

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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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 are 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.
- Parental involvement in the Sacramental programs for a child 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, para-liturgies, liturgies and morning routines. No exceptions will be made.

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, religion, 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 title before their name.

RE-REGISTRATION

Students currently attending St. Stan's are invited to re-register each school year. Re-registration forms are sent home in January. Class placement for all students is at the discretion of the administration.

FINANCES

- Tuition, afterschool, and other fees, and payments 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 of the payment clearly marked.
- SENDING TUITION PAYMENTS IN CASH WITH CHILDREN IS NOT ADVISED.
- A late fee of \$50 will be charged if the tuition payment is not within ten days of the due date.
- 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 Administrative Assistant in the main office.
- All payments, regardless of where they are made, must have the child's name, class and purpose of the payment clearly marked.
- Receipts will be given for cash payments. EXACT CHANGE ONLY PLEASE. Neither the Tuition Assistant nor the Administrative Assistant has access to spare cash to provide change.
- The Administrative Assistant has no access to billing information and will not be able to answer your financial questions. This information is available from the Tuition Assistant.

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 or prolonged delinquency, however, leaves us no alternative but to withhold report cards, admission to class, access to transcripts, and/or turn off Option C access. If a family falls more than three months behind in tuition payments, the family may be asked to transfer their child. Transfer notices will be issued at the beginning of the 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 until payment arrangements have been made.

FUNDRAISING

Fundraising helps us to keep tuition as low as possible for everyone. We appreciate the help each family offers by participating in fundraising run by the Academy and Parents Association. **Both the annual Walk-a-thon and the annual World's Finest Chocolate Sale are mandatory fundraisers for each family.**

TABLET

Each school family will receive a weekly subscription to the Tablet. Please use this subscription to stay on top of local, national and international Catholic news.

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 authority, for 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 academy phone number saved in their cell phone to know if the school is trying to call.
- 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 children 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 each child's 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 the 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 parent behavior including inappropriate/vulgar language 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. Are there set limits regarding the use of phones, video games, computers and TV time?
 6. 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, empathy 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 permitted 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.

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 (paper or on social media or by email or text) 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 or the safety of other students and staff.
- Any other behavior deemed inappropriate by school personnel.

CARE OF SCHOOL PROPERTY

Students are responsible for taking care of all books and materials 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

Students are to be prepared with all necessary school supplies as requested by their teachers. Continually monitoring the condition of supplies and replacing all items that need to be replaced is the responsibility of the student and 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 Office of Pupil Transportation guidelines.

- Yellow bus service is not door -to-door. A bus stop will be assigned 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 number and driver's name.
- 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 afterschool rate.
- Metro Cards are available to students in grades K-8 who qualify as per the Office of Pupil Transportation guidelines.

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 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

BOYS & GIRLS

Nursery, Pre K, and Kindergarten

Blue embossed sweatpants and sweatshirt
 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 sweatpants

Gym Uniform

Blue embossed sweatpants and sweatshirt
 White sneakers and socks
 White embossed mesh polo may be worn in place of the sweatshirt

Summer Uniform (OPTIONAL):

May be worn September to October 12th, and May 13th 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, bright colored 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 must be clean-shaven.
- 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 or extreme styles 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-down dress shirt or sweater, and shoes. **No open back shoes.**

DRESS DOWN

Pants, jeans or shorts **to fingertip length or longer.**

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 = No Uniform Today Cards

- Can be obtained in a variety of ways (i.e.: 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 Diocese of Brooklyn.

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, Monday – Thursday, and on Fridays at the discretion of the teacher. 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

If your child is regularly spending more than this amount of time on homework, please speak to his/her teacher.

GRADES, REPORT CARDS, AND STUDENT PROGRESS

- Progress Codes will be used to assess students in 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.
- Lowest grade to be received is -70 in grades 3 – 8. The degree of failure will be interpreted for the parent at the Parent/Teacher Conference.
- At any time during the school year a parent may log on to Option C to review their child's current progress using their

username and password. 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. This criterion requires a Progress Code of 3 or 4.
- 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

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

GRADES 3 –8

Principal's List	97 and above in all academic subjects
First Honors	93 and above in all academic subjects
Second Honors	85 and above in all academic subjects
Honorable Mention	81 and above in all academic subjects
Effort Award	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 by the end of 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.
- The final decision about a student's retention will be made by the first week of June by the principal and teachers in consultation with the parent.

For 8th graders: Failing one or more subjects may result in the loss of graduation privileges. Diplomas and transcripts may 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 meeting 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 Option C
- providing Trimester Progress Report cards
- communicating with parents when tests and homework papers are repeatedly not returned or signed.
- Holding 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 school regulations, he/she must face the consequences of his/her behavior. The consequences differ depending on the severity of the misbehavior and the number of occurrences of the misbehavior. There must also be logical consequences of the misbehavior. A student who 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 the student's misbehavior to the parent/ guardian.
- 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 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 obtain notes missed during the period the child was suspended. Students may not return to class until all work is completed.
- Possession of a weapon, or anything which could 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, phone, or written threats made that affect 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, vape, tobacco or alcoholic products to school. Students doing so may face expulsion.
- Any action performed while wearing a school uniform, whether on school premises or not, at anytime of the day, will be dealt with as an in-school action.

Violation of any of the disciplinary code 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.

RESOLVING SCHOOL ISSUES

- 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 personnel 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, the special subject 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 with the school personnel involved, the next step would be to bring the matter to the attention of the administration. You can write, e-mail, call or visit the office for assistance.
- **Parents are not to question or approach other students regarding disciplinary matters involving their children. 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 5-8.

Infractions:

Lack of homework, out of 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 or other 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 student 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.
- 8th grade students may be excluded from graduation ceremonies if they are not maintaining proper standards of discipline.

ACCEPTABLE COMPUTER USE POLICY

We believe that the use of computers and the use of the Internet are very valid tools in education, but ones that must be used with 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 the 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.
- Do not take part in transmitting, downloading or viewing of inappropriate material. Material may be deemed inappropriate after examination by, and at the discretion of the principal, computer teacher, and classroom teacher.
- Adhere to the rules governing computer use posted in the classroom.

The following are 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.
- Plagiarizing or violating 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.
- Transmitting of personal information about self or others.
- Transmitting of school information (Name, address, photographs, etc.) unless expressly permitted for school purposes.
- Mentioning of the school in whole or in part, (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 of these terms may 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.

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.

- 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 note, dated and signed by a parent, guardian, or doctor 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. In addition, **homework must be completed when your child is absent.**
- 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.

ATTENDANCE

Attendance in school increases student success. Subjects are taught in sequence and require the understanding of each concept in the order presented. 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 to proper authorities.

LATENESS

- Any student who arrives after the second bell rings at 8:10 AM is considered 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 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 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 PreK for All regulations.

LUNCH PERIOD

Lunch 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. NO EXCEPTIONS!!

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

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 his/her 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

- Birthdays and special celebrations are to be kept low key and are not to 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 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...

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 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 daily rate for the service. Students will only be released to those named on the emergency contact sheet as authorized for pick up.

Please 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 permit anyone to 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 61st Street side doors.
- Fifth through Eighth grades are dismissed at 3 pm from the 64th 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:

K, 1 & 2:	11:55 am
3 rd – 8 th grade:	noon

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

EARLY DROP OFF PROGRAM

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

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.
- Payments are due before attending the program.

EMERGENCY DISMISSAL PROCEDURES

When the area is impassable because of snow or other potentially dangerous condition, dismissal will take place as follows:

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 directions 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 will go to the church. If for any reason we need to leave the school block, a sign will 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 school community safe. Students are taught to be silent during these drills, and to remain in an area away from the classroom door.

EMERGENCY SCHOOL CLOSING

- St. Stan's rarely cancels school and does not close 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 Diocese of Brooklyn 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.**
- Parents/guardians are NOT to call the school or rectory for school closing information.
- An email will be sent out to notify parents of school closing.
- You can 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 in 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, cell 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 bears 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.
- No smoking or vaping is allowed in or around the school premises.
- It is a Diocesan requirement that any school volunteer or person wishing to chaperone a class trip MUST be Virtus trained. Visit 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 61st Street entrance and exit through the Maspeth Avenue exit.

ANTI-BULLYING / HARRASMENT POLICY

The school communities within the Diocese of Brooklyn 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.

Bullying is bias-based harassment/intimidation that is an intentional, repeated, hurtful act (physical, verbal, written) committed by one or more persons towards another person or persons. It 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 well-being.

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 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, or any school staff who believe that bullying has occurred should report the incident to the principal.

- **A Bullying Incident Report** will be completed.
- 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 has performed the bullying behavior is 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 for 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 2018-2019

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 academy website. These photos and videos are also used by DeSales Media Group to promote Catholic Education within the Diocese of Brooklyn. 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.

We appreciate your cooperation.

Please check one:

Yes, I give permission for my child to be photographed and/or videotaped during the 2018-2019 school year while participating in school activities or attending school events for possible publication in the media. The academy/parish school may photograph or videotape the student listed above whilst they are partaking in scholastic related activities e.g. Classroom, clubs, field trip, competitions, and school events.

I authorize the academy/parish school to use photographs or video of the student listed below for: Yearbook, Parish School/Academy Website and Social Media Page, Parish School/Academy Marketing Materials e.g. Brochures, Flyers, Billboards as well as television, digital and print advertisements, Futures in Education promotion (Diocesan Scholarship Organization), and the promotion of Catholic Education within the Diocese of Brooklyn.

I understand that by giving this authorization, St. Stanislaus Kostka Catholic Academy of Queens along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

No, I do not give permission for my child to be photographed and/or videotaped during the 2018-2019 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.

Child's Name: _____

Class: _____

Parent's signature: _____

Date: _____

AGREEMENT TO UPHOLD POLICIES 2018-2019

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

We have received the copy of the 2018-2019 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 _____