

ST. JOHN VILLA ACADEMY ELEMENTARY SCHOOL



Values formed... Talents fostered...
Dreams fulfilled.

The goal of our school is to provide quality instruction in all areas of learning, with religious values pervading every aspect of the program.

In setting the stage for the future, our school is the foundation of a Christ-centered life and complements the parents/guardians in their role as primary educators of their children.

The faculty and administration is dedicated to the goal of educating all students in fuller knowledge, better understanding of themselves, and a sensitivity towards others and the world around them.

PARENT/STUDENT HANDBOOK

Revised August 2017

PHILOSOPHY – ST. JOHN VILLA ACADEMY ELEMENTARY

Rooted in the Baptistine tradition, as evidenced by the life of Blessed Alfonso Maria Fusco, St. John Villa Academy strives to provide an outstanding religious, academic, and values-based education to the students and families entrusted to our care. Understanding that each child is unique, our curriculum strives to meet individual needs so that students may recognize their self-worth through intellectual, spiritual, physical, and social development as we move forward in the 21st century.

In addition, technology is integrated into daily life because it is vitally necessary in today's world. Our paramount goal is to not only prepare our students for each successive level of education, but to form true Christians who will reflect their exposure to Catholic education well by using their gifts and talents to be decent human beings and productive citizens. Our students are also constantly reminded of their responsibility to help others who are in need. Above all else, we expect a "Villa Child" to be a witness to the world that Christ is indeed alive.

Working together in a spirit of collegiality; administration, faculty, and staff strive to provide a positive atmosphere of respect, encouragement, kindness and caring. Recognizing that parents are the primary educators of their children, St. John Villa Academy shares this educational responsibility to develop a mutually supporting and cooperative partnership that extends beyond academics to include religious and moral values.

Educational policy is determined by the administration of St. John Villa Academy in conjunction with the mandated learning standards of both the state of New York and the Archdiocese of New York. Assessment is ongoing, both for students and the professional staff. Since knowledge is cumulative, each teacher employs various instructional methods and selects materials that are relevant to the teaching/learning process. Our experienced and dedicated faculty works diligently to create an atmosphere of quiet dignity, tolerance, and acceptance.

With many working as one, St. John Villa Academy strives to nurture and shape eager, enthusiastic children into mature, confident, intellectual, and morally upright young men and women. Each student is then empowered to embark on life's journey with a strong spiritual, intellectual, social, and emotional foundation.

Academic Policies

Academic Expectations

St. John Villa Academy Elementary 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. Any quiz or test with a grade of 70 or below must be signed by a parent and returned to the teacher.

If a parent does not receive quizzes or tests in a timely fashion, then the parent should contact the teacher via telephone, email or check in Cornerstone, the online gradebook.

Graduation

At the discretion of the principal, ***St. John Villa Academy Elementary 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, academic shortcomings, etc.)

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means of clarifying and reviewing material learned in class, of providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (***written and study***) are as follows:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 60 minutes
Grades 7 & 8	approximately 90 minutes

Students are required to complete all homework. It is expected that parents or guardians sign the completed homework.

Grades and Grading

Report cards are distributed four times a year for Grades K to 8. Pre-K 3 report cards are distributed two times a year. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery

of material covered in class such as:

1. homework
2. quizzes
3. classwork/participation
4. formative assessments
5. summative assessments

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.

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.

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.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
 - 4: Exceeding Standards
 - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
 - 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.
 - 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.
 - 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.
 - N/A: Not Assessed
 - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

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 indicating improvement needed in any sub-category.

Honor Roll

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in conduct will not receive First or Second Honors even though marks might warrant it. The criteria for the Honor Roll is as follows:

Principal's List is 97-100 (all A's and B's in conduct & special classes; must not score below 80 in midterm and final exams)

First Honors List is 90-100 (all A's and B's in conduct & special classes; must not score below 80 in midterm and final exams). The score in every subject area must be 90 or above.

Second Honors List is 85-100 (all A's and B's in conduct & special classes; must not score below 80 in midterm and final exams). The score in every subject area must be 85 or above.

- Honor Roll recognition will only be given to grades 5-8.

Report Card Distribution

Report cards are distributed in November, February, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Hard copies of each report card will be distributed to families in sealed envelopes via their children. Any family in financial arrears will not receive their child(ren)'s report card until their account is cleared through the Bursar.

Promotion/Retention

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. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next level.

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 although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

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.

The actual decision to retain a child must be based upon a total evaluation of the student's growth in all areas of development. A student must never be retained or denied a diploma for failure to pass any combination of the following subjects: music, art, physical education, foreign language, computers or other subjects which cannot be evaluated by standardized tests.

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 at that grade level.

LEVEL	Academic Progress
Kindergarten	Evidence that the child is not meeting expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in ELA
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics, <i>or</i> Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in ELA and Mathematics <i>or</i> Failures in ELA and Language Arts

	or
Failures in ELA 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).

Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion test, interim assessments, and New York State Education Department assessments.

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

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

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

MAP Assessments

<u>Interim Assessments – Administered Three Times per Year</u>	
Grades K-8	MAP Assessments

NY State Tests

<u>New York State Exams</u>	
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

NY State Regents Exams – Advanced Classes in Grade 8

Algebra Common Core	8	June
Living Environment	8	June
U.S. History and Government	8	June

The faculty and principal of **St. John Villa Academy** reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance.

Accidents

A student accident insurance fee is included to every child’s registration fee. 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.

Admission Policies

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, and 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 Archdiocese, the parishes of the Archdiocese or religious communities within the Archdiocese.

St. John Villa Academy gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students; and third, non-Catholic students. The principal reserves that right for any final decision regarding admission to **St. John Villa Academy**.

The process for admission to **St. John Villa Academy** is as follows: Parents must complete the school application form and provide all required documents.

Pre-Kindergarten

The child must be three years old by December 1st for Pre-K 3 and four years old by December 31st for Pre-K 4. An informal testing and interview with the candidate and the parents are an integral part of the process. A non-refundable application/testing fee of \$50 is due at this time.

Kindergarten

The child must be five years old by December 31st. A formal testing and interview with the candidate and the parents are used for any student who has not attended St. John Villa Academy Pre-K Program. A non-refundable application/testing fee of \$50 is due at this time.

Grades 1-8

If there is room available in grades 1-8, the following criteria is used for admission:

- Review of the recent standardized testing results and report cards
- Results of tests administered by SJVA in ELA and Mathematics
- Candidate and parent interviews

A non-refundable /testing fee of \$50 is due at this time.

After School Program

An 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 specified IN WRITING by the parent.

After School Program Information is available in the school office and website (www.sjva.org).

Announcements

Informational announcements are handled through the school PA (Public Address System). Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office, and approved by the Principal.

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 in the form of serving detention after the regular school day.

When the child returns to school from an absence, a completed absence form must be given to the teacher. 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. Please feel free to make copies of the form for your personal use during the entire school year.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations should not be planned for those days when school is in session. **Please be aware that no work will be provided to students who will be illegally absent from school due to a family vacation until he/she returns.** 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 (must be 18 years of age or older) chosen by the parent **MUST** come to the school office for the child. There will be a sign-out book provided for such occasions. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9am.

Absence notes are still required in addition to the phone call. When a child is absent for three days due to sickness, a doctor's note is required in order for a child to be admitted to class.

Birthday Parties

Birthday parties for Grades Pre K – 3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc... Parents may not bring in favors or "goodie" bags for the students.

There should be no class party celebrations of a student's birthday in Grades 4-8. The birthday may be acknowledged at the beginning of the day through the PA System. The student should not expect to sing the celebration song in the lunchroom. Only if a student is having a party which includes the entire class may invitations be distributed in school.

Books

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.

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 make a record of the number of the book.
 - c. the teacher make 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 five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional 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.

Buses

Busing is provided within a 1.5-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the principal at the beginning of the school day.

Students and parents should consider riding on the school bus as

a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- Students are to remain seated while the bus is in motion.
- Students shall be picked up and dropped off only at scheduled stops.
- In cases of extreme or persistent misbehavior, **St. John Villa Academy** will work in consultation with the public school district about possible consequences.

Any questions regarding buses should be directed to the Main Office.

Change of Address, E-Mail, Phone

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

Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- 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.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment to these students as possible.
- 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.

Child Abuse Laws

Under NYS law, school personnel are legally obliged 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 care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Child Custody

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.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Communication

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.

A parent may request a meeting with a teacher at any time by simply sending an email or 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 on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled twice a year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are offered at the end of the first and second marking period and by teacher request only at the end of the third quarter. 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.

Majority of school notices and calendars of events will be posted online at www.sjva.org. If you have no means of accessing the notices and calendars online, please let the school office know and a hard copy will be sent to you through your child. Please check the website frequently for notices. In order to be aware of the things that are happening at school, you need to read the materials we post online or send home to you.

Confidentiality

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.

- 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.
- Under Section 423 of the Child Protective Services 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.)

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 the sense of confidentiality should prevail.

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.

Crisis Plan

Should a crisis require evacuation from **St. John Villa Academy Elementary School**, students will be brought to a safe place location at **St. Joseph Hill Academy**. If circumstances warrant, parents can pick up their children there. If not, they will return when allowed with their class to SJVA.

St. John Villa Academy will utilize the **Immediate Response Information System (IRIS Alert)** to notify parents directly about the crisis.

Daily Schedule

The following schedule will be observed by Grades Pre-K3 through 8:

7:45 AM	Enter School/Prayer
8:00 AM	School Begins
11:00 -11:45 AM	First Lunch (Grades K,1,2)
11:45 -12:30 PM	Second Lunch (Grades 3,4,5)
12:30 – 1:15 PM	Third Lunch (6,7,8)
2:10 PM	Dismissal K
2:15 PM	Dismissal Grades 1 – 8, UPK

Before 7:15 A.M. and after 2:15 P.M., **St. John Villa Academy** does not have staff available to watch out for problems on school grounds or to supervise children on

school grounds. Students must not arrive on the school grounds prior to 7:15 A.M. and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

Detention Policy

There is a written detention policy for Grades 4-8. It will be distributed and explained to students in those grades on the first day of school by the Principal of the Elementary School. A statement of compliance will be attached, which must be signed by both the student and the parent in a timely fashion with a due date noted on the form.

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.

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 listed above or major problems such as, but not limited to, 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; vandalism; or the possession of a drug, alcohol, chemical substances, 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 (disruptive behavior), students are often given (conduct referral or 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 which 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 are 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 request expulsion by the Superintendent of Schools for a child in possession of a weapon.

It is the expectation of *St. John Villa Academy Elementary 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, *St. John Villa Academy Elementary 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 misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also -Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of 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.

Dress Code

Your school uniform confirms your attendance at *St. John Villa Academy Elementary 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 and your behavior should be a credit to both yourself and the school community.

Fall and Summer Uniform

Girls: Grades 1-8

- 3 button SJVA Golf shirt
- Walking short (Gym shorts may not be worn)
- All white sneakers with above the ankle white socks

Boys: Grades 1-8

- 3 button SJVA golf shirt
- Walking short (gym shorts may not be worn)
- Black belt (Mandatory for Grades 5-8, Optional for Grades 1-4)
- All white sneakers with above the ankle white socks with walking shorts
School shoes must be worn with dress pants

***Please note:** If your child chooses not to wear the fall/summer uniform, the regular school uniform must be worn without the sweater.*

Winter Uniform

Girls: Grades 1-4

- Plain jumper
- White blouse
- Knee length navy socks
- School shoes
- School pants (optional)
- School sweater

Girls: Grades 5-8

- Plaid skirt
- White blouse
- Knee length navy socks
- School shoes
- School pants (optional)
- School sweater

Navy blue girls tights (mandatory for all girls grades 1-8 for winter uniform December, January and February)

Boys: Grades 1-8

- White button-down dress shirt with school tie
- School pants with a black dress belt
- School shoes with blue dress socks
- School sweater

Gym Uniform: Girls and Boys

- SJVA Navy blue shirt with logo
- SJVA gym shorts or gym sweat pants (depending on the season)
- All white sneakers with white socks

Pre-K and Kindergarten Uniform

- SJVA White shirt

- SJVA Navy blue sweatpants and Navy blue sweatshirt (Kindergarten)
- SJVA Royal blue pants and SJVA Royal blue sweatshirt (Pre-K)

Uniform Supplier

St. John Villa Academy Uniforms are ordered and purchased from:
 Flynn & O'Hara Uniforms
 2645 Forest Avenue, Staten Island, NY 10303
 347-682-2211; www.flynnohara.com

Shoe Supplier

Styl-O-Pedic
 2435 Hylan Blvd. (opposite Shop Rite), Staten Island, NY 10306
 718-987-4140

Dress Down/Up

Occasionally, the students are permitted to wear outfits other than their school uniforms to school or for class trips. We feel that these opportunities help the students learn lessons in appropriate dress. We differentiate between dress up and dress down. Anytime the students are out of uniform, we expect them to be in appropriate attire for a student attending or representing St. John Villa Academy.

Dress up outfits should be appropriate for special occasions such as attendance at Mass or meals at a restaurant. Dress up attire is expected, when announced, for events such as individual picture day, and any other announced occasions.

Dress down outfits may be casual attire. These outfits should be appropriate for school. Any kind of skimpy top or shorts and skirts that are too short are not appropriate for school.

Dress Code Adherence

If a student comes to school at any time dressed inappropriately, his/her parents will be called to bring him/her another outfit or uniform. Adherence to our dress code will be reflected in the conduct section of the report card under "Follows class and school rules."

Personal Appearance

- No make up permitted
- No nail tips, or artificial nails of any kind
- Clear nail polish only
- All skirt must be hemmed at knee level
- Excessive jewelry is not permitted. No jewelry of any kind is permitted on gym days

- No body piercing
- No ear piercing for boys

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 not be below the shirt collar. Bangs should not be so long that they impede vision.

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 and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, ***St. John Villa Academy Elementary School*** will follow the policy as stated below:

- 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.
- the principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up their child immediately.
- should it be determined that the suspicion is founded; Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in a 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.

Electronic Devices

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

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, I-pads, I-phones, and other personal electronic devices).

Students may not carry any electronic devices with them during the school day. These devices must be kept turned off and in a student's backpack or locker during the school day unless they are otherwise instructed by faculty members.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Should an electronic device be taken out for display or use, the teacher will confiscate the device and leave it in the school office to be picked up by the parent. In the event that a student is permitted by a teacher to bring in an electronic device to be used for a special project, it is expected that the student take proper care of his/ her property and adhere to all the rules and guidelines of the Technology Use Policy. The school cannot be responsible for lost or stolen items.

Emergency School Closings/Delayed Openings

On days of inclement weather or at any other times when parents must be reached for emergency notification, St. John Villa Academy utilizes the Immediate Response Information System (IRIS Alert) to notify parents. The IRIS system will send you a voice, e-mail and/or text message relaying the same information. You may also refer to use of the website www.sjva.org as in a crisis situation.

Parents are requested not to call the school, the convent or the teacher's home. If no information is forthcoming, school will be in session as usual.

When the school is closed for the day due to inclement weather or other unforeseen situation, the following will apply: All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled.

Emergency Information

In case of an emergency each student is required to have on file at the school office the following information:

- Parent or guardian's name
- Complete and up-to-date address
- Parent's home and work telephone number
- Emergency phone number of friend or relative
- Physician's name and phone
- Medical alert information

It is the parent's responsibility to keep this information updated.

Expectations and Responsibilities for Students

Students attend **St. John Villa Academy** 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.
- Use technology appropriately.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (classwork and homework). 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. 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.

Faculty Meetings

Faculty meetings are mostly scheduled on first Friday of each month. All children will be dismissed at 11am or 12pm on these days, depending on the nature and location of the meeting. Please refer to the monthly calendar for specific details.

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 are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required 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 Guidelines

Tuition of St. John Villa Academy is significantly below the per student cost of education. It is a serious responsibility of parents and guardians to complete tuition payments in a timely manner beginning with the first tuition payment due in April. In addition to tuition, all families are expected to participate in the Fun Run, Magazine Drive, the Annual Candy Sale, and the Development/Fundraising Activities sponsored by and for the benefit of the school.

Tuition payments must be made payable to SMART TUITION PROGRAM in advance or on the due date or late fees will apply. Registration/re-registration fees are made payable to St. John Villa Academy.

Fees and 10% of the annual tuition payment are non-refundable with no exceptions. The basis for calculating refunds will be the monthly tuition amount not the number of days in attendance. There is no refund after December 31st. Tuition amount for late enrollment will only be prorated based on full months missed for those students entering the school after October 31st. Monthly tuition is not pro-rated by the number of days in attendance.

Cancelled checks are official receipts of payment. In the event that payments made in cash are lost, parents are responsible for that payment unless a cash receipt is presented to the Bursar. There is a \$25.00 service charge for dishonored checks to SJVA. These checks will not be re-deposited. Payment in cash is required to clear dishonored checks. If this situation re-occurs, no personal checks will be accepted. Please refer to the Smart Tuition Program brochure for their dishonored check policy. In addition, we cannot accept post dated checks.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract. In the event that tuition and fees are in arrears, it is the responsibility of the family to contact the Bursar to arrange a suitable plan for payment. If this line of action is not pursued and full payment is not received, the student(s) will not be permitted to receive a report card, standardized test results, test and examination results, academic records, diploma, transcripts, and a

yearbook. At the time of payment, it can only be made in the form of cash, money order or bank check. NO PERSONAL CHECKS WILL BE ACCEPTED.

Eighth grade students whose financial obligations are in arrears will be permitted to participate in the Graduation Ceremony. He/she will not receive his/her diploma, yearbook, and final report card. The student's transcripts will not be sent out to high schools until all financial obligations are met.

Students may not begin a new academic year at St. John Villa Academy unless their tuition accounts are current. Parents with poor payment records may be asked to withdraw their child/children from St. John Villa Academy. Re-registration for the new school year occurs in February. Failure to re-register prior to March 31st will result in being considered as a new student and the family will be required to pay the new student fee.

A nominal amount of **Financial Aid** may be available to families in serious financial circumstances and who complete the necessary application form which can be obtained on line at www.nais.org/financialaid/sss. The application must be submitted no later than March 30th. A Copy of the most current income tax return will be required as proof of income and must be submitted with the application. The application process is required annually for continued participation in the financial aid process.

St. John Villa Academy has the right to pursue legal action for collection of school fees/tuition and parent/guardians will be held responsible for all costs associated with this collection including expenses and attorney's fees.

For additional information, please refer all questions regarding payments to the Bursar's Office (Building A) at (718) 447-4150, extension 156.

FUND RAISING ACTIVITIES

A. Candy Sale

Each family must participate in the annual fall candy sale by selling a minimum of one (1) box of candy.

B. Raffle

Families are also asked to participate in other fundraisers such as Book Sales, Magazine Drive, Plant Sale, Breakfast with Santa, SJVA Spring Gala, etc...

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.

Graduation Mass and Commencement Ceremony

Participation in the Graduation Mass and Commencement Ceremony is a privilege, not a right. With that in mind, the Principal of the Elementary School and/or President of the Academy reserves the right to not allow a student or students to participate in this event for reasons including, but not limited to: failure to earn a diploma for academic reasons, inappropriate behavior and/or a documented pattern of poor conduct, or failure to meet financial obligations.

Beginning with the 2017-2018 school year, the titles and recognition of the following recognitions have been eliminated: **Valedictorian, Salutatorian, and Honor Graduate.** At the discretion of the Principal of the Elementary School and/or President of the Academy, a student or students may be asked to speak on behalf of his/her classmates at the event. This invitation, going forward, will no longer be based solely on academics and academic results. If there is a student speaker or speakers, criteria for such may include but not be limited to: character, academics, teacher recommendations, conduct record, participation in clubs and/or activities, and the quality of the speech submitted.

Guidance

A guidance program is a resource available to *St. John Villa Academy* students. Service may include counseling, psychological intervention and support for families experiencing change. This service is provided once a week by the Archdiocesan Counseling Agency (ADAAP).

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. **St. John Villa Academy Elementary 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 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.

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.

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. John Villa Academy Elementary School provides a safe environment for all. Our school participates 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.

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 Archdiocesan schools 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 unusually physically aggressive, with a documented history of biting or harming others.

Illness

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. John Villa Academy* reserves the right to call 911 in any case of a medical emergency.

IRIS Alerts

IRIS Alerts are used (to home phone, parent email, and/or parent text) to keep families informed and updated not only concerning urgent matters (closing of school), but 'gentle' reminders about events/activities/dismissal times, etc. Parents will receive IRIS Alerts by the means they indicate is preferential to them. Should they choose not to receive these alerts, parents are asked to call the Main Office and inform us of your desire to be excluded. Please understand that families cannot 'pick and choose' which types of alerts they wish to receive. It is either all alerts or no alerts.

Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix (*pages 43-46*) for 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.

Lateness

Student lateness interrupts the learning process for your child and all other children in that particular classroom. Any student arriving at school after the published opening time is considered late. 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. Habitual lateness is also included as a reason for a child to receive a detention in Grades 4-8 as noted on the detention policy given to each family of students in those grades.

Liturgy/Religious Education

All students in ***St. John Villa Academy Elementary School*** from Grades K to 8 will attend Mass as indicated on the school calendar. Respectful participation of every child is required at all school liturgies.

St. John Villa Academy Elementary School will follow and adhere to current Archdiocesan policies and curriculum guidelines in teaching Religion, more specifically the Catholic faith.

Students in grades 3 through 8 are required to take the annual Archdiocesan Religion Examination as a final exam.

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.

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.

Lunchroom

St. John Villa Academy provides a hot lunch through the Academy's Food Service Program. If you wish your child to participate in the hot lunch program, you must send lunch money (cash only) to the school on a daily basis, in an envelope marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY. Children may bring lunch from home, if you do not wish to participate in the lunch program.

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from the lunchroom to the outside play area. First lunch until 11:45 a.m., second lunch until 12:30 p.m. and third lunch until 1:15 p.m.
- During inclement weather, the lunchroom period will be:

First lunch: 11am- 11:40am

Second lunch: 11:45am -12:25pm

Third lunch: 12:30pm -1:10pm

- Children **are not** permitted to be taken out of school for lunch or to go home for lunch during the school day.

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 the 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 a 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.

Student Abortion Policies

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."

Policies:

1. 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.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

1. 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.

Medications

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 office and it will 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.

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. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. 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.

Non-Custodial Parent

Release of Copies of report cards, school notices, etc.

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 their 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.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made and approved by the Principal provided there is no court order or order of protection on file in the Main Office.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

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. 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 (Parent Guild).

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 fundraising 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 Home-School 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.

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 irretrievably broken.

Parent Guild

The Parent Guild 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

Philosophy and Goals

St. John Villa Academy endorses the call of the Catholic 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 human family.

Re-Registration

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.

Release of Students During the School Day

- 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 designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact card. Emergency cards are completed in September and must be updated as necessary.
- When a student is released to a parent or guardian, that adult must sign the book found directly outside the Main Office.
- If a child must be dismissed during the school day for any reason, the parent is asked to let both the Main Office and teacher know first thing in the morning so the child can be ready at the designated time and have all his/her books packed and homework written down prior to leaving.
- Parents are strongly discouraged from showing up and announcing that they are there to pick up their child without previous notice. The interruption to the class is a disruption of the learning process and flow of instruction. Unless it is an emergency, students will not be dismissed in this manner under any circumstances.

School Calendar

A tentative yearly calendar is placed on the school website: www.sjva.org. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar. Please remember that 'tentative' means just that and the calendar is always subject to change.

The mid-term and final exam schedules for Grades 3-8 will be made available to parents when dates have been finalized. In addition, teachers will provide a basic outline in terms of format and suggestions concerning content. At no time will an exam's contents be 'spoon-fed' to a student or class.

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.

School's Right to Amend

St. John Villa Academy Elementary School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, **St. John Villa Academy** strongly enforces its policy of requiring all visitors, even parents, to report to the Main Office.

To avoid interruption of the learning process, no one other than faculty or staff may enter a classroom without the permission of the Principal.

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 New York City Police Department 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.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the *St. John Villa Academy* buildings, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to our school and campus.

Special Learning Needs

Students with learning differences are children of God and members of the Church. ***St. John Villa Academy*** 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., Committee on Special Education (CSE), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations. **Please remember that the school cannot provide services/accommodations for any child with an IESP without having a copy on file and the permission of the parents to share it with all necessary faculty and support staff.**

Once the results of the evaluation are available, parents/guardians are strongly encouraged 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). 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.

If a student qualifies for a Student Assistance Plan, the principal will meet with the parent/guardian to review and discuss the Student Assistance Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at *St. John Villa Academy*. 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.

Summer School

Since most summer schools only offer Math and ELA, a student who has failed one or more of these subjects for the year 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 some cases, private tutoring can take the place of an approved summer school. This accommodation can only be made by the Principal after a meeting with the parents. Specific guidelines as to hours needed, topics to be covered, and documentation that must be provided will be placed in writing and signed by all parties involved. The parent must provide proof that the summer tutor is a certified teacher.

In May, a list of 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 child, the Principal will notify the parent directly.

The summer school report or tutoring summary must be given to the Principal on the first day of school in September. If a child was required to have summer remediation in order to move ahead to the next grade, if that child did not receive said remediation, he/she cannot go on to the next grade and will be retained.

Technology Use/Telecommunications Policy **Student Expectations in Use of the Internet**

(Please see below for complete policy requiring student's signature)

Use of School Grounds

St. John Villa Academy Elementary School does not have staff available to supervise students present on the school grounds before 7:15 A.M. and after 2:15 P.M. Students must not arrive on the school grounds prior to 7:15A.M. and parents must arrange to pick up at dismissal times.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. 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, the 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 contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

The school reserves the right to request a parent to withdraw his/her child from the school due to serious disciplinary issues.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in ***St. John Villa Academy Elementary 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. John Villa Academy 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. John Villa Academy Elementary 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. John Villa Academy Elementary 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. John Villa Academy Elementary 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 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. John Villa Academy Elementary 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.

Technology Use/Telecommunications Policy **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.

1. Use of the computer/IPad 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.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. 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.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. 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

Standards of Behavior

- Be courteous and respectful in your messages to others.
- 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.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- 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.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.

- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- 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.
- 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.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- 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.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. 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.
- 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, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system 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.
- *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.

APPENDIX

**St. John Villa Academy Elementary School
2017-2018 School Year
Parent Signature Page
Return Due Date: Monday, September 18, 2017**



We have accessed a copy of the school handbook and have read it.

1) _____
(Parent's signature)

2) _____
(Parent's signature)

All students from Grade 2 and above must sign this page.

1) _____
(Grade 2 and above Student's signature)

2) _____
(Grade 2 and above Student's signature)

3) _____
(Grade 2 and above Student's signature)

4) _____
(Grade 2 and above Student's signature)

Signed Form Due Monday, September 18, 2017

**St. John Villa Academy Elementary School
2017-2018**

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian

Name of Child, Parent or Guardian

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (St. John Villa Academy).

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name *(Name of Child/Children)*

Signature *(Signature of Parent or Guardian)*

Date

Signed Form Due Monday, September 18, 2017

A-2

Technology Use/Telecommunications Policy
Agreement for 2017-2018 School Year
for St. John Villa Academy Elementary School
adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

User

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

1) Student's name (*please print*): _____

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (*please print*): _____

Parent/Guardian Signature: _____ Date: _____

Signed Form Due Monday, September 18, 2017

**St. John Villa Academy Elementary School
57 Cleveland Place, Staten Island, NY 10305**

**NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW
(NYSSL), LIBRARY LAW (NYSLIB),
AND COMPUTER HARDWARE (NYS CH)**

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2017-2018

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child _____ who is in grade _____ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

Signature of Parent or Guardian:

Address:

Date:
