



**Salve Regina Catholic Academy
Student Handbook**

2015-2016



Parish Participation:

Parents are the primary educators of their children. It is imperative that parents instill the importance of faith by way of their participation in the lives of our parishes.

Catholic Identity:

Salve Regina Catholic Academy is, first and foremost, a Catholic school. By choosing to enroll your child at SRCA, it is understood that they are required to participate in all prayers and religious activities. Students are required to attend mass, but may only participate in the sacraments of Holy Communion and Reconciliation if they have received the appropriate sacrament of initiation.

We foster a climate of respect for all religions practiced by the families of Salve Regina Catholic Academy, and we expect the proper respect of our academy's Catholic identity to be shown by all students through participation in the required religious exercises noted above.



Salve Regina Catholic Academy

237 Jerome Ave, Brooklyn, NY 11207

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Admission Policy:

Salve Regina Catholic Academy proudly accepts students of all races, religions, and countries of origin. There can be no discrimination on the basis of race, sex, national origin, age (in accordance with the law) and disability, if, with reasonable accommodation on the part on the part of the school, the disabled person's needs could be met.

Requirements for New registrants

- Birth Certificate
- Immunization Record – Must be up to date
- Baptismal Certificate (if Catholic)
- Report Card (if entering Grades 1-8)
- Social Security Card
- Completion of School Application
- Payment of the \$300 Registration Fee – NON-REFUNDABLE
- Interview Process – Principal or Assistant Principal
- Academic Clearance and Tuition Clearance if a Transfer Student from another Catholic School
- Trial Attendance –When Necessary)
- Individual Education Program(I.E.P.) – Failure to present the I.E.P. at registration will result in the voiding of the registration.
- Registration is not complete until parents and students have signed the Student/Parent Handbook agreement



Every new student is accepted on a probationary status of three months so as to allow the academy official to determine whether the academy can meet the student's needs before making acceptance final.

Requirements for Re-registration

- Prior year's tuition must be cleared
- Payment of the \$200 Re-registration Fee – NON-REFUNDABLE
- Re-registration fee balance must be cleared by August for their child to attend classes in September
- Registration is not complete until parents and students have signed the Student/Parent Handbook agreement

Continued enrollment in Salve Regina Catholic Academy is contingent on full cooperation with all handbook policies.

Tuition & Fees:

Tuition is billed in full at the beginning of the school year. However, as a convenience to parents, tuition may be paid over a ten-month period, beginning in August to Ridgewood Saving Bank. The first tuition payment is due on Thursday, August 1. Future tuition payments are due on the 1st of every month, with the final installment due on May 1. Families with outstanding tuition may not attend the Extended Day program, field trips, or any additional fee-based activity. Report cards cannot be issued to families with an outstanding balance. Parent Conferences may not discuss specifics found in the Report Cards. Letters from the office may not be requested. For returning students to begin class in September, they cannot have a balance from the previous school year. New students that are transferring from Catholic schools may not have a balance remaining at their previous school.



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Students with Learning Differences:

Salve Regina Catholic Academy is continuously working towards accommodating students with special needs. A copy of students' Individual Education Special Program (I.E.S.P.) must be presented at the time of registration in order to assess the academy's ability to meet the individual needs of the student. If the I.E.S.P. is not presented at the time of registration the registration is invalid.

IESP Procedures & the Evaluation Process:

SRCA can accommodate many specifications found in an IESP. For us to do so, the parent must provide a copy of the IESP and meet with the principal to determine if and how the child's needs will be met.

Services currently provided on site include: Speech Therapy, Physical Therapy, SETSS, and Counseling. An evaluation may be requested at any time and may be initiated by the parent, the teacher, or the administration.

SRCA strongly recommends that any student who is struggling academically be formally evaluated. Having all of the services that a child is entitled to helps ensure that they reach their God-given potential.



Parent Responsibilities:

In order to maintain order and discipline so that children will have an opportunity to learn to the best of their ability, we ask parents to cooperate in the following areas:

Each Morning

It is the parents' responsibility to send their children to school: (1) on time, (2) in uniform, (3) with all homework completed.

Attendance

Regular and punctual attendance is a requirement for all students. All parents must call the office of the school building which their child attends before 9:00 AM if their child is going to be absent. For an absence to be excused, the student must provide an absence note documenting a valid reason for the absence.

Absences

Valid reasons for an absence are: child's illness; family emergency; religious observation; doctor's appointment that could not be scheduled outside of school time. Absences of three days or more due to illnesses require a doctor's note for them to be excused.

Unexcused absences include, but are not limited to: oversleeping; vacation; inability to secure child care.

Early dismissal from school is discouraged. Doctors and dentist appointments should be made outside regular school hours.



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Lateness Policy:

Our school day begins at 8:00 AM with school-wide morning prayers. Lateness disrupts the educational process, not just of the late student but for all the students. Consistent lateness will not be tolerated.

Grades 1 through 5

A student late 4 times in a month or 10 times in a semester

- Parent Conference required discussing and signing a contract stating that if their child is late after the conference, they will not be allowed into the class instead they will spend the day in IN-SCHOOL DETENTION

Grades 6 through 8

A student late 4 times in a month will be assigned detention for lateness thereafter and up to 3 detentions in that month

- After the third detention, a parent Conference required discussing and signing a contract stating that if their child is late after the conference, they will not be allowed into the class instead they will spend the day in IN-SCHOOL DETENTION

Excessive Late Pick-ups

We understand that at times situations arise; however, if you are chronically late to pick up your child or children they will be placed in the after school program and you will be charged the after school daily fee.



Morning Supervision/Early Drop Off

The cafeteria opens at 7:00 AM for students in grades Kindergarten through 8th ONLY– use door next to the Church entrance steps. Students who arrive between 7 AM and 7:45 AM should report to the cafeteria. Supervision is provided in the cafeteria only before 7:45AM. Teachers are on duty to supervise students beginning at 7:45 in the gym. Students who arrive after 7:45 report to the gym.

Christ is the reason for our school, and our Catholic identity defines who we are. Each school day will begin with morning prayers in the gymnasium.

Students in Pre-Kindergarten MUST be dropped off at the lower school at 625 Liberty Avenue.

There is NO SUPERVISION before 7:00 AM. DO NOT DROP CHILDREN OFF BEFORE 7:00AM.

Breakfast

Cafeteria opens at 7:00 AM for breakfast for students in grades Kindergarten through 8th. Breakfast is served from 7:00 to 7:35. On all early dismissal days, breakfast is served but lunch is not served.



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Communication:

Communication is imperative to the success of our students. In an effort to increase the communication between parents and school, we have what is called Communication Day. Communication Day will take place EVERY TUESDAY and ONLY Tuesday. Tuesday will be the ONLY day when you will receive communication such as parent notices, graded work, etc. If you do not receive the communication folder, please call the office because there is a problem with that.

If you have any questions or wish to discuss something with a teacher, you may use any of the following to communicate with them:

- Emails (see list of teacher emails)
- Phones (see list of teachers #'s)
- OptionC (optionc.com)

If you wish to leave a message for a teacher, please call the office and the message will be given to the teacher and they will then return the call between 3:00-6:00.

We ask that you please adhere to the following:

- Allow 2 days for email and phone message responses
- Do not call teachers during instructional hours (8:00- 3:00)
- Do not call teachers after 6:00 p.m.
- Do not call teachers on the weekend
- Messages left on Friday will be responded to on Monday



- No Texting
- Parents may use e-mail to communicate, or may choose to make a phone call or set up an appointment through the office.
- Meetings with teachers take place in the office or in the classroom outside of instructional time. During dismissal teachers are responsible for supervising students at that time. It is never appropriate for parents and teachers to discuss issues in the areas that are in the earshot of students or other parents/teachers. Teachers are not permitted to have such discussions in these places, and are following school policy when they refuse to do so.
- Additionally, parents are not permitted to go to their child's classroom during instructional time. If there is an emergency, parents must report to the school office first, and they will receive assistance from there.
- Parental notes or phone calls regarding sensitive issues should be handled with discretion. Please send such notes to the teacher or staff member in a sealed envelope, and make phone calls about sensitive issues outside the earshot of the students.
- Concerns should be handled at the most local possible level. Persons with concerns about a situation with a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the principal or assistant principal be contacted.
- Similarly, a situation with the principal should be addressed with the principal. Only after such attempts have failed should the concerned party contact the Board of Directors chairperson, who can be reached through a mailbox in the academy's offices



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Emergency Contact Form:

Every student must have an Emergency Contact Form on file. If there is any change in information, a new form must be filed.

Change of Personal Information

Any necessary change of contact information requires a new emergency form to be filled.

Birthdays:

Students may dress down for free on their birthday. If the birthday falls over the weekend or over vacation, the child may dress down on the day that school reopens.

Birthday celebrations during instructional time are not permitted.



Salve Regina Catholic Academy School Uniform Regulations:

Children are required to dress according to the uniform dress regulations every day that school is in session, from the time they leave their residence in the morning until they return to their residence in the afternoon. Children who come to school out of uniform are saying to us: "I'm here, but I don't have to follow your rules and regulations." That's not a good way to start the day. Parents are expected to make sure that children are properly dressed for school when they leave home in the morning.

Students attending Salve Regina Catholic Academy are required to dress according to the following code:

Girls:

- Plaid panel wrap skirt with matching plaid tie Grades 5-8
 - Plaid jumper for grades 1-4
 - Blue Oxford shirt and plaid girls tie
 - Girls have option of wearing Golf short-sleeved or long-sleeved- Polo shirts Embroidered with School emblem in place of Blue Oxford shirt.
 - Black oxford shoes
 - Navy blue or Dark gray stockings or socks (not both)
 - September, May and June – Girls may wear Navy blue Walking shorts
 - Girls may, if they wish, substitute Navy blue or Dark gray uniform slacks for the plaid skirt
 - Haircut: neat No excessive accessories
 - Makeup/Cosmetics are not permitted
 - No artificial nails or nail polish
- (List continues on next page)



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- Jewelry: earrings may be worn, one pair only, 1” or less, on ears. No other jewelry may be worn except a watch

Jewelry worn in violation of these rules will be taken away and returned only to a parent or, for repeated violations, kept until the last day of school.

Boys:

- Navy blue or Dark gray uniform pants
- September, May and June – Boys may wear Navy blue walking shorts
- Blue Oxford shirt with plaid tie (1-4) navy or gray tie (5-8)
- Boys have option of wearing Golf short-sleeved or long-sleeved- Polo shirts Embroidered with School emblem in place of Blue Oxford shirt
- Grades 1-4 Plaid tie or Grades 5-8 Navy blue or Dark gray uniform tie
- September, May and June – Boys may wear Navy blue walking shorts
- Black oxford shoes
- Haircut: neat and trim. No Mohawks permitted. Designs not permitted. Du-rags not permitted
- Jewelry: not permitted, other than a watch.

Boys and Girls:

Warm weather option: Boys and girls have option of wearing Golf short-sleeved (September/October and May/June ONLY) or long-sleeved (November-April ONLY) polo shirts Embroidered with School emblem in place of blue oxford shirt/blouse and tie. They also may wear the Navy blue walking shorts.



Sweaters (Cardigan/Pullover/Vest) or Fleece Jackets: ONLY navy blue sweaters and fleeces with the school emblem patch may be worn. Other sweaters worn to school must be placed in the closet during school hours.

Shoes: Only shoes with laces or straps permitted. No boots, sneakers, open-back shoes or clogs. If boots are worn to school they must be placed in the closet during school hours. Days of inclement weather Students may wear rain boots or snow boots to school, along with their school shoes in a bag. They must change into their regular school shoes when they arrive at school.

Navy blue or Dark gray: Navy blue or dark gray means Navy blue or dark gray, not any kind or shade of blue or gray. This applies to boys' pants, girls' slacks and stockings/socks, and to sweaters.

Gym Days: ONLY on gym days only, students may wear the official gym sweatshirt, which is navy blue sweatpants, sweatshirt with the school emblem and light blue tee shirt with the school emblem. During May/June and September/October the navy blue mesh shorts may be worn, instead of the regular uniform. Only the official gym sweat suit may be used as a substitute uniform on gym day.

Boys and Girls Grades, Nursery, Pre-K and Kindergarten:

- Navy blue sweatpants, sweatshirt with the school emblem and light blue tee shirt with the school emblem
- Sneakers



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Uniform Policy:

Students with uniform infractions

- For students in grades PS through 3rd, teachers will send home a note regarding the infraction
- For students in grades 4th through 8th, teachers will inform the child of the infraction
- If infraction continues, parent conferences required
- If the infraction continues after the conference, the student will not be allowed into class instead he or she will spend the day in IN-SCHOOL DETENTION

If there is an extraordinary circumstance in which the uniform cannot be worn completely, please provide the child with a note indicating the reason, and we will waive the Uniform Violation if appropriate.

IN ALL MATTERS OF STUDENT ATTIRE OR UNIFORM REGULATIONS, THE OPINION OF THE PRINCIPAL IS FINAL IN DETERMINING THE APPROPRIATENESS OF ANY ASPECT OF A STUDENT'S APPEARANCE.



Bullying/Harassment Policy:

The Diocesan Bullying/Harassment Policy is as follows:

Purpose:

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

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.



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The behaviors include but are not limited to:

- Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyber bullying.

Reporting Procedures:

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



At Salve Regina Catholic Academy, the policy above is fully implemented on the local level through the following procedures:

- Any incident of bullying or violence may result in dismissal from Salve Regina Catholic Academy.
- An incident of violence or bullying will receive, at minimum, an automatic In-School Suspension.
- An in-school suspension is used as a consequence for bullying and violence. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given.
- Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and may result in dismissal from Salve Regina Catholic Academy.
- An act of physical aggression, in which a student harms another person's body or property, will result in an automatic In-School Suspension. If a child retaliates with violence, they will also receive an In-School Suspension.
- Any act that may make a student physically and/or emotionally unsafe is subject to our bullying policy. This includes all acts that occur outside of school and online.
- An act of retaliation will be treated with the same consequence as the initial act of bullying or violence. Students must report bullying immediately, not retaliate.
- Gossip, including reporting bullying to peers and repeating insulting comments or gossip, before or instead of reporting the incident to an adult, is also an act of bullying that is subject to the policies above.
- There is no such thing as "play fighting" or "just joking around" at SRCA. Hands must be kept to themselves at all times and comments must always be respectful and appropriate.
- Repeat offences can result in Home-Suspension and/or expulsion for the academy.



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Harassment:

The Dignity for All Students Act

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

It is the belief of SRCA that all persons have the right to be treated with dignity. All demeaning behavior is prohibited.

Sexual Harassment

Sexual harassment is an area of increasing concern. One definition for sexual harassment is "conduct, containing sexual suggestions that would be offensive to a reasonable person."

According to federal law, sexual harassment includes but is no limited to:

- (1) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;

- (2) Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

- (3) Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of some sexual matter;



(4) Threats and demands to submit to sexual requests for certain benefits; and

(5) Retaliation for having reported or threatened to report sexual harassment.

Violence

Violent behavior is contrary to our Gospel and Catholic values. As a part of God's covenant with us we have responsibilities and commitments to one another. We are to live in peace and promote means of solving conflict involving repair, reconciliation and reassurance. Violent behavior is any aggressive behavior that jeopardizes the safety of, or climate for, an effective learning and working environment.

No form of violent behavior is acceptable on school property or in school sponsored or related activities.

Disciplinary actions, ranging from suspension to expulsion, are consequences to violent incidents.

Parents, students and educators will work together to develop conflict resolution/mediation programs and support programs.

Alcohol, Drugs, and Weapons Policy

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



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Conduct:

Students are expected to demonstrate good conduct at all times. Good conduct can best be described as demonstrating respect for yourself, others, property, and the Academy. While students are in the academy's uniform, they are representing the academy and their behavior should be positive.

Students who demonstrate poor conduct may be subject to disciplinary action, including but not limited to: accountability essays; Daily Behavior Sheet; referral incidents; parental phone calls; Behavior Modification Sessions; detention; removal from extracurricular activities; in-school suspension; home suspension and dismissal from Salve Regina Catholic Academy.

Behavior Policy

After three of these referral incidents, a parent conference will be required as the next attempt at correcting the negative behavior. If the negative behavior continues, the student will be placed on the *Daily Behavior Sheet. If the behavior continues while on the daily sheet, a 3 day home suspension will take place. If the negative behavior continues, a 5 day home suspension will take place. Upon returning from the 5 day suspension a warning letter will be signed. If the behavior still continues it may result in a possible expulsion.

***Daily Behavior Sheet**

Daily Conduct Sheet may be used as an additional tool to improve a student's academic performance and personal progress. The decision to place a student on contract will be made jointly by the teacher, parent and administration. Responsibility for having the contract signed lies solely with the student on contract. However, the teacher is required to the daily conduct sheet daily. If the conduct sheet is not signed, the student will not be allowed to attend classes. For a conduct sheet to be effective, parents should discuss their child's progress as indicated on the conduct sheet before signing it each night. The need for a student conduct sheet will be reassessed regularly.



Searching Book Bags

In order to protect the students of Salve Regina Catholic Academy, and to maintain the good order of the academy administration reserves the right to examine students' book bags. These examinations can take place at random at the discretion of the administration.

In-School Suspension

An in-school suspension is used as a consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given and a conference is required for re-entry.

Home Suspension

Home suspension is used for repeat offences of consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. Parents will be notified regarding the suspension as soon as it is given and a conference is required for re-entry where a Conditional Acceptance Agreement from a Suspension form must be filled out and signed.

Cell Phones & Electronics

- Students are never permitted to use their cell phones in the school building. It must be turned off as they enter the school building. If a child needs to make a phone call they must make them from the school phone.
- No other electronic devices (iPods, iPads, PDAs, gaming systems, etc.) may be used in the school building.
- Any child found using a cell phone or electronic device will have it collected by the principal, member of the faculty, or staff member. (List continues on next page)



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- For the first offense, it will be returned to the parent.
- For the second offense, it will be returned to the parent a month after it is collected.
- For the third offense, it will be returned to the parent on the last day of school.
- Salve Regina Catholic Academy assumes no responsibility for lost, damaged, or stolen electronics that were not allowed in the school in accordance with school policy.

Detention

Our goal as is yours is to help our students to become responsible and accountable for their own lives. The Detention Policy works to strengthen students' determination to do what is necessary to succeed now and in the future and to help students know what is expected of them and when or if these responsibilities are not met that they are consequences to failing to follow the rules and regulations. The month of September will be the learning time. Students will be told what is expected of them. In October we will begin the detention. Detention will take place every Friday from 3:00 to 5:00. There are NO excuses for failing to attend detention. If the child cannot serve on a specific Friday a parent must clear this with administration prior to the Friday the detention is scheduled to be served.

After school detention assigned for the following infractions:

- Cover letter not signed and returned on the appropriate day
- Exam not signed and returned to the appropriate teacher during the assigned subject period
- Essay not done regarding following the rules
- Essay not signed
- Uniform infraction after the initial warning has been given
- Phone use during school
- Chronic lateness (beyond 4)
- Contraband (e.g. gum, candy, chips, etc.)



Students with a pattern of repeated detentions or failure to show up for detentions will require intervention by parents, teachers and administration so as to quickly correct the destructive behaviors. Should this intervention fail the next set of corrective actions would include possible suspension or expulsion.

Internet Usage:

Salve Regina Catholic Academy - Internet Acceptable Use Policy

Salve Regina Catholic Academy provides technology to students in order to encourage lifelong learning through high interest forms of instruction. The internet is a tool which brings invaluable information to students through computers linked in our global society.

It is expected that individual users of the school network will act with honesty and be respectful of the rights of others. Users are reminded that it is inappropriate to give personal information, to use foul language, to harm others in any way, to participate in chat rooms without specific instruction, or to bypass any security measures installed on the system. Accessing e-mail, social networking sites, or anything else unrelated to their academic work is strictly forbidden.

Our Internet services are geared to make resources available to the students with safe and easy access. Our school does use a filter to block unsuitable internet sites. However, no filtering method is perfect and on a global network it is impossible to filter all material and guarantee that no questionable material can be accessed; SRCA has the right to review and edit any use of its computers. Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and their actions may result in dismissal from Salve Regina Catholic Academy.



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Dismissal Procedures:

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 gates on Warwick Street

No child may be released from the school to someone other than the parent or guardian without documented written notice.

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.



Change of Dismissal

To ensure that our students are dismissed properly and safely if you wish to change your child's dismissal, YOU MUST CALL NO LATER THAN 2:30. Currently, parents are calling at 3:00 and we find ourselves running around taking kids off the bus, off specific lines and it has become too confusing. We don't want to run the risk of making a mistake with a child's dismissal due to these last minute changes. Our students' safety is our utmost importance.

School Buses

Yellow school buses are provided to the academy by the New York City Department of Education for students in grades Kindergarten through 6th.

The bus driver must operate the bus safely and without distraction or disruption. Students are expected to behave appropriately on the school buses. If the school bus driver writes a complaint, the parents will be informed of the written complaint. If the behavior continues the students will be taken off of the bus until a conference takes place. If the behavior continues after the conference, there will be a 5 day suspension during which the child will not be permitted to ride the bus. Your child will be required to attend on those 5 days, but transportation would be your responsibility.



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Metro Cards:

Metro cards are provided to our students by the Metropolitan Transit Authority (MTA).

Student MetroCards are:

- Only for use by the student to whom it was issued and whose name is written on the card.
- Good for travel to and from school and school-related activities between 5:30 a.m. and 8:30 p.m., only on days when the student's school is in session.
- Good for three trips each school day. Three trips allows a student to travel to school, from school to an after school activity, and then from that activity to home. A special four-trip student MetroCard is available on request for pupils whose trip to school requires multiple transfers.
- Good for an entire school semester.

Distance from Residence to School Example

| DISTANCE FROM RESIDENCE TO SCHOOL | | | | |
|-----------------------------------|------------------------|---|---|---------------------------|
| | Less than ½ mile A* | ½ mile or more, but less than 1 mile B* | 1 mile or more, but less than 1½ miles C* | 1½ miles or more D* |
| GRADELEVEL | K-2 | Not Eligible** | Eligible for Full Fare Transportation | |
| GRADELEVEL | 3-6 | Transportation Not Provided | Not Eligible** | |
| | 7-12 | Transportation Not Provided | Not Eligible** | |

For example, reading this table will show that:

- A first-grader who lives 3/4 of a mile from school is eligible for full fare transportation.
- An eighth-grader who lives one mile from school is not eligible for full fare transportation.

* The A, B, C, and D designations are used by DOE computers to indicate these distance groups.

** Students in these categories are not eligible for full fare transportation. These students may receive a half fare student MetroCard good for use on buses only. These half fare MetroCards are provided as a courtesy by the Metropolitan Transit Authority (MTA).



Counseling and Intervention:

SRCA in conjunction with Program for the Development of Human Potential provides counseling services. These PDHP can help a child who is struggling with an issue, provide skill development in a group setting, and help facilitate the evaluation process.

Students may be referred to the counselor by the teacher or administration when deemed necessary. Parents will be notified if a child is recommended for extended counseling (more than 3 sessions in one academic year). If a student indicates that they have or wish to engage in self-harm, the student will immediately be required to undergo an outside psychological evaluation. Clearance from this outside organization will be required for the student to return to class.

Additionally, students and families also have the opportunity to receive counseling services through the office of the Program for the Development of Human Potential. Interested parents may contact our regional representative, Ms. Kathryn Riggs-Poy, at (718) 871-7777. For outside counseling through PDHP, fees are determined on a sliding scale.

Extended Day Program:

Our Extended Day Program is 10 month program that runs from September through June. It operates on every day that school is in session except the 2 Report Card Distribution Days. The program runs from dismissal until 6:00 PM. Registration and payment for the program must be completed before a child can attend. Payment is required the 1st of the month. Delinquent payments or inappropriate conduct may result in dismissal from the Extended Day Program. Students will receive a snack and homework help and Title I if students qualify or extra-curricular classes. Classes are available on a first come basis. All handbook rules apply during the program.



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Extended Day Late Pick-ups

The afterschool program runs from 3:00 to 6:00 pm. There are three pick-up times 4:00, 5:00 and 6:00. If your child is picked-up late, you will be required to sign the back of this sheet logging your late pick-up time. After the 3rd late pick-up, you will receive a letter notifying you that the next time you are late your child will be dismissed from the program.

Students in the Extended Day program or any afterschool activities must report immediately to the teacher on duty and will not be allowed to leave the building under any circumstances.

Extracurricular Activities:

Students must be registered in the after school program in order to participate in extracurricular activities taking place in the academy between 3:00 and 6:00 except for Boys Scouts and Girls Scouts.

Parents must fill out a separate emergency form for the Extended Day program which includes contact information for that time of the day, along with a list of approved adults who may pick the child up from the program.

For students not picked up by 6:00 PM, there will be an additional surcharge of \$10 per student. Students who are repeatedly not picked up by 6:00 PM will no longer be allowed to attend the Extended Day Program.



Field Trips:

Attending a field trip is a privilege given to students. Parents must use the official permission slip for their child to attend. Handwritten notes or permission over the phone are not allowed. A child who is demonstrating poor conduct may be prohibited from attending a field trip. Students of families with outstanding tuition may not attend field trips. Students who are not going on a field trip are still required to attend school.

Parents may only attend a field trip if they are VIRTUS trained. Chaperones will be assigned on a first come, first serve basis. Meeting the children at the field trip is not permitted.

Students with medical conditions, including asthma and allergies that may require the use of an EPI-pen, may only attend field trips if they are accompanied by a parent or guardian.

Fundraising:

There is one mandatory fundraiser. Each family must sell a box of chocolate (\$60 per box) or they can donate (\$30 per box) which is the amount to be made by the academy. Please refer to the school calendar for exact dates. Families who do not submit their fundraising fee by the deadline provided on the calendar will have the total amount of the fundraiser added to their tuition. Throughout the year there will be other fundraisers which are voluntary. However, we ask that you support our fundraising efforts as much as possible, as their success allows us to keep our tuition and fees at a lower rate. Tuition covers less than 80% of the total cost of educating each child.



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Academic Expectations:

SRCA takes the academic success of our students seriously. Students are required to work to reach their God-given potential.

Grades and Grading

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

Progress Codes

1 Does Not Meet Standard

2 Approaching Standard

3 Meets Standard

4 Meets Standard with Distinction

X Not Assessed this Trimester



Honor Roll

Students in Grades 1-8 who consistently excel in all areas will be eligible for the Honor Roll each trimester.

The Criteria for the Honor Roll is as follows:

- Principal's List
A or A+ (93-100) in every subject, and 3 or 4 in conduct and Personnel Progress.
- First Honors
B+ (89-92) in every subject, and 3 or 4 in conduct and Personnel Progress.
- Second Honors
C+ (81-88) in every subject, and 3 or 4 in conduct and Personnel Progress.

Progress Reports

Children in Grades 1-8 will receive progress reports at the midpoint of the first and second trimesters. Please consult the school calendar for distribution dates, and return the signed report on the following school day.

Evaluation of Grades

Grades will consist of tests, quizzes and projects.

*Projects must be completed at the required time allotted.



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Assessments

The academy administers the following assessments:

- For students in grades 3rd through 8th
Standardized Common Core Tests
- For students in grades 4th, 6th and 8th
New York State Exams (Math and E.L.A.)
- For students in grades 4th and 8th
New York State Exams (Science)
- For students in grades 5th and 7th
Academic Intervention Services (A.I.S.)

Perfect Attendance

Students who have never been absent and nor late will receive Perfect Attendance Awards.

Christian Leader of the Month

This award recognizes students who exhibit Christ-like behavior in their everyday actions.

Homework

All homework must be completed on a daily basis. Students in grades 2nd through 8th will receive a Student Planner. Parents should sign their children's homework assignments and the Student planners to indicate that they are aware that their child has done their homework. Students who miss more than three homework assignments in one trimester will receive an "N" in homework for that subject area.



Returning tests and graded assignments with a parent signature is part of a child's homework grade, and is required in Grades 1-8.

Homework assignments are posted daily on our website – www.srca.org

Summer School

Students may attend summer school for remediation if they failed no more than 2 subjects and in doing so are required to attend for promotion, or for enrichment so as to improve their reading and math skills.

Retention

Students failing 3 or more subjects must be retained.

Faculty Meeting/Professional Development

The academy will have early dismissal on scheduled dates (see the yearly calendar) to work on teacher professional development.



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Child Abuse and Mandated Reporting:

New York State and the New York State Child Protective System recognize School Officials as holding the important role of mandated reporter of child abuse or maltreatment. School officials can be held liable by both the civil and criminal legal systems for intentionally failing to make a report.

Medical Conditions:

In case of an emergency 911 will be called. Parents will be informed and asked to meet the ambulance and the administrator at closest medical facility, which is Brookdale Hospital.

If a child has an allergy or a medical condition that requires medication, it is the parent's responsibility to ensure that the school is notified and that medication is kept at the school building in the nurse's office.

Students must have all of the required immunizations to attend class, with proper documentation of this provided upon registration.

Please note that if a child has an allergy that requires an EPI-pen, a parent is required to accompany their child on a field trip for their child to attend. Under no circumstance may students use the elevator due to safety issues.

Medical Forms

All new students require medical forms. Students going into Pre-K, Kindergarten and 1st require updated medical forms.



Lunch:

All students will eat in the school auditorium. Lunch is provided to us by the New York City Department of Education. An application must be filled out at the beginning of the school year. Based on the information provided on the application students may qualify for free or reduced lunch and they may not qualify to free or reduced lunch. Students may bring their own lunch.

Students may not have food delivered to the school building. If a parent is dropping lunch for their child(ren), they must do so before 10 AM.

Snacks are sold during the day, but they are not a replacement for eating lunch.

Candy, chips and soda are not allowed.

Certain grades will have a snack time built into their schedule due to their lunch period. If your child requires a snack, you will be informed at the beginning of the school year. When packing snacks please make sure it is reasonably sized and that it is healthy snack.

Cafeteria Behavior

Appropriate behavior is required during breakfast and lunch. If a student is found not to be following the rules and regulations, the cafeteria staff and the administrators will speak to students regarding misbehavior. If the student continues to misbehave despite our intervention the parents will be contacted. If the behavior continues after this intervention by the parents, it will be necessary for parents to come to the academy during breakfast/lunch time to observe and supervise your child.



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Inclement Weather or Emergency Closings:

In an emergency or inclement weather, we will close only if the New York City public schools close.

Parent Cooperation:

The education of a student is a sacred partnership between the parents and the school.

It is required that parents are supportive of all school policies and that they cooperate with the administration and with the faculty in the proper academic and behavioral development of their children. Without mutual respect and trust, Salve Regina Catholic Academy cannot meet the needs of its students.

To preserve this relationship, all discussions over disagreements must be conducted outside the presence of the students. This prevents the students from getting mixed messages from school and home.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parents is broken beyond repair.



Parents and Visitors:

The safety of our students is of the utmost importance. In order to assure that unwanted people do not gain entrance into the building, no one is allowed to walk throughout the academy. All parents and visitors must report to the office.

Volunteers:

Parent volunteers are highly encouraged. To volunteer at SRCA and to attend field trips, parents must complete free VIRTUS training and a volunteer orientation session at the school. You can find a listing at www.virtus.org under the Diocese of Brooklyn organization. Simply bring your certificate to the school and we will keep a copy on file.

In accordance with Diocesan policy, NO PARENT will be allowed to volunteer or attend a field trip without VIRTUS training.

School Liturgies:

Children will participate in Mass at least once every school month. The school wide Masses are scheduled to celebrate the holy days. The date and time of each holy day celebration will be announced on the yearly liturgical calendar.

All liturgical celebrations will be held at the Saint Michael Church.

Family members are always welcome to attend, and their presence is encouraged.



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Confidentiality:

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Use of Student Information:

Photograph, Film or Videotape

The academy reserves the right to use student pictures in publications and on the academy's website. Any parent who does not wish to have his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

Crisis Management Plan:

Crisis Management Plan is a situation-based management plan that includes clear roles and responsibilities and process related organizational requirements school wide. SRCA's plan includes action in the following areas: Crisis prevention, crisis assessment, crisis handling and crisis termination. The aim of crisis management is to be well prepared for crisis, ensure a rapid and adequate response to the crisis, maintaining clear lines of reporting and communication in the event of crisis and agreeing rules for crisis termination. The local police precinct and the local fire department receive a copy of the crisis management plan and are prepared to deal with any crisis.



Fire Drills and Lock-Down Procedures

The academy has procedures in place to ensure our students safety. Students participate in 15 drills.

Custody:

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school 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.