

## **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 program

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 with the Archdiocese. The process for admission to St. John Chrysostom School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

St. John Chrysostom School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

## **After School Program**

The After Care Program is available from dismissal to 6:00 pm. The program includes a homework period supervised by staff members, study time, computer period, organized gym period, free play time, snacks, and ballet. Children must be picked up by 6:00 pm or a \$25 fee is charged. Tutoring is not available.

## **Announcements**

Informational announcements are handled through the phone system. Courteous attention is expected when any message is presented over the phone, especially when prayers are said. All announcements must be written and 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.

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

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

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes is still required in addition to the phone call.

## **Books**

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

**1. ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- a. the pupil's name be placed in the space provided in each book
- b. the teacher makes a record of the number of the book
- c. the teacher makes a record of the condition of the book
- d. In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.
- e. 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.

## **Change of Address**

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

## **Child Abuse Laws**

Under NYS law, school officials 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.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

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

## **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 a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

## **Conduct and Cooperation**

No one has the right to take learning away from another student. Teachers have the right to teach and students have the right to learn. Students who are uncooperative and/or whose academic performance is sub-standard because of a lack of cooperation, poor homework, etc., will not participate in special class activities, e.g., class trips, and will be assigned to detention. Parents/ guardians will be asked to discuss any problem with the teacher. Uncooperative students are those who:

1. Show disrespect to an adult in charge, verbally, physically, or with body language.  
(Disrespect means suspension.)
2. Consistently break school rules, e.g., gum chewing, improper dress, appearing out of uniform, lateness and truancy.
3. Show disrespect toward school property. (Parents/guardians will be held accountable for all deliberate destruction or defacing of school property by their children.)
4. Fight, use foul language, carry harmful instruments to school, use drugs/alcohol, etc. (Such abuse means automatic suspension.)
5. Consistently fail to complete homework, projects, reading logs, fail to have tests signed, etc.
6. Holding secret any fights or planned fights among students. Safety of all members of the school community is important.
7. Suspension is possible at the discretion of the principal and the assistant principal.

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all 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 the sacred should prevail.

## **Crisis Plan**

Should a crisis require evacuation from St. John Chrysostom School building, students will be brought to a safe place located at St. John Chrysostom Church and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

| Radio | On the Dial | On the Internet  |
|-------|-------------|--|
| WOR   | 710 AM      | <a href="http://www.wor710.com">www.wor710.com</a>     |
| WCBS  | 880 AM      | <a href="http://www.wcbs880.com">www.wcbs880.com</a>   |
| WINS  | 1010 AM     | <a href="http://www.101Owins.com">www.101Owins.com</a> |
| WADO  | 1280 AM     | Spanish  |
| WPAT  | 93.1 FM     | Spanish  |
| WSKQ  | 97.9 FM     | Spanish  |

## **Daily Schedule**

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

|                |               |
|----------------|---------------|
| 7:45 AM        | Enter School  |
| 8:00 AM        | School Begins |
| 2:20 - 2:30 PM | Dismissal     |

Before 7:45 AM and after 2:30 PM St. John Chrysostom School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds except for students attending the Cafeteria Breakfast Program. Students should not arrive on the school grounds prior to 7:45 AM except for students attending the Cafeteria Breakfast Program and parents must arrange pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:45 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

To avoid interruption during the school day, any messages, 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.

## **Emergency Closings**

Please listen to School Closings (see Crisis Plan of this document). Please listen carefully to the IRIS Alerts for messages. Do not call the school.

## **Expectations and Responsibilities for Students**

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

- try 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

## **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 (class work 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 scheduled during the school year. All children will be dismissed at 12 Noon on these days. There is no After-Care, please check the monthly calendar.

## **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 an absolute right to a field trip.

- 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 insure 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.
- 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.

## **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**

Graduating with a St. John Chrysostom School Diploma is an honor. Students who earn it have a right to it. Taking part in the Graduation ceremony, however, is a privilege. It is our pleasure to share this special event with all students whose conduct and standard of integrity merit it. All 8th graders and their parents/guardians will sign a contract of privileges and responsibilities.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. St. John Chrysostom 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 Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. John Chrysostom School provides a safe environment for all. Verbal 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.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, 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 administrator and pastor. The conditions are:

- 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 a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

## **Lateness**

***Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.***

## **Library**

*Mission: The mission of St. John Chrysostom School is to collaborate with classroom and special subject teachers in the delivery of instructional programs and resources that support curriculum and student learning. The library also provides and promotes resources that inspire the love of literature and encourages students to become lifelong readers, viewers and listeners. Our library supports our school's philosophy by helping us teach our students how to learn with the tools of books, computers, and technology, as they pursue their life time learning journey.*

### ***Library Program for Our Children:***

*Grades 1 through 8 have weekly scheduled classes in the library. During these times, students use the library resources and they are encouraged to take out books. PreK and Kindergarten students may visit the library with their teachers.*

### ***Circulation Policy:***

*Students may sign out TWO books.*

*They may borrow books for TWO weeks.*

*Books can be renewed for TWO additional weeks*

### ***Overdue Books:***

*Students will be notified about overdue books.*

*They must return them immediately.*

*Until overdue books are returned, students cannot take out another book.*

### *Lost, Damaged or Stolen Books:*

*These books must be replaced by the borrower.*

*If the borrower is unable to replace the book, the total cost of the book must be paid for.*

*This policy is subject to change as our library grows in resources and as different situations and needs arise.*

### **Liturgy**

All students in PreK to 8 will attend Mass during the school year as indicated in the monthly calendars. Respectful participation of every child is required at school liturgies

### **Lunchroom**

St. John Chrysostom School provides a hot lunch through the Archdiocesan School Nutrition program. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September.

- 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 lunchroom to the play street

### **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.

### **Medications**

If a student needs any kind of medication during the school day, the medication is to be brought to the school office and 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.

- 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 insure the child is carrying and taking the medication as ordered.

## **Money**

Money that is brought to school for a specific purpose (class trip, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks (e.g., pretzels) 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, 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 your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

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.

## **Philosophy and Goals**

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

## **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. 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 grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. 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. *The decision of the principal is final regarding promotion and retention.*

## **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.

Students are registered at St. John Chrysostom School for one year only. Those who cooperate with school rules and regulations will be permitted to re-register. Children and parents who show by noncooperative attitude and conduct that they do not really wish to be at St. John's will not be reregistered. No one whose conduct in class takes learning away from others will be allowed to remain in the school. Teachers keep a record of consistently poor behavior on the part of those who disrupt learning. The Principal has the right to issue a one-month contract which may be renewed or terminated on a monthly basis. All new students are on a three-month probation. If a student does not follow the rules of St. John Chrysostom School, he/she will be asked to leave

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

The school has a sign-out book located in the main office.

Occasions for the use of a Sign-out book are:

- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip.
- when a student is released to a parent or guardian, that adult must sign the book
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. [Please note: only the principal may approve the release of a student for a prearranged appointment.]

## **School Calendar**

### **ST. JOHN CHRYSOSTOM SCHOOL CALENDAR 2011-2012**

See Appendix

Please refer to the school monthly calendar for any revisions to this calendar.

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

St. John Chrysostom School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## **Security**

To assure the security of the building and the safety of each child, St. John Chrysostom School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without the permission of the administration.

## **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 Chrysostom School building and its parking lot. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Need Learning**

Students with learning differences are children of God and members of the Church. St. John Chrysostom School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. 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.

## **Summer School**

A student who has failed in one or more subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request.

Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. *It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.*