

**SAINT
BERNARD
CATHOLIC
ACADEMY**

**STUDENT
PARENT
ACADEMY
HANDBOOK
2019 – 2020**



SAINT BERNARD CATHOLIC ACADEMY

**2030 EAST 69 STREET
BROOKLYN, NY 11234
718 241 6040**

www.stbernardcatholicacademy.org

www.optionc.com (school #939)

PRINCIPAL

MS. TRACY FLANAGAN

PASTOR OF SAINT BERNARD PARISH

MONSIGNOR JOSEPH GRIMALDI

BOARD OF DIRECTORS

MR. RICK MARTINO

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MRS. FRANCA CONTI

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TREASURER

MRS. TINA VEGA

SECRETARY

MRS. LISA FABRIZIO &

MRS. ALAINA ROSSETTI

GRADE MOTHER COORDINATORS

FACULTY

Homeroom Teachers

Ms Samantha Mendez – Jr. PreK

Mrs. Maria Andreani– PreK

Mrs. Susan Balloqui– Kindergarten

Mrs. Annette Vale– Grade 1

Mrs. Gail Gibbons – Grade 2

Ms. Angela Carucci – Grade 3

Mrs. Alexandra Umbria – Grade 4

Mrs. Patricia Bellard – Grade 5

Ms Margaret Conicelli – Grade 6

Ms Shannon Andersen – Grade 7

Ms Patricia Tews – Grade 8

Special Content Teachers

Mrs. Helene Cirrincione

Ms Shirley Johannssen

Mrs. Dana Kearney

Mrs. Mariann Last

Ms Marilyn Riccitelli

Mrs. Adriana Schultz

Teaching Assistants

Mrs. Tania Davis – STEM Lab Manager

Mrs. Denise Krauss - Kindergarten

Mrs. Deborah Mendez – Jr. PreK

Mrs. Veronica Obdyke – PreK

Mrs. Dolores Pennachio – Early Childhood

Secretary

Mrs. Linda Capriola

School Nurse

Mrs. Kathleen David

School Security

Mr. James Bellard

School Custodian

Mr. Conrad Ramos

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 standards of New York State and the Diocese of Brooklyn 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

that

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 academy, 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.

During the 2018 – 2019 academic year, we underwent the accreditation process for Advanced Certification. We also underwent the process for Catholic Schools Certification. Both accreditations were granted in the Spring of 2020.

The academy follows the Next Generation Common Core Standards 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 Joseph Grimaldi, 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 Education 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 and Non-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, gender, 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. Parents of students who are chronically absent without verification from a physician may be reported to the NYS Office of Child Abuse. This is also in accordance with the New York State Education Law.

BEHAVIORAL POLICY & 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. To encourage the social skills of our students, the use of electronic devices including those issued by our academy will not be permitted.

Smoking, e-cigarette use, vaping, 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 that occurs during the course of the academic day, 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 during the course of the academic day will be subject to suspension or expulsion as determined by the principal and Board of Directors. Appropriate law enforcement agencies will also be notified.

Inappropriate behavior that occurs outside the school day between students including bullying or any other type of harassment must be dealt with by the parents of the individual students involved. This includes actions directly between the students in person and actions that place via the Internet or social media. The academy cannot discipline students for behavior that occurs outside the academic day.

The students will be reminded to THINK before they speak, text, or post:

T- is it true?

H – is it helpful?

I – is it inspiring

N – is it necessary?

K – is it kind?

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.

CELL PHONES

Cell phones may be brought to the academy in Grades 5 to 8. The cell phones will be collected in the morning homeroom period and then re-distributed in the afternoon homeroom period. Cell phones are to remain off until the student has exited the building. Only students who travel to and from the academy unaccompanied by an adult should bring cell phones to school. There is no need for a student brought to school and picked up from school by an adult to bring a cell phone. Usage is not permitted within the building. If a child needs to call home, they are permitted to use the phone in the office. While we do our best to insure that cell phones are safe and secure during the course of the academic day, we cannot guarantee this. Any student bringing a cell phone into the building assumes all risks and responsibilities.

Students in Jr. PreK to Grade 4 may not bring cell phones to the academy.

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 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 first report to the Security Officer in the lobby and then report to the Main Office. 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 by the teacher or yourself depending on your individual child's academic and/or social emotional progress.

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.

If you are displeased with some aspect of our academy, there is a policy in place to address the particular issue. If your concern is an academic one, please meet with the teacher. If the issue remains unresolved, please schedule a meeting with the academy principal. The teacher may also be present at this meeting. If the issue is in regard to school policy, please schedule a meeting with Ms. Flanagan, the Academy Principal. If either an academic issue or a policy issue remains unresolved and is in need of further discussion, a meeting with the Board of Directors, can be scheduled by contacting Mr. Rick Martino, the Chairman of the Board of Directors. Contact Mr. Martino in writing at Saint Bernard Parish House, 2055 East 69 Street, Brooklyn, NY 11234

CURRICULUM

Saint Bernard Catholic Academy follows the curriculum guidelines/ New York State Next Generation Learning Standards in all subject areas. In addition, the standards of the Office of the Superintendent of the Diocese of Brooklyn are also implemented in all areas.

DIGNITY FOR ALL STUDENTS ACT

The NYS Dignity for All Students Act was passed in 2012. It states; "No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex by school employees or students on school property or at a school function.

Saint Bernard Catholic Academy complies with this policy. The administration has been trained and the faculty has been trained in order to adhere to this NYS policy.

In addition, Saint Bernard Catholic Academy has an additional behavioral policy in place.

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.

EMERGENCY INFORMATION

Before the academic year begins, all parents must complete the emergency contact form. This gives us clear information about who to call if there is an emergency with your child during the academic day. If the information that you have provided changes during the year, it is the parent's responsibility to update the office. This must be done in writing.

EXTENDED CARE

An extended care program is offered to all students from Jr. PreK to Grade 8. In the morning, the program begins at 6:30am. The afterschool program ends at 6:00pm. Parents of students who are picked up after 6:00pm will be billed at the rate of \$5.00 per minute. 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 prefer not to 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 two calendar weeks late than the due date. Returned checks are subject to a \$50 fee and then all future payments must be made in the form of a money order or bank check. 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 30th. Students with outstanding tuition balances may be denied attendance in class during the month of June, participation in "year-end" activities, may not be permitted to return for the following academic year and will have their academic records withheld until the balance is paid.

FUNDRAISING

All parents must support the fundraising efforts of the academy and the Home Academy Association. The monies raised through fundraising help fund extra supplies, materials, and activities for all students so in fairness all families must support the effort. Our Candy Sale in January is mandatory. Families are given the choice of a \$40 donation per child or selling a box of candy per child. However, we do expect all families to participate in all fundraisers sponsored by the academy and the Home Academy Association. This is a way of providing the extras that our students need and deserve.

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. We hope that all academy families also support these efforts as they benefit current and future students.

GRADING

Students are graded using a variety of measurements: 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 progress toward 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. Graduation honors 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 styles are not permitted. Students are expected to have their natural hair color. 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.

HANDBOOK

The purpose of this handbook is to outline policies and procedures for our academy. No handbook can cover all circumstances and all situations. For any issue that occurs and is not covered by this handbook, we will use the policy of "what would a reasonable person do" to determine a course of events.

This handbook can be updated and edited at any point during the academic year based on the recommendation of the principal in consultation with the Board of Directors, the Pastor of Saint Bernard Parish, the faculty, the leadership of the Home Academy Association, and the Office of the Superintendent of Schools of the Diocese of Brooklyn.

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 Jr. PreK, PreK, and Kindergarten is sent home on a typed notice or with instructions clearly written on handouts. Homework in grades 1 through 4 is to be copied in the book designated by the teacher. Homework in grades 5 to 8 is to be recorded on the student's I-

Pad or Chromebook. Homework for all grades is also posted on OptionC. 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 their child is absent.

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.

ILLEGAL SUBSTANCES

Students are not permitted to carry or use any substance that is illegal for anyone 15 years or younger. This includes all drugs, prescription and non-prescription, cigarettes, e-cigarettes, vapes, alcohol, etc.

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 labeled 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. If your child forgets his/her lunch, you may bring it to the office. It is expected that if a child does not have lunch at lunchtime, he/she will notify the teacher who will then send the child to the office to see if you have brought the lunch. If you have not brought the lunch, we will do our best to provide a snack and a beverage for your child. We cannot provide a

full lunch. Lunches from outside sources such as neighborhood restaurants, delis, fast food establishments, Uber Eats, 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. Students may be denied lunchtime participation with their classmates due to behavioral infractions or lack of academic work. Students will be permitted to eat their lunch but will do so in a setting supervised by the teacher or principal.

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 the academy at the proper time 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. Appropriate documentation must be provided by your doctor ascertaining that your child has received the training necessary to self-medicate.

RELIGIOUS POLICIES

All students regardless of their faith as 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. They must be used during the designated academic year and cannot be held over for an upcoming year.

SPECIAL CLASSES

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. Students in Grades 7 & 8 are permitted to wait in the lobby beginning at 7:30am but be aware that they are not and will not be supervised by academy staff. They will be responsible for themselves. Students in Jr. PreK through Grade 6 who are not being supervised by a parent or guardian will not be permitted to remain in the lobby. For their safety, they will be sent to the morning extended care program and you will be billed for that service at the rate of \$20 per month. Students in Jr. PreK through Grade 6 may not be supervised by older siblings or relatives in Grades 7 & 8.

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.

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.

SUPPLIES

Students are issued all necessary supplies to complete their work in school. Students must be responsible for their supplies and those lost or damaged must be replaced by the parents. All students need a schoolbag to transport their books and other materials between home and the academy. Schoolbags with wheels are not permitted for safety reasons. Students in Grades 1 to 8 need a lunch bag. Students in Jr. PreK, PreK, and Kindergarten need a lunch bag and a snack bag.

In order to complete work at home, the following supplies are needed:

Jr. PreK, PreK, and Kindergarten: pencils, crayons, scissors, glue, and construction paper

Grades 1 to 4: pencils, crayons, markers, colored pencils, construction paper, scissors, ruler, glue, drawing paper, looseleaf paper, oaktag (both full size and half sheet), index cards

Grades 5 to 8: pencils, pens (black, blue, and red), crayons, markers, colored pencils, scissors, ruler, protractor, mathematical compass, glue, drawing paper, looseleaf paper, oaktag (both full size and half sheet), index cards, printer, printer ink, printer paper, calculator

TECHNOLOGY

The use of technology is permitted on Saint Bernard Catholic Academy 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 Bernard Catholic Academy community.

The academy’s computers are for educational use only. Personal digital devices given to students in Grades 5, 6, 7, & 8 are to be used for educational purposes only. Digital devices available in the classrooms are to be used for educational purposes only. All students are expected to follow the guidelines established by the technology teacher and use technology appropriately. Inappropriate

use of the academy's technology 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.

Students will no longer be permitted to print from their I-Pads, Chromebooks, or Flash Drives in school unless the work is part of an assignment in class. We have had too many viruses infecting our technology equipment when students have attempted to print in school from outside devices or work that they have saved on their I-Pad, Chromebook, or Flash Drive from an external source.

Headphones are issued to students beginning in PreK. The headphones for students in PreK to Grade 4 are individually labelled with the student's name, kept in the technology lab and distributed for use during technology class. At the beginning of Grade 5, these headphones are given to the students to be used with their personal digital device and in technology class. These are the only approved headphones that can be used. If a student loses or breaks the headphones, a replacement must be purchased through Mrs. Cirrincione.

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 in Grades 5 to 8 to carry cell phones. 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, headphones, 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. To encourage appropriate socialization at lunchtime, students in Grades 5 through 8 may not use their personal digital devices.

Classes that receive I-Pads or Chromebooks as a learning and educational tool must abide by the rules and responsibilities set forth in the separate I-Pad and Chromebook contract and policy statement. In addition, once per month we will access a report showing each individual child's use of the I-Pad or Chromebook both during the academic day and at home. As noted in the I-Pad or Chromebook contract and policy statement, the issued device is only to be used for academic purposes. If a student or family member has utilized the I-Pad or Chromebook to visit an unauthorized (non-academic) site, the I-Pad or Chromebook will be removed from the student's possession for the period of one month.

Students who use personal digital devices in the academy whether these are their own personal devices or devices issued by the academy are not to enable the voice to text feature and record either their fellow classmates or their teachers. This is a violation of an individual's right. Students are not to utilize the photo feature on the personal digital devices without expressed permission from their teacher or fellow student. This is also considered a violation of a person's individual rights.

TELEPHONE USAGE

All students are permitted to call a parent when necessary. The student must use the phone in the academy office. The call will be supervised by academy personnel. Students in Grades 5 to 8 are not permitted to use their cell phone to call a parent unless the circumstance is deemed extraordinary by the homeroom teacher. This call will be supervised by the teacher. Please help us by teaching your child how to dial a phone and have your child memorize necessary phone numbers.

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. Students in Grades 1 to 8 who are not in compliance with our uniform policy may be issued lunch detention.

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, white, navy blue, or black knee socks or tights

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, white, navy blue or black knee socks or tights

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.)

VISITORS

All visitors to the academy will be met by our security guard and will need to sign our log book. The visitors will then be escorted to the main office. Visitors to the classrooms must be authorized by the classroom teacher. The principal and/or secretary will be notified in advance and the visitor will then be directed to the appropriate room.