

Section 1- Letter from the Principal Richardson

Welcome to Saint Margaret Catholic Academy! My primary role as principal is to ensure that instruction and learning is taking place in a catholic faith based environment as well as a safe and orderly environment throughout the school building. Saint Margaret Catholic Academy is committed to providing all students opportunities to succeed academically, socially, and through faith based opportunities. A strong elementary education begins with a strong foundation in all curricular areas. Saint Margaret Catholic Academy is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepared them for lifelong learning. Success is built on strong relationships between the academy, students, faculty, parents and staff. I look forward to working with each of you to ensure success and support the development of your child's faith in God.

Section 2- Introduction: The future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping.

Section 3- School Overview

3.1 In 1870, there were lots of farms here in Middle Village. Most of the families on the farms had many children. In those days, they all spoke German. These children needed an education. When Father Thoma was the Pastor, he asked the Dominican Sisters to send some Sisters to Middle Village from Williamsburg, Brooklyn. Sister Henrica Stenger, OP came to be the first Principal of Saint Margaret School. Sisters Appolonia, Fabiana and Honorata also came. The school began to grow as more and more children moved to the Village.

1899 - 1926: Soon there were almost 100 girls and boys in Saint Margaret School. It was just too many for the small building. The priests and the people went to work to build a new building that could be used for school and the people of Village. The new building was three stories high. Many of the new students were from other countries and they didn't speak German. The Sisters now began to teach in one language that all could learn; they taught in English. There were three large classrooms so everyone had a place. During the planning and building, Sisters Christina Harth and Philippa Rainer were principals. But this new school had some very different things than most schools back then. This school building had a pool hall and a bowling alley. These things were for the older people to use. It was wonderful to have a space for everyone, but there were days when the Sisters found that it was just too noisy.

1926 - 1935: The village, the church and Saint Margaret School were growing. Many happy families had found a parish and school filled with love. In 1926, a very special priest came to the parish to be Pastor; his name was Monsignor Henry P. Kunig. He was Pastor for 32 years. Monsignor made sure that the church and school were filled with beautiful music and prayers praising our God. Sister Philippa and later Sister Lydia, who were principals at this time, found the school again bursting at the seams. There were almost 500 children. Monsignor was also concerned that the church could no longer fit all the families. A new and wonderful building to serve everyone was planned by Monsignor. This building would be a combination of Church and School. It was built to last and to fit all the people that would come there to pray and learn. During these years, many more Sisters came to live and teach at Saint Margaret School.

1935 - 1960: More and more people came to the Village. So many wonderful and talented students and teachers filled Saint Margaret's halls. We wish we could name them all but that would fill a book. After World War II, the parish again grew very fast. More priests and sisters were needed to serve all the people. In 1951, a new rectory was built for the priests. Then, in 1956, a new convent was built for the sisters. These buildings are the ones we know today. Father Ernest Fries became Pastor in 1958 and began plans to celebrate the 100th Anniversary of the Saint Margaret Parish. During these years, there were 1,000 students in the school and there were many Sisters who served as principal. Since not all the children of the parish attended Saint Margaret School, the Sisters taught Religion to those children after Saint Margaret's students were dismissed.

1960 - 1980: The Sixties were an exciting time, especially in schools. It was the beginning of the space age. Math and Science were subjects that would be very important to the leaders of the future. There were now specialized teachers for the various subjects in the middle and upper grades. The first few grades still kept to the one classroom and teacher for their lessons. In the late sixties, men landed on the moon. New frontiers were opening up. Schools needed new equipment and Science labs. Saint Margaret School was under the guidance of three Dominican Sisters as principals during these years: Sister Jeanne d'Arc, Sister Anita Palone and Sister Patricia Bryant.

1980 - 2000: Technology and communications were making us all realize that our world was not so big after all. We began to see things from far away without leaving our homes or classrooms. More and more people of different cultures came to live in Middle Village bringing with them more wonderful news of the wider world. For the next 14 years, Sister Joan Cahill, OP was the principal of Saint Margaret School. The school grew not in size but in diversity and new experiences. Computers and new subjects were filling the school. Even after school, all these great new ideas created new clubs and work groups. Students had much to learn, but so did teachers and parents who had never learned these things when they were going to school. In 1994, Saint Margaret welcomed the first principal who was not a Dominican Sister. Sister Bridget Olwell, OSU was an Ursuline Sister. Sister Bridget picked up where Sister Joan left off and carried on the traditions of Saint Margaret School for 14 years. Sister Patricia McCann, OP, an Amityville Dominican continued the Dominican presence.

2000-2010: The Year 2000 brought us into a new century. Saint Margaret School has now been part of the 1800s, 1900s and the 2000s. How exciting to be a part of history even as you are studying it in class. Sister Bridget, as principal, made sure that the students were provided with all the tools to meet the challenges of this new century. In 2008, Sister Rena Perrone, OP became the principal and St. Margaret School once again had a Dominican Sister as principal. Smart Boards, Eno Board, laptops and Rosetta Stone technology are terms the first teachers and students could not have imagined. Love of God and neighbor, truth and respect for all God's people and the earth, are values that have spanned glorious history. As St. Margaret School celebrates 140 years of education, it is wonderful to look back on all the achievements and to look ahead to all that will come.

2011-2016: In 2011, Dr. Philip Franco became the principal of St. Margaret. Over the course of five years the school added a 3-year old Nursery (Pre-K 3) program and also began the "St. Margaret Angels" two year old mommy and me type program. The school grew again to about 400 students. Also during this time, a generous graduate made possible the state-of-the-art Repole Tech Center as well as the completely refurbished Parish Hall. Both added significantly to the physical plant and technological capabilities of the growing school family.

2016 St. Margaret Catholic Academy: In September 2016 the school opened with a new Principal, Mrs. Victoria Richardson. Mrs. Richardson had already served as Assistant Principal and Technology Director and Teacher. She was welcomed warmly and very ready for this new position. As of September 2016, the school, like all Catholic Schools in the Diocese of Brooklyn, opens as an Academy. This simply means a new structure of governance. The Academy will now be overseen by the Board of Directors, with Mrs. Richardson, our Principal, as the educational leader moving us forward into 21st century learning. During her years, technology was strengthened with 1:1 technology as well as Blended Learning which integrates technology and other curricular areas in times sessions. St. Aquinas Enrichment grants were received to allow all students in Grades 1-8 to choose and explore new programs/clubs like exercise, cooking, break out sessions, etc. Each student is given this opportunity not based on academic ability.

We look forward to continuing our growth and improvement as we begin this new chapter in our long and memorable history. We are ready to keep going and growing as we are still strong after well over 140 years!

3.2 Mission statement: Saint Margaret Catholic School exists to educate and form young people in light of the Gospel. Saint Margaret Catholic Academy recognizes the unique talents of each student. Our mission, therefore, is to help all students attain their full potential through an integrated academic curriculum, rooted in Gospel values and Catholic teachings.

3.3 Vision Statement: Saint Margaret Catholic Academy encourages students to achieve their full potential spiritually, morally, confidently, and academically to ensure they are prepared to meet the challenges of the world around them.

3.4 Parental Expectation of Adherence to School Policy

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

...Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe-Salve, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

Section 4- Catholic Identity

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ. Being a practicing Catholic is encouraged by attending mass on a regular weekly basis. Family involvement is encouraged and should support students as parents are the first teachers in a student's development of their faith.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are "...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds."

Diocesan academies and schools strive to emulate the words of Saint John Paul II by:

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multicultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

Section 5- Student Behavior

5.1 Code of Conduct: Discipline Policy

A progressive policy is in effect, including both positive reinforcement as well as direct disciplinary action, in order to promote responsible student behavior and to ensure that each student is treated as a person with dignity and respect in an atmosphere of trust and cooperation.

Rules are taught and students are expected to follow them. In turn, students have a right to expect fair treatment and respect. This is an integral part of their overall education and formation as productive members of society and as Christian ladies and gentlemen. Parents or legal guardians, as first educators of their children, share deeply in the responsibility to educate and form their children to be responsible and well-behaved.

Discipline is generally handled on the classroom level and respect is due at all times to the teachers, staff and volunteers. In cases of a serious infraction of the rules, parents or legal guardians will be notified of the occurrence by email, phone or written notice. These tools are a means by which parents or legal guardians are informed of a discipline issue that took place in school. It does not go on the permanent record card. Students may be required to serve detention for repeat offenses. This will allow an opportunity for teachers and students to discuss what happened, why it happened and what can be done to prevent future occurrences. Continued discipline issues will affect a student's Personal Progress Code on the Report Card. Conferences are always possible to arrange to discuss these matters.

Certain infractions of the rules are very serious and cannot be handled with only a form or a detention. These infractions can result in immediate suspension or even expulsion from the school. These infractions include but are not limited to:

- 1) Ongoing bullying behavior, as defined by diocesan policy and adopted by Saint Margaret Catholic Academy.
- 2) Physical harm caused to any person.
- 3) Damage of school or private property.
- 4) Possession of any dangerous or illegal items.

The Administration reserves the sole right to determine what infractions can and will result in the penalty of Suspension or Expulsion.

Discipline is always to be handled by school staff, meaning only faculty and aides. Parent or legal guardian volunteers are to inform teachers or aides of infractions. Any communication regarding discipline should take place between teachers and parents or legal guardians only.

5.2 In our community of Saint Margaret Catholic Academy, everyone is expected to treat each person with respect and kindness. Our goals are to:

- Establish a calm, orderly and safe environment for learning in a Christ centered environment
- Help children develop self-control and self-discipline
- Teach children to be responsible, contributing members of our community

- Promote respectful, kind and healthy staff-student and student-student interactions.

We believe that discipline can be taught and children learn best when they are actively constructing their own knowledge. Students learn about mindfulness as tools to support students with social and emotional regulation. Rules are connected to students' and teachers' goals for social and academic learning. Rules are created collaboratively between students and teachers in the early weeks of school. Students learn why rules exist and their role in keeping everyone safe and helping them achieve their learning goals. Our school rules are based on catholic teachings.

- Take Care Of Yourself
- Take Care Of Others
- Take Care Of This Place

Our goals are to:

- Establish a calm, God centered, orderly and safe environment for learning
- Help children develop self-control and self-discipline rooted in Gospel values and Catholic teachings
- Teach children to be responsible, contributing members of our community
- Promote respectful, kind and healthy staff-student and student-student interactions.

SCHOOLYARD- The children must stay in their designated area as defined by the teachers on duty and practice safe social distancing. ONLY those games permitted by the school are to be played during recess. Students who are not playing by the rules or who are in any way dangerous to others will not be permitted recess.

CLASSROOMS/ASSEMBLIES- The children must enter quietly, follow directions and observe the rules of good manners. Class disruptions, disrespectfulness to students/teachers, cheating, lying, forgery, fighting, truancy and sexual harassment of any kind are never permitted. Jeering or booing is not appropriate behavior at a school function.

HALLWAYS- Students who are changing classes or walking through the halls for any reason are expected to maintain calm. There is absolutely NO running in the hallways. Students must always remain ONLINE. Students may not talk in the hallways but may speak quietly when they enter the classroom.

CHURCH- Grades 2-8 go to Mass one day each week. The children are taught to genuflect toward the Blessed Sacrament before being seated and to participate fully in the liturgical prayers. A reverential attitude and behavior is expected at all times by all persons. Children will always be reminded of their obligation as Catholics to participate in Mass on Sundays and Holy Days. Regardless of the child's religious faith, respect in Church will be very strictly enforced.

5.3 Diocesan Anti-Bullying Policy

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

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- *Physical:* physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).

- *Verbal*: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written*: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

Reporting Procedures:

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

5.4 Diocesan Cyber Bullying Policy

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

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the academy or parish school principal:

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

5.5 Diocesan Acceptable Use Policy

The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Saint Margaret Catholic Academy community.

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

Respect One's Self

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

Respect Others

- Be mindful of comments, posts, photos or any content directed toward or including others
- Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

Protect One's Self and Others

- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
- Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

Respect Intellectual Property

- Cite sources when using any content not originally authored by you

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

Security of Technology

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated.

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

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

Administrative Rights (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Schools and Academies of the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

Personal use of Social Media (Teachers, Students)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium. All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

Section 6- General Procedural Information

6.1 Dress Code

The Roman Catholic Diocese of Brooklyn believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

Dress Code and Uniforms

Students are required to wear official school uniforms unless a special dress code is indicated for a specific reason. Failure to be **in full uniform** will result in disciplinary action. This is especially true for flagrant disregard for uniform rules and for repeat offenses on this matter. Anytime and anyplace where the student is wearing the Saint Margaret uniform he or she is representing the academy and is expected to act accordingly. This includes travel to and from school. In addition to possession of the uniform, it is the responsibility of the student and family to be certain that the uniform is worn properly, in a manner that is neat, clean and presentable. Shirts must always be tucked in. Improper wearing of the uniform, such as untucked shirts, are also considered infractions of dress code.

***September 2020-January 1, 2021 students will be allowed to wear gym uniforms daily. NUT cards can be used in lieu of gym uniforms.

Official School Uniform

***September 2020-January 1, 2021 students will be allowed to wear gym uniforms daily. NUT cards can be used in lieu of gym uniforms only on Mondays unless a student uses a super nut card.

Nursery and Pre-K Students will wear the gym uniform every day throughout the year.

Students are ONLY to wear the specifically designated uniforms for Saint Margaret as clarified in handouts and as offered at Flynn and O'Hara. No exceptions or substitutions will be made. Casual versions of the uniform can be worn only during clearly designated times of the year. Students may not wear the summer version of the uniform at any time of the year other than specific designated days. Similarly, skorts may only be worn during the summer/casual uniform times.

The girls skirt is to be no more than 1/2 inch above the knee. Students may NOT roll up their skirts.

The optional Blue blazer may be worn in place of the sweater or vest. Full dress uniform is required for school pictures unless other instructions are given by the Administration.

Dress Code

Do's

Only Post or 1/4 " hoops only allowed for girls

Boots may be worn to school but must be changed upon entrance to class

Sandals must be fastened to feet

Wrist watches may worn

Students should have clean, well groomed nails

Don'ts

No jewelry on gym days. No rubber bracelets

No earrings for boys

No high heeled shoes/sandals/flip flop

No Iwatch or Vtech type watches

No nail polish, fake nails or makeup (unless special permission is given by administration)

HAIR is to be well groomed. Hair styles should be neat and simple. The following rules for hair styles will be observed at all times:

Boys must always have their hair cut. It can extend NO LONGER than the shirt collar. Boys' long hair can never be held above the shirt collar in a

ponytail or in any other fashion. It must be cut.

- 3) Absolutely no words or images shaved into the hair.
- 4) No Mohawks of any type.
- 5) Students do not wear hats or head coverings in the school building at any time unless special permission is given by the Administration for a specific reason or special occasion.
- 6) It is the responsibility of the Administration only to judge whether hairstyles and haircuts will be deemed acceptable or unacceptable in accord with the handbook as a clear guideline.

GYM UNIFORMS- On gym days, Grades Nursery-8 must wear sneakers(any color) white crew socks and official gym uniforms. Official gym uniform consists of a Saint Margaret Catholic Academy sweatshirt or T-shirt and navy blue shorts or sweatpants (with elastic at the ankle and waist). NO LEGGINGS CAN BE WORN UNDER GYM SHORTS. N/PK should wear velcro sneakers.

School uniforms and gym clothes may be purchased at Flynn & O'Hara in Atlas Mall

6.1a Dress Down Days

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress – no shorter than 3" above the knees
- No torn or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No hoop earrings or excessive jewelry
- No jeggings, leggings or skinny jeans

Even when dressed down for any reason, students must dress with modesty and observe rules at all times the following

It is the role of the administration to decide what constitutes an unacceptable saying or image on a shirt. When dressing down or dressing up always keep in mind the importance of modesty and the fact that we are in a Catholic school setting.

Dress Down rules must be followed. If however rules are not adhered to, the following steps will be taken:

1. A warning will be given to student
2. Parents will be notified and must bring in appropriate clothes.
3. NUT card will be taken away

6.1b Grooming Code

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate jewelry is allowed. Two bracelets may be worn at a time. One pair of small earrings may be worn by girls only. Necklaces must be tucked into the shirt. Tattoos and body piercings are not allowed.

6.2 Attendance Policy

Saint Margaret Catholic Academy has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education. **Please email daily absence to smcaattendance@gmail.com to notify the school.**

Books can only be picked up dismissal.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

6.2a Lateness

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

6.3 School Calendar

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session:

New Year's Day	First Day in January
Dr. Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Columbus Day	Second Monday in October
Veterans Day	Eleventh Day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day in December

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. Academies and parish schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

6.3a) **School Hours:Academy Schedule** **Nursery and Pre-Kindergarten**

Full Day: 8:00AM to 2:35 PM Children enter and leave by 80th St
Half Day: 8:00AM to 11:00 AM Children enter and leave by 80th St.

Kindergarten- Grade 8 Daily Schedule, Arrival and Dismissal

Kindergarten: Early Childhood Building Doors on 80th Street next to the Flower Shop (Arrival 7:45 AM and Dismissal 2:45 PM)

Grades 1, 2, 3 Door from Parking Lot/Yard (Arrival 7:45 AM and Dismissal 2:50 PM)

Grades 4, 5, 6, 7, 8 Side Door of Church (Arrival and Dismissal 2:55 PM)

Grades 6, 7, 8 Side Door of Church (Arrival and Dismissal 3 PM)

Doors open: 7:45AM (there is NO supervision before 7:45AM)

Earlybird is available in the cafeteria from 7 AM-7:30 AM. Doors close at 7:30 AM. Please know that for social distancing purposes, students should bring something to do as they will not be allowed to play during early bird. Students will be socially distanced from each other. Students will be brought over to the main building at 7:45 AM as needed. CLASSES AND INSTRUCTION WILL BEGIN AT 8 AM. (NEW FOR 2018-2019) Students who arrive at 8:00AM or later are marked late and must receive a late pass. Lateness interferes with learning for all in the classroom and is recorded on permanent record cards. Parents and Guardians should make every effort to be on time for the safety of all the children. Parents/guardians are to wait outside in designated areas. We urge all parents/guardians and children to leave the premises as quickly as possible.

6.3b) Before Care & After Care

Early Bird is available for any student from 7:00 AM-7:30 AM. Doors close at 7:30 AM. Students need to bring something to do to occupy themselves. There is no additional fee.

After School is program is available for an additional fee. Students need to register for this program. Please contact the office for more information. Rates apply. Please contact our office.

6.3c) School Office Hours: Office is open from 7:30-3:00 PM. Office will be closed during arrival and dismissal. Email is preferred for communication during these times.

6.3d) Early Release Schedule: Early Dismissal schedules will be communicated. Early Dismissals will be scheduled for faculty meetings and parent conferences.

6.4 Releasing of Students

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

6.4a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the academy or parish school.

Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic

records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

6.5 Field Trips

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return.

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

6.6 Birthday Policy

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have brought to school or have been provided by the school. No goody bags can be shared due to Covid.

6.7 Lost and Found

Due to COVID-19, any item lost will be held by the office and be disposed of within one week. Please be sure all items are labeled with students' name.

6.8 Responsibility for Valuables

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

Section 6- Transportation

6.1 Bus procedures

While students are being transported to and from their academy/ parish school, it is expected that they will uphold the behavior expectations of the academy/ parish school as well as rules set forth by the bus driver or bus company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

Each bus company must hold an evacuation drill at least once a year. Students are expected to follow all instructions as given by the bus driver or other adult facilitating the drill. Students will be greeted by a staff member. Attendance will be taken AM/PM. Students must adhere to the safety rules.

6.2 Use of Other Vehicles

Only a licensed public carrier that is fully insured should be used to transport students. Teachers or administrators should not transport students in their personal vehicles.

Parents/ legal guardians must provide authorization for their child to be transported by someone else. This includes transportation for dismissal as well as extracurricular activities.

Section 7- Student Records

7.1 Change of Address/Phone Number

For student safety, it is imperative that parents/ legal guardians alert the academy or parish school to any changes in address or phone number. Parents/ legal guardians must also provide the academy or parish school with an adequate number of emergency contacts (with up to date information).

7.2 Educational Records Requests

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

7.3 Authorization to Release Records

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following:

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

7.4 Review of a Child's Official Records

Parents/legal guardians have the right to inspect any and all material which is part of their child's permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

Section 8- Health and Nutrition

8.1 Medical Requirements

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and UPK Programs--Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

8.2 Administering Medications at School

School nurses may administer over-the counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses may administer prescription medication that has been prescribed by a physician but must be provided with

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

8.2a Administering Epinephrine

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each

child in care. For a child with identified allergies or with special health care needs, the academy or parish school must have a copy of an individual health care plan developed by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

*It is recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

8.2b Administering Epinephrine on Field Trips

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

8.3 City & State Health Services

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools

8.4 Limitations of Physical Activities. Please see the nurse.

8.5 Breakfast/Lunch Program: currently we do not provide this program

8.6 Wellness Policy

Section 9 Parental Obligations

9.1 Parental Involvement

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home, have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community.

Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the academy or parish school community. Failure of parents to act in a manner compatible with the values of the academy or parish school may result in student dismissal.

9.2 Fundraising: Parental support and involvement is an important part of the success of our students. Parents or legal guardians are strongly encouraged to be active participants in our HAA. Meetings are scheduled to support parents and build relationships between home and academy. Geist speakers are also scheduled. Fundraisers are held to raise funds for the HAA to give back to our students. All fundraising contributes to keeping the tuition down and not incurring additional fees.

9.3 Parent Teacher Association (PTA) - Home Academy Association (HAA)

Every academy or parish school is encouraged to establish a Home School Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home School Association is to foster a clearer understanding of the mutual responsibilities of parents/legal guardians and teachers regarding the education of the students.

An added responsibility of the Home School Association will be to assist in the fundraising efforts of the academy or parish school. In the school, this is done in coordination with the administration. In an academy, it is done in coordination with the board of directors of the academy. No organization may hold title to accounts nor have access to funds raised for the academy or parish school. All financial transactions must be approved by the pastor/academy board of directors.

9.4 Volunteering, Chaperoning & Virtus Training

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

Section 10- Safety

10.1 Emergency Drills

Per New York State laws, academies and parish schools are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

10.2 School Closings

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closed due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

10.3 Procedures for Visitors

All visitors must be admitted to the building by school staff. Visitors should proceed to the main office to sign in and receive a visitor designation (lanyard, sticker, etc.) if available. Visitors to the school are asked to remain in the office until they have confirmed their destination within the school. For the safety of staff and students, visitors should not walk about the school but should travel to their intended destination within the school. Prior to leaving the school,

visitors should return to the main office, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

During COVID-19, we ask all parents and legal guardians to visit the academy or parish school only when necessary as well as to keep any visits as brief as possible.

10.4 Video Surveillance Cameras

Academies and parish schools within the Diocese of Brooklyn are authorized to use video camera surveillance on academy/ parish school property to monitor the health, welfare, and safety of all staff, students, and visitors to the property, and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the designated school administrators.

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

Section 11 Instruction

11.1 Grading Policy: Terra Nova, and New York State Exams are mandatory for all students in the appropriate grade levels. Saint Margaret Catholic Academy does not allow students to “opt out” of these exams. An explanation of the marking code is given on the Report Card. In general, it can be summarized as follows: A+ = 97-100 A = 93-96 B+ = 89-92 B = 85-88 C+ = 81-84 C = 77-80 D+ = 74-76 D = 70-73 F = Below 70 is a failing grade Principal’s List No grade lower than 95 First Honors No grade lower than 90 . Second Honors No grade lower than 85 Recognition Excellent Effort and Work Habits

Homework Policy Homework is given four (4) nights a week and at the teacher's discretion on weekends. Homework may not be done in school unless specific instruction is given by a teacher. Parents should check student assignments each night. Frequently, the teachers will use the student planner, Google classroom, or other digital platforms as a means of communication to the parent. Homework assignments may be posted on the website or Google Classroom. The information on the web site is not failsafe. The child is still responsible to copy his or her homework on a daily basis.

Honors for Grades 4-8:

Honors are awarded at the end of each marking period to recognize academic achievement. Candidates for honors must also have a 3 or above in all personal progress areas. **Special subjects will be taken in account of any honors awards.** Weight of special subjects will not be considered the same as major subjects. Lateness will be included in the decision of such awards.

Principal's List: 95-100 average with no grade lower than 93 or A in any subject.

Honors: 90-94 average with no grade lower than 85 or B in any subject.

Merit: 85-89 average with no grade lower than 80 or C+ is any subject.

Effort: A passing grade in all subjects with no grade lower than a 75.

All of the above require good personal progress and conduct grades. Regular attendance is part of class participation and excessive absence can therefore influence awards. New York State law has clear compulsory attendance expectations for Grades K-8 and excessive absences, by State law, put promotion in serious doubt.

11.2 Homework Policy:

Homework is given at the discretion of the teacher based on daily classwork. Parents or legal guardians are requested **to check and sign homework daily in grades K-5.** Homework for grades 6, 7, 8 may need to be signed at the request of teachers and/or parents or legal guardians.

Homework is included in report card grades. Each trimester, every student begins with a homework grade of 100%. All tests must be signed and returned at the discretion of the teacher. Homework is an essential part of the learning experience and the final grade. Time Allotment (approximate and includes written and studying. Projects are not included in these amounts. Primary Gr. K-2 maximum 45 minutes...Intermediate Gr. 3&4 maximum one hour...Junior High Gr. 5-8 maximum 90-100 Minutes

STUDENTS ARE NEVER EVALUATED BASED ON ONE SIMPLE CRITERION. MULTIPLE ASSESSMENTS ARE USED SUCH AS CLASSWORK, PARTICIPATION, HOMEWORK, TESTS, QUIZZES AND OTHER ASSIGNMENTS. CLASSWORK INCLUDES EFFORT.

Report Cards are distributed at three points during the year- December, March and June. Interim progress reports will be available at www.optionc.com. Only progress reports for conduct will be sent home if necessary. Parents or legal guardians should take advantage of tracking their child's progress using optionc c platform. Concerns should be dealt with promptly so that the student can be helped, if needed, prior to report card time by contacting the teacher directly. The final grade recorded in the fourth column of the Report Card represents a comprehensive assessment of the student. **It is this grade that is recorded on the Permanent Record Card.** If students are repeatedly missing homework assignments, the teacher will notify the parent or legal guardian. Plagiarism will not be tolerated. Any information downloaded from the internet must be properly cited. Students handing in plagiarized reports or work will be given a 0 and will be asked to redo the assignment. Repeated offenses may result in further disciplinary action including suspension or expulsion. Be careful in paraphrasing as well.

11.3 Protecting Instructional Time

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

11.4 Reporting Student Progress

11.4a Progress Reports & Report Card Schedule

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester. Parents/ legal guardians will also receive progress reports during each trimester prior to receiving the report cards. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher. Similarly, the parent or legal guardians or the teacher may request an individual meeting during the year. The purpose of all such meetings is to work for the betterment of the child's education. *****March Parent Teacher Conference is by appointment only at the request of the teacher or parent. (new 19-20)**

Promotion to the next grade is based on a total evaluation of a student's growth in all areas of his/her development and contingent upon attendance. Successful achievement of the program objectives.

11.4b Parent Teacher Conferences

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

11.4c NYS Testing

Students in grades 4, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

11.4d TerraNova Testing

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally- normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

Section 12-Internet Use

12.1 Option C

The Option C Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through Option C removing the issues of lost or blocked email messages. It allows teachers to contact parents directly and keeps a record of the interaction should it be necessary. As grades are recorded for student work, they can be shared with parents, giving any time up-to-date progress reports.

Option C's Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fundraisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on Option C to ensure that all contact information is up to date and all options are set correctly.

Parents should be checking option c for student progress and important information.

12.2 Communications with Teachers

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use Option C, school communication platforms (I.e. Google classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issue. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating an open communication with the teacher first continues a positive relationship between families and teachers.

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

Section 13-Finances

13.1 School Tuition Policies

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility

bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.

These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family’s financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every school/academy

13.2 Tuition and other fee schedules

The academy or parish school will collect tuition and fees over a ten month period. This ten month period will typically extend from June to March. Tuition collection will begin prior to the start of the school year.

Financial Obligations for 2020-2021

NURSERY AND PRE-KINDERGARTEN

Half Day Nursery (five days/week)	\$4050	\$405/month
Full Day Nursery (five days/week)	\$4200	\$420/month
Half Day Pre K (five days/week)	\$3950	\$395/month
Full Day Pre K (five days/week)	\$4100	\$410/month

THERE IS NO CATHOLIC/ NON CATHOLIC DISTINCTION IN TUITION FOR NURSERY AND PRE-KINDERGARTEN

KINDERGARTEN TO GRADE 8

Catholic:	1 Child	\$5,000	(\$500 PER MONTH)
	2 Children	\$8,050	(\$805 PER MONTH)
	3 Children	\$10,350	(\$1035 PER MONTH)
=====			
Non-Catholic:	1 Child	\$6,000	(\$600 PER MONTH)
	2 Children	\$8,650	(\$865 PER MONTH)
	3 Children	\$11,350	(\$1,135 PER MONTH)

TUITION IS DUE ON THE 5TH OF EVERY MONTH BEGINNING IN JULY AND ENDING IN APRIL. IT IS ESSENTIAL THAT TUITION IS PAID IN FULL AND ON TIME. WHEN THIS DOES NOT HAPPEN, THE SCHOOL LACKS THE PROPER FUNDS TO FUNCTION AND TO PAY BILLS. TUITION MAKES UP ONLY A PORTION OF THE ACTUAL COST PER PUPIL, WHICH IS WHY FUNDRAISING IS SO NECESSARY. PLEASE LET US ALL DO OUR PART TO BE PUNCTUAL WITH ALL OF OUR FINANCIAL OBLIGATIONS. All families PreK-8 pay \$100 for STEM Lab per family. All families are required to pledge 5 hours of volunteer service or pay an additional \$100 fee.

A late fee of \$20.00 will be charged for all accounts over (30) days late. For each additional 30 days a payment is late, the account will incur an additional \$20.00 per 30 days. Each trimester report cards will be held on all

accounts not current. No child will be re-registered for the new school year until tuition balances are current. Once made current, your future registration is dependent upon the satisfaction of your account in full. For any students transferring to a different school, records and transcripts will not be sent until accounts are paid in full. Those graduating will not be sent until accounts are paid in full.

\$150 per child at time of Registration (Non-Refundable)
\$100 per child payable at re-registration (Non-Refundable)

The Administration of Saint Margaret Catholic Academy reserves the right to modify policies and procedures contained herein at their professional discretion. Parents will always be notified of such changes. Similarly, any issues or rules not specifically covered within this handbook are dealt with by the Administration of the school, who possess the sole right to interpret and enact school rules for the good of the entire school community.

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.

In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdrawal date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.

Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

13.3 Resources for Tuition assistance

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: www.futuresineducation.org/scholarships. The one exception is families returning to the Teddy Forstmann program coordinated by the Children's Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

13.4 Tuition Assistance Committee

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

13.5 FACTS

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies and parish schools. There will be one FACTS record per family, and each student must be listed separately. This provides valuable detail about the charges and discounts each student is receiving. In turn, this provides the academy better reporting. A major benefit of FACTS is the ability to process automatic drafts of the payer's bank account or credit card. There is a 2.85% convenience fee on credit card transactions. FACTS does offer an invoicing option as well. With this option, FACTS will send an invoice to the payer (via email or postal mail) 20 calendar days prior to the payment due date. The payer must then initiate payment either by using a credit card or bank account online, over the phone, or by mailing a check directly to FACTS. Families are encouraged to pay via automatic draft. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

13.6 Tuition Delinquency

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

Section 14-Safe Environment

14.1 Reporting Inappropriate Behavior with Children to Principal

14.2 Children reporting to their parents

14.3 Child Lures Prevention Program

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or parish school. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online

luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics.

Each program provides teachers with the resources to facilitate appropriate conversations. Parents/ legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

14.4 Alcohol and Drug Free Zone Policy

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation “school grounds” means the “buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level.” Tobacco use is not permitted on school grounds at any time. A “tobacco product” is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

14.5 Signs of Suicide (SOS) Prevention Program

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

Section 15- COVID-19

**All health related policies and procedures have been adopted from the regulations published by the NYC Department of Education in partnership with the NYC Board of Health.*

15.1 Hygiene and Health Requirements

15.1a Face Coverings

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students’ cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students’ face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable masks should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them during outdoor times and while eating.

15.1b Social Distancing

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

15.2 Health Policies

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

15.2a Health Screenings

Parents/ legal guardians will be asked to check student temperatures and screen students for symptoms prior to their arrival to school grounds. In the event that parents/ legal guardians are unable to do so, school staff members will be designated to complete health screenings. It is asked that all parents/ legal guardians are vigilant in temperature and symptom screenings for their children for the safety of other students as well as staff members. School staff will also perform random temperature screenings for both students and staff members using no-touch thermometers.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion or runny nose,
- Nausea or vomiting,
- Diarrhea.

15.3b Students Excluded from In-Person Learning

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

15.4 Returning to School after Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

15.3 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning as long as it is safe to do so. Academies and parish schools will follow guidance from local Board of Health officials as well as directives from the City of New York to ensure student safety.

Per the New York City Department of Education “In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentages of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above threshold is just one trigger for closing schools but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.”

In the event of positive cases reported within the school community, the following procedures will be followed per NYC Test & Trace Corps and DOHMH Investigations:

Number of Cases	During Investigation (at least 24 hrs)	After Investigation
One confirmed case in a classroom	Close classroom with positive case, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom with positive cases, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classroom or each case remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days. Additional school members

		are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

15.4 Distance Learning

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- Device Usage – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out after work is completed. All usage is governed by this policy.
- Video/Audio Conferencing – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
- File Transfer/Submission – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.