

Salve Regina Catholic Academy



www.srca.org

237 Jerome Street 625 Liberty Avenue
Brooklyn, New York 11207
Phone: (718) 277-9000 Upper School
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Fax: (718) 348-0513

Addendum to Student/Parent Handbook-Guide

2015-2016

Added September 2015

Parent Alert System

We have an alert system through our students' information system OptionC. At the beginning of the school year a Family Data Verification sheet. The information on this form is what we will use to alert parents if and when necessary. If there is a change of contact information, please submit any changes in writing.

Alcohol, Drugs, and Weapons Policy

Bringing to school, or being under the influence of, alcohol or drugs is grounds for immediate dismissal from Our Lady's Catholic Academy, as is bringing to school a weapon of any kind.

Dismissal

Dismissal will be at 3:00 PM.

- Grades Nursery, Pre-K, Kindergarten and 1st will dismiss from the 625 Liberty Avenue.
- Grades 2nd and 3rd will be dismissed on Warwick Street. Grades 4th and 5th will be dismissed inside the black gates on Jerome Street.
- Grade 6th will be dismissed from the 4 doors on Jerome Street.
- Grades 7th and 8th will be dismissed through the black gate on Liberty Avenue.

No child may be released from the school to someone other than the parent or guardian without **documented written notice**. Students will not be dismissed to parents in cars. Parents must walk to the dismissal location and make contact with the teachers in order for the student to be dismissed.

Children in Grades 5 to 8 may walk home by themselves (and with younger siblings/relatives) if given **written permission** by a parent or guardian.

Students in grades 5-8 may only walk home if written permission is given by the parent or guardian. Students who walk home must do so immediately.

For safety reasons, we will not allow loitering on or around school property. Students who do not comply with this policy may be subject to disciplinary action. If a child is not picked up within fifteen minutes of dismissal time, they will be placed in the Extended Day program at the daily-extended day rate.

Math Extra Help

Students in grades 5 through 8 may register for extra help on Friday for a cost of \$50 monthly. The maximum number of students in the extra help class is 15. Once the class is full a waiting list will be created.

SONYC

Schools Out New York City is an initiative from the Major Bill de Blasio's office. It is a free program for students in grades 6 through 8. The PSW-SONYC at Salve Regina Catholic Academy is geared to enhance student leadership skills and increase learning experiences with hands on activities, reflection and experimentation. The program provides structure and strategies to support collaboration and critical thinking skills in order to increase students' self-

esteem, self-worth and encourage students to think of their ability and his/her future. Activities provided have a focus of STEM (Science, Technology, Engineering and Math and Leadership opportunities such as guitar, nutrition, MY Business, Debate, Generation On, C.S.I. STERM, and Sports. The maximum number of students in SONYC is 90. Once the class is full a waiting list will be created.

Extended Day Dismissal Procedure

The afterschool runs from 3:00 to 6:00. Students are to be picked up from the classrooms. You are required to sign your child out daily so as to allow us to better monitor individual dismissals.

Extended Day Late Pick up

Dismissal is 3:00. Students chronically picked up late will be placed in the after school and the \$10 after school daily rate will be assessed.

Afterschool students may stay until 6:00. Late pick up will be assessed a \$10 fee for every 15 minutes.

Leaving the school building

Students in any of the after school programs or activities report to the teacher or aide responsible for transporting him/her to the appropriate classroom. Students will not be allowed to leave the building under any circumstances.