

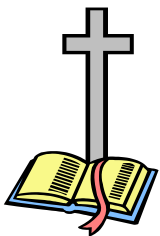
St. Andrew Avellino School

Parent Handbook



Religious Education

The primary importance of each Catholic school is its Religious Education Program, which is of primary importance to the Catholic School. Students learn the teachings of the Catholic Faith through daily instruction, liturgical and prayer services, and service to others. Sacramental instruction is an important component of this formation process.



Goals and Values

1. Exercising the beliefs of the Catholic Faith by attending Mass on Sunday as a member of St. Andrew Avellino Parish and living a moral life.
2. Creating an atmosphere where peace and justice are learned and applied to local and global situations.
3. Promoting respect for the earth and the environment.
4. Teaching students to respect themselves, their teachers and one another, as well as all authority.
5. Promoting respect for the different cultures in St. Andrew's by celebrating our multicultural backgrounds.

Schedule

Arriving students should gather on 158th Street (**NOT IN THE SCHOOL LOBBY**) no sooner than 8:00 a.m. or later than 8:15 a.m. The bell rings at 8:20 and students go immediately to class.

Arriving Pre-Kindergarten students go directly to the Courtyard.

7th and 8th grade students are to report directly to the classroom upon their arrival. They must be in the classroom no later than 8:20 or they will be marked late.

Late Students: Grades PK to Grade 8 must use the 157th Street entrance (ring bell).

Students in Grades 2-8 are dismissed at 2:30 p.m. on 158th Street. Parents are requested to not block the exit doors while picking up their child(ren). Pre-K and Kindergarten students are dismissed through the courtyard. First Grade is dismissed on 157th Street.

On the First Friday of each month, there is 11:30 a.m. dismissal. Please check the monthly calendar for any variations in this schedule.

Nursery	8:20 – 11:00
Kindergarten to Grade 8	8:20 a.m. to 2:30 p.m.
Pre-Kindergarten	8:15 a.m. to 2:25 p.m.

Admittance



St. Andrew Avellino School admits students of any race, color national and ethnic origin. The creed of any child will not bar admission to the school unless this would hinder the unique religious philosophy of the school. Non-Catholics are welcome to attend. All non-catholic students must participate in the formal religious instruction as well as all liturgical functions conducted during the school day.

Registration Guidelines



<u>Grade</u>	<u>Age</u>	<u>Date</u>
Nursery School	Three years of age	December 31th
Pre-Kindergarten	Four years of age	December 31th
Kindergarten	Five years of age	December 31st
First Grade	Six years of age	December 31st

The following records must be presented at the time of registration:

- Certificate of birth
- Certificate of baptism
- Complete health records with immunization dates
- Records of previous schools “if applicable”
- Any other pertinent information that may relate to the child’s performance



Tuition

There are two tuition rates – Catholic and Non-Catholic. Tuition is due on the 10th of August, October, December, February, and April. All fees have been included in the tuition payment.

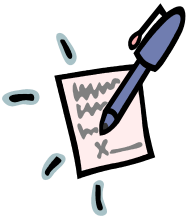
Records

The transferal of records is the schools responsibility. The principal is the legal custodian of all records and is responsible for the preparation, maintenance, privacy, transcription, and dissemination.



Address and Telephone Numbers

Please inform the school of any changes in home or work address and/or phone or cell phone numbers including emergency contacts. It is essential that we be able to contact you in case of emergency.



Absence

If your child is absent, you are required to call the school at (718) 359-7887. A note explaining the reason for the absence is required when the child returns to school. The absence note should include reason for and explanation of the absence.

Parents/Guardians of children in Grades 7 and 8 **must notify** the school by 8:45 a.m. by calling **718-359-7887** if a child will be absent and the reason. Students will be responsible for work missed. We encourage each child to have a homework buddy to get their books and assignments to the office by 2:30.

Tardiness

A student who arrives after the 8:20 bell rings will be marked late and recorded in the New York State Attendance Register. All students late 3 times will serve a Friday afternoon detention. Any student late more than 6 times in a given trimester will be taken off honor roll status for that report card period.

School Bags

Due to safety issues for all students, school bags with rolling wheels are **not** permitted.

Discipline Policy

Discipline is something, which should come from within. Children must be taught to exercise self-control, ideally eliminating the need for school imposed controls.

We expect that all of the students at SAINT ANDREW AVELLINO SCHOOL will be aware of their obligations. Their behavior must reflect pride in and concern for the good name of St. Andrew Avellino School.

Students who behave in such a manner that their actions or attitude discredit themselves, their teachers, fellow students, or the name of St. Andrew Avellino School will be subject to appropriate disciplinary action.

A fundamental principle of St. Andrew Avellino School requires that all faculty and school personnel be given FULL RESPECT by students at all times. Failure to do so is considered an extremely serious offense. This rule applies to all situations involving students and personnel whether in classrooms, halls, cafeteria, recess, etc.

** INTERPRETATION OF THE ABOVE IS TO BE LEFT UP TO THE PRINCIPAL.*

Classroom Behavior

Students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules. The rules are determined by the teacher and communicated to students at the beginning of each year. It is in an atmosphere of mutual respect that students learn in a caring and respectful environment.

Students learn to be responsible, make good choices and participate in the life of St. Andrew Avellino in a mature manner, which is reflective of their deepening faith and religious development together with the guidance from their parents. Some of the expectations that demonstrate this progression are:

1. Being considerate and respectful of other students.
2. Respecting class and school policies.
3. Looking neat and clean at all times.
4. Wearing the uniform with pride and dignity.
5. Speaking to one another with respect and care.
6. Controlling anger at all times.
7. Respecting school property, e.g. covering books, keeping desks neat and clean.
8. Keeping school grounds free of litter and graffiti.
9. Showing responsibility by doing homework neatly each night and preparing for class and tests.
10. Speaking and acting respectfully to one another, teachers, and other parents.



Gum Chewing

No gum is permitted at any time during school or at an after school activity.

Detention

Detention varies depending on grade level.

Intermediate and junior high teachers will distribute detention rules for parents to read and sign.

Conflict Resolution

Much care is taken at St. Andrew Avellino School to avoid conflict. Children learn that they may not always agree, but disagreements can be resolved by talking things out, alone or with a teacher or parent or Principal. Parents are encouraged to listen to their children's problems and help them to resolve conflicts peacefully.

Suspension

Students may be suspended from class or school for a serious reason. This action is only invoked by school administration. Parents are notified by phone or in person when this action is required.



Expulsion

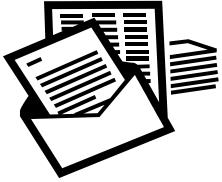
Expulsion is the permanent dismissal from the school community of a student for a serious offense. It is done as a last resort after all other means have not been effective, or for a very serious offense. This includes the consumption of alcohol, the use of drugs, or bringing a weapon to school, a school function or on school property.

Cell Phones

Cell phones must be **turned off** during the school day and must be kept in the student's school bag. If a student's cell phone goes off during class time, it will be taken away and given to the principal. The student must have a parent pick up the cell phone from the principal. Any texting or emailing while in school is not permitted. Any student texting or emailing will be suspended. School is not the place for these activities and will not be tolerated.

Other Electronics

It is strongly encourage that Ipods, MP3 players, hand held games and other electronic devices not be brought to school due to the risk of loss during the school day. If such objects are brought to school, they must remain **off** and in the child's school bag.



Conduct Referral Forms

A conduct referral is given to a student who does not observe school policies during school hours, including class trips, school functions and anywhere that we are representing St. Andrew Avellino School. It is given for:

1. Disrespect for school authority
2. Damaging school property (books, desks, walls, etc.)
3. Fighting or physical threat to others
4. Cheating or copying on a test
5. Disturbance in class, halls or lunchroom
6. Improper language
7. Any infraction of handbook regulations
8. Sales transactions on school property during the school day

Dress Code

Kindergarten

SAA sweat suit
White Socks
Sneakers
SAA Shorts and T-Shirt in warm weather

Girls Uniform Grades 1 to 6

Plaid Jumper
Blue Blouse, Round Collar
Plaid Tie
Black Shoes (No platforms, boots or sneakers)
Navy knee socks or leotard

Girls Uniform Grades 7 - 8

Plaid Skirt (Skirts should come to the top of the knee – **NO HIGHER**)
Navy Weskit
Blue Blouse - Pointed Collar
Navy knee socks or leotards
Black Shoes (No platform or heels higher than 2 in., boots or sneakers)

Boys Uniform Grades 1 - 8

Grey Pants
Blue Shirt
Navy Tie
Black Belt
Black Socks and shoes (no boots or sneakers)

Uniform knit shirts may be worn by boys and girls during the months of September, October, May and June. Girls may wear knit shirts and skorts.

All uniform components must be purchased at Flynn and O'Hara uniform company used by the school.

NOT PERMITTED

Hooded Sweat shirts other than SAA sweat shirt

Boots or shoes with platform soles

Make-up including foundation or cover-up

Nail polish

Artificial nails of any kind

Hanging or hoop earrings of any sort

Multiple ear piecing

"Fad" Haircuts or hair colors

Highlights of any kind (PK TO 8TH)

Jewelry (see exceptions)

Boys are not permitted to wear earrings

Boys' hair should not be below their collar or below their eyebrows.

Acceptable Jewelry

*Girls only – small post earring (1 per ear)

*Boys and girls a watch and 1 necklace and or bracelet

No more than 1 ring on each hand

Jewelry is not to be worn to gym classes due to safety. Jewelry worn to school is the sole responsibility of the wearer.

** INTERPRETATION OF THE ABOVE IS TO BE LEFT UP TO THE PRINCIPAL*

Nut Cards

If a student chooses to use their nut card, appropriate dress is required. Short, shorts, tank tops mini skirts, tight clothing, inappropriate T-shirt logos will not be permitted. Students that do not comply will notify parents to bring the regular school uniform for

them to change into. If a student continues to be non-compliant with this policy, the student will not be allowed to purchase Nut cards for the remainder of the school year. Also, please note that Nut Cards may not be used on days of school liturgies and must be used by the date indicated on the card.

Instructional Materials

On going curriculum review is the responsibility of the administration and faculty. The selection of textbooks, instructional materials, and equipment is also their concern and review of textbooks is done annually.

Homework

All students are expected to participate in class activities, assignments, projects, and homework. Report card grades are a combination of test marks, class participation, assignments, projects, and homework. It is the responsibility of every parent and child to check homework for neatness and accuracy. Your signature on your child's homework indicates that you feel it is an acceptable standard. In order to help our children become more responsible, they will not be permitted to call home if they have forgotten books, projects, etc...

Mandated tested programs

Diocesan standardized testing for grades 3-8 is administered in the fall of each school year. The results of the testing are shared with parents at the first parent/ teacher conference in December. The home report is given to parents at this time. NYS tests are administered according to the dates set by the state. Results are shared with parents when they are received by the school.



Class Trips

Class trips are an integral part of the curriculum. Grade level teachers, in consultation with the principal, determine the appropriate trip(s) for their classes. Written permission slips must be obtained from parents of students attending the trip. When necessary, parent chaperones are invited by the teacher to assist in supervision of the students. Parent chaperones must be Virtus trained. Since field trips are an extension to the curriculum, students may not be exempt from a trip unless a serious reason exists.

Evaluation

Evaluation is a comprehensive assessment of the students' achievement arrived at using a variety of measurement tools. These tools may include; daily class work, homework assignments, independent work or projects, cooperative work or projects, written tests, and quizzes. Students in grades 5-8 are held responsible for handing in written work, tests, and quizzes with correct spelling. A maximum of 5 points can be taken off the above mentioned for spelling errors.



Report Cards

Report Cards are distributed to Grades K - 8 three (3) times yearly. In December and March report cards are distributed at the parent teacher conferences. In June, the third trimester report card will be sent home with the student. An interim report may be given when necessary.

All academic work for a marking period must be completed in a timely fashion. Incomplete work will warrant a failing grade for any assignment that has not been handed in. A student will not be able to attain honor roll status if he/she receives three or more less than commendable grades in the areas of homework, effort, or conduct.

Teachers will contact parents as the need arises, and parents should also feel free to ask for an appointment with their child's teacher during the school year.

Personal progress is an important part of the report card. A student will not attain honor roll status if he/she is below commendable in any area of personal progress. These include: complying with school policy, interacting with others, and respecting others' rights.

Report Cards Award and Honors

Principal's List



Grades 3 - 4 Students must have all **A+** - Personal Progress
All Excellent and/or Good

Grade 5 Students must have an average of **95+** Personal Progress
All Excellent and/or Good

Grade 6 – 8 Students must have an average of **95+** no subject grade below 93.
Personal Progress All Excellent and/or Good

First Honors



Grades 3 - 4 All **A and A+** -
Personal Progress - All Commendable

Grade 5 Average of **90+**
Personal Progress - All Excellent and/or Good

Grades 6 – 8 Average of **90+** and no subject grade below an 88.
Personal Progress All Excellent and/or Good

Second Honors

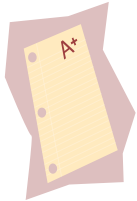
Grades 3 - 4 All **B+s and As** - Personal Progress -
All Excellent and/or Good

Grade 5 Average **85+** Personal Progress -
All Excellent and/or Good

Grades 6 - 8 Average **85+** with no subject grade below an 83
Personal Progress All Excellent and/or Good

Effort Honors

This award is for a student who shows outstanding effort. It is given at the discretion of the teacher.



Promotion Policy

All retentions are decided upon by the Principal and teachers in consultation with the parents. The final responsibility for a student's retention rests with the Principal. Parents of students identified as potential holdovers, will be notified by the homeroom teacher by the end of the second trimester. In June, a final decision will be made.

Graduation

Diplomas are granted by the Diocesan Office of Catholic Education and affirm that a student has successfully completed all of the requirements of the curriculum. Graduation takes place at the end of the eighth grade. A student who has failed more than two subjects may participate in the commencement ceremony but will not be awarded a diploma. The diploma will be awarded subsequent to the passing of the said subjects in summer school. The valedictorian of the eighth grade class must have attended St. Andrew Avellino School for 6th, 7th and 8th grades.

A student may be denied participation in the commencement ceremony and 8th grade activities for continued serious infractions of the school's code of conduct.

Finally, promotion and graduation are subject to the full discharge of all financial obligations to the school.

Safety

Parents are asked to stand on the far (east) side of 158th Street in the morning. Cars may not double-park on 157th Street as this is hazardous to all. Please do not speak to teachers after the bell rings. No one may park between the yellow lines on 157th Street as this is where the buses pick up students.

No parents may go upstairs to see a teacher or bring books or lunches. This is an important safety issue. Parents should bring missing items to the office. Permission from the office must be obtained for unusual circumstances.

Any student in need of leaving early must have a note stating the reason for the early dismissal and the person picking up the child must sign out at the desk near the office.

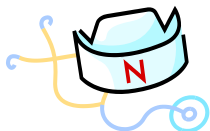
Lunch



Each class is supervised by a paid lunch mother. No other parent may come to the lunchroom without permission from the Office. The lunch program is supervised by Mrs. Dalton. Parents may not bring hot lunch to students. All students must bring their lunch to school with them in the morning.

Snacks and drinks may be purchased each day with a lunch ticket.

Lunch Schedule:	Pre-K	11:00 a.m.
	Grades K to 3	11:15 a.m.
	Grades 4 to 8	12:00 Noon



SCHOOL NURSE

There is a school nurse on duty during school hours. She keeps track of medical records, eye and ear testing, gives medication, and sees any student who is sick. She will call home to have a sick student picked up. She consults with the office when students are sick or injured.

1. All medication must have a prescription from the doctor - this includes the child's name and the dosage, as well as the date. All instructions must be included.
2. A doctor must sign and date each prescription.
3. If the child is to administer his/her own medication, this is permitted under certain circumstances and in the presence of the Principal. This is done on an individual basis - particularly for asthma or allergies.

Some illness or conditions require the student to be kept home. These include chickenpox, lice, conjunctivitis, or vomiting.

Form 504 (reviewed by Department of Health) given to parents for doctor's O.K. to administer prescription medication for long term or chronic illnesses.

Nurses will only complete a 504 Form and administer medication to children with chronic illnesses. They cannot administer any other type of medication. For example, they cannot administer antibiotics to a student. This type of medication should be administered before the student arrives in school and after the student returns home.

Additionally, because of the restrictions imposed by the 504-process, school nurses cannot administer over-the-counter medications.

The previous guidance that school personnel cannot and should not administer any type of medication remains in effect.

In New York City the Department of Health has established clearly defined protocols and procedures that must be followed by their nurses. These protocols and procedures have been designed to protect the students, the school population, the person responsible for the administration of the medication and the local school.

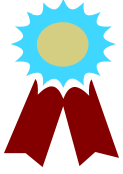
Prior to the administration of medication, the nurse, working with the student's medical provider and the Department of Health, must complete an individual Student Accommodation Plan (504 Form). The basis for the plan is to allow the school nurse to be aware of all medications, including over-the-counter medications, prescribed for and administered to a student within a twenty-four hour period.

Appropriate procedures have also been established for those students who are able to self-administer their medications. Again these procedures involve prescription and over-the-counter medications. If it has been determined, by a medical provider, that a student can self-medicate, they should do so under the supervision of the school nurse. All medications should be maintained in the nurse's office. Students should not keep their medication in their school lockers or carry their medication in their book bags.

The Department of Health protocols do not allow a nurse who is in your building for less than five days each week to assume the responsibility of administering medication to students. Therefore, if you have students who are authorized and the nurse is in your building for less than five days per week the parents or legal guardians have to assume the responsibility of monitoring the students on a daily basis to insure that the students are carrying and taking the medication as ordered. This contact should be documented.

Over-the-counter medications may be self-administered with parents' written permission in the presence of the Principal.





Crisis Management and Fire Drill

In case of an emergency, students will be evacuated from the school to a predetermined site depending on the circumstances at that time. Faculty and students will practice fire drills in compliance with New York State regulations.

Emergency School Closing

There are times when school must be closed due to inclement weather or emergencies. Radio and/or television announcements stating the closure of the Brooklyn/Queens Diocesan schools include Saint Andrew Avellino School. The announcement of the closing of Saint Andrew Avellino School will also be made on Channel 11 morning news and St. Andrew Avellino website – www.saintandrewavellino.com.

To: School Office

RE: Parent Handbook

I have seen and read the Handbook of Policies and Procedures of St. Andrew Avellino School and agree to abide by them.

Family Name: _____

Child(ren) Name: _____ Grade _____

_____ Grade _____

_____ Grade _____

Parent (Guardian) Signature: _____ Date: _____