect, condone, encourage, or advise students to take part in unsupervised door-to-door fundraising activities.
- It is a Diocesan requirement that any school volunteer, or any parent wishing to visit their child's classroom or chaperone a class trip MUST be Virtus trained. Visit [www.virtus.org](http://www.virtus.org) for a schedule of training classes.
- Driving into or out of the schoolyard while children are in the yard is not permitted. When picking up students at dismissal time enter through the 61<sup>st</sup> Street entrance and exit through the Maspeth Avenue exit.

## ANTI-BULLYING / HARRASMENT POLICY

The school communities within the Brooklyn Diocese believe in the sanctity of human life and 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.
- **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 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, or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal will conduct an investigation by interviewing all the parties separately.
- The parents of all involved students may be notified.
- If it is determined that the bullying has occurred the child who is bullied is to be subject to consequences per the school's disciplinary code.
- Parents are advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling may be made for all parties if deemed necessary.
- The principal will follow up to see that the offending conduct has stopped.
- Retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

### **STUDENT PORTRAITS**

- **Once** a year students are invited to take individual portraits. Notification will be sent home in the fall regarding procedures and placing orders. Students taking individual pictures are allowed to "Dress- Up" on this day.
- On a separate day, class group pictures are taken and students must come to school in full uniform on this day
- Eighth grade students will have their individual graduation pictures taken. Notification will be sent home regarding procedures and placing orders.

### **VISITORS**

- All visitors must proceed directly to the school office.

- Parents are not allowed to interrupt classes during the school day.
- Parents should encourage their children to be responsible for their belongings because items such as books, assignments, supplies, book orders, permission slips, snacks, lunches, water bottles, keys, money, nap mats, etc... should be brought to school with the child.

### **MISCELLANEOUS**

- Any communication sent home through the school or student body must be approved and initialed by the administration.
- School staff may, but are not required to, write letters of recommendation for students.
- Audio and/or video taping of a teacher during class is prohibited without their consent.
- The administration reserves the right to update or amend this handbook at any time.

**PERMISSION TO PHOTOGRAPH AND/OR VIDEO  
STUDENTS 2017-2018**

At times, students from St. Stanislaus Kostka Catholic Academy of Queens are photographed and/or videotaped taking part in school activities or attending school events. These photographs and videos may be used in newspaper publications, television programs, in the yearbook (including class and graduation photos) or on the school website. We need your prior written consent to allow your child to be photographed and/or videotaped participating in school activities or attending school events should the occasion arise during the course of the school year. Please fill out the form below and return this page with your child tomorrow.

We appreciate your cooperation.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Please check one:

• **Yes, I give permission** for my child to be photographed and/or videotaped during the 2017-2018 school year while participating in school activities or attending school events for possible publication in the media.

• **No, I do not give permission** for my child to be photographed and/or videotaped during the 2017-2018 school year while participating in school activities or attending school events for possible publication in the media. I understand this means my child may NOT be included in their class picture, or in the school yearbook.

Parent's signature:

\_\_\_\_\_

**AGREEMENT TO UPHOLD POLICIES 2017-2018**

Please detach this page and return it to your homeroom teacher.

We have received the copy of the 2017-2018 Parent/Student Handbook. We understand that in choosing St. Stanislaus Kostka Catholic Academy of Queens we have chosen to uphold these policies. We recognize the right and responsibility of the school to make and enforce these policies. We have read and agree to be governed by this handbook.

Parent/Guardian signature \_\_\_\_\_

Student signature \_\_\_\_\_

Grade and classroom \_\_\_\_\_