SAINT BERNARD CATHOLIC ACADEMY
2030 EAST 69 STREET
BROOKLYN, NY 11234
718 241 6040

www.stbernardschoolbrooklyn.org
www.optionc.com (school #939)

PRINCIPAL
MRS. KATHLEEN BUSCEMI

PASTOR OF SAINT BERNARD PARISH
MONSIGNOR JAMIE GIGANTIELLO

BOARD OF DIRECTORS
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TREASURER
FACULTY

Homeroom Teachers
Mrs. Deborah Mendez – Toddler Program
Ms Samantha Mendez – Jr. PreK
Mrs. Susan Balloqui – PreK
Mrs. Melissa Wagner – PreK
Mrs. Annette Vale – Kindergarten
Mrs. Mary Wright – Grade 1
Mrs. Gail Gibbons – Grade 2
Mrs. Alexandra Umbria – Grade 3
Ms Tracy Flanagan – Grade 4
Mrs. Patricia Bellard – Grade 5
Ms Margaret Conicelli – Grade 6
Mrs. Norma Strong – Grade 7
Ms Patricia Tews – Grade 8

Special Content Teachers
Ms Shannon Andersen
Mrs. Helene Cirrincione
Ms Shirley Johannssen
Mrs. Mariann Last
Ms Marilyn Riccitelli
Ms Adriana Sanchez

Teaching Assistants
Mrs. Maria Andreani
Mrs. Tania Davis
Mrs. Denise Krauss
Mrs. Deborah Mendez

Secretary
Mrs. Linda Capriola

School Nurse
Mrs. Diane Vourderis
PHILOSOPHY
Saint Bernard Catholic Academy seeks to provide a quality faith based education for our children. We educate the whole child through programs encompassing the spiritual, intellectual, social, psychological, and physical development of our students.

Through our religious education program we strive to develop a well-rounded Catholic personality, which will be reflected by respect toward self and others as exemplified by Jesus in the Gospels.

In cooperation with families, the staff works to assist the child in developing a system of values by which to judge the use of knowledge and skills. The rules and disciplines that are incorporated are necessary for the preservation of an atmosphere best suited to learning. In this way, the students learn to be responsible and accountable.

MISSION
The mission of Saint Bernard Catholic Academy is in our name. We are Catholic, rooted in the teachings of Jesus Christ in word and action.

We are committed to academic excellence and educate our students spiritually, morally, intellectually, socially, and emotionally. Using kindness, compassion, service, and a rigorous curriculum designed to challenge and inspire, we prepare our students to be life-long learners.

VALUES
Saint Bernard Catholic Academy is an integral part of the Church’s mission to teach children to proclaim the Gospel, build faith communities, celebrate through worship, and be of service to one another.

Saint Bernard Catholic Academy is committed to academic excellence through our educational programs which is rooted in the Common Core Standards and supported by technology. We develop ethical, global citizens of the 21st century.

Saint Bernard Catholic Academy gives its students frequent opportunities to think critically, work collaboratively, and make appropriate choices in an academic climate that fosters growth in each student’s ability to learn and express their learning in creative ways.

Saint Bernard Catholic Academy provides a safe, orderly, respectful learning environment. We embrace cultural diversity as a reflection of the world in which our students live and work.

Saint – Standards Based Education
Bernard – Brings students to College and Career Readiness
in a Catholic – Christ Centered Environment
that is Academy – Always aiming to be the best

VISION
Inspired to be an exemplary Catholic Academy in the 21st Century, we will be
• An academy that teaches Gospel values as a way of life and asks, “What would Jesus do?”
• An academy that encompasses and embraces cultural diversity
• An academy where students have a strong sense of self, inquiring minds, deep seated moral values, and the opportunity to develop as leaders.
• An academy where students, faculty, and parents collaborate to develop life-long learners capable of critical thinking and problem solving.
• An academy where students, faculty, and parents are active members of the school, parish, and neighborhood communities.

ACCREDITATION
Saint Bernard Catholic Academy is fully accredited by the Roman Catholic Diocese of Brooklyn and the State of New York,
The academy follows the national Common Core Standard and the additional standards set by the State of New York, the City of New York, and the Diocese of Brooklyn.

ADMINISTRATION
Saint Bernard Catholic Academy is sponsored by a Board of Members appointed by Bishop Nicholas DiMarzio. Monsignor Jamie Gigantiello, pastor of Saint Bernard Parish, Dr. Thomas Chadzutko, Superintendent of Schools for the Diocese of Brooklyn, and Bishop James Massa, Moderator of the Curia and Vicar for Evangelization comprise the Board of Members
A Board of Directors is appointed by the Board of Members. The directors administer the property and revenue for the support and maintenance of the religious and educational mission of the academy. The Board of Directors appoints the Principal.
The Principal is the Chief Educational Operating Officer of the academy. She is charged with responsibility for the daily spiritual, instructional, and educational life of the academy.

ADMISSIONS
Saint Bernard Catholic Academy is open to qualified Catholic students. Primary consideration is given to those whose parents/guardians are members of Saint Bernard Parish. Secondary consideration is given to Catholic students from surrounding parishes. Non-Catholic students are admitted as space allows. Saint Bernard Catholic Academy does not discriminate on the basis of race, sex, or national origins.

ATTENDANCE
Regular attendance is crucial for academic success. Any student absent for 40 days or more may be retained. Please report all absences by calling the academy office in the morning. A written note giving the reason for the absence should be given to your child’s teacher upon his or her return to school. An absence note is necessary even if you have made a phone call to the academy. Please plan vacations for a time that the academy is not in session. According to New York State Education Law, a vacation is considered an unexcused absence.
The academy day begins at 7:50 and ends at 2:45. All students are expected to be punctual and in their classrooms beginning at 7:50am.
Please schedule all student appointments for after 2:45. Requests for early dismissals must be sent to the teacher in writing. If a child is to be dismissed early, he or she must be picked up at the school office by a designated adult and signed out.

CELEBRATIONS
Throughout the academic year there are many occasions to celebrate various events. Some of these events are school wide, some are for a particular class or classes, and some are for an individual child such as a birthday. All celebrations are at the discretion of the classroom teacher.

Each teacher will explain her policy for celebrations at the Back to School Parent Meeting in the fall. Parents are expected to abide by the teacher’s policy as each teacher knows what will be best for her particular class.

Celebrations are meant to enhance the social aspect of school and be a means for all parents (no matter their income level or work schedule) to be a part of these events.

CLUBS
Saint Bernard Catholic Academy offers many clubs for the enrichment of its students. Students meeting the criteria for the club and the payment of the appropriate fee may join on a “first come, first serve” basis. Enrollment in clubs is limited. Participation in clubs may be denied due to inappropriate behavior, inattention to school work, delinquent tuition or extended care fees.

COMMUNICATION
With the adoption of the Option C program a parent can access information about their child and our academy on a daily basis. Information about grades and homework will be posted by the teachers. A weekly newsletter and important notices are published every Thursday. Forms for various events will be available.

For the safety and security of the students and faculty, all visitors including parents must report to the Main Office on entering the building. The permission of the principal or the secretary is required before proceeding beyond the office.

Early in the academy year, a “Back To Learning” Information Night is held. Parent attendance at this meeting is mandatory. This is an opportunity to meet your child’s teacher where she will explain her expectations for the year and give an overview of the curriculum.

Report cards are distributed three times per year, December, March, and June. In December, a conference with the teacher to discuss your child’s progress is scheduled the day of report card distribution. In March, a conference may be scheduled.

In addition, the teachers are available for conferences at a mutually convenient time whenever the need arises. You must contact the teacher in writing to schedule an appointment. At times, a teacher may request an appointment with you to address an area of concern. Please respond promptly to these requests. The education of a student is a partnership between the parents and the academy. Just as the parent has the right to withdraw a child if desired, the academy administration (Board of Directors and Principal) reserves the right to require the withdrawal of a student if the administration (Board of Directors and Principal) determine that the partnership has been irrevocably broken. The relationship between the parent and the academy must be one of mutual respect and cooperation.
Non-custodial parents are provided with access to all related records for their child. If there is a court order specifying that no information be given then it is the responsibility of the custodial parent to furnish the academy with a copy of the order.

**DISCIPLINE**

Saint Bernard Catholic Academy students are expected to adhere to a high moral code. Students are held responsible for their words and actions. No student’s actions should prevent a teacher from teaching or other students from learning. Disrespect in any form either directed toward a faculty member or another student will not be tolerated. Disrespectful behavior will result in detention, suspension, or expulsion depending on the severity of the offense. The degree of severity will be determined by the principal in consultation with the Board of Directors. Students who are suspended whether suspended from the classroom or suspended at home will not be permitted to participate in any club or extra-curricular activity including class trips for either the remainder of the trimester or the remainder of the school year. This will be determined by the principal in conjunction with the teacher. Any student who is suspended whether from class or suspended at home in grades 4, 5, 6, or 7 may permanently lose their eligibility for any special classes. This will be determined by the principal in conjunction with the Board of Directors.

Students are to show respect toward academy property and to the property of others. Vandalism will be subject to severe discipline. Parents of students who engage in vandalism will be required to make restitution.

Appropriate behavior at lunchtime is expected. Good table manners are expected.

Smoking, drug use, and alcohol use are illegal for school age children. In addition to discipline determined by the academy principal and board of directors, the local police precinct will be notified.

Harassment and/or hazing in any form is not tolerated. All students are expected to follow Jesus’ commandment to “Love One Another”. Bullying or bias-based harassment / intimidation are repeated, intentional, hurtful acts (physical, verbal, written) committed by one person or more than one person toward one person or a group of people. It usually involves an actual or perceived imbalance of power which can be physical, emotional, or verbal. The behaviors include but are not limited to physical violence, threats, aggressive gestures, exclusion from peer groups, taunts, teasing, derogatory language, name calling, slurs, spreading rumors, written or graphic material including comments that are electronically written and transmitted. If a child is a victim of any type of harassment, the principal must be immediately notified. The principal will then notify the parents of all involved and an investigation will begin. Students who are involved in inappropriate behavior will be subject to suspension or expulsion as determined by the principal and Board of Directors. Appropriate law enforcement agencies will also be notified.

**EMERGENCY CLOSING**

In inclement weather when it is necessary to close the academy, an announcement will be posted on the calendar page of Option C and all parents will be notified by text or email.

In the event of an emergency during the course of the academy day, the Crisis Management Plan for the academy will go into effect. This plan has been approved by the Office of the
Superintendent of Schools and the NYC Police and Fire Departments. Details of this plan are sent home to all families in September.

**EXTENDED CARE**

An extended care program is offered to all students from Jr. PreK to Grade 8. In the morning the program begins at 7:00. The afterschool program ends at 6:00pm. Qualified academy personnel staff this program. Payment is made monthly; the fee schedule and enrollment form is sent home at the start of the academic year. Failure to pay the bill for extended care within two weeks of its reception will result in the privilege of staying in the program to be revoked. Students who participate in the program receive homework supervision, a snack, and supervised recreation.

**EXTRA CREDIT**

Extra credit for individual students is not available. At times, a teacher may give an optional assignment that is available for additional earned credit to the entire class. The students who choose to complete the assignment will earn the additional credit. The students who choose not to complete an optional assignment will not be penalized.

**FIELD TRIPS**

Trips are a privilege offered to students. Participation may be denied due to poor academic performance, poor behavior, delinquent tuition or delinquent extended care fees. All trips are curriculum related. Supervision on field trips is provided by the homeroom teacher and a special content teacher in grades 1 through 8. In Jr. PreK, PreK, and Kindergarten supervision is provided by the teacher, the teaching assistant, and parents when deemed necessary by the teacher or principal. To participate in a field trip a signed permission slip as well as the appropriate fee must be returned within the deadline established by the trip coordinator.

**FINANCIAL POLICIES**

Parents are offered an education for their child at an affordable rate. The tuition and fees are reviewed annually and adjusted as necessary by the budget. The operational expenses of the academy are met by tuition, fees, and fundraising.

Tuition must be paid on or before the assigned dates by check or money order. We cannot accept tuition payments made in cash. We will not accept post-dated checks. There is a $50 late fee assigned to tuition payments made more than 10 days late. Returned checks are subject to a $50 fee and then all future payments must be made in the form of a money order. Tuition paid in full before the start of the academic year is discounted 5%.

If a family is in tuition arrears, the student or students will be denied participation in academy sponsored events, trips, and clubs. If a family is in arrears more than two payments, the child or children may be denied attendance in class.

All tuition and fees must be paid in full by May 15th. Students with outstanding tuition balances will not be permitted to return for the following academic year and will have their academic records withheld until the balance is paid.
FUNDRAISING

All families are expected to participate in all fundraisers sponsored by the academy. This is a way of providing the extras that our students need and deserve.

All parents must support the fundraising efforts of the academy. The monies raised through fundraising help fund extra supplies, materials, and activities for all students so in fairness all families must support the effort.

Grade 8 engages in separate fundraising activities in order to provide a graduation gift to the academy. All grade 8 families are expected to participate in the planning and implementation of these activities.

GRADING

Students are graded using a variety of measurements including tests, quizzes, homework, projects, and classwork. Your child’s progress may be tracked on a daily basis through Option C. Report cards are distributed three times per year, December, March, and June. Promotion to the next grade requires that students show mastery of the material in the current grade. Parents of students in danger of retention will be notified in March. Grade 8 students who do not fulfill the academic requirements may be denied graduation and will be required to repeat grade 8 in another school.

An Honor Roll has been established for grades 3 through 8. Principal’s List status is for those students achieving a grade of 95% or higher in all areas with a score of 3 or 4 in all sub-categories. First Honors are awarded to those students with a grade of 90% or higher in all areas and a score of 3 or 4 in all sub-categories. Second Honors are given to those with a grade of 85% or higher in all areas with a score of 3 or 4 in all sub-categories.

An Aquinas Club has been established for grades 2 through 4 and 5 through 8. Students in the Junior Aquinas Group must have a grade of A or A+ or 93% or higher in all subject areas and a score of 3 or 4 in all sub-categories. Students in grades 5 through 8 must achieve 90% or higher in all subject areas with a score of 3 or 4 in all sub-categories.

GRADUATION AWARDS

All students in Grade 8 are eligible to earn graduation awards. A Valedictorian and Salutatorian are named. Honor Awards and Achievement Awards are presented. Various religious, governmental, and civic awards are also distributed.

The Class of 2016 will earn graduation awards based on their work in the 2015 – 2016 school year, the 8th grade school year.

The Class of 2017 will earn graduation awards based on their work in both the 2015 – 2016 and 2016 – 2017 school year, the 7th and 8th grade school year.

Beginning with the Class of 2018, graduation awards will be awarded based on the student’s academic achievement in Grades 6, 7, & 8.

GROOMING

All students are expected to maintain personal cleanliness and hygiene.

All students are expected to be in full uniform each day. The uniform must be clean and well maintained and fit appropriately. Uniforms should not be too big, too tight, or too short.

“Dress Down Days” will be held at various times through the academic year. Clothing appropriate for the academy must be worn. The appropriateness of the clothing will be determined by the faculty. Inappropriate dress will result in the loss of future “dress down” privileges.
Jewelry is permitted but must be worn in a safe manner. Chains must be tucked inside the shirt for gym class. Earrings must be small and simple so they do not catch on material. A maximum of two rings is permitted.

Hair is to be neat and clean. Unusual and/or unnatural hair colors or styles are not permitted. The principal in consultation with the faculty will make decisions regarding these matters. Make-up is generally not permitted. Girls in grades 7 and 8 may be given permission by their teachers or the principal on special occasions to wear make-up. Nail polish is permitted in appropriate shades. The decision as to the appropriateness will be made by the principal. Tips, nail extensions, and wraps are generally not permitted although permission may be granted by the principal or teachers of grades 1 through 8 for special occasions.

HOME ACADEMY ASSOCIATION
All parents are members of the Saint Bernard Catholic Academy Home Academy Association. This group is dedicated to collaborating with the Board of Directors and the Principal to enhance the life of our students and parents spiritually, educationally, and socially.

HOMEWORK
Homework is assigned nightly in every grade. Usually, there is a written assignment in every subject. Study time in each subject is also required on a nightly basis. In addition, each student should be reading for at least 20 minutes every evening. Math homework must be completed showing all the steps necessary to reach an answer.

It is the student’s responsibility to complete all work. Homework in grades 1 through 8 is to be copied in the book designated by the teacher. Homework is also posted on OptionC. Homework in Jr. PreK, PreK, and Kindergarten is sent home on a typed notice. Students are required to use an appropriate bag to transport their books and work between home and school. For safety reasons backpacks with wheels are not permitted.

When a student is absent it is his or her responsibility to make up assignments and missed classwork. A parent can arrange to pick up work and books in the school office by calling the academy secretary. Parents of all grades should check Option C on a daily basis.

If a student does not have the homework when the teacher requests it either for collection or review and correction, the student will be issued a grade of missing assignment which is the equivalent of a grade of 0%. This grade will not be erased if the student later presents the assignment. It is to be assumed that the last step in the homework process is to present it when called upon to do so.

INSURANCE
A part of the registration fee is used to purchase insurance for each student. Students are covered during the academy day and related academy activities.

LUNCH
Students are required to bring their lunch in a lunch bag or box. This bag or box must be clearly labelled with the child’s name. Lunches will not be reheated. If your child needs eating utensils such as a fork or spoon, you must provide them with your child’s lunch. Lunches will not be delivered to your child after the start of the academy day. Every child is expected to bring his or her lunch with him or her every day. Lunches from outside sources such as neighborhood restaurants, delis, fast food establishments, etc. will not be delivered to your child. Children
should come with a complete lunch including a beverage. Beverages must be in the form of a juice box or a plastic bottle with a top that is able to be resealed. Cans and glass bottles are not permitted.

Pizza is available for pre-order on Thursdays for Friday’s lunch.

Special Thursday lunch is served for those who pre-order on the Tuesday prior to the date indicated on the school calendar.

Lunchtime supervision is provided by faculty members and volunteer parents. Students are expected to give the same level of respect and cooperation to the parent volunteers as they do their teachers. Students who are disrespectful to the lunch parents or a discipline problem at lunch time may be required to eat their lunch for a designated period of time in the principal’s office.

MEDICATION

Teachers and academy personnel including our nurse are prohibited from distributing medication to students without clearance from the Department of Health. The proper forms must be completed by a physician and returned to the nurse. All medications must be supplied by the parents. If a child needs medication on a non-regular basis, a parent must come to administer the medication. Medication of any type, prescription or non-prescription, cannot be kept in the classroom. It must be brought to the nurse’s office for storage. The exception to this is an Epinephrine pen. Students who may suffer an extreme allergic reaction which may result in anaphylaxis are permitted to carry an Epinephrine pen for use at all times. In addition, the parent must furnish the academy with a second pen to be used as a back-up. Students requiring the carrying of this pen must be trained by their health care provider to self-medicate.

RELIGIOUS POLICIES

All students regardless of their faith are expected to participate fully in the Roman Catholic faith life of the academy. Students from other faiths are welcomed in our academy but are never excused from the Catholic faith experiences of our academy. Catholic students of Saint Bernard Catholic Academy are expected to worship at Sunday Mass and at Mass on Holydays of Obligation, and to participate in the faith life of their parish.

REWARDS

At times, teachers may offer their students special rewards or the rewards may be offered by the principal. These can take the form of passes which entitle a student to a free pizza lunch, free special lunch, a free Wednesday pretzel day, an extra “dress down” day, or other treats of this nature. These passes are for a limited period of time and will have an expiration date on them. They are only to be used by the child who was awarded the pass. They cannot be transferred to other children in the family or friends.

The reward may also be a pass giving the child a small number of points to be used in a specific subject area. These passes will have an expiration date and can only be redeemed by the child who has earned the pass. They cannot be transferred to other children in the family or friends. No child may redeem more than two of these point passes in any given subject area during any one trimester. The maximum number of points redeemable in any subject area in any trimester is 20.
SPECIAL CLASSES

Students, upon entering Grade 5 and continuing into Grades 6 and 7, may be eligible for an accelerated ELA course, Humanities. Eligibility for this course is dependent on grades in ELA, work ethic in all subject areas, and behavior.

Students upon entering Grade 8 may be eligible for Regents courses in Math and/or Earth Science. Eligibility for these courses is based upon grades in math and/or science in Grades 5, 6, & 7, work ethic in all subject areas in Grades 5, 6, & 7, and behavior in Grades 5, 6, & 7.

SUPERVISION

Supervision by academy staff begins at 7:45am unless your child is a member of the morning extended care program.

All students are expected to go directly to their classroom at 7:50 where they will be supervised by their teacher.

Lunchtime supervision is provided by faculty members and volunteer parents. Students are expected to give the same level of respect and cooperation to the parent volunteers as they do their teachers. Students who are disrespectful to the lunch parents or a discipline problem at lunch time may be required to eat their lunch for a designated period of time in the principal’s office.

Once a class is dismissed at the end of the academy day, direct supervision by the school staff ends. There is no supervision provided after 2:45pm unless the child is enrolled in the extended care program. Students enrolled in the extended care program are brought to the program by their homeroom teacher.

TECHNOLOGY

The academy’s computers are for educational use only. All students are expected to follow the guidelines established by the technology teacher and use technology appropriately. Inappropriate use of the academy’s computers will result in disciplinary action including detention, suspension, or expulsion. Damage to the academy’s technology equipment will require reimbursement to the academy for repair or replacement.

Inappropriate use of technology in the area of communication (e-mail, voice mail, text messaging, social networking sites, and all others) between students outside the regular academy day is a matter to be handled by the parents of the children involved. The academy will not involve itself in matters that occur outside the normal academic day.

Recognizing the need for parents to be able to contact their children on their way to and from the academy, the academy permits students to carry cell phones. During the course of the academy day, including lunchtime and homeroom periods, the phone is to be shut off and kept out of sight in the student’s backpack or schoolbag for children in grades 4 or younger. Phones that are left on or taken out of the schoolbag or backpack will be sent to the principal’s office and stored in the academy’s safe until a parent comes to retrieve the phone. Detention may be assigned to students who disregard this rule. In grades 5 through 8, the cell phones are collected in the morning and locked in a closet in the homeroom class. Phones are distributed to the students at dismissal. Phones that are not given to the teacher to be stored will be sent to the principal’s
office for storage in the academy safe until a parent comes to retrieve the phone. Detention will be issued to students who disregard this rule.

Handheld video games, I-pods, I-pads, Apple watches, and other technological devices that are not provided to the student by the academy are not to be brought to the academy or used in the academy including during the lunch period. If such items are seen by academy personnel, they will be brought to the principal’s office and stored in the academy safe until retrieval by a parent. Classes that receive I-Pads as a learning and educational tool must abide by the rules and responsibilities set forth in the separate I-Pad policy statement.

UNIFORMS

All students are expected to be in full uniform every day. Uniforms including shoes are to be purchased through our supplier, Flynn & O’Hara Uniform Company. The academy logo and/or name must appear on all clothing. Students are not permitted to wear sweatshirts, fleeces, sweaters, etc. from any other source aside from the uniform company in the classrooms.

Jr. PreK – navy blue sweats, navy blue sweatshirt, white golf shirt, navy blue t-shirt, sneakers that close with Velcro

PreK – navy blue sweats, navy blue sweatshirt, white golf shirt, sneakers that close with Velcro

Kindergarten - navy blue sweats, navy blue sweatshirt, white golf shirt, sneakers that close with Velcro

Grades 1 – 4 Boys – white golf shirt, navy blue dress slacks, black belt, academy fleece or sweater, uniform shoe which is black with Velcro closure (not a sneaker)

Grades 1 – 4 Girls – white golf shirt, jumper, academy fleece or sweater, uniform shoe which is a black MaryJane style with Velcro closure

Grades 1 – 4 Gym – navy blue sweats, navy blue sweatshirt, navy blue t-shirt, sneakers.

Grades 5 – 8 Boys – light blue golf shirt, navy blue dress pants that fit at the waist, black belt, academy fleece or sweater, uniform shoe which is a black penny loafer

Grades 5 – 8 Girls – white golf shirt, skirt, academy fleece or sweater, uniform shoe which is a black penny loafer

Grades 5 – 8 Gym – navy blue sweats, navy blue sweatshirt, navy blue t-shirt or school track suit with the navy t-shirt, sneakers

Warm Weather Uniform Grades 1 to 8 - may be worn in September and May through June. Academy golf shirt with navy blue dress shorts for the boys or navy blue skort for the girls and sneakers. (The gym shorts may not be substituted for the dress shorts or skort.)