

# **PREKINDERGARTEN STUDENT/PARENT HANDBOOK**

## ***Non-Discriminatory Policy of Schools in the Archdiocese of New York***

*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, Catholic School Regions, or religious communities within the Archdiocese.*

## ***Saint Gabriel School Philosophy***

*Saint Gabriel School 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.*

# MISSION STATEMENT

*Saint Gabriel School is a Catholic elementary school whose mission is to inspire our students to develop a personal relationship with God, to learn to apply critical thinking skills, to pray, and to serve. Since 1941, we have based our curriculum on Catholic philosophy and values. We seek to be one community created from a diversity of ethnic, racial, religious, and geographic backgrounds. Our faculty and staff devote themselves to a caring and dynamic interaction with students. We are an academic community within a larger spiritual community of faith. We strive to foster in our students a sense of spiritual and social responsibility, academic excellence, and Catholic morality.*

***Changes to the Handbook***

*Saint Gabriel School reserves the right to amend this handbook.  
Notice of amendments will be sent as necessary.*

## **SUMMARY STATEMENT**

*Once students have met the necessary admission requirements and have been accepted in the 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 the school is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.*

*In order to protect its standards of scholarship, discipline and character, the 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 the 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 the school surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.*

*Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the 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.*

## **Accidents**

Student accident insurance is included in the general fees. In the event of an accident at school, parents may obtain a claim form from the school office. Please note that school accident insurance is usually secondary to the parent's own medical insurance coverage.

## **Admission Policy/Application/Registration/Re-registration**

Saint Gabriel School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish or active in a parish in the region; third, to Catholic students whose parents are active in another Catholic outside the region; and fourth, to non-Catholic students.

Admission to Saint Gabriel School begins with an application for registration and payment of a non-refundable application fee. The application is to be accompanied by birth and baptismal certificates, immunization history, IEP or 504 Accommodation Plan (if applicable) and parish support statement (if applying for Catholic Contributory tuition rate).

Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child.

Present students will be invited to re-register in February for the following school year if they are in academic, behavioral, and financial good standing. Occasionally, re-registration will not be offered to a present student, who may be placed on academic or behavioral probation during the spring semester.

## **Asbestos Notification**

The school is inspected twice a year by a licensed examiner through the Building Commission of the Archdiocese of New York. If there is ever a violation or a condition needing attention all parents would be immediately notified.

## **Attendance**

Parents must phone the school office (548-0444) before 8:30 AM each day that their child is absent.

A child may leave school only if accompanied by an authorized adult. Dismissal is made only to a parent or legal guardian. If a relative, friend, or care giver will be picking up the student, we must receive written permission. This may be done either on a one time basis with a letter, or by filling out the permission form listing authorized persons (including classmates' parents) to cover the entire year. Additions or deletions to this list must be submitted in writing to your child's teacher.

If you are going to be late picking up your child, please call the school office to avoid unnecessary anxiety on your child's part.

## **Change of Address/Telephone Number/E-mail**

Any change of address/telephone number (home, business, and emergency contact)/e-mail must be reported to the office as soon as possible. This information is vital for the 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 of 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 Section 423 of the Child Protective Services Act of the State of New York, 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 the judgment by the school that the child may be presenting signs of abuse or neglect.

If a teacher or school nurse suspects abuse or neglect, he/she must immediately confer with the principal to discuss the aspects of the abuse. The principal will assist the teacher in reporting the alleged abuse to the proper agency.

## **Child Custody**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal 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.

The principal and the teachers welcome opportunities to discuss matters of concern with parents. However, an appointment should be confirmed beforehand. Out of respect for privacy, members of the administration, faculty, and staff should never be phoned at home.

Parents are never allowed to go directly to the classroom while classes are in session. To maintain the safety and security of the building, all parents and visitors must enter and leave by the school office.

A Visitor Sign-in Book is kept in the school office. All messages to teachers and students should be communicated through the school secretary.

In Pre-K, written communications including formal notices between school and parents and special notes from the Pre-K teachers are given to the parent or care giver at dismissal or placed in tote bags. Parents should check tote bags each day for such communication.

A yearly calendar of significant dates and events is sent home in September. An expanded calendar of activities is sent home monthly. Please check the monthly calendar for any changes to the yearly calendar which might be warranted because of weather or other emergencies. The IRIS system of phone calls and emails is also utilized to communicate information to the parents.

## **Confidentiality**

There is a professional and moral ethic which 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 **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.

## **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 the Saint Gabriel School building, arrangements have been made to bring students to a safe location at Walsh Hall, The Atria or Kinneret School where parents/guardians can meet them. It is essential, therefore, that your emergency information be kept up to date.

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

## **Curriculum**

Our curriculum reflects the philosophy of the school and its Catholic identity. It provides an adequate and meaningful foundation in the academic field for each student and develops a basic understanding of self in relation to God and to the world. Catholic values and morals are integrated in all appropriate areas.

## **Daily Schedule**

<b>Pre-K 3</b>	Tuesday, Wednesday and Thursday	8:00 AM - 11:15 AM
<b>Pre-K 4</b>	Monday- Friday	8:00 AM - 2:45 PM

Plan to arrive at school five minutes before class starts. We are not prepared for early arrivals.

**It is important that children be prompt for school.** Chronic lateness may interfere with a child's ability to enter into activities comfortably.

Entry is through the West 235th Street door. Adults are expected to accompany children to the classroom.

Dismissal is from the church terrace door.

## **Dress Code (see Uniforms)**

## **Electronic Devices**

The use of any and all electronic devices such as cameras, cell phones, I-pods™, I-pads™, hand-held and other electronic devices which may disrupt the class are prohibited during the school day.

## **Emergencies**

In case of an emergency the school will notify the parents. If a parent cannot be contacted, one of the persons on the emergency form will be notified.

### ***Snow Day/ Emergency Closing***

The New York City Catholic Schools follow the New York City Public Schools for school closure due to weather conditions or emergency situations. Please listen to the radio or television for information about school closing due to these circumstances. Please do **not** phone the school, because if the weather is that bad, no one will be in the office to take your call. In cases where there is a local decision to close the school, the parents will be notified by IRIS ALERT.

### ***Delayed Opening***

On occasion a delayed opening of school (10:00 AM) may take place when school is open but weather conditions make transportation difficult. Parents will be notified of a delayed opening by letter the afternoon before or by IRIS ALERT in the morning.

## Field Trips

Field trips are encouraged to help broaden the student's experiences and to enrich the learning that takes place in the classroom. While on field trips students are expected to behave with the same courtesy and respect required in school.

Field trips are taken at the teacher's discretion. Parents sign the official permission form prepared by the Archdiocese of New York. (see **Appendix**) This signed form and the required fees must be brought in by the assigned date. Any student who does not have a signed permission form will not be allowed to participate in the field trip. **Verbal or faxed permission cannot be accepted.**

**Any events, trips, or activities that occur off Parish property, outside of school time and organized by individuals other than representatives of Saint Gabriel School are not authorized by Saint Gabriel School as school events, trips, or activities. These events, trips, or activities are strictly private affairs even if students of Saint Gabriel School are involved or invited.** (see **Appendix**).

## Financial Policy

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 interrupt the contract that the school makes with parents and could result in the suspension of a child for delinquent tuition or fees.

The parish has contracted with **SMART Tuition** for the collection of tuition. Each family will receive a monthly invoice. A fee of \$15.00 is charged if payment is late. The fee for a bounced check is \$25.00. All fees owed after May 15<sup>th</sup> must be paid by money order.

In September, students will not be admitted to class unless tuition payment is up to date. No child will be permitted to receive a report card if tuition and/or fees are outstanding. In June, no child in Pre-K, Kindergarten, or Grade 8 will participate in graduation or end-of-year activities if tuition or fees is owed.

Fees include the General Fee, HSA Fee, Lunch Supervision Fee (Grades K-8), Mandatory Fund-raising Fee, Library Fee and Language Fee (Grades 1-8). These fees, added to the yearly tuition, are divided into equal monthly payments for returning families. New families are required to pay all fees at time of Registration. **Fees are non-refundable.**

It is the parents' responsibility to contact the principal if they feel there is a valid reason why tuition has not been paid. In some cases the parents may be asked to remove the child from the school.

Parental participation, cooperation, and support of ongoing religious, educational, and voluntary programs is vital to Saint Gabriel School.

### **Parish Support**

Families who are registered parishioners of Saint Gabriel Parish *for at least one year prior to admission* and who have contributed \$600.00 to the Sunday collections *for the previous calendar year* are entitled to apply for the Catholic contributory tuition rate. All others pay the Non-Catholic or Non-Contributory rate. Each year there will be a review of Parish Support payments. Families who have not contributed the minimum Parish Support will no longer be eligible for the Catholic Contributory rate and will be assigned a new tuition rate for non-Contributory families.

## Fire Drills/Emergency Evacuations

Fire drills (and other emergency evacuations) at regular intervals are required by law and are an important safety precaution. A fire drill is a serious event and requires proper conduct. All rules applying to fire drills must be strictly adhered to. Students are not permitted to run or talk during a drill. Teachers will direct the students. Since the school is mandated to conduct several drills during the year, some will be held during the colder weather.



## **Fund Raising Activities**

All school families participate in one mandatory fund raiser, the Calendar Raffle, which is included in the yearly fees.

Participation in other school and parish fund raising activities, while optional, is encouraged in order to help defray some of the operating costs and to help provide the school children with additional equipment and activities.

## **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.

Saint Gabriel School strives to provide a safe environment for all individuals. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. All demeaning behavior is prohibited. Harassment of any type is not tolerated. The principal investigates all complaints of harassment/bullying. Students making such threats (seriously or in jest) face disciplinary action including detention, suspension, or expulsion, and where appropriate, will be referred for counseling services and/or the local authorities. If you believe your child is being harassed/bullied, please notify the principal immediately.

## **Head Lice**

All children will be checked for head lice on the first day of school by members of the Health Committee. If a child is found to have nits, eggs, or lice, the parent will be contacted and asked to take the child home. The school will provide the necessary information for proper treatment of the condition. Once the problem has been taken care of, the parent should call the office for an appointment for an examination. The parent must then accompany the child to school. Children will not be readmitted to class until they pass the head check. Children will be checked periodically throughout the school year if a situation warrants it.

## **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 is unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

## **Illness**

Children with fever, vomiting, diarrhea, hacking coughs or contagious conditions such as pink eye, should not be in school. They should remain at home for a full 24 hours after these symptoms have ended. Their energy level and appetite should be close to normal when they return to school.

If a child has a chronic condition such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to provide the school with a letter from the physician stating the needed accommodations.

The school reserves the right to call 911 in case of a medical emergency.

## **Immunization**

NYC Immunization Requirements for School Entrance and Attendance are provided to all families.

*Students are required to have all inoculations as suggested by the New York City Department of Health before admission to the school.*

## **Insurance** (see **Accidents**)

## **Medication**

If a student needs to take medication (either prescribed or OTC), the appropriate form must be completed by the parent and the physician (see **Appendix**). No one in the school is allowed to administer the medication. The nurse, principal or principal's delegate will supervise the student who has written permission to self-medicate.

**NURSE'S OFFICE: 718 548-0818**

## **Parent Association/Home School Association**

The Home School Association provides an effective channel of communication among parents, teachers, and administration for the benefit of the students and the whole community. The objectives of the HSA are:

- to promote a clearer understanding of the mutual educational responsibilities of parents and teachers, and to encourage cooperation between home and school in the fulfillment of these responsibilities
- to provide a means for keeping parents informed of school activities, programs, and parent service needs
- to try to correct community conditions that adversely affect the children's welfare and behavior
- to support the school and its programs financially through fund-raising activities.

The annual membership fee of the HSA is included in the General fee. All parents are encouraged to support the HSA by serving on one of its committees.

The principal is the liaison with the HSA and is the person who will approve all school-related activities. The HSA does not function in an administrative or supervisory capacity.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel which 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 of the rights and property of others, and the 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. 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 HSA.

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, and report cards; supervising home study; and reinforcing school policies
- explaining and reviewing periodically the school behavior code with their child and discussing school disciplinary consequences in relation to the school behavior code
- recognizing their child's talents and interests so that they may be developed in cooperation with the classroom teachers
- seeing that the dress code is adhered to, and insisting that their child dress modestly according to Christian virtue
- insisting on their child's regular school attendance and punctuality and by complying with attendance rules and procedures
- making tuition and fee payments on time, and participating in fund-raising activities
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics and on the Internet.

- teaching their child respect for law, for authority, for the rights of other, and for public and private property
- 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
- interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school at all times. 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/Teacher Conferences**

For Pre-K 3, conferences may be scheduled as needed.

For Pre-K 4, individual conferences with each family will be scheduled at the end of January and June. This will provide an opportunity to discuss your child's progress and address any concerns you may have. The Pre-K teachers are more than happy to speak with you before then if the need arises.

Brief conversations are possible a minute or two before class starts, but it is best to send in a note requesting a conference before or after school. An appointment will then be scheduled.

### **Parking Lot**

Cars *entering* the parking lot should proceed slowly down the 235th Street ramp. **The parking lot is closed to traffic from 7:50-8:05 AM and from 2:30-3:00 PM for the safety of the children, that is, cars may not enter or leave the parking lot between those times.**

Cars *exit* the parking lot through the Netherland Avenue gate.

During school hours, the parking area is reserved for teachers and for those in attendance at Church. Parents who are in the school building may use the parking area. Other than for teachers and staff, no cars are allowed to be parked all day.

**The Rectory parking lot is reserved for the clergy. It is not to be used by parents, even if attending a meeting in Walsh Hall.**

### **Pesticides**

Saint Gabriel School does not use any pesticides which require notification of all students, parents and/or guardians, faculty and staff. Should a situation develop which demands an application of a non-excluded pesticide, at least forty-eight hours written notice would be provided, as mandated by State law and regulation.

### **Preschool Program**

Children of 3 or 4 years of age are accepted into Saint Gabriel Preschool Program. The program is a cooperative undertaking between the school and the parents. Parents are directly involved with the students by serving as "parent-of-the-day" several times during the school year. Responsible adult care givers or paid substitutes may fulfill this obligation when necessary. The "parent-of-the-day" must arrive at 7:45 AM on the scheduled days. Please call the school office in the case of any unexpected delay. As a courtesy to the paid substitutes, please call them as early as possible when you need their services. It is your responsibility to obtain these services or make a switch with another parent. Please inform the teacher if any changes have been made to the "parent-of-the day" schedule.

### **Registration/Re-Registration Policy (see Admission)**

## **Release of Students During the School Day**

The school maintains a sign-out book located in the school office. Occasions for the use of the sign-out book are:

- in the event of a student illness when the student is released to a parent, guardian, or authorized adult, that adult must sign the book
- for a prearranged appointment when the student is released to a parent, guardian, or authorized adult, that adult must sign the book

## **Religious Development**

Intrinsic to Catholic education are the imparting of the knowledge of our faith and fostering a love of prayer and worship. Of special importance is the fulfillment of attending Mass each Sunday and Holy Day of Obligation.

While the school accepts the privilege and the responsibility of teaching and training the students in the practice of our faith, the school depends on the example of the parents as primary educators of their children.

## **School Calendar**

A yearly calendar is distributed to all families in June of the previous academic year and again on the first day of school. Parents should consult the school's monthly calendars for revisions, additions, and clarifications to the yearly calendar.

School monthly calendars are sent to parents at the beginning of each month in the Brown Envelope. The dates for class Masses, parent meetings, sacramental preparation activities, and special events are included on the monthly calendar.

## **School Publications**

All student or parental publications are subject to review and approval by the school administration prior to publication.

## **School Sponsored Events**

Alcoholic beverages are not served and may not be consumed at any school-sponsored activity which is attended by the students.

## **School Yard**

Students, parents, and their guests are required to abide by the rules posted in the school yard regarding its use. The use of chalk, a mild form of graffiti, is not permitted. Throwing snowballs is a violation of conduct code and is never permitted. Those using the school yard are not permitted to re-enter the school building after dismissal to use the restrooms.

## **Security**

To assure the security of the building and the safety of each child, Saint Gabriel School strongly enforces its policy of requiring all visitors, even parents, to sign the Visitor Sign-in book in the school office.

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

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

## **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 in the Saint Gabriel School building, in its parking lot and school yard. This prohibition applies to faculty, staff, parents, and visitors to the school.

## **Snow Day/Emergency Closings** (see **Emergencies**)

## **Special Learning Needs**

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

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

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.

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

## **Transfers**

Parents should notify the school as soon as possible of a student's impending transfer or withdrawal.

## **Tuition Policy** (see **Financial Policy**)

## **Uniforms**

Students in Grades 1-8 who attend Saint Gabriel School are expected to wear the complete uniform. Pre-Kindergarten and Kindergarten students wear a modified version of the school uniform. Not only does wearing the uniform help readily to minimize distractions in the learning process and to identify a Saint Gabriel student, but also helps to instill in the student a sense of order and school pride. When

wearing the uniform inside and outside Saint Gabriel School, the student represents our school and the student's behavior should be a credit to the Saint Gabriel community.

The students begin wearing the uniform on the first day of school.

### ***Pre-Kindergarten and Kindergarten Uniform***

The Pre-Kindergarten and Kindergarten children wear a modified uniform to school. From the first day of school through mid-October and May until the end of the year: navy blue uniform shorts and any plain white collared knit shirt; from mid-October to May: Saint Gabriel gym sweat pants and Saint Gabriel gym sweat shirt and any plain white collared knit shirt. Obviously, if the weather is exceptionally chilly in September and early May, the children should wear their sweats. Sneakers and socks are to be worn with the modified uniform. Sandals, clogs, or backless shoes are not appropriate.

Uniforms can be purchased at Lu-dels. Information and order forms are available in the main office.

### ***Personal Appearance***

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. Uniforms should be neat and clean. Shoelaces must be tied. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by the principal.

Since hairstyles differ so much in our times, we ask the parents to cooperate with the school so that a reasonable policy can be maintained. Boys' hair should not descend below the top of the shirt collar, and should be neat and presentable according to its style in the judgment of the principal. Girls' hair should be neat and presentable according to its style in the judgment of the principal. Bangs should not be so long that they impede vision.

### **Volunteer Programs**

Parents who are interested in volunteering are welcome to help in various school-related activities sponsored by the HSA. Information is given at the beginning of the school year and throughout the school year as needed.

# APPENDIX

**SAINT GABRIEL SCHOOL**

590 West 235<sup>th</sup> Street  
Bronx, NY 10463-1647  
[www.saintgabrielschoolbronx.org](http://www.saintgabrielschoolbronx.org)

718-548-0444  
fax 718-796-2638

**PARENTAL REQUEST FOR CHILD'S PARTICIPATION  
IN A SCHOOL SPONSORED FIELD TRIP**

Date \_\_\_\_\_

Dear Principal,

Please allow my child \_\_\_\_\_ of class \_\_\_\_\_  
to attend the field trip to \_\_\_\_\_ which will  
be held on \_\_\_\_\_. Transportation to and from the above  
destination will be by \_\_\_\_\_.

I understand that my child will leave the school at \_\_\_\_\_ and  
return by \_\_\_\_\_.

I understand that the school authorities will take reasonable precautions against accident,  
personal injury, and loss of, or damage to, property while going to, from, and at the site of the  
trip, but they or the Archdiocese of New York are not assuming any legal liability for any such  
occurrence except any liability based on their failure to take such reasonable precautions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone



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May 2010

Dear Parents,

Here at Saint Gabriel School we are aware of and thankful for the trust that you place in us when you entrust your children to our care. We thank you for allowing us the opportunity of working with and for you and your children. We know that there are other choices available to you for the education of your children and we are grateful for the trust that you place in us.

Because of the seriousness with which we take our responsibility for the well-being of the children you entrust to our care, it has been brought to our attention that we should share the following information with you as parents.

Any events, trips, or activities that occur off of Parish property, outside of school time and organized by individuals other than representatives of Saint Gabriel School are not authorized by Saint Gabriel School as school events, trips, or activities. These events, trips, or activities are strictly private affairs even if students of Saint Gabriel School are involved or invited.

Sincerely yours,

Rev. John M. Knapp  
Pastor

Mrs. Deborah D. Pitula  
Principal

CC: Faculty and Staff of Saint Gabriel Parish