

Handbook for Parents and Students



Queen of All Saints Catholic Academy

A Landmark of Learning

2016-2017

Mission Statement

Queen of All Saints Catholic Academy

Queen of All Saints Catholic Academy, a Roman Catholic coeducational academy located in the Fort Greene-Clinton Hill section of Brooklyn, provides quality academic and formation programs for children in grades K-8. The academy fosters a nurturing environment for children to grow within our faith-based community. This development emphasizes Gospel values, moral and ethical decision-making, community and service. Our faculty collaborates with parents to engage students to think creatively, communicate with clarity, and reason logically and ethically. We do this to provide the necessary foundation for our students to become life-long learners who are faith-filled adults, faithful citizens advancing the common good of Church, family and society.

Non-Discriminatory Policy

Queen of All Saints Catholic Academy does not discriminate on the basis of race, color, nationality and/or ethnic origin in the administration of its educational policies, admission policies or any school administered programs.

Theresa Attianese
Principal

STUDENT CODE OF BEHAVIOR

BEHAVIOR

1. Disruptive behavior that interferes with the learning process will cause a pupil to be removed from the class by the teacher and sent to the office.
2. Parents will be notified if a pupil's behavior becomes a problem.
3. Fighting is not permitted at any time. Parents will be notified and in some instances required to see the principal if their child is involved in a fight. Possible suspension or expulsion may result.

Bullying behavior is not tolerated and will be checked in the following manner.

Definition of Bullying – Using profanity, racial slurs, vulgar language, repeated fighting, threatening anyone with physical violence, disrespect to a teacher, staff member, volunteer, or other student.

The uniform identifies the student as a representative of Queen of All Saints Catholic Academy. Students should treat one another, as he/she would like to be treated. Respect and courtesy must be shown at all times to our priests, sisters, lay teachers, administrative staff, maintenance men, school volunteers, parish staff, community residents and all adults who are visiting the school building. Disrespect for anyone in authority is a serious transgression with consequences.

CLASSROOM RULES

1. Students are responsible for coming to each class prepared to learn with required materials and completed assignments.
2. Follow directions the first time they are given.
3. During the classroom period, pupils are to be courteous and respectful to the teacher and fellow students.
4. Running, rough play, whistling, loud talking, shouting or any unnecessary noise or disturbances are not permitted at any time.
5. Keep hands, feet and objects to yourself.
6. Stay in your seat unless given permission to get up.
7. Gum chewing is not permitted.

8. Students must show respect to all adults who are involved in the operation of the school.
9. Students are to conduct themselves in a responsible fashion during the lunch period. They must respect and obey all adults who monitor the lunchroom.
10. Students are expected to go directly home after being dismissed. After dismissal no child is permitted into the building without the permission of a teacher.
11. Cell phone use in the building is prohibited. If a child is seen with a cell phone it will be confiscated and the parent will be required to pick it up.
12. The academy prohibits taking photographs/videos of people without their permission, and insists that no photographs/videos be taken in places where personal privacy is expected. Disciplinary action will be taken should an infraction occur.
13. The academy is not responsible for lost, damaged or stolen property.
14. The use of iPods, iPads, kindles or any tablets during the school day, including the after- school program, is prohibited.

INTERNET USE POLICY

Any information in any format related to the academy, on any website, bulletin board, chat room, email or other messaging system that is deemed threatening or impugning to the character of another person is subject to disciplinary action. Disciplinary action will be taken should an infraction occur.

CORRIDOR (HALLWAY) RULES

1. No one is permitted in the corridors during periods unless on an errand for a faculty member.
2. Eating is not permitted in corridors, lavatories, stairwells or the school yard.
3. Jumping down stairs is prohibited.

COMPUTER CLASSES

1. All rules and regulations stated in the Queen of All Saints acceptable use policy must be strictly adhered to or a student faces suspension and expulsion from computer classes.

FIRE DRILL

1. Fire drill rules must not be broken. No running or talking is permitted during a fire drill.
2. Any students found using matches or lighters in the school will be referred to the principal. The Diocesan procedure for expulsion will follow.

SCHOOL PROPERTY

1. The faculty room is for the personal use of the faculty. The students should not enter this room unless escorted by a teacher.
2. All students are responsible for the proper upkeep of the school.
3. Students writing on school property or otherwise damaging school property will be held responsible for the damages and suspension or dismissal will be considered.

TEXTBOOKS AND WORKBOOKS

1. Students are responsible for the care of textbooks and it is expected that they will reasonably, be in the same condition when returned as they were when issued.
2. Should a student lose or damage a textbook, he or she must pay for it.
3. Textbooks are to be covered at all times.

DRUGS / ALCOHOL / FIREARMS

1. Any teacher suspecting a child to be under the influence of alcohol will report the matter to the principal. A parent will be notified and expected to report to the school office in order to remove the child for the remainder of the school day. The Diocesan procedure for suspension and/or dismissal will be followed.
2. Any student found using, selling or possessing illegal drugs, will be referred to the police authorities and parents will be notified. The Diocesan procedures for suspension and dismissal will be followed.
3. Any student found possessing a firearm or any illegal weapon, will be referred to the police authorities and parents will be notified. The Diocesan procedure for suspension and dismissal will be followed.

4. Laser pointers are not permitted in the school.

ATTENDANCE/LATENESS POLICY

1. Any child who is absent must bring a written note of excuse, signed by a parent/guardian.
2. School begins at 7:55am
3. Once a student enters the school building, he or she will not be permitted to leave.
4. Any student arriving past 8:05am will be marked late.

Parents are not permitted to walk the children to their classrooms. At Queen of All Saints Catholic Academy our paramount concern is the safety of our children. In order to insure their safety, we cannot have anyone walking through the building. We must work together to keep our school a safe haven, so that both you and the children feel a sense of security.

DISMISSAL

Grades K-8 3:00pm

Any child who is not picked up by 3:10 will be placed in the After-School Program and the parent will be required to pay a \$10.00 late fee.

CHILDREN TAKING MEDICATIONS IN SCHOOL

Academy personnel are not permitted to dispense medication to children nor are they permitted to supervise a child taking medication.

PEANUT ALLERGIES

Several children have severe peanut allergies. For this reason we have instituted the policy of not allowing treat or goody bags to be distributed to students for birthdays and holidays. Often the small candies included in these bags contain peanuts or peanut products. If you wish to send class treats for a holiday or your child's birthday, you may send donuts, cupcakes or cookies, as long as they do not contain peanuts or peanut products. This is a small price to pay to ensure the safety of all our children. All cake products must be store bought.

APPOINTMENTS

Students cannot leave the building for any appointments unless accompanied by an adult.

CURRICULUM

The program of instruction follows the guideline and curriculum required by the New York State Education Department. Within the Diocese of Brooklyn, state tests are part of our core academic program at grades 4, 6 and 8.

REPORT CARDS

Each student's grade evaluation is based on:

- *daily class work
- *homework assignments
- *independent work or projects
- *formal tests/quizzes

CRITERIA FOR HONOR ROLL

Grades 2-5	three A's	two B's
Grades 6-8	four A's	two B's

A grade of 3 or better in all special content areas including conduct, effort and homework.

PROMOTION AND RETENTION

Upon completion of all grade requirements, promotion will be noted on the June report card. The possibility of retention will be noted in a letter to parents at the end of the second trimester followed by a parent-teacher conference. Students in Grades 7 and 8 who are retained may not repeat the grade in our school.

GRADUATION

It is school policy that no graduate will receive a diploma should he or she demonstrate a failing grade in more than two major subjects. Participation in the graduation and related activities is an honor and privilege and not a requirement on the part of the academy.

CHURCH

Students registering are expected to participate in prayer, prayer services and mass. No exceptions will be made. Students should be respectful and courteous at all times when in church.

DISCIPLINE

Discipline is the responsibility of every person who is involved in the moral, emotional and intellectual development of children. Certain regulations are necessary for the health and safety of the student and to provide an atmosphere conducive to learning. It is our belief that the home and school must provide examples and guidance, and should inspire the children to accept the authority and rules.

RIGHT TO AMEND.

The Principal retains the right to amend this handbook for just cause. Parents will be given notification if changes are made.

TRANSFER POLICY

Once a child has transferred from our school, transfer is permanent. The only exception will be for families moving back to New York City.

NO UNIFORM TODAY (NUT Cards)

Students can earn NUT cards by submitting box tops and by participating in fund-raising events. The following is not permitted: tank tops, short skirts, sandals, skorts, open back or open toe shoes, capri pants, shorts, midriffs, sleeveless shirt and blouses. All pants must be worn above the hips, pants are not to worn below the waist.

UNIFORM

- A. Boys must wear uniform pants only.
- B. All pants must be worn above the hips, pants are not to worn below the waist.
- C. Boys are to wear navy blue or black dress shoes. No soft or sneaker like shoe will be permitted. Absolutely no boots or boot like shoes are to be worn in class at any time. On snow days students must carry their school shoes and change when they arrive.
- D. Boys must have a uniform tie.
- E. Only navy blue uniform button down sweaters or fleece jackets are permitted
- F. No decorative belts are to be worn.
- G. Boys with a pierced ear may wear one small stud (no hoops).
- H. Girls must wear navy blue or black dress shoes. Low or flat heeled shoes are acceptable. Heels should not exceed one and a half inches. No soft or sneaker like shoe will be permitted. Absolutely no boots or boot like shoes are to be worn in class at any time. On snow days students must carry their school shoes and change when they arrive.
- I. Girls must wear navy blue or black tights or knee socks- no other color will be accepted.
- J. Girls must wear uniform pants only. Only navy blue uniform button down sweaters or fleece jackets are permitted
- K. No decorative belts are to be worn.
- L. Girls winter uniform (optional) can be worn from November 1st through March 31st. Absolutely no other pants are to be worn.
- M. Girls earrings may not exceed one half inch in diameter (no exceptions). No hanging (dangling) earrings are to be worn. Only one set of earrings are to be worn.
- N. Children are to wear the gym uniform on their assigned gym day. No other uniform is acceptable.
~ Gym uniform (All GRADES)-navy blue sweat pants, printed navy blue sweatshirt, and /or embroidered white golf shirt (nylon, mesh and cargo like sweat suits are not acceptable).
If your child's gym uniform is not available on their assigned gym day, they must come to school in their regular school uniform. No exceptions will be made.

The academy reserves the right to determine whether or not a hairstyle is acceptable. Hairstyles deemed inappropriate by the principal may not be permitted. Boy's hair should be styled neatly, no etched hair designs, no braids and no pony tails. Girl's hair should be styled neatly. No

extreme hair styles are permissible. In addition, no nail polish, make up or hair coloring is acceptable.

FINANCES

- * All money sent in must be placed in an envelope labeled with the child's name, grade, amount enclosed and the name of the item.
- * Tuition is to be paid on a monthly basis on the 1st day of each month. An envelope is provided for payment. Final tuition payment is due no later than April 15th in the form of cash, money order or check.
- * Money for additional expenses, such as class trips, is collected by the home room teacher.
- * There is a \$35.00 bank fee for any returned checks. If a check is returned, only cash or money order will be accepted thereafter.
- * There is a \$10.00 late fee for tuition received after the 15th of each month, unless it falls on a Saturday, Sunday or Holiday. Late fees will automatically be deducted from your payment.
- * Every child is responsible for \$120.00 in the World's Finest Chocolate Bar fund raiser.
- * Participation in trips will not be permitted if tuition or candy money is due.
- * Re-registration fees will not be accepted if a student's tuition is more than one month in arrears.
- * If tuition is two or more months in arrears your child will not be able to attend class.
- * Two children of the same family living in different households will not be entitled to the tuition assigned to families of two.
- * Two children living in the same household (who are not siblings) will not be entitled to the tuition assigned to families of two.
- * Report cards will not be distributed if tuition, after-school, late fees or candy money is due.

AFTER-SCHOOL

The After-School Program is an annual fee paid in nine (10) monthly payments. Payments are payable from September through June. Children are not permitted to stay on a day to day basis. After-School begins at 3:00 and ends at 6:00pm. Children are to be picked up on time. After 6:10pm an additional \$15.00 fee will be charged for every ten minute increment that the parent is late. Children are not permitted to leave the after-school program alone They must be escorted by an adult. If a parent arrives past 6:00pm on five occasions the child will be permanently removed from the After-School Program. It will then become the responsibility of the parent to make arrangements for the child to be picked up at dismissal.

Queen of All Saints School
300 Vanderbilt Avenue
Brooklyn, NY 11205
(718) 857-3114

I have read the Parent/Teacher Handbook and I am in compliance with all aspects of the booklet.

Parent/Guardian signature

Date