

# **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.*

### ***Changes to the Handbook***

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

# 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.*

## **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.

Apply for admission on line at [www.ApplycatholicsschoolsNY.org](http://www.ApplycatholicsschoolsNY.org)

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, most-recent report card, standardized test results, IEP or 504 Accommodation Plan (if applicable) and parish support statement (if applying for Catholic Contributory tuition rate).

The following factors are considered during the selection of applicants for acceptance:

- Interview with parent(s) and student
- School-administered placement tests in Mathematics and Writing
- Previous academic and disciplinary record
- Positive recommendation from previous school

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 March 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.

## After School Childcare Program and After School Activities

An after-school program is held on full days of school for students in Grades K-8. Information about the program is issued at the beginning of the school year. 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 children are picked up, parents are expected to make arrangements to pick up their children promptly 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. The school is responsible for students while they are participating in school-sponsored programs or activities in the school building or on the school grounds.

## 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.

## Assessments

In addition to class and school exams, every student will participate in the following testing programs:

<u>Level</u>	<u>Test</u>
Grades K-2	Archdiocesan Standardized Test (Spring)
Grades 3-8	Archdiocesan Religion Test (June) <i>(Will be used as the student's End-Year Examination)</i>
Grades 3-8	NYS English Language Arts (April) NYS Mathematics (April)
Grade 8	TACHS High School Entrance Examination (November)
Grades K-8	Integrated Algebra I Regents - Math 9 students (June) MAP Interim Assessments On Line.

The faculty of Saint Gabriel School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance, and for academic grouping in order to provide top quality instruction to all our students.

## **Attendance**

Prompt and regular attendance is essential for successful work. It is the individual responsibility of the student to obtain and complete assignments given during his/her absence. On the day of the student's return to school, he/she will be required to take any tests missed during the absence. If the absence has been of long duration, the student will be required to make up missed tests within a reasonable period of time, as determined by the teacher and/or principal.

On the day of the student's return to school, a completed [child's name, class, date(s) of absence, reason for absence, and the signature of a parent or guardian] note must be presented to the teacher. If the note is not received, the absence is recorded as an unexcused absence. **If a child is absent for three or more consecutive days, a doctor's note will be required upon return to school.**

Children who are absent from school are not allowed to participate in any extracurricular activities that day, e.g. basketball practice/games, parties, dances, etc.

Parents must phone the school office (718 548-0444) before 8:30 AM each day that their child is absent. Absence notes are still required in addition to the phone call.

**Homework:** When a child is home ill, parents should request that assignments and books be brought home by a classmate, or request that assignments and books be sent to the office for pick-up after dismissal. It is the individual responsibility of the student to obtain and complete assignments given during his/her absence.

**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, religious observance, or court appearance.

**Unexcused Absence:** A child is illegally absent when, even if with parental knowledge, he/she is not in school for other than legal reasons, such as the following: visiting, away, caring for the baby, shopping, vacation, etc.

Doctor or dental appointments should be made for after school or on Saturdays. If an emergency appointment makes it necessary for a child to be dismissed during the school day, the parent or adult authorized by the parent **MUST** come to the school for the child, and sign out the child in the school office. The school must be informed ahead of time about such occurrences.

**Lateness:** A child should come to school even though the child may be late. All lateness is marked on the report card. Parents will be notified for chronic lateness, and the child may be required to make up the time missed. Five latenesses within a marking period will result in the student's Report Card mark in Conduct being lowered by a grade.

**Vacation:** Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar in June of the previous academic year and again in September so that vacations can be planned accordingly.

**Shadow Days for Eighth Graders:** Shadow days should not be planned before high school acceptance. Eighth Graders should speak with their homeroom teacher to determine which day would be suitable to visit high schools. All Shadow Days need written approval by the Principal.

## **Birthdays and Parties**

Birthday parties which interrupt the academic learning process are unacceptable. Parents may bring/send small individual treats such as cupcakes, brownies, cookies, which acknowledge the milestone for lunchtime only. **Parents are required to receive approval from the Principal at least one week prior to the date of the child's birthday. Parents may not provide pizza or burger parties, lollipops, ice cream cakes, favors, or goodie bags.**

Parents are asked not to send in to school invitations to a child's out-of-school party unless the whole class is to be invited. Such action is a violation of the Saint Gabriel School philosophy on several levels.

## **Books and Belongings**

Students must assume responsibility for their own books. All text books loaned by the State must be covered by a protective jacket which will be provided by the school. All soft-covered workbooks must also be covered, either by a protective jacket or clear Contact™ paper. Should a book be lost or badly damaged during the course of the year, the school will bill the parents for the replacement cost.

**Assigned textbooks:** When a textbook is lent to a pupil under N.Y.S. Textbook Loan (NYSTL) program, the State Department of Education requires that

- the pupil's name be placed in the space provided in each book
- the books be numbered and recorded by the teacher
- the condition of the book be recorded in the space provided
- books (both hard-cover texts and soft-cover workbooks) be collected in June

**Supplementary books:** When books are loaned to students during a specific period within the classroom, the student is responsible for keeping them in good condition.

**Library books:** Books borrowed from the school library are the responsibility of the student who must abide by the due dates. Students will be liable for lost or damaged library books. Should a book be lost or badly damaged during the course of the year, the school will bill the parents for the replacement cost. If the book is located after the replacement copy has been ordered, the student will be allowed to keep the old book since he/she has paid for it.

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 belongings such as books, notebooks, school bags, lunch boxes, uniform sweaters, gym uniforms must be labeled with student's full name. All found items will be placed in the *Lost and Found Box* located in the gym. The school is not responsible for lost items. After a reasonable amount of time, unclaimed items will either be thrown away or donated to a charity.

## **Bus Service**

Free bus service is provided by the New York City Department of Pupil Transportation for students in grades Kindergarten, 1, and 2 who live within a determined area from the school. Information about this service will be provided at the beginning of the school year. School bus stops, routes, and schedules are set by the NYC Department of Education, not Saint Gabriel School. Students who choose to use the school bus forfeit their right to receive a MTA MetroCard.

Students and parents should consider riding on the bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful and safety-conscious attitude at all times on the bus. Students should obey the driver at all times. Students should do nothing to cause annoyance or distraction to the driver, as this places the safety of all in danger. In cases of extreme or persistent misbehavior, Saint Gabriel School will work in consultation with the Department of Pupil Transportation about possible consequences.

### **New York City Buses**

Bus and subway MetroCards for students may be obtained from the school office at the beginning of the school year. Cards will be reissued in February. Guidelines for the distribution of MetroCards and school buses are set by the MTA and NYC Department of Education and are based on the student's grade level and distance from school. Lost cards are very difficult to replace during the period for which they are valid. Students who are eligible for bus passes for New York City buses should apply in the school office.

## **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 will 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.

## **Cheating/Plagiarism/Forging**

Cheating, which is a form of stealing, and plagiarism and forging, which are forms of lying, are morally wrong.

Cheating or plagiarism on any test, exam, or assignment will result in a "zero" being given. The penalty will apply to the one giving the information and the one receiving the information.

If it is determined that a student forged a parent's signature on a test, progress report, report card, detention notification, etc., the student will be subject to disciplinary action which may include suspension from school.

## **Child Abuse Laws**

Under Section 423 of the Child Protective Services Act of New York State, 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 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 are generally entitled to receive report cards, school and special events notices, school calendars, etc. Such parents may be asked to supply the school office with self-addressed stamped envelopes for convenience and expediency.
- 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.

The principal and the teachers welcome opportunities to discuss matters of concern with parents. However, an appointment should be confirmed beforehand. A parent may request a meeting with a teacher by sending a note to the teacher, who will arrange for this meeting outside class time at a mutually convenient time. Parents are discouraged from discussing issues regarding their child with the teacher in the schoolyard at morning pick-up. Out of respect for privacy, members of the administration, faculty, and staff should never be phoned at home.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. 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. All messages to teachers and students should be communicated through the school secretary. Teachers will return phone calls to parents during normal business hours.

Parents are **never** allowed to go directly to the classroom before school, during lunchtime, while classes are in session, or after school. 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.

Formal communication of notices between school and home is by means of the *Brown Envelope* containing current information. The *Brown Envelope* is distributed to the oldest child in the family, signed by the parent, and returned the following school day. The usual day for distribution of the *Brown Envelope* is Thursday. The IRIS system of phone calls and emails is also utilized to communicate information to the parents.

A yearly calendar of significant dates and events is sent home in June of the previous academic year and again in September. An expanded calendar of activities is sent home monthly in the *Brown Envelope*. Please check the monthly calendar for any changes to the yearly calendar which might be warranted because of weather or other emergencies.

Significant Information will also be posted on our website at [WWW.SaintGabrielSchoolBronx.org](http://WWW.SaintGabrielSchoolBronx.org)

## 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. Curricular subjects include religion, language arts, foreign language, mathematics, social studies, science, health, safety, art, music, physical education, library science, and computer science.

## **Daily Schedule**

<b>Pre-K 3</b>	Tuesday, Wednesday and Thursday	8:00 AM -11:15 AM
<b>UPK 1 AND 2</b>	Monday- Friday	8:10 AM - 2:30 PM
<b>Grades K-8</b>	Monday-Friday	8:00 AM - 2:45 PM

Before 7:40 AM and after 2:45 PM Saint Gabriel School does not have staff available to watch out for problems on school grounds or to supervise children (other than those enrolled in the After-School Program) on school grounds. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON SCHOOL GROUNDS PRIOR TO 7:40 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

Students who arrive late must report to the school office for a tardy slip.

## **Detention**

In Grades 6-8, students may be detained after school for failing to observe the Code of Behavior as outlined in the Discipline Policy or for incomplete assignments, homework or class work. Parents will be notified when a student must serve detention.

## **Discipline Code for Student Conduct**

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to and is 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, not being prepared for class, school uniform infraction, incomplete homework assignments, 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 insure 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 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 drugs, alcohol, 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 incomplete assignments or any of the afore-mentioned interference with the teaching-learning process, students may be given 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 forging of parent's signature, fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student may be 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  
**VANDALISM or DEFACING of SCHOOL PROPERTY WILL RESULT IN THE AUTOMATIC SUSPENSION OF THE STUDENT(S) Involved and EXPULSION prwill commence..** 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 will likely be called and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is 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 notified, and then the parents are called. The child is automatically suspended. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. Whenever a child is wearing the Saint Gabriel School uniform he or she represents his or her parents and the entire school community. Therefore, the 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. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. (see **Telecommunications Policy**)

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.

In order to support and maintain the caring atmosphere which exists in Saint Gabriel School, each student is expected to act in a respectful manner toward the principal, teachers, priests, staff, lunch supervisors, visitors, other adults, and fellow students at all times.

### **Disposal Rule Policy**

It is the policy of Saint Gabriel School to exercise extreme diligence in maintaining the identity of its employees and students. To this extent, all records relating to the identity of employees and students are maintained in a secure area under the supervision of specifically designated persons. No other employees may have access to this information. When it becomes necessary to dispose of any records, all information pertaining to identity will be disposed of by shredding.

### **Dismissal**

Parents wishing to change their child's normal routine at dismissal should send a note with their child in the morning or phone the school office *before 2:00 PM* indicating the plan so that their child's teacher may be notified.

## **Drug and Alcohol Policy**

In recognition of the seriousness of drug and alcohol problems to which children are exposed, Saint Gabriel School will adhere to the following policy:

- 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 teacher observation, may call the police, and will notify parents *who must pick up the child immediately*
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in 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 mandatory withdrawal from the school.*

## **Electronic Devices**

Electronic devices may be dynamic tools in the 21<sup>st</sup> 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-pods™ and other personal electronic devices).

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

The use of any and all electronic devices such as cell phones, personal CD players, I-pads™, or I-pods™, hand-held and other electronic games and devices which may disrupt the class are prohibited during the school day, including lunchtime and recess in the schoolyard.

Student's cell phones must be turned off upon entering the school building and may not be used in the building without permission of the teacher or school office. Cell phones are to be kept in the student's book bag during the school day. Improper use of cell phones will result in their being confiscated by the administration.

## **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.

## **Expectations and Responsibilities for Students**

Students attend Saint Gabriel 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 disruptive behavior and the use of drugs, alcohol, or cigarettes
- 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.

### **Expulsion** (see **Discipline Policy**)

### **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 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 may 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 periodically throughout the year. Consult the monthly calendar for specific dates. Students are dismissed at noon on these days.

### **Field Trips**

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 encouraged to help broaden the student's experiences and to enrich the learning that takes place in the classroom. Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. Field trips vary on each grade level. While on field trips students are expected to behave with the same courtesy and respect required in school.
- A field trip is a privilege and students must maintain proper conduct and study habits in order to be permitted to take part in any trip; no student has a right to a field trip.
- The school uniform is generally worn on field trips in order to make the children more visible and identifiable.
- 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 form prepared by the Archdiocese of New York, signed by the parent, is required before a child will be permitted to attend a field trip (see **Appendix**). Verbal or faxed permission cannot be accepted. 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.
- **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**).

Should a parent, for personal reasons, not allow his/her child to participate in an already-planned field trip, the parent may be held financially responsible for any fees.

## 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 NWSB Catholic Schools Region has contracted with **SMART Tuition** for the collection of tuition. Each family will receive a monthly invoice. A fee of \$40.00 is charged if payment is late. The fee for a bounced check is \$40.00.

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, Mandatory Fund-raising Fee. These fees are due in July 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.

**ALL Tuition and Fees MUST be paid directly to SMART Tuition. Tuition and fees can no longer be paid at the school.**

Please consult the school's website, [www.saintgabrielschoolbronx.org](http://www.saintgabrielschoolbronx.org) for the tuition rates for the 2017-2018 school year.

## 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.

## 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.

## Graduation

At the discretion of the principal, each 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).

## Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our school. Saint Gabriel 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 the 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 school 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.

## **Gym Uniform** (see **Uniforms**)

### **Hairstyles**

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. Hair should not be so long that it impedes vision. "Fad" hairstyles and colorings are not permitted **FADES OR DESIGNS ARE NOT PERMITTED** A student with such a haircut will NOT be admitted to class until it has been changed.

**Girls'** hair should be neat and presentable according to its style in the judgment of the principal. Girls with long hair should wear braids, ponytails, or buns. Bangs should not be so long that they impede vision. "Fad" hairstyles and colorings are not permitted. Girls may wear white, navy, or gray hair ribbons or simple barrettes. Scarves and faddish ornamentation are not permitted.

In case of doubt, consult the school beforehand.

### **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.

Any student found guilty of bullying or harassing any other student will be suspended and may be expelled from Saint Gabriel School.

### **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.

## Homework Policy

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

All written homework should be neatly done by the student and checked for completion by the parent. Students are required to complete all homework and it is expected that parents or guardians sign the completed homework. Study homework is extremely important, as it helps to develop good study habits for school. Parents should provide a quiet area and time period for the child.

When a child is home ill, parents should request that assignments and books be brought home by a classmate, or request that assignments and books be sent to the office for pick-up at dismissal. It is the individual responsibility of the student to obtain and complete assignments given during his/her absence. On the day of the student's return to school, he/she will be required to take any tests missed during the absence. If the absence has been of long duration, the student will be required to make up missed tests within a reasonable period of time, as determined by the teacher and/or principal.

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

Grades Pre-K & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

- ★ Times are ACTUAL working times, they do not include breaks.
- ★ Times do not include the independent reading/read-aloud time or the time required to memorize basic math facts that are expected of all students.
- ★ Times do not include inappropriate "cramming" when a student waits until the last moment to complete an assignment or study for a test.

Students who fail to complete homework on a consistent basis WILL NOT BE REREGISTERED for the following school year.

Students in Grades 3 through 8 are required to take Mid-term Exams in January and Final Exams in June. There may be an increase in assigned homework at test/exam time. An exam schedule will be sent home for Mid-term and Final exams.

### **Guidelines for Teachers**

- All tasks should be explained clearly, keeping in mind the varying ability levels of children within a class. Whenever possible, concise written instructions would ensure students and parents have a clear understanding of the tasks involved.
- New concepts should never be introduced as homework tasks. Exceptions to this could include work assigned due to an absence from school or pre-reading activities assigned prior to a new unit being introduced in class.
- Teachers should be cognizant of factors such as extracurricular activities, home/family support, and children's interests when assigning tasks. All teachers of a particular homeroom should be aware of the homework tasks assigned to students to ensure "overload" does not occur.
- Assignment pads should be used daily to record homework tasks. Periodic teacher checks of these assignment pads are recommended.
- All teachers must post a homework board and monthly calendar in their homerooms. Such calendars can keep an overall record of upcoming assignment due dates, important events, specials, etc.

- A clear statement of expectations for homework at each grade level should be included in the parent handouts given at the Back-to-School Night in September.

### **Guidelines for Parents**

- Check your child's book bag, assignment pad, etc. each night to ensure you see what your child's assignments are, when they are due and what important events may be coming up in school.
- Signing the assignment pad nightly helps teachers to see if homework has been checked. Parents should check assignments pads to ensure their proper use and to help convey the importance of completing homework assignments.
- Keep a ready supply of homework materials on hand for your child to use.
- Try to encourage a regular homework routine. Set a timetable suitable to both you and your child. Structure study and work time so that your child knows what you expect. Help older children to develop a regular study schedule – this will be very helpful later on. The afternoon and early evening is the best time to complete homework.
- Choose a quiet well-lit place for your child to work. To help foster concentration and the importance of schoolwork, avoid working near a television, telephone, noisy siblings, computer, etc. *The computer should **not** be on unless it is actively being used for a homework task.*
- Don't take over your child's tasks. Oversee assignments, ask questions, and offer suggestions, but avoid doing the research, writing the solutions, and telling your child what to do. *Building independence and responsibility is crucial to a child's academic growth.* Let your child know that homework is his/her job. Tell him/her you can help, but you won't do the work. Teachers get to know your child's work very well and will not accept work that they know was not done by your child.
- Praise all your child's efforts and be positive about the task at hand. Avoid negative comments that may affect your child's attitude towards school or homework. Talk to your child's teacher if you have a question or concern.

### **Guidelines for Students**

- Make sure you have recorded all assignments in your assignment pad before you pack up at the end of the day. Compare what you have written in your assignment pad with what is written on the homework board in your classroom as the end of the day. Use your assignment pad to pack your backpack and to check off completed assignments.
- Make sure you have all the things you need from your cubby and desk before you leave your classroom. You are not allowed to re-enter once you have been dismissed from school.
- Make sure you listen to your teacher and read all directions carefully so you understand what you have to do on your assignments. Ask your teacher for help if you are unsure.
- At home, find a quiet, well-lit place to do your homework. Avoid being near the television, computer or other things that could distract you. *The computer should **not** be on if you are not using it for homework!*
- Set a regular time to do your homework. Try to make homework a habit!
- Make sure a parent checks over your assignments and signs your assignment pad each night.
- Plan your time wisely. Don't leave all your work for the last night before a test or assignment is due.
- Ask for help from a parent only if you need help. Don't expect your parent to do your work.
- Put all your things back into your book bag when you are done so that you have them ready for school in the morning.

### **How to Study/Review**

- Regular review will help you prepare for upcoming quizzes and tests.
- Go back over key words/definitions in your chapter or unit of study.
- Read over important sections that were covered in detail in class.
- Go back over any charts, diagrams, maps, etc.
- Use any study guides your teacher may give you.
- Go over any review questions in your textbooks or on homework assignments.
- Use all materials to help you review and study – textbooks, workbooks, sheets, etc.
- If possible, ask an adult, older sibling or classmate, to "quiz" you.

## **Honor Roll**

The criteria for the Honor Roll at Saint Gabriel School are:

**Grades 1-8**

**PRINCIPAL'S AWARD**

**First Honors**  
90% average;  
no mark less than 85%

**TEACHER'S AWARD**

**Second Honors**  
85% average;  
no mark less than 80%

Honors will not be awarded to students who receive less than a B in Art, Music, Physical Education, or Spanish. Good conduct is also 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. Honors are awarded with the Final Report Card in June.

### **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.*

Please review the below documents detailing these Immunization Requirements:

[Full Requirements \(SH65\) 2~1.pdf \(83 KB\)](#);

[2017-2018School Requireme~1.pdf \(136 KB\)](#)

[NYC Flu Immunization Manda~1.pdf \(124 KB\)](#)

[NYC Flu Immunization Manda~2.pdf](#)

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

### **Lateness**

Student lateness interrupts the learning process for your child and all other children in the classroom. Any student arriving at school after the published opening time is considered late. When late, the student may only be admitted to class with a late pass, obtainable from the school office. Parents may not accompany the child to the classroom. Five latenesses within a marking period will result in the student's Report Card mark in Conduct being lowered by a grade.

Chronic lateness affects the student's ability to be on the honor roll, will disqualify the student for perfect attendance recognition, and could impede the student's re-registration for the coming year.

### **Letters of Recommendation**

A fee of \$50 per application will be charged to parents seeking letters of recommendation for admission for their children to other schools for Grades K-7. In general, letters of recommendation will only be written for students performing at 90% and above.

### **Liturgy/Religious Education**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

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

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.

Students in Kindergarten-Grade 8 will attend Liturgy with their classes periodically throughout the school year: Mass of the Holy Spirit (beginning of school year), Thanksgiving School Mass, Catholic Schools Week Mass (January), Ash Wednesday, and End-of-School-Year Mass (June). Respectful participation of every child is required at school liturgies. Parents are invited and urged to attend school liturgies.

## **Lunch**

The lunch period is 11:40 AM-12:20 PM. The children will have 20 minutes for lunch and 20 minutes of recess.

All students in Grades Kindergarten-8 eat lunch in school under the supervision of a parent-supervisor. The parent-supervisor is paid from the lunch supervision fee charged to each family. The standards in the Philosophy and in the Discipline Policy and all attendant sanctions apply equally for those who supervise lunch periods.

Children should come to school with a nourishing lunch. Lunch parent-supervisors should not bring their child's lunch with them at 11:40 AM. Parents are asked not to drop off lunch at the office after the students are in class. McDonald™-type lunches, soda, and candy are not permitted. Drinks in glass bottles are not allowed. Parents are not allowed to visit the classrooms or school yard during lunchtime.

The HSA offers hot lunch (pizza) to the children periodically throughout the year at a nominal cost. Information is sent to the parents in the *Brown Envelope*.

Because the children eat lunch at their desks, it is important for them to go outside to play whenever the weather permits. Children should be appropriately dressed for the weather (jacket, hat, gloves, and boots).

## **Mass Attendance** (see **Liturgy** and **Religious Development**)

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, Catholic schools 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/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:* 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.

## 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**). All medication is to be brought to the Nurse's office and will be kept there. Medication should not be transported daily to and from school. Parents are advised to ask the pharmacist for two containers – one for home and one for school. 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 & phone number of the pharmacy
- date and number of refills
- name of the medication and dosage
- frequency of administration
- licensed prescriber name

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.

Under certain circumstances it may be necessary for a student to carry and self-administer his/her own medication. Such a decision will be made on a case by case basis and will reflect the age and maturity of the child. The following guidelines will be adhered to:

- 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 instruction by prescriber in the procedure for self-administration
- parent contact 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, book fair, supplies, etc.) must be put in an envelope labeled with the child's name, grade, amount, and purpose. This should be given to the proper authority as soon as possible. If a child brings money to school for other reasons, the money should be kept on the student's person and not left in the locker, book 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, the school will provide a non-custodial parent with access to academic records and other school information regarding the 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 report cards, school and special event notices, school calendars, etc. Such parents are advised to supply the school office 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.

## **Nurse's Office: 718 548-0818**

## Opening Exercises and Activities

As part of the beginning morning activity, teachers and students raise their minds and hearts to God in prayer. Following prayers, teachers and students face the American flag, on display in the classroom, for the daily recitation of the Pledge of Allegiance and perhaps a patriotic song such as *God Bless America*

or the *Star Spangled Banner*. All students are expected to participate in both prayers and pledge with reverence and respect.

## **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.

## Parking Lot

Cars *entering* the parking lot should proceed slowly down the 235th Street ramp. **The parking lot is closed to traffic from 7:40-8:05 AM and from 2:30-3:00 PM for the safety of the children. Cars may not enter or leave the parking lot between those times. Car engines MUST be turned off while parked in the school yard.**

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.

## Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or 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 year's objectives, the student progresses to the next grade. Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. 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 following are specific criteria used by teachers as they consider a recommendation for retention:

Level	Behavior
Kindergarten	Evidence that the child is immature and not meeting program expectations
Grade 1	Evidence of developmental immaturity and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grades 4-6	Failures in Reading and Mathematics <i>OR</i> Failures in Reading or Mathematics and failures in <i>two</i> of the following subjects: Religion, Science, Social Studies, Language Arts
Grades 7-8	Failures in Reading and Mathematics <i>OR</i> Failures in Reading and Language Arts <i>OR</i> Failures in Reading or Mathematics or Language Arts and failure in <i>one</i> of the following subjects: Religion, Science, Social Studies

Generally a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6-8).

When the probability of retention arises, parents of students in grades 1-8 will generally be informed *no later than the third report card*. In early May, the parents, teacher(s), and principal will confer to discuss a final decision. The decision of the principal is final regarding promotion and retention.

## Proper Heading on Papers

Student's First and Last Name	Date
Saint Gabriel School	Grade
Subject and page numbers	

## 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. Only the principal may approve the release of a student for a pre-arranged appointment.

It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or and adult designated by the parent. If a parent cannot be contacted, the school will contact the name listed on the child's emergency form. Emergency forms are completed in September and **must be updated as necessary.**

### 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.

Daily Religion class, school and individual class Masses, opportunities for receiving the sacraments, and prayer are some of the means used to impart the knowledge and practice of our faith.

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.

### Report Cards/Progress Reports

In Grades K-8, the report card is distributed at the end of each Quarter (4 times a year). At the end of the first marking period, report cards are distributed to parents of students in Grades K-8 at an individual Parent-Teacher Conference held in November; at the end of the third marking period, report cards are distributed to parents of students in grades 5, 6, 7, and 8 at an individual Parent-Teacher Conference held in January/February. At the end of the other quarters, the report card is given directly to the student. However, a teacher may withhold the report card and request a Parent Conference if needed.

Parents will be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity. Progress Reports/Deficiency Notices may be distributed periodically throughout the school year to students in Grades K-8.

Pre-Kindergarten parents will have the opportunity to discuss their child's progress in individual conferences on scheduled days during the year.

In order for students to receive report cards, all financial obligations must be met (see **Financial Policy**).

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the school office a self-addressed stamped envelope and the report card will be mailed after the last day of school.

### **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:

**Summative Assessments** (unit tests, chapter tests, final projects) – 45%

**Formative Assessments** (quizzes, daily evaluations) – 25%

**Classwork/Participation** – 20%

**Homework** - 20%

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 5-8). This Final Grade will be recorded on the student's permanent record. Numerical marks are recorded on report cards for Grades 1-8. Passing is any mark 70% or above or any mark of D or higher. 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 because the class meets for less than 120 minutes per week.

Letter grades are recorded on PreK and Kindergarten report cards.

**Character Development** (see also **Discipline Policy**)

The conduct mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student

1. follows class and school rules
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self control
6. listens attentively
7. uses technology appropriately

Conduct Grade	Number of Checkmarks
A	0
B	1 or 2
C	3
D	4
F	5 or more

**Please note that if more than one teacher (either academic subject teacher or special subject teacher) reports a behavioral issue, the student's Conduct Grade will be no higher than C.**

**Honors** (see Honor Roll)

### **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.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects on the final report card will be required to take a remedial course during the summer. 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 will notify the parent directly.

The purpose of summer school is to provide a positive, professional continuation of skills that the student is lacking. Non-attendance or unsuccessful performance at required summer school means that the student will not be invited to return to Saint Gabriel School. The summer school report card must be submitted to the office in September. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring has been approved by the principal for the remediation, it must be undertaken by a qualified teacher.

## **Suspension** (see **Discipline Policy**)

## **Telecommunications Policy** (see **Appendix**)

### **Telephone**

#### ***Messages***

Students may not be called to the phone during the day. The school cannot accept telephone messages for students except in case of emergency. Please note that teachers are not available to come to the phone during class hours. Parents may contact the school office and ask that the faculty member return their call during a prep period or after classes during normal business hours.

#### ***Use***

Emergencies arise which make it necessary for students to call home. On such occasions, students should ask permission from their teacher to use the telephone in the school office or their cell phones. Students are discouraged from calling home for forgotten articles, i.e., homework, gym supplies, lunch, etc. Children in our After-School Program are not permitted to use their cell phones while in our care.

### **Tests**

Saint Gabriel 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 and tests regularly. After the test is graded, it will be sent home (in most cases on Tuesdays) for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes and tests to sign on a regular basis, the parent should contact the teacher. Students in Grades 3 through 8 are required to take Mid-term Exams in January and Final Exams in June. Students who are absent for any of these tests must present a doctor's note upon return to school regardless of the number of days absent. Failure to do so will result in 10 points automatically deducted from the test grade.

### **Transfers and Withdrawals**

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, each 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).

## **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.

#### ***Summer Uniform (Optional)***

As a general rule, the summer uniform may be worn from the beginning of May through mid-October. Actual dates will be determined each year and parents will be notified by letter and on the monthly calendar.

#### **Boys:**

Navy blue, knee-length shorts *or* navy blue uniform pants with belt

White knit polo shirt embroidered with school name (Shirts are to be neat, not oversized, and tucked into the shorts/pants.)

Black or brown shoes, *or solid* black sneakers with dark socks are worn with the long pants;

*solid white sneakers with white athletic socks may only be worn with the shorts*

Navy blue sweater or gray Saint Gabriel sweatshirt, if necessary

#### **Girls:**

Light blue, knee-length skirt or skort (Skirts are **not** to be rolled at the waist.)

White knit polo shirt embroidered with school name (Shirts are to be neat, not oversized, and tucked into the skirt/skort.)

Black, brown or navy shoes, *or solid* white or black sneakers, with white ankle socks or white knee socks

Navy blue sweater, white cardigan sweater, or gray Saint Gabriel sweatshirt, if necessary

#### ***Regular Uniform***

#### **Boys:**

Navy blue pants worn with a dark belt (no corduroy, jeans, baggies, or cargo pants)

White or light blue dress shirt, long- or short-sleeved (Shirts are to be neat, not oversized, and tucked into the pants.)

Gray/blue plaid school tie

Navy blue sweater: cardigan, vest or pullover

The gray Saint Gabriel sweatshirt may be worn over the sweater as outerwear. Other sweatshirts and other colored sweaters are not permitted. (Sweatshirts are not to be worn in the classroom.)

Black or brown shoes, or solid black sneakers (Boots and high top shoes are not permitted. In inclement weather, snow boots may be worn to and from school; students should change into their uniform shoes when they arrive in their classrooms.)

Dark socks

Hairstyles (see **Hairstyles**)

Jewelry should be minimal: watch, small medal or crucifix on a chain (Earrings, bracelets, visible piercings and tattoos are not permitted.)

**Girls:**

Gray/blue plaid *knee-length* jumper, Grades 1-4

Gray/blue plaid *knee-length* skirt, Grades 5-8 (Skirts are **not** to be rolled at the waist.)

White blouse or white turtleneck knit shirt (Blouses/shirts are to be neat, not oversized, and tucked into the skirt.)

Navy blue sweater: cardigan or pullover

The gray Saint Gabriel sweatshirt may be worn over the sweater as outerwear. Other sweatshirts and other colored sweaters are not permitted. (Sweatshirts are not to be worn in the classroom.)

Black, brown, or navy shoes, or *solid* black sneakers. Heels higher than 1 inch are dangerous and may not be worn. Clogs, sandals, boot-type shoes, and boots are not permitted. In inclement weather, snow boots may be worn to and from school; students should change into their uniform shoes when they arrive in their classrooms.)

Navy blue knee socks or white ankle socks, or navy blue or black tights

Hairstyles (see **Hairstyles**)

Jewelry should be minimal: watch, small medal or crucifix on a chain, one pair of small stud earrings (Hoop earrings, dangling earrings, and bracelets are not permitted. Other visible piercings and tattoos are not permitted.) No makeup, colored nail polish or tips.

**Girls and Boys:** The presence of anything that proclaims a current fad is not permitted.

***Gym Uniform***

**Boys and girls** wear the same uniform:

Navy blue tee shirt with the Saint Gabriel emblem

Navy blue gym shorts with the Saint Gabriel emblem or solid navy blue knee-length mesh shorts

Sneakers and white athletic socks

***Optional gym sweat suit***

Navy blue sweat shirt and pants with the Saint Gabriel emblem

On gym days the gym uniform is to be worn to school. The Saint Gabriel sweat suit or the regular school uniform is to be worn over the gym uniform. From the beginning of May through mid-October (i.e. when students are in summer uniform), students need not wear the sweat suit over the gym uniform.

***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.

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. When appropriate, children should be instructed in the use of deodorant. Hair should be clean and well-groomed.

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.

**Use of School Grounds**

Saint Gabriel School does not have staff available to supervise students present on the school grounds before 7:40 AM and after 2:45 PM. Students should not arrive on the school grounds prior to 7:40 AM and parents must arrange to pick up at dismissal time.

Students and parents must observe the regulations stated on the sign posted in the school yard regarding its use.

### **Vacations**

Saint Gabriel School cannot approve of students being removed from school for vacations since such absences are illegal. Parents and students must realize that it is impossible to re-teach the work missed due to vacations. It is not the teacher's responsibility to have work prepared to give a student prior to absence for vacation. All missed work, assignments, and tests must be completed within one week after returning to school from vacation. Vacations should never be planned during major testing periods.

### **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.

Parents who wish to be Lunch Supervisors are paid from the Lunch Supervision Fee collected from each family. Information and orientation are given before the beginning of the school year.

**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



## **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 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-authorized 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 school 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.

# Technology Use Agreement for 2017-2018 School Year for Saint Gabriel School

## User

I understand and will abide by the technology use 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 initiated.

**User's name** (please print):

---

**User 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/Guardian's name** (please print):

---

**Parent/Guardian Signature:**

---

**Date:** \_\_\_\_\_

**Saint Gabriel School**

**Parent Signature Page – Return Due Date: September 30, 2015**

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

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Grade 2 or above Student's signature)