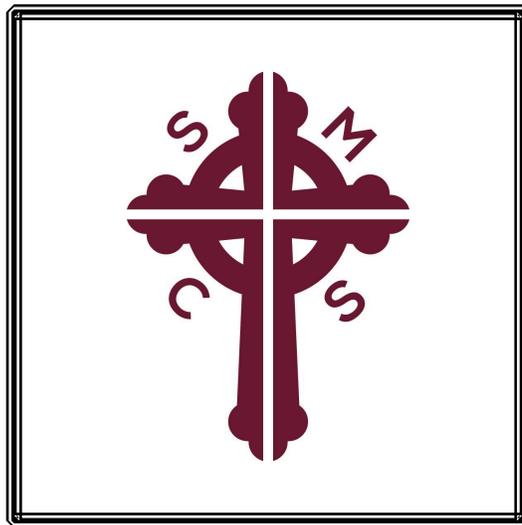


# St. Margaret of Cortona School

2017 - 2018

## Parent/Student Handbook

*Over 90 Years shaping minds and forming hearts*



*Where faith and knowledge meet*

Effective September 2017

*St. Margaret of Cortona School  
Three years through grade eight*

*Member of the Catholic Archdiocese of New York and the  
Northwest South Bronx Catholic School Region  
Fully accredited by AdvancED Accreditation Association*

**452 West 260<sup>th</sup> Street**

**Bronx, NY 10471**

**Tel: (718) 549 - 8580**

**Fax: (718) 884 - 3298**

**Website: [www.smcsriverdale.org](http://www.smcsriverdale.org)**

**[principal@smcsriverdale.org](mailto:principal@smcsriverdale.org)**

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# Welcome

**“Tomorrow’s world depends on today’s education, and education cannot be seen merely as a transmission of knowledge. It forms people and prepares them for their participation in social life by fostering their psychological, intellectual, cultural, moral, and spiritual maturity.”**

*Toward a Pastoral Approach to Culture*

Dear St. Margaret of Cortona School Parents and Students,

Welcome to St. Margaret of Cortona Catholic School, a proud ministry here in the Bronx and in service to the entire Northwest/South Bronx region. In choosing St. Margaret of Cortona Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Please read the handbook in its entirety and become acquainted with the policies and procedures of SMCS.

After reviewing the handbook, you and your child, if in grade two or higher, are asked to sign the signature sheet per regional policy. By signing this form, you and your child agree to comply with the school policy as stated in the handbook. This signed and dated form must be turned in to your child’s homeroom teacher or to the office by the deadline indicated. If you need further clarification, please do not hesitate to contact us.

This handbook will be in effect as of September 2017. Revisions may be issued throughout the school year and will be effective as soon as the revision is distributed to parents/guardians.

The faculty and staff of St. Margaret’s continue to be extremely grateful for the blessings that have been bestowed upon our school, and in our community at large for this gift of Catholic education. Our goal continues: “To Teach as Jesus Taught.” Our focus is on Catholic formation, academic excellence, service to God and neighbor. We are grateful for the sacrifice and hard work of all those involved in helping our school to blossom. May the Holy Spirit continue to guide us to new levels.

In Him, Hugh M. Keenan, SMCS Principal

## School Philosophy

The primary purpose of St. Margaret of Cortona School is to offer each child the spiritual, intellectual, personal and social foundation through which he or she will be able to lead a productive and fulfilling Christian life.

Our academic standards reflect a Christocentric philosophy where the Gospel message is nurtured through a unified effort of parents, teachers, and the total school community. The students reflect our goals as they move beyond the classroom to celebrate and extend Christ's message to the Christian community.

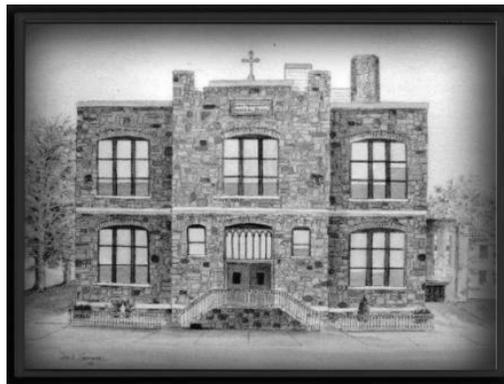
The school endorses the call of the Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole family.

We strive to cultivate the varied talents of our students through intellectual, artistic, physical, moral, emotional and social development, always stressing the importance of the individual within the framework of a value centered community. It is our goal to send each student on to higher education with knowledge of his/her Catholic faith, self-knowledge and a commitment to helping others.

Our school accomplishes these goals through its policies, procedures and through a unified curriculum. This curriculum utilizes varied approaches that attempt to meet the needs of each student while enhancing his/her individual abilities.

## History

In 1910, the pastor of St. Margaret of Cortona Parish, Father Murray, decided to construct a parish school. Located on W260th St., The school was called Lavelle Hall, and the building was two stories with five classrooms and a capacity of 180 students. This original building still stands with its large entry hall, library and art center on the first floor, and the huge staircase that leads to the principal and administrative offices on the second floor. Financial restraints at the time prevented the school from opening so Father Murray leased the building to the public school system. It was used as an annex to PS 7 until 1926.



When Monsignor Joseph Doyle became pastor in 1925, he wanted the building to be a parish school. The timing was right as the building for PS 81 had just been completed. Monsignor asked the Sisters of Charity to staff St. Margaret of Cortona School. Sister Regina Concepta Mulhall, principal, and five other Sisters became the first faculty. As enrollment continued to grow, it was decided in 1928 to expand. An auditorium/gymnasium was added on the ground floor with eight classrooms above and a convent on the third floor. The basement contained a large kitchen, lunchroom, and a Club Room. After WW II the population of Riverdale exploded with new apartment buildings and there was a need for additional space. In 1955 another eight classrooms were built (known as the "new school") joining the "old school" on the Southwest side facing out toward Riverdale Avenue.

St. Margaret of Cortona School has educated thousands of New York youth for 90 years, and many advancements in curriculum have been made. The school has been wired for the Internet, renovations and updates to the school computer/media center have taken place, establishing a school-wide technology network, Smart Boards in each of the classrooms are used every day, and iPads are used extensively by every student.

We have so much to be proud of at St. Margaret of Cortona School!

## **Purpose of the Handbook**

The purpose of this handbook is to acquaint parents and students with our school and to inform you of the policies, regulations, and requirements that will govern your time at St. Margaret of Cortona Catholic School. A good understanding of this handbook will unite us in community as we strive to help your children in their spiritual, physical, intellectual, creative, and emotional growth so that they can become vibrant citizens of our school, parish, community, nation, and world.

The principal of St. Margaret of Cortona reserves the right to conduct the affairs of the school and to exercise discretion in a manner deemed consistent with its goals and policies. This handbook is not intended and should not be considered to create any additional rights for students and/or parents/guardians.

## **Handbook Philosophy**

St. Margaret of Cortona School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

- To provide for the continued formation of the Christian person in a unique environment in which students, teachers, and parents experience the presence and divine guidance of the Holy Spirit. The environment stimulates and promotes a community of believers and learners in the spirit of Jesus Christ as experienced in the Catholic Church and lived out as active citizens in today's society.
- To provide opportunities for our students and staff to employ the intercession of our patroness – Mary, the Mother of God – in their daily educational activities.
- To employ highly qualified teachers and administrators personally committed to their faith and dedicated to sharing and passing on this faith. As enthusiastic advocates of their profession, they impart in their students the love of learning.
- To provide resources, which stimulate individual growth and integrity in consonance with Christian ideals.
- To provide facilities for St. Margaret of Cortona School, which are supported by St. Margaret of Cortona Parish and the Catholic School Region of the Northwest South Bronx. As a result, students and teachers are drawn to live the Gospel message, unite in worship, respond to the needs of the community with fellowship and social justice, and serve others through the sharing of their spiritual gifts and temporal goods for the betterment of all.

## **Goals**

- To provide a holistic, educationally oriented approach to the spiritual, physical, intellectual, creative, and emotional growth of the students.

- To stimulate and challenge students to reach their maximum potential spiritually, physically, intellectually, creatively, and emotionally.
- To present, through word and example, the Gospel message of Catholic Christian morals and values with the ultimate goal of carryover of these principles into adult life.
- To impart in our students the knowledge's and skills needed to respect and maintain a healthy body as a temple of the Holy Spirit and to respect themselves and others as unique gifts from God.
- To instill in our students a love of learning, including inquisitiveness toward new concepts and challenges, and an appreciation of education as a life-long learning process.
- To challenge students academically and help them realize the importance of giving back to their parishes and communities as they become vehicles of passing on their knowledge to a future generation.
- To foster and direct the creative and aesthetic potential of students, encouraging the appreciation of all the world God has created.
- To stimulate and nurture students emotionally to respecting all human life with dignity regardless of race, creed, color, gender or ethnic origin; and to respect all of the nations of the world as humanity struggles for international peace and justice.

## **Objectives**

The St. Margaret of Cortona Catholic School community will strive:

- To form the Christian ideal of unity through prayer, service and community involvement. This includes the involvement of the family, parish, community, and world in the educational process.
- To teach all subjects thoroughly, modeling learning, especially learning of the Catholic faith, as a way of life. This includes instruction in virtues that foster respect for the dignity of the person, including development of physical and emotional fitness, and lifelong health and safety.
- To develop and implement a holistic curriculum that fosters learning as a life skill, including continued growth in the area of staff development to support curriculum enhancement.
- To present a holistic curriculum, including but not limited to, fine arts and physical education that embodies the development of our individual God-given gifts. This includes curricular and extra-curricular activities that challenge students spiritually, physically, intellectually, creatively, and emotionally.
- To present opportunities for service and mission that encompass local, national, and global needs, including programs that help the needy, highlight a respect for life, and includes an international perspective.

## **Signature Policy**

This handbook is a binding document that is written under the direction of the policies of the Catholic Archdiocese of New York as well as state and federal laws that pertain to Catholic schools. The school must have a signed agreement on file between the parent/guardian and the school in order for the student to remain in school.

## **Principal's Right to Amend School Handbook**

The Principal reserves the right to amend the handbook without prior notice. Revisions may be issued throughout the school year and will be effective as soon as the revision is distributed. Teachers have individual practices and procedures in their classrooms that may not be covered by this handbook. In all cases, the interpretation of the handbook remains with the administration.

## General Information

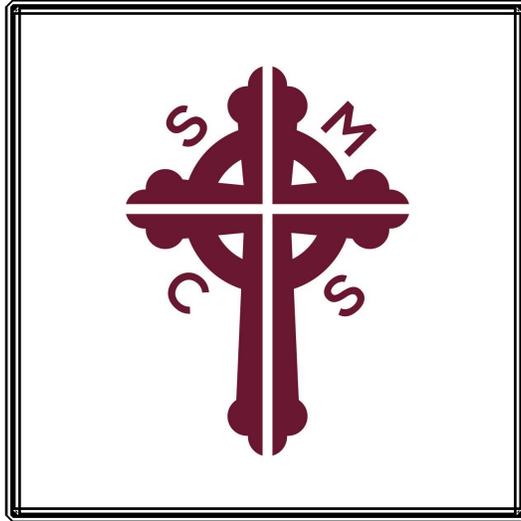
### **Office Hours**

The school office hours are from 7:30 a.m. to 3:30 p.m. weekdays. On early dismissal days, the office will be open from 7:30 a.m. until 12:00 p.m. At any other time, a parent may leave a message on the answering machine.

### **School Calendar**

The school calendar is approved by the Catholic Archdiocese of New York and contains 176 instructional and 4 conference days for a total of 180 days.

# ACADEMICS



## Expectations and Responsibilities of Students

Students attend St. Margaret of Cortona School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing and dress).
- Speak in a well-modulated tone of voice
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

## I. Academic/Curricular Programs and Policies

The curriculum is the sum, the TOTAL, of all the learning experiences the child has inside and outside the school, which are utilized by the school to further the aims of education. It includes each classroom activity, auditorium experience, field trip, library and playground activity undertaken by the children.

The curriculum encompasses what each child does, as well as what is done with others. It includes each child's growth in the tools and skills required for learning each child's guided mastery of facts and integration of these into meaningful spheres of knowledge. It includes each child's development of attitudes and appreciations and standards.

The curriculum is the nurturing of each child's moral and spiritual growth, the guidance of each child's social, emotional and physical progress. It is the business of the school. It is the medium through which teachers make a personal contribution to the children assigned to their care. ESSENTIALLY, CURRICULUM IS EVERYTHING THAT GOES ON IN THE SCHOOL!

“More than any other program of education, the Catholic School has the opportunity and obligation to be unique, contemporary and oriented to Christian service. Unique because it is distinguished by its commitment to the threefold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living. Contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today; oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others.”

*To Teach as Jesus Did*  
*National Conference of Catholic Bishops*

### A. Academic Expectations

#### Parents' Role in Education

We at St. Margaret of Cortona Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Margaret of Cortona School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have entered into partnership with us at St. Margaret of Cortona Catholic School, we trust you will be loyal to this commitment. During these formative years (PK-8) your child needs constant support from both parents and faculty/staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive; however, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### Parents as Partners

As partners in the educational process at St. Margaret of Cortona Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes class assignments on time;
  - Has purchased lunch or brings a nutritional sack lunch every day;
- To actively participate in school activities such as Parent Association meetings, Parent-Teacher Conferences, and fund-raising.
- To see that the student pays for any damage to school books, technology items such as laptop computers, or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school of any changes of address or important phone numbers or email.
- To meet all the financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety and health.

- To read school notes and newsletters and to show interest in the student’s total education.
- To support the annual fund-raising activities of the Parent Association;
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers and staff with respect and courtesy in discussing student problems.

The school expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent signature indicates that the parent is aware of the student’s progress.

B. Curriculum

St. Margaret of Cortona School provides instruction in the following areas in accordance with the New York State Education Department and the Archdiocesan Essential Learning Guidelines:

Art	Computer Technology	Foreign Language/Spanish
Language Arts	Library	Mathematics
Music	Physical Fitness	Reading/Literature
Religion	Science	Social Studies

G. Religious Education

Religious Education is part of the process by which the church community hands on to each new generation the faith that marks us as God’s people. For the Catholic student, learning about God and His love for us is a lifelong journey. Parents are the first, that is, the primary teacher of their children in the ways of faith. We at St. Margaret of Cortona School collaborate with parents to help ensure that each child is encouraged to grow in basic religious attitudes of love for God and neighbor, to form habits of prayer and worship and to engage in works of Christian service to others. The catechism of the Catholic Church and the Guidelines for Religious Education K-8 (Archdiocese of New York) form the basis of the Religious Education program for St. Margaret of Cortona School.

H. Sacraments and Requirements

St. Margaret of Cortona Catholic School works closely with the parish regarding the preparation of those SMC students and families who are interested in receiving the sacraments of the Catholic Church, particularly Baptism, Eucharist, and Reconciliation. Religious formation is modeled, not only in daily classroom instruction, but also by the family. Parents, as the primary teachers of the faith, are expected to nurture their child's growth in the Church and to support their own ongoing spiritual education. Preparation of Catholic students for Sacraments is done in the school as part of the regular curriculum.

### Reconciliation – 2<sup>nd</sup> Grade

Catholic students in Second Grade are prepared to receive the Sacrament of Reconciliation (Penance) in the school. Reconciliation is the act of admitting your sins to a priest, making amends (penance) and receiving absolution for your sins. In order to receive this Sacrament the student MUST:

- be Baptized in the Catholic Faith;
- attend Mass each week at St. Margaret's or their own parish;

### Communion – 2<sup>nd</sup> Grade

Catholic students in Second Grade are prepared to receive their First Holy Eucharist in the school. Eucharist is the act of receiving the Body and Blood of Christ during the holy sacrifice of the Mass. In order to receive this Sacrament the student MUST:

- be Baptized in the Catholic Faith;
- attend Mass each week at St. Margaret's or their own parish;
- have received the Sacrament of Reconciliation by making their first Penance;

### Confirmation – 7<sup>th</sup> Grade

Catholic students in Seventh Grade are prepared to receive the Sacrament of Confirmation in the school. Confirmation is the final Sacrament of Initiation when a young man or woman becomes a complete and full member of the Church. In order to receive this Sacrament the student MUST:

- be Baptized in the Catholic Faith;
- attend Mass each week at St. Margaret's or their own parish;
- have received the Sacrament of Reconciliation by making their first Penance;
- have received their First Holy Eucharist;
- completed all requirements as assigned by the Religious Education Director;

**Students who are NOT Catholic are not subject to these requirements.** Parents of these students will make the final decision, in consultation with the teacher and/or principal, as to what aspects of inclusion they would like their child to attend. The Pastor and/or principal makes the final decision as to who may receive a Sacrament.

N. B. ALL students registered in St. Margaret's School will be held accountable for all instruction as it pertains to the curriculum.

#### E) Liturgy and Worship

- 1) The unique nature of a child's prayer life and his/her concept of God differ dramatically from the adult faith of a mature Catholic. Catechesis for the child must strive to build upon his/her budding faith in a slow and reverent way, while encouraging him/her to develop according to his/her own pace, style and level. Regardless of age, the life of every Catholic must necessarily revolve around liturgy, and the students of St. Margaret of Cortona School are encouraged to value prayer. This will encourage both parents and

children to meet their religious obligations and responsibilities to each other and to those in the community. Students attend Mass monthly during the school year and participate in other various Para liturgical activities.

- 2) All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.
- 3) Students in grades 3 through 8 are required to take the annual Archdiocesan Mid-Term and Final Religion Examinations.
- 4) Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.
- 5) Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

#### F. Christian Service

Deeply ingrained in our Gospel Mission to serve others is the desire to perform community service throughout the school community. St. Margaret of Cortona Catholic School is committed to making a difference through works of charity and service at the local, national, and world levels.

Clock hours that qualify for community service for promotion purposes include any voluntary service that does not include pay or any sort of special consideration in return. The service may not include anything that is done during the regular school day or during a school activity. Finally, the service may not be something that is a regular family chore of the student.

Eighth Grade Community Service Requirement: Eighth grade students are required to perform a minimum of 25 hours of community service during their last year at St. Margaret of Cortona. Eighth graders may begin logging their required 25 hours of community service as of August 1 and must have it completed by June 1.

Seventh Grade Community Service Requirement: Seventh graders are required to perform 20 hours community service as part of the requirement of the Confirmation religion program. Non-Catholic students MUST also complete the required 20 hours of service. Seventh graders may begin logging their required 20 hours of community service as of September 1 and must have it completed by June 1.

Sixth Grade Community Service Requirement: Sixth graders are required to perform 15 hours community service Sixth graders may begin logging their required 15 hours of community service as of September 1 and must have it completed by June 1.

#### G. School Prayer

- 1) Prayer is an integral part of our Catholic faith experience and is therefore a primary component of activity in our schools. Daily school-wide prayer and meditation are encouraged, as are individual classroom prayers during the day.
- 2) As a school community, we begin and end our day together with prayer. It is important that during this time we maintain a sense of respectful quiet and attention throughout the building (i.e. in the hallway, entrance, gym, etc.)

#### H. Academic Policy: Grades 5 – 8

An important goal of St. Margaret of Cortona School is to guide students to self-reliance and independence as a scholar and as a young person. One way we accomplish this is through assignments and their deadlines. This demonstrates to students the need for time management and organizational skills, as well as responsibility.

When assignments are completed and returned on time there are positive consequences: knowledge obtained, grades earned and skills mastered. When assignments are not completed or returned in a timely fashion there are negative consequences. The following provides guidelines for students and their parents regarding how these consequences shall be enforced.

When class/homework is assigned, students are responsible for writing this information down in their assignment pads. The student is then required to complete this work to the best of their ability and return it on the date/time required. Full credit is obtainable for the completed, on-time assignment.

When a student is absent, they are responsible for the following:

- Submitting an Absent Note from their parent;
- Obtaining notes from missed classes;
- Submitting assignments due on the day they were absent;
- Obtaining any required assignments for they day they were absent from the teacher

Teachers will:

- Provide information on the required assignments absent students are responsible for;
- Provide time to obtain the necessary notes;
- Schedule a day and time for any missed assessments;
- Inform student if any reduction of points will occur due to the absence;

The largest area of concern regarding academics is absences. The following policies and procedures are to be followed regarding absences and assignments.

#### Assignments

- An assignment not completed/returned on the day due will lose 5 points;

- Any assignments missed on day of absence will be given a new due date. Failure to meet that deadline will result in a loss of 5 points on that assignment;
- After two days, if the assignment is not turned in the grade will be a zero (0);
- Teachers reserve the right to *excuse* any assignment ;

Attendance – To emphasize the importance of attendance, the following policy will be enforced:

- Beginning on Monday, September 12<sup>th</sup>, 2017, students arriving late will serve detention that afternoon.
- Five (5) Absences or Latenesses in a quarter will result in the loss of Honor Roll status

## I) Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare certain lessons through various experiences. Homework that is properly designed and planned to meet the needs of individual students is essential to the long-term academic success of the student. Long-term projects may be assigned that require additional reference work, including research papers for upper elementary students. Homework also teaches good work habits. To help develop these skills, teachers are allowed and encouraged to develop classroom policies to deduct homework grade points for late assignments and set a deadline for turning in late assignments before a student will receive no credit.

Parents are strongly encouraged to monitor their child's progress daily by making sure assignments are written in the child's assignment book and then making sure that all assignments are complete. Long-term projects require additional planning so that the child doesn't face an impossible task of completing an assignment in two days that was meant to take four weeks. Please contact your child's teacher if the child seems to struggle with too much homework or seems to have too little. Through parental and teacher teamwork and support, the child will be able to develop age-appropriate study skills, which are critical to long-term success.

Homework should be assigned:

- to help the student become more self-reliant
- to learn to work independently
- to improve the skills that have been taught in class
- to complete certain projects that require individual and creative effort
- to encourage parents to become involved in the education process with their child(ren)
- to assist teachers in assessing individual and group readiness in order to move to the next concept

In order to assist students with developing personal responsibility, parents are strongly discouraged from bringing forgotten items such as homework, books, backpacks, etc., to school. When the student must accept the consequences for actions in these areas, growth toward personal responsibility takes place and will have lifelong positive consequences.

**\*\*NOTE:** Please remember that our facility is multi-use. For security and out of respect for the groups that use the building, it is not acceptable to go into classrooms without permission and supervision of school personnel.

- 1) Homework is an essential part of the instructional program reinforcing learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.
- 2) Homework is meant to be an application or an extension of classroom learning experiences. Homework helps develop proper study habits, time management, and individual responsibility. Assignments are given to provide students with the opportunity to demonstrate mastery of skills and concepts previously taught.
- 3) Students are required to complete all homework, and it is expected that parents or guardians sign or initial the completed homework. Parents are asked to check assignments before they are handed in. This is essential in order to ensure accuracy and neatness. All class work and homework must be completed, well organized and neatly written.
- 4) Homework assignments may take the form of short written assignments, study assignments, projects and long-term assignments. The approximate time allotments for homework (written and study) are as follows:

Grade K	up to 15 minutes
Grades 1-2	up to 30 minutes
Grades 3-4	up to 45 minutes
Grades 5-6	up to 90 minutes
Grades 7-8	up to 120 minutes

J) Attendance/Tardiness

- 1) Good attendance at school is helpful in teaching the children that education is important and that regular school attendance helps to develop habits, which will carry over into the child's working life as a responsible adult. When students are absent from school or arrive late, their quality of education is lessened. Their attitude about learning also suffers. They become frustrated because they have missed explanations and/or discussions necessary to an understanding of the lessons presented.
- 2) Parents/guardians should make every effort to have children attend school daily and on time. Prompt, regular attendance is absolutely essential to academic success. It is expected that these good habits are fostered in each child for the benefit of current academic achievement and to encourage good adult behavior for the future.
- 3) It is understandable that a child can be absent from school occasionally due to an illness. A child who is ill cannot function in the class should not be in school to pass on his/her illness to other children.
- 4) Student attendance must be documented each school day. This includes tardiness, absences and early dismissals.

- 5) Students with 5 or more lates or absences will not be considered for Excellence in Attendance Honors at the End of Year Awards Ceremony.

K) Assessment and Standardized testing

Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student’s progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

In addition to class and school exams your child will also take part in the Archdiocesan testing program, which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

- 1) Archdiocesan Test (Will be used as the student’s End-Year/Final Examination)

Religion Test	Grade 3 to 8	January and June
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- 2) Archdiocesan-approved Standardized Assessment

<u>Standardized Assessment – Administered One Time per Year in the Spring</u>	
Grades K – 2	ITBS

- 3) Standardized Tests

Interim Assessments – Administered Two Times per Year (Minimum)	
Grades 3 - 8	Interim Assessments

- 4) NY State Tests

New York State Testing	
Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The faculty of St. Margaret of Cortona School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

## 1) Report Cards and Distribution

### 1) Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects. The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:

- classwork/participation
  - homework
  - quizzes
  - formative assessment
  - summative assessment
- a) There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.
- b) Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.
- c) The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 3 – 4 in ELA, Math and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record.
- d) Numerical marks are recorded on report cards for Grades 1 – 8.
- e) A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
- i. 4: Exceeding Standards
    - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - ii. 3: Meeting Standards
    - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - iii. 2: Approaching Standards
    - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - iv. 1: Below Standards
    - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
  - v. N/A: Not Assessed
    - Students were not assessed on these standards this quarter.

- f) The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- g) Passing is any mark 70% or above or any mark of D or higher.
- h) Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

## 2) Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes.

## J. Honor Roll

Through the school atmosphere and educational system at St. Margaret of Cortona School students are taught to reach their potential and accept themselves as they are, recognizing their individual differences. As part of the school discipline program teachers encourage the students to assume responsibility for their work and actions. Not only do they work with students who are experiencing difficulties, but they try to provide incentives for students who strive for success on a regular basis.

### 1) Requirements for the Academic Honor Roll

Students in Grades 4-8 may be recognized with First Honors, Second Honors, or Third Honors in each of the marking periods of the School year.

- Good conduct is a requirement to receive Honors. A student who does not receive at least an “A or B” in Character Development will not receive Honors even though their grades may warrant it.
- **FIRST HONORS** - Grades Four through Eight  
Any student who has received a grade point average of 95 or above, has received no grade less than 90 ... and who has received an A or B rating in Character Development and Special Subjects.
- **SECOND HONORS** - Grades Four through Eight  
Any student who has received a grade point average of 90-94, has received no grade less than 85 ... and who has received an A or B rating in Character Development and Special Subjects.
- **THIRD HONORS** - Grades Four through Eight  
Any student who has received a grade point average of 85-89, has received no grade less than 80 ... and who has received an A or B rating in Character Development and Special Subjects.

- Students who are tardy or absent 5 or more times during a marking period lose their academic honor roll status. These students also will automatically receive no grade higher than a “B” in character development.

#### K. Report Card Distribution

If a student is experiencing academic difficulties, parents are notified by the classroom teacher. Progress Reports are sent home to parents periodically to keep parents/guardians aware of a student’s progress. It is important for parents to keep the lines of communication open with their child’s teacher(s). If it becomes necessary for a parent to speak to a teacher because of an academic or a disciplinary problem, appointments for a conference can be made by way of a written request or a phone call to the school.

- 1) Report cards are distributed four times a year for Grades K to 8. Pre - Kindergarten report cards are distributed two times a year. The report card is a link between the school and the home.
- 2) Report cards will be withheld if financial obligations have not been met and fees are outstanding.
- 3) Final report cards may not be given before the assigned date in June 2017. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

#### L. Special Learning Needs

1. Students with learning differences are children of God and members of the Church. St. Margaret of Cortona School makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child’s teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child’s learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE’s), or privately.
2. Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).
3. If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

4. When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at St. Margaret of Cortona School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

M. Retention/Promotion

- 1) Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.
- 2) Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.
- 3) If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.
- 4) The following are specific criteria that will assist teachers as they consider a recommendation for retention.

*The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention:

<u>LEVEL</u>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grade 4, 5, 6	Failures in Reading and Mathematics, <i>or</i>

	Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics <i>or</i> Failures in Reading and Language Arts <i>or</i> Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies

*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card  
Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

#### M. Summer School

- If a child is required to go to summer school for promotion, that child must attend an approved summer school program. If the child does not attend an approved summer school program, the child can be retained.
- Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.
- In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a student, the principal will notify the parent directly.
- The summer school report card must be submitted to the office in August. Failure to attend summer school will result in retention. It is the parent’s responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

#### N. Graduation

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct).

# General School Rules



## General School Rules

- Treat each person with RESPECT in word and Action
- Follow directions of supervisory adults the first time they are given.
- Respect all school property.
- Come to class prepared with homework, books, supplies, etc.
- Wear complete school uniform neatly

## A. Arrival and Dismissal of Students

### 1) Drop Off and Pick Up Procedures

In an effort to keep the flow of traffic smooth and safe for all of our children, we have ask that all families use the **Stop, Drop & Go Procedures** in the morning. **See Appendix.** Please do not come up 260th Street or block the crosswalks. Cars may turn onto West 260th Street from Delafield Avenue (toward Broadway) when dropping off children in the morning or picking them up in the afternoon.

### 2) Arrival

Students arrive at school between 7:50 a.m. and 8:00 a.m. (Unless registered for the Early Morning Drop-Off, there is no supervision available before 7:50 a.m. each morning). The students in Grade 3-8 enter the school building through the main entrance on 260th Street at 7:50 a.m. and go promptly to their homeroom classes. The students in Grades K-2 enter the building through the doors in the parking lot at 7:50 a.m. The doors for the Pre-K open at 7:50 a.m. Parents who drop their children off are asked to remain outside the gates of the schoolyard.

**For the safety of all, those who drive their children to and from school are asked not to pass the barricades placed at Riverdale and Delafield Avenues.**

### 3) Opening Exercises and Activities

Opening prayers, the Pledge of Allegiance and announcements will take place in the classroom via the PA System each day. Throughout the building, talking and socializing should cease after the morning bell sounds. As part of the beginning morning activity, teachers and students raise their minds and hearts to God in prayer. Following prayers, teachers and students are to face the American flag, which must be on display (in the gym as well in the classroom) for the daily recitation of the Pledge of Allegiance. Students may then quietly prepare for their day's activities.

### 4) Announcements

Formal and Informal announcements are handled through the school PA system. Courteous attention is expected when any message is presented over the PA system. All announcements must be written and brought to the office and approved by the principal.

### 5) Dismissal

Parents are asked to meet their children outside the main school building at the time of dismissal. Parents are not permitted in the school building to wait for students. The following procedure will be followed:

- Students in the Pre-Kindergarten will be dismissed at 2:50 p.m. from the Riverdale Avenue yard gate.
- Students in Grades K - 2 will be dismissed at 2:50 p.m. from the parking lot.
- Students in Grades 3 – 4 will be dismissed at 2:50 p.m. from the main school entrance on West 260<sup>th</sup> Street.
- Students in Grades 5 - 8 will be dismissed at 2:50 p.m. from the main school entrance on West 260th Street .
- When school is in session for a half-day, students will be dismissed after prayers at 11:30 a.m. If there is any change in your child’s transportation plans, change in designated driver, or who picks up your child, it is important that the school office be notified in the morning with a note from the parent or guardian. We cannot accept emails as notification.

#### 6) Early Dismissal of Students

If a student needs to leave school during the school day, he/she must be accompanied by a parent, guardian or a adult (18+) designated by the parent or guardian. In such instances, the student must be signed out before leaving the school and must be signed back in, if returning at a later time.

Requests for a child to leave school must be made in writing to the homeroom teacher. The request will be forwarded to the office so that arrangements can be made for the child to be ready and waiting in the office at the appointed time. Emergency requests for the early pick up of a student will be honored through the school office. Teachers may not dismiss a child from the classroom unless authorized by the school office.

#### 7) Release of Students (during school day)

The school has a sign-out book located at Reception or in the main office. Occasions for the use of a sign-out book are:

- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult (18+) designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child’s emergency contact form. Emergency forms are completed in September and must be updated as necessary;
- for liturgies and services when altar servers leave the school, the students will sign out and in;

- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book;
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

## 8) Pick Up Procedures

Good attendance at school is helpful in teaching the children that education is important and that regular school attendance helps to develop habits, which will carry over into the child's working life as a responsible adult. When students are absent from school or arrive late, their quality of education is lessened. Their attitude about learning also suffers. They become frustrated because they have missed explanations and/or discussions necessary to an understanding of the lessons presented.

St. Margaret of Cortona School discourages students leaving school early. Parents are encouraged to make appointments for after school hours. However, the school also understands that there are times when this becomes necessary.

### Written Notification

Student attendance must be documented each school day. This includes tardiness, absences and early dismissals.

When a student must leave school early due to a scheduled appointment, parents are required to send a note in to the child's teacher, which includes the following:

- the reason for the Early Dismissal;
- the time the child will be picked up;
- the name of the person permitted to pick up the child if it is not the parent;
- the note **MUST** be signed by the Parent or Legal Guardian;
- emails cannot be accepted;

### Pick Up Protocol

Parents (or adult, 18+) should arrive at least five minutes prior to the dismissal time.

Parent (or adult, 18+) **MUST** sign in at Reception.

The student **MUST** be Signed Out in the Official Sign In/Out Book.

**If you are taking any siblings home, they **MUST** have a second note for their teacher.**

On occasion, an emergency may arise that eliminates the possibility of prior knowledge and a written note. In this event, parents should call, not email, the school as soon as possible to allow for notification to be given to the student and the teacher. Ample time is requested to prepare the students(s) for the emergency early pick up.

## 9) After School Program

The After School Program is available to parents. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent.

Our After School Program serves working parents of pre-kindergarten through sixth grade students enrolled in St. Margaret of Cortona School. The program has an academic component, which provides homework time, arts and crafts, and other supervised recreational activities. This After School Program is available from 2:50 p.m.- 5:00 (6:00) p.m. each day and from 11:30 a.m. – 5:00 (6:00) p.m. on early dismissal days.

## B. Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school from an absence, a completed absence form must be given to the teacher. (See Appendix.) This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

- Parents are asked to call the school office by 8:45 a.m. if their child is sick and will not be in school.
- Students are required to bring a note of excuse to school when they have been absent.
- If a child is absent for five consecutive school days or more, a note from the doctor is required upon return.

- The student is responsible to make up work, which was missed during each day of absence, at the discretion of the teacher.
- Tests/Quizzes missed due to a student's absence will be made up at the discretion of the teacher.
- Students with 5 or more lates or absences will not be considered for Excellence in Attendance Honors at the End of Year Awards Ceremony.

#### 1) Tardiness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable from the School Receptionist. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year.

- Students must stop in to the school receptionist to receive late passes if they arrive after 8:00 a.m. in the morning.
- Work missed as a result of tardiness may be made up at the discretion of the teacher.
- Students who are tardy 5 or more times during the marking period will lose their honor roll status and will serve a detention to make up missed work. These students also will automatically receive no grade higher than a "B" in character development.

#### 2) Vacations

Extended vacation trips are not encouraged by the school. In the event that a family does take a vacation during the school year, the school is not obligated to issue work for the student to complete while on vacation. The student will be required to make up all missed work when he/she returns to school.

### C. Books and School Materials

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a. the pupil's name be placed in the space provided in each book
  - b. the teacher makes a record of the number of the book
  - c. the teacher makes a record of the condition of the book

- d. in September, each child will put a clean cover on each textbook received
  - e. in June, all textbooks are collected, extra materials and covers are removed.
  - f. all workbooks are collected in June.
2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
  3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a twenty-five cents per day per book fine, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.
  4. Each student must have and use an appropriate book bag. Book bags on wheels are not permitted.
  5. Students must assume responsibility for their books. Every book is to be covered by a protective jacket. All hardcover and soft cover books should be covered by the first full week of school. All books are to be maintained in the best possible condition. Textbooks, workbooks and notebooks are to remain free of “scribbling and doodling”. Regular inspections are conducted by the classroom teacher and the Principal.
  6. Materials and supplies used by the students during the year are to be used and treated with the utmost respect and care. Parents and students are responsible for keeping textbooks, workbooks, notebooks, library books, etc. in good condition.
  7. Some of the student workbooks (Religion, Math, Vocabulary/Grammar 6-8) in Grades 3-8 will be used as non-consumables to help promote student writing, problem solving and critical thinking skills.
  8. In an effort to improve student penmanship and presentation of work, students in Grades K-4 will use notebooks and theme paper with controlled lines. Students may purchase replacements from the school office.

All other resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

#### E. Availability of Records

Student record files are available with guidance from the principal. These records may not leave the office for any reason. The school voluntarily complies with the provision of the Buckley Amendment. Non-custodial parents may be given access to unofficial copies of

student records. The Principal also will be available to discuss the students' records, unless a court order providing otherwise is filed with the school.

F. Bus Service

Children in Grades K-8, who reside in New York City may be eligible, based on distance, to receive a MetroCard for reduced or full fare. Eligibility is determined by the Board of Education.

G. Change of Address, E-Mail or Phone

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

H. Child Abuse Laws

Under NYS law, school personnel are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

I. Child Custody

- 1) At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.
- 2) School communication with the appropriate guardian is essential. Accordingly:
  - a. Custodial parents must identify in writing other adults who may have access to information regarding their child.
  - b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
  - c. Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

J. Communication

- a) Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

- b) A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question, and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy,; never in a hallway or in the parking lot. A parent who is refused such a meeting should notify the Principal.
- c) Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.
- d) In keeping with the Church's principle of subsidiarity, problems or concerns that arise should be first addressed with the person or persons involved before going to the higher authority. Attempting to work out difficulties mutually is consistent with the demands of the Gospel. Positive communication between home and school is essential in helping to provide the best education for each student. When problems or concerns arise, parents should immediately contact the school to speak with the teacher or make an appointment to meet with the teacher/principal. This will help alleviate any misunderstanding.
- e) Spontaneous visits to the classroom to speak with a teacher are not permitted. It disturbs the learning process. If you need to speak with a teacher or the principal, please make an appointment by telephone or letter.
- f) A newsletter highlighting the events and happenings in the school will be sent home on a weekly basis. In addition, any forms or information from the classroom, parish or Parent Association will be sent home. Every effort will be made to send these items home electronically. When this is not possible, the information will be sent home in the student folders. Please be sure to read the communication completely and respond, when necessary, in a timely fashion.
- g) Further, our Instant Alert System will be utilized on a regular basis to inform parents of important events.

#### K. Student Progress Folder

Teachers in Grades K-8 will regularly send home a student progress folder. These folders will contain student work, test papers, notes regarding missing assignments, behavior, etc. to keep parents abreast of the student's academic and behavioral progress. Parents are expected to review the folder when received, sign the enclosed papers and return both the papers and the folder to the classroom teacher.

#### L. Confidentiality

1. There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

2. If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
3. Under Section 423 of the Child Protective Service Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse).
4. The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, confidentiality and the sense of the sacred should prevail.

M. Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.

N. Daily Schedule

- 1) Before 7:50 a.m. and after 2:50 p.m. St. Margaret of Cortona does not have staff available to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:50 a.m. and parents must arrange pickup at dismissal times.
- 2) To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the Receptionist and not to the classrooms while school is in session. The school receptionist and office will see to it that the child receives these items.
- 3) The following schedule will be observed by Grades Pre-K through Grade 8:

7:50 a.m.	Grades PK - 8 Enter School
8:00 a.m.	Students entering after this time are marked late to school
8:05 a.m.	Morning Prayers via PA System
*11:30 a.m.	Half Day Dismissal
2:50 p.m.	Prayers and Dismissal PK-8

O. Discipline Policy

St. Margaret of Cortona School strives to create a safe and caring learning environment for all students where promoting Reverence, Respect and Responsibility is key! **Students are encouraged to do what Jesus would do...to think before they act ...and to make good responsible choices.** We expect our students to exhibit Christ-like behaviors each day but we know that students sometimes need reminders. Parental support is critical and assists in

challenging children to make better decisions in the future. We believe that parents, students, and teachers alike working together and modeling Christ-like behaviors will help to maintain a safe, positive, and respectful learning climate at St. Margaret of Cortona School.

#### 1) Discipline Code for Student Conduct

The goal of discipline in a Catholic School is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to ensure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems, (i.e. chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; smoking, vandalism; the possession of drugs or drug paraphernalia,

cigarettes, alcohol, dangerous items or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as the use of inappropriate language or failure to follow the directions given by an adult, students are often given detention. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight that causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for any serious offense.

It is the expectation of St. Margaret's School that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate conduct (personally, via the telephone or the Internet) and prohibited use of personal devices including but not limited to cell phones, cameras, iPads, iPhones, camera-phones, PDA's and the like. (See also - Telecommunications Policy) Such misconduct could result in any number of punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

2) At St. Margaret of Cortona School we believe:

- A student is to be polite, considerate and respectful to the priests, faculty, staff, volunteers and to each other.
- Student behavior should be exemplary both on and off school grounds. Whenever students wear our school uniform (even in sports activities) they represent their

parents and the entire school community. Inappropriate conduct will result in consequences according to school discipline policy.

- Every student has the right to certain protection (such as protection of property and an atmosphere conducive to personal growth and development). Each and every student has the obligation to preserve these same rights for others.
- Disruptive or unacceptable behavior is defined as a behavior, which interferes with the learning of the students, the rights of the students, or the performance of a duty of a staff member.
- Damage done to school property must be repaired and/or restitution made immediately by the end of the current school year.
- The Principal will be the final recourse in all disciplinary situations. All efforts will be made to create the ideal atmosphere for the students – a safe, orderly school in which your children can receive the quality education they deserve.
- Serious misbehavior is met with a serious consequence, such as an in-school or out-of-school suspension. Parents are notified prior to suspensions and are asked to come to school for a conference, which will include the principal, teacher, and student. At the conference an individual behavior plan may be developed for the student.
- Repeated uncooperative and defiant behavior in responding to school rules and regulations may result in suspension from school or in the non-re-registration of the student for the next school year.
- The permanent dismissal or suspension of a student for disciplinary reasons is an extreme measure to be enacted only as a last resort after all other efforts of motivation and counseling have failed or circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of teachers and other students. Only the Principal, with the consent of the Superintendent, has the authority to suspend or expel a student.

### 3) Consequences for rule infractions or violations

St. Margaret's uses a three-step "ladder" of discipline. Repeated infractions causes consequences to become more severe. The following is the "ladder" of consequences that will be followed:

- 1) 1<sup>st</sup> Step: Conduct Referral
- 2) 2<sup>nd</sup> Step: 2<sup>nd</sup> Conduct Referral
- 3) 3<sup>rd</sup> Step: 3<sup>rd</sup> Conduct Referral and 1<sup>st</sup> After School Detention
- 4) 4<sup>th</sup> Step: 2<sup>nd</sup> After School Detention, Conference with Parent, Student & Teacher
- 5) 5<sup>th</sup> Step: 3<sup>rd</sup> After School Detention and Conference with Principal
- 6) 6<sup>th</sup> Step: Suspension or Expulsion from school

Upon receiving a second detention a student will also receive checks in the Character Development section of the Report Card and loss of Honor Roll Status.

### 4) The following offenses may be grounds for Suspension or Expulsion:

- Possession of Cigarettes, Alcohol, Drugs or Weapons
- Threatening, Fighting, Bullying, Harassment, Vandalism, etc.

- Cheating, plagiarism, etc.
- Conduct detrimental to the reputation of the school
- Inappropriate use of the Internet, telephone, cell phone, cameras, etc.
- Immorality in speech or action
- Other inappropriate conduct not consistent with our philosophy as a Catholic institution

5) “Bullying” Behaviors

Every student has the right to learn in an environment free from distractions and negative, annoying violent or threatening behaviors. With this in mind, a behavioral policy has been established here at St. Margaret of Cortona School. Engaging in behaviors such as those listed below will result in serious disciplinary action:

a. Verbal Bullying

- i. Teasing and taunting
- ii. Expressing physical superiority - (“I’m better than you...”)
- iii. Insulting remarks
- iv. Calling names
- v. Gossiping
- vi. Starting/spreading/increasing rumors
- vii. Threatening physical harm
- viii. Insulting family
- ix. Harassing phone calls
- x. Insulting intelligence, ability, race, gender, etc.
- xi. Undermining relationships

b. Nonverbal Bullying

- i. Threatening or insulting gestures
- ii. Giving dirty looks
- iii. Defacing or damaging one’s own or another’s property
- iv. Pushing, shoving, poking
- v. Stealing
- vi. Excluding others from the group
- vii. Playing mean tricks/jokes
- viii. Initiating fights
- ix. Hitting, punching, scratching, tripping, etc.
- x. Cheating
- xi. Making someone look foolish
- xii. Touching another in an unacceptable way

c. More Serious Bullying

- i. Destroying Personal or Public Property
- ii. Physical cruelty
- iii. Repeated, violent, threatening gestures
- iv. Threatening e-mail/phone calls, etc.
- v. Ostracizing – public humiliation - rejection

vi. Assaulting with a weapon

7) Consequences of Bullying

***Repeated or More Serious Offenses*** may result in any of the following:

- Out of School Suspension
- Counseling Recommendation
- Notification of the Police
- Expulsion (according to the policy of Archdiocesan School Office)

## Uniform Code

Your school uniform confirms your attendance at St. Margaret of Cortona School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school. Your behavior should be a credit to both yourself and the school community.

All new students are required to purchase the new uniform. This will be the new uniform and is being phased in over the next year. Any family in need of a new uniform due to growth or wear will need to purchase the new uniform. Each student must have one complete, formal uniform for special events.

### Uniform Company

School uniforms are purchased from LU-DEL's Uniform Shop located on 364 South Broadway, Yonkers. The telephone number is 914-969-2664.

### SCHOOL WINTER UNIFORM (October 15th through May 1st)

Boys - Grades K-8	Tan Khaki trousers of uniform design Black belt White, long or short sleeve oxford/dress shirts and school tie Maroon pullover V-neck sweater or vest with school logo White or black socks and black tie shoes (non-scuff black)
Girls - Grades K-4	Tan Khaki Skort with White long or short sleeve blouse with Peter Pan collar Maroon uniform cardigan sweater with school logo Maroon knee socks or tights Black tie or buckle shoes (non-scuff black)
Girls - Grades 5-8	Tan Khaki Skort(winter and summer) White long or short sleeve button down blouse Maroon uniform pullover V-neck sweater with school logo Maroon knee socks or tights Black oxford shoes (non-scuff black) Shoes must be plain black, leather, flat and fully enclosed. No stripes, designer insignia, names or numbers of any kind

### SCHOOL SUMMER UNIFORM (May 1st through October 14th )

Boys - Grades K-8	Tan Khaki trousers with belt Maroon St. Margaret's Knit shirt White Socks and Black tie shoes
Girls - Grades K-8	Tan Khaki Skort Maroon Knit shirt

Maroon Knee Socks  
Black oxford shoes (non-scuff black)  
Shoes must be plain black, leather, flat and fully enclosed.  
No stripes, designer insignia, names or numbers of any kind

### Gym Uniform

All students in Grades K through Grade 8 wear a school gym uniform on their designated gym days. For grades K-4 the gym uniform consists of a maroon t- shirt with the “school logo” on it and gray gym shorts. For grades 5-8 the gym uniform consists of a gray t- shirt with the “school logo” on it and maroon gym shorts. During colder weather and in the winter months the students must wear the printed maroon sweat suit. Appropriate sneakers and white socks are to be worn on gym days.

### Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Uniforms should be neat and clean. Hair should be clean and well groomed. The boys’ hair should be above the collar and off the face/ears. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by school officials.

It is understood that all students are expected to dress in a neat, clean, modest and safe manner at all times. The length of the girl’s skirts/dresses must always be modest in every position. Shirts and blouses are to be tucked into pants and skirts at all times, so that the waistband and belt is visible. Make-up, false nails and fingernail polish are not permitted. Girls who have pierced ears may wear only one pair of post earrings (no hoops or dangling earrings since these can be a safety hazard). Boys are not permitted to wear earrings.

### Special Dress Days

On occasion the Principal will allow a “Special Dress Day” for purposes of school spirit, an incentive or fundraising. On “Special Dress Days” or “Dress Down Days” students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, including wearing jeans and T-shirts. Please adhere to the following dress code rules:

- On Liturgy and Prayer Services days, all students MUST be in the school uniform.
- T-shirts are permitted; however, no offensive or suggestive material on any piece of clothing is allowed.
- No sleeveless tops or shirts, low necklines, spaghetti straps, shoulder-baring, midriff-baring or revealing tops or open back shirts may be worn.
- Modest and appropriate is the goal (no see-through material, no midriff or underwear showing). No low necklines or tight fitting tops, pants, shorts, etc.
- Tennis shoes and athletic shoes are permitted; however, Crocs, flip-flops, mules, open back shoes, high-heeled shoes and sandals are not allowed due to safety concerns.
- No cut-offs, frays or clothing with holes/slits above fingertip length. sagging or bagging
- Hats and sunglasses may not be worn inside the building.

P. Emergency School Closings:

There may be occasions when severe weather, dangerous road conditions, or other emergencies make it necessary to close school during the school day. If this occurs, parents will be notified via our school Instant Alert System. For this reason, information provided by parents on the Registration Documents and on the Instant Alert System must be accurate and up to date. Parents are asked to provide the name of the person(s) and phone numbers of those who will be responsible for the student when he/she arrives home. Students will only be released to the person(s) indicated on the emergency card.

- The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools.
- Catholic schools throughout the Archdiocese of New York utilize an Immediate Response Information System to notify parents directly about delayed openings and closures due to weather.
- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation all school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
- After School and/or extended day care programs will be closed also.

\*\*\*Please note that each family is responsible for keeping Instant Alert Information current.

Q. Extracurricular Activities

- 1) Students are encouraged to participate in the extracurricular activities (sports, clubs, etc.) of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work, homework, behavior, etc). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent.
- 2) Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination
- 3) As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities.
- 4) In instances where students are picked up, parents are expected to make arrangements to pick-up their children at the end of the program or activity. Students will be released only to a parent or a person specified IN WRITING BY THE PARENT. The school is

responsible for students while they are participating in school-sponsored programs or activities in the school building or on the school playgrounds.

#### R. Faculty Meetings

Faculty meetings are scheduled once each month, unless parents are otherwise notified. All children will be dismissed at 11:30AM on these days.

#### S. Federal and State Funded Programs

Students of St. Margaret's School benefit from several State and Federally Funded programs which provide developmental academic services, transportation, (NYSTL) textbook loans, (Title V) equipment, (NYSLIB) library books, and (NYSL) computer software.

#### T. Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

Field trips:

- must be designed to correlate with teaching units and to achieve curricular goals.
- must vary on each grade level.
- are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- include the right of individual teachers, in consultation with the administration, to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor conduct or poor behavior.
- must include a written, official permission slip, signed by the parent before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office **48 hours** before the day of the trip.

**Financial Policies**

The school’s expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees

**Registration Fees:**

SMART Admin Fee: \$40 per family

New Families - \$250 per family

Current Families - \$75 per family

**Pre-Kindergarten**

PreK-3-year-olds:	\$500 School Fees	\$6,200 Tuition Per Child	\$620 per month
PreK-4-year-olds:	\$500 School Fees	\$6,200 Tuition Per Child	\$620 per month

**Catholic/Contributing Families:** Kindergarten – 8<sup>th</sup> Grade

(Must provide the accompanying letter from the Pastor of the Parish where you are Registered, if it is not St. Margaret of Cortona.)

School Fees: \$500 per child

First Child:	\$5,382.00	\$538.20 per month
Second Child:	\$2,650.00	\$265.00 per month
Third Child:	\$1,638.00	\$163.80 per month

**Non-Catholic/Non-Contributing Families:** Kindergarten – 8<sup>th</sup> Grade

School Fees: \$500 per child

First Child:	\$7,592.00	\$759.20 per month
Second Child:	\$3,437.00	\$343.70 per month
Third Child:	\$2,803.00	\$280.30 per month

A 5% Discount on Tuition ONLY will be offered to any family paying in full on or before August 1, 2017. Fees cannot be included in the Discount.

**Contributing to St. Margaret Parish:**

- The tuition rates for CONTRIBUTING families apply only to our Catholic families who attend Mass faithfully, are registered with a parish prior to school registration and have an established history of church contributions. If a family is not registered in a parish prior to school registration, they will be charged the NON-CATHOLIC/NON-CONTRIBUTING rate for one year while Parish status is established. To remain eligible for the CATHOLIC/CONTRIBUTING rate, a family must attend weekly mass and using the parish envelope system contribute a minimum of \$500.00 annually to St. Margaret of Cortona Church. The first \$250 should be contributed between July 1st and December 31st; the second \$250 by May 1<sup>st</sup>. Failure to maintain your Parishioner Status will result in the family being charged the difference between the Contributing and Non-Contributing Tuition Rates for the remaining portion of the school year;

For a family to be considered for the Contributing Tuition Rate the following criteria MUST be met:

- Be a registered parishioner in St. Margaret's Church at the time of school registration;
- Attend Mass on a regular, weekly basis;
- Be a contributing member of the church for the six months prior to the start of the school year;
- Families must maintain this status in order to continue to receive the parish Tuition Rate;
- Failure to maintain your Parishioner Status will result in families being charged the difference between the Contributing and Non-Contributing Tuition Rates for the remaining portion of the school year;

#### OTHER FEES & COSTS:

During the school year, other fees and costs may be incurred, such as fees for field trips, additional equipment, school supplies, HSA events, parish events, or other miscellaneous items.

Families choosing to pay the full tuition as of August 1, 2017 will receive a 5% discount.

#### TUITION DELINQUENCY

Families who are 30 days late on tuition will receive notification letters from SMART tuition. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from their principal. Upon receipt of this notification, parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school.

#### FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor and/or Principal. If you wish to speak to the Pastor, please contact him at the rectory.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to St. Margaret of Cortona School.

#### U. Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

#### V. Fund Raising

In order to enhance the working budget of the school and to guide our students toward providing service for their school, the Parent Association sponsors a variety of fundraising activities throughout the course of the year. We encourage all of our families to help keep St. Margaret's School affordable, while at the same time providing our children with an excellent education and a variety of programs in a good safe environment.

#### W. Guidelines for the Education of Non-Catholics

- a) Parents must be made aware of the intentional Catholic witness in our schools. St. Margaret of Cortona School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith. All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.
- b) The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

#### X. Library and Student Center

- 1) The Library and Student Center will be open on designated days during regular school hours throughout the year.
- 2) Failure to respond to a third overdue notice for a book and payment of the fine, may result in loss of library privileges.
- 3) All library books or money owed must be settled before student report cards are issued.
- 4) The Student Center may be used by students only when there is proper supervision.
- 5) Use of electronic media services, including the Internet, will be permitted only with Staff supervision and guidance. Parents must return the signed contract before their child/children will be allowed to use the On-line Services available in the school.
- 6) Any student misusing electronic media services will lose computer privileges.

#### Y. Health Program

Health care is provided by a registered nurse on a daily basis but is limited to minimal first aid for accidents and illness until the parent/guardian can be reached. Emergency cards are kept for each child providing information to assist us in locating parents/guardians. It is very important for parents to keep this information up-to-date. Changes in address, home, cell or work phone number must be reported to the school office immediately. Also, please be sure that your child's emergency contact person and phone number is ALWAYS CURRENT.

- Accidents

St. Margaret of Cortona School has student accident insurance coverage for all students providing valuable protection against accidental injuries occurring during school hours or during school sponsored and supervised activities. In the event of an accident at school, the parent/guardian will be notified. Please note that the school accident insurance is usually secondary to the parent's own medical insurance coverage.

A student accident insurance fee is included in the School Fees. In the event of an accident at school you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

- HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K –12. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administration.

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

- Illness or Injury in School

- 1) If a child has an illness or chronic medical condition it is the parent's responsibility to notify the school and to provide necessary documentation and medication. St. Margaret of Cortona School reserves the right to call 911 in any case of a medical emergency.

- 2) If a student becomes ill or injured during the school day, a parent or guardian will be notified immediately using the information on the School Emergency Card on file in the school office. If a parent cannot be reached, the Emergency Contact Person indicated on the Emergency card will be notified.
- 3) Any ill or injured student will be given appropriate first aid measures until further instructions are provided by the parent, guardian or physician.
- 4) A student who is visibly ill and feverish will not be able to work and should not be around other students. We ask, therefore, that sick children be kept at home.

- Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See the appendix for the most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

#### New York State Immunization Requirements for School Entrance and Attendance

##### New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

##### New York City

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
1 – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella

1 – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19th Floor, New York, NY 10007 (212) 676-2273  
New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

#### Varicella Vaccine - Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school
- the administration of varicella vaccine is not recommended for children under the age of one
- information on varicella vaccine was not required to be entered on the immunization survey form until September 2001

- Medication

- St. Margaret's School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following policies/procedures apply.
- If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) and to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.
- Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:
  - student name
  - name and phone number of the pharmacy
  - licensed prescriber name
  - date and number of refills

- name of the medication and dosage
  - frequency of administration
- Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.
- The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:
  - severity of health care problem, particularly asthmatic or allergic conditions
  - prescriber order directing the student be allowed to carry his/her medication
  - written statement from parent requesting compliance with prescriber order
  - student has been instructed in the procedure for self-administration and can assume this responsibility
  - parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.
- A parent/guardian should come to the school and personally administer the medication. If the above arrangement is impossible, the school nurse, principal or her designee will administer the medication under the following conditions:
- The medication must be given to the school nurse or school principal by the parent/guardian.
- The medication must be in the original pharmacy-labeled container
- The parent/guardian and the student’s physician must complete and sign an “Authorization to Administer Medication in School” form, which is available in the nurse’s office.
- Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse or principal to discuss in the need for medication.
  - Physical Education
    - If there is a health problem, which will prevent a student from participating in gym class, a doctor’s note explaining the problem must be presented to the gym teacher. A doctor’s note with authorization to resume play is also required.

## Z. Lunch Program

The following options are offered to children:

- Children may bring lunch and a beverage. Healthy snacks are encouraged. Candy and soda are not permitted for lunch.

- Meals plans are offered on a monthly basis and MUST be ordered in advance.

AA. Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade and amount. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money. Families are encouraged to utilize the pre-printed envelopes provided by the school.

BB. Mission Money

In order to promote concern for the needy people of the world, from time to time, St. Margaret of Cortona School will collect money for the missions and other worthy causes.

CC. Non-Discriminatory Policy

St. Margaret of Cortona School admits students of any race to all the rights, privileges, programs and activities in the school. We will not discriminate on the basis of sex, race, color, or national origin in our admission policies, in our treatment of the students or in our personnel practices, scholarship and loan programs and athletic and other school administered programs.

DD. Note books/Test Papers/School Heading

Students must have the designated school notebooks and theme paper for various content areas. All papers that are written should have the school heading. This establishes habits of orderliness and consistency. Teachers will check books regularly to ensure neatness, good writing, and improvement. Neatness and orderly arrangement of papers and books is essential. The school heading on all papers is as follows:

<b>Name</b> _____	<b>Date</b> _____
<b>School</b> _____	<b>Grade</b> _____
<b>Subject</b> _____	

EE. School Calendar

A yearly calendar is distributed at the beginning of the school year. Please refer to the School Newsletter for any revisions to the Yearly School Calendar. The Mid-Year and End-Year Examination schedule for Grades 5-8 will be sent to parents when dates have been finalized.

FF. Use of School Grounds

St. Margaret of Cortona School does not have staff available to supervise students present on the school grounds before 7:50 AM and after 2:50 PM. Students must not arrive on the school grounds prior to 7:50 AM and parents must arrange to pick up at dismissal times.

#### GG. Vacations

Extended vacation trips are not encouraged by the school. In the event that a family does take a vacation during the school year, the school is not obligated to issue work for the student to complete while on vacation. The student will be required to make up all missed work when he/she returns to school.

#### HH. Withdrawal and Transfer of Students from School

- A family that intends to move away should notify the Principal well in advance. Before any transfer of records is given, all financial accounts must be settled. A transfer request must be obtained from the new school. Records are sent directly to the new school after notice is received that the child has been accepted.
- All books must be returned. All bills must be paid before records are transferred to another school.
- When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.
- Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).
- At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).
- If a family informs the school that the child/ren are going to a particular school and then a change of schools is made during the summer, this information must be submitted in writing to our office as soon as possible, since we must account for every pupil who leaves our school and verify his/her acceptance into another school.
- The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

# ADMISSION POLICY REGISTRATION PROCESS



Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by, the parishes within the Archdiocese, Catholic School Regions, or religious communities within the Archdiocese.

### III. Admission Policy/Application/Registration

A. Parents APPLY to the school for admission, then if all is in order, their child is ACCEPTED to the school, and ultimately they REGISTER. Applicants must meet the school's requirements, (academic, psychological and residential) in order to register. All decisions about student admission are made by the Principal.

#### B. Admission Order of Priority

Priority for Admission to St. Margaret of Cortona School is as follows:

- 1) Families who are registered members of St. Margaret of Cortona parish
- 2) Brothers and sisters of students presently registered at St. Margaret of Cortona School.
- 3) Catholic families who are registered members of other Catholic parishes.
- 4) Families not of the Catholic faith.

C. Registration begins during the month of February and continues until our enrollment is full. Notification of the registration dates is published in the parish/school weekly bulletin. Parents wishing to register a child are required to present the following documents on the day of registration:

- 1) Baptismal and Birth Certificates. Both documents are required for Catholic students. Copies of these documents will be made during registration.
- 2) Record of required Immunizations. New York State law requires that certain immunizations be completed before a child may begin Kindergarten.
- 3) Most recent Report Card and Standardized scores of child registering for Grades 2-8.
- 4) A \$250 non-refundable new registration fee per child made payable to St. Margaret of Cortona School.

G. Applications must be processed, new student entrance assessments must be taken and contact with the school from which the student is transferring must take place before acceptance to St. Margaret of Cortona School is approved.

H. Students are required to have all inoculations as required by the Department of Health before admission to the school.

#### I. Re-Registration

- 1) When your child is accepted into St. Margaret's School, this acceptance extends for one year only. Each year, parents must re-register their child(ren) for the upcoming school year during the Registration Period, as set by the Region. Any child not registered by the

deadline noted will be automatically dropped from our school roster and placed on the waiting list.

- 2) At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.
- 3) A parent/guardian may not be permitted to re-register his/her child for any of the following reasons: continual disciplinary problems, lack of parental cooperation, problems with tuition payments, or continued lateness or absence.

#### A. Crisis/Emergency Information

St. Margaret's School has developed a crisis plan according to Archdiocesan policy now in effect. Should a crisis require evacuation from St. Margaret School, students will be brought to a safe place located at St. Margaret Church and parents will meet their children there, if necessary.

Catholic schools throughout the Archdiocese of New York utilize an Immediate Response Information System to notify parents directly about the crisis.

For further information concerning a crisis, parents will be contacted through our school Instant Alert System. Therefore, it is important that each family keep their contact information updated at all times so that you can be notified in the case of an emergency situation.

#### B. Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which children are exposed, St. Margaret of Cortona School will follow the policy as stated below:

- 1) If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- 2) The principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately. Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- 3) Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

#### C. Electronic Devices

- 1) Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

- 2) The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices).
- 3) Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

#### D. Harassment/Bullying Policies

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

St. Margaret of Cortona School provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying.

Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

#### E. Maternity/Paternity Policies

As members of the Church committed to the preservation of life at all levels; the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

#### F. Student Abortion Policies

##### 1. Rationale:

The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."

##### 2. Policies:

- a. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
  - b. If a student refuses counseling, she will not be allowed to continue as a student at the school.
  - c. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.
3. Guidelines:
- a. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.

#### G. Parental Conduct

Parental cooperation is essential for the welfare of students. Parents or guardians must maintain appropriate behavior toward teachers, staff, principal and other students and their families. The following unacceptable behaviors: verbal abuse, physical intimidation, violent threats, harassment, assault or any behavior related to these - will not be tolerated. It seriously interferes with the teaching/learning process and the school may require parents to withdraw their children and sever the relationship with the school.

#### H. Parents as Partners

- 1) Just as the parent's look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so too the school looks to the parents to assume active responsibilities that cannot be delegated to others.
- 2) The education of a student is a partnership between the parents and the school. 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 is irreparably broken.
- 3) No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.
- 4) Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars

designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

5) Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures
- making all tuition and fee payments on time, and participating in fund-raising activities
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance
- arranging for a time and place for their child to complete homework assignments
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling
- attending all Parent-Teacher Conferences and Parent Association meetings
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

## I. Parental Rights

### 1) Custodial Parents

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc. Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Should a custodial parent challenge this, please refer the parent to the principal.

### 2) Non-Custodial Parent

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

### 3) Release of Children

Non-custodial parents may pick up a child only if previous arrangements have been made in writing.

## J. Parent Organizations

1) A Parent Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs

2) The Parent Association does not function in an administrative or supervisory capacity. Parent Association membership is comprised of parents/guardians and staff of St. Margaret's School.

## K. School Publications

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use

the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

#### L. Search and Seizure

Because desks, etc., are the property of the school, they may be subject to search at any time.

#### M. Security

- The security of students is of utmost importance.
- To assure the security of the building and the safety of each child, St. Margaret of Cortona School strongly enforces its policy of requiring all visitors, even parents, to report to the receptionist and obtain a visitors badge.
- To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.
- Parents/visitors are not permitted to walk through corridors at any time or to speak with a teacher while she/he has the responsibility of monitoring the class.
- Students are not permitted to open the doors to anyone seeking entrance into the school building.
- The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

#### N. Charter for the Protection of Children and Young People

- 1) All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- 2) The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- 3) Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- 4) If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## M. Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments, notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you. These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## N. Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Margaret of Cortona School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## O. Summary Statement

Once students have met the necessary admission requirements and have been accepted in St. Margaret of Cortona School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Margaret of Cortona School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Margaret of Cortona School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Margaret of Cortona School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Margaret of Cortona School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Margaret of Cortona School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only

be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## P. Telecommunications Policy

### a. Student Expectations in Use of the Internet

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- Use of the technologies at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
- Vandalism, plagiarism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
- After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” and “Harassment Policies” in the student handbook.
- Students must abide by the generally accepted rules of network etiquette both inside and outside school.
- Students are responsible for their explorations on the Internet and are subject to the consequences of the school’s discipline policy.
- Students must sign a contract indicating their understanding and acceptance of the school’s guidelines (see parent/student handbook).
- Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

### b. Social Media Guidelines

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school’s social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

c. Standards of Behavior

- 1) Be courteous and respectful in your messages to others.
- 2) Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- 3) Never visit inappropriate or offensive websites.
- 4) Never download materials from inappropriate or offensive websites.
- 5) Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- 6) Illegal activities are strictly forbidden.
- 7) Do not reveal your home address or phone number, or that of other students or staff.
- 8) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- 9) Proofread your message before you send it.
- 10) Never agree to get together with someone you “meet” on-line.
- 11) Only public domain software (“shareware”) can be downloaded.
- 12) Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- 13) Do not use the network/internet for illegal activities.
- 14) Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- 15) Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- 16) Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- 17) Do not use the network in such a way that you would disrupt the use of the network for other users.
- 18) Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- 19) Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- 20) If students encounter material on a network/bulletin board that is not appropriate the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- 21) Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- 22) Technology use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones,

cameras, tablets, smartphones, etc.) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.

- 23) The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- 24) Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.