

*St. Denis-St. Columba*

*Parent–Student  
Handbook*

*2018-2019*

# WELCOME TO ST. DENIS-ST. COLUMBA SCHOOL

Dear Parents and Students,

Welcome to the community of St. Denis-St. Columba School! We are pleased to present the Parent-Student Handbook to you so that you will know more about the school and how we will work together for the education of your child.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community service, reverence and leadership.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

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## School Philosophy

Saint Denis-Saint Columba's philosophy of education is rooted in the mandate to "Teach as Jesus Taught." To this end, we promote in the children an awareness of the Presence of Christ in the world and the ability to see the magnificence of God through a body of knowledge. We seek to prepare students to live in the world as responsible Christians who are witnesses to Christ.

Our challenge is to foster an active Christian community that strives to meet the spiritual and academic needs of each student. Our desire to infuse Christian virtues is accomplished through the teaching of doctrine, a deep commitment to prayer life, and dedicated service to others. We endeavor to heighten the students' awareness of our personal and moral responsibility not only to find Christ in others, but also to demonstrate His virtues in every aspect of our daily lives.

In light of our strong partnership with parents, we seek to work constructively with them and with the larger community in developing young minds and hearts for Christ. Our commitment is to develop the gifts, aptitudes and talents of the children entrusted to our care and to promote within them strong Christian virtues and habits of heart and mind. We recognize parents as the primary educators of their children and work cooperatively to insure and cultivate example that is Christ-centered.

We believe that the purpose of Catholic education is to nurture a faith that is deeply rooted in the Gospel message. The commitment of Catholic Schools to reflect Christ's values and a Christian moral code renders a profound service to a society that depends on spiritual values and good moral conduct for survival.

## **MISSION STATEMENT**

The aim of St. Denis-St. Columba School is to promote educational excellence in a balanced and faith-centered environment. We commit ourselves to the development of strong, moral students who are marked by respect for one another and by concern for the local and larger community. We ascribe to the principle that our educational programs, our services, our total commitment, are designed to foster academic success in the shared pursuit of learning. We believe that the ideal of education is rooted in the values of understanding and compassionate involvement and that all our endeavors are designed to reflect the Person of Our Lord, Jesus Christ. Furthermore, we accept our mandate to provide a healthy and solid education that is both challenging and supportive, creatively and consistently distinguished by high standards while remaining cognizant of the needs and potential of each student. We believe that we share a sacred partnership with parents in shaping, forming and leading young minds and hearts to Christ. To this end, we provide a spiritual, academic and social environment that nurtures the truths of timeless faith, the joyful anticipation of hope and the constancy of love. These values are expected to find credible manifestation in personal and collective self-sacrifice.

## **GOALS**

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is the call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.

Thus, one critical measure of the success or failure of the educational ministry is how well it enables people to hear the message of hope contained in the Gospel; to base their love and service of God upon this message; to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition. This reality recognizes the fact of evil and personal imperfection, while consistently affirming hope.

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but also their activities on the Christian teaching of the essential equality of all persons. Through God's providence, Christ's love, and the conviction of humanity's supernatural destiny, these lofty ideals are realized.

Saint Denis-Saint Columba School recognizes that each child is an individual, a unique human being with his/her own personality, interests, abilities, and problems. Each one comes from different backgrounds, pursues different goals, and learns at different rates of speed. We try to treat each boy and girl as an individual child of God destined to live in the newness of Christian life and in the holiness of truth.

## **WE AIM TO:**

- further the development of the children's intellectual, religious and moral training, so that they may fulfill their potential in this world, and attain their ultimate goal of heaven;
- cooperate with parents in the basic character formation of their children, and in the development of life skills which will assure them of a significant role in the shaping of their own destiny and that of the world;
- create a challenging and stimulating environment which will foster behavioral and academic success;
- recognize and respect the partnership we share in the education of children;
- educate in a safe, caring, Christian environment which is consistently governed by respect and constructive discipline. Our task is fundamentally a blend of faith, culture and life.

# **Administration, Faculty and Staff of St. Denis – St. Columba School**

<b>PRINCIPAL</b>	Sr. Kathleen Marie, CR
<b>KINDERGARTEN</b>	Miss Kathleen Tucker
<b>GRADE 1</b>	Mrs. Michele Dillon
<b>GRADE 2</b>	Mrs. Sharon Senno
<b>GRADE 3</b>	Mrs. Jeanne Barber
<b>GRADE 4</b>	Ms. Deirdre Hickey
<b>GRADE 5</b>	Mrs. Beth Utter
<b>GRADE 6</b>	Mrs. Diana Spera
<b>GRADE 7</b>	Mrs. Genevieve Sheridan
<b>GRADE 8</b>	Ms. Amanda Camilleri
<b>TEACHER AIDES</b>	Mrs. Roseann Muranelli Sr. Alice Joan, CR Sr. Lucia Marie, CR
<b>PHYSICAL EDUCATION/HEALTH</b>	Mrs. Jane Fazi
<b>MUSIC</b>	Mrs. Sandra Fisher
<b>ART</b>	Mrs. Christina Lemieux
<b>SPANISH</b>	Mrs. Nydia Cardona
<b>LIBRARY</b>	Sr. Lucia Marie, CR
<b>ADMINISTRATIVE ASSISTANT</b>	Mrs. Barbara Marrero
<b>COMMUNICATION AND ADVANCEMENT</b>	Mr. Robert Krebs
<b>NURSE</b>	Mrs. Cynthia O'Connor
<b>ADAPP COUNSELOR</b>	Ms. Alexa Accardi

**St. Denis-St. Columba School  
849 Route 82 PO Box 368  
Hopewell Junction, NY 12533**

**School Telephone: 845-227-7777  
School Fax: 845-226-8470  
School Website: [www.stcolumba.net](http://www.stcolumba.net)**

## **Academic Program**

The curriculum is the sum, the TOTAL, of all the learning experiences the child has inside and outside the school, which are utilized by the school to further the aims of education. It includes every classroom activity, every auditorium experience, every field trip, and every library and playground activity undertaken by the children.

The curriculum encompasses what each child does, as well as what is done with others. It includes each child's growth in the tools and skills required for learning each child's guided mastery of facts and integration of these into meaningful spheres of knowledge. It includes each child's development of attitudes and appreciations and standards.

The curriculum is the nurturing of each child's moral and spiritual growth, the guidance of each child's social, emotional and physical progress. It is the business of the school. It is the medium through which teachers make a personal contribution to the children assigned to their care. ESSENTIALLY, CURRICULUM IS EVERYTHING THAT GOES ON IN THE SCHOOL!

“More than any other program of education, the Catholic School has the opportunity and obligation to be unique, contemporary and oriented to Christian service. **Unique** because it is distinguished by its commitment to the threefold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living. **Contemporary** because it enables students to address with Christian insight the multiple problems which face individuals and society today; **Oriented to Christian service** because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others.”

*To Teach as Jesus Did*  
*National Conference of Catholic Bishops*

### **RELIGIOUS EDUCATION**

Religious Education is part of the process by which the church community hands on to each new generation the faith that marks us as God's people. For the Catholic student, learning about God and His love for us is a lifelong journey.

Parents are the first, that is, the primary teacher of their children in the ways of faith. We at St. Denis-St. Columba School collaborate with parents to help ensure that each child is encouraged to grow in basic religious attitudes of love for God and neighbor, to form habits of prayer and worship, and to engage in works of Christian service to others.

The teaching of Religion is of primary importance at Saint Denis-Saint Columba School, and no subject takes precedence over Religious studies. To assure the daily, integrated process of developing a Christian faith community among students, faculty and parents, our school studies the Doctrines, Scriptures, and Traditions of the Church, and joins in Eucharistic liturgical celebrations throughout the year. PARENTS SHOULD BE DILIGENT IN ASSURING THAT THEIR CHILDREN ATTEND EUCHARIST CELEBRATIONS ON SUNDAY AND HOLY DAYS OF OBLIGATION. All students, regardless of individual religious affiliation, are required to participate in Religion classes, tests and/or liturgical celebrations.

**The catechism of the Catholic Church and the Guidelines for Religious Education K-8 (Archdiocese of New York)** form the basis of the Religious Education program for St. Denis-St. Columba School.

## **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 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.

## **LITURGY AND WORSHIP**

The unique nature of a child's prayer life and his/her concept of God differ dramatically from the adult faith of a mature Catholic. Catechesis for the child must strive to build upon his/her budding faith in a slow and reverent way, while encouraging him/her to develop according to his/her own pace, style and level. Regardless of age, the life of every Catholic must necessarily revolve around liturgy, and the students of St. Denis-St. Columba School are encouraged to value prayer. This will encourage both parents and children to meet their religious obligations and responsibilities to each other and to those in the community. Students attend Mass monthly during the school year and participate in other various para-liturgical activities.

The Mass is the center of our Christian life. It is the celebration at which we join with our school family to pray and to receive Jesus in the Holy Eucharist. Individual grade levels prepare the liturgies, thus enabling them to grow more deeply in faith and to actively pray for the needs of our world. Students must exhibit utmost reverence for Jesus present in the tabernacle. They should bless themselves at the Church entrance in remembrance of their Baptism; genuflect before entering the pew; kneel in recognition of the Presence of Jesus in the tabernacle, participate enthusiastically during the liturgy and remember that we are in the house of God; only our very best behavior is acceptable.

All students attend Mass on the designated Holy Days of Obligation. Respectful participation of every child is required at school liturgies.

## **CHRISTIAN SERVICE**

St. Denis-St. Columba School recognizes that service toward neighbor is a necessary part of any Religious Education program. Instruction and worship naturally flow into service for others. Showing our love for others takes many forms at St. Denis-St. Columba School.

## **PRAYER**

Prayer is an integral part of our Catholic faith experience and is therefore a primary component of activity in our schools. Daily school-wide prayer and meditation is encouraged, as are individual classroom prayers during the day.

As a school community, we begin and end our day together with prayer. *It is important that during this time we maintain a sense of respectful quiet and attention throughout the building (i.e. in the hallway, entrance, gym, etc.).*

## **SACRAMENT PROGRAM**

Our Second Grade students receive the Sacraments of Reconciliation and First Eucharist. Our Eighth Grade students receive the Sacrament of Confirmation under the direction of their respective Parish Catechetical Program. All students, regardless of the grade, are encouraged to practice the faith and to develop a deep spirituality that will sustain them throughout their lifetime.

## **SCHOOL CURRICULUM**

St. Denis-St. Columba School provides instruction in the following areas in accordance with the New York State Education Department and the Archdiocesan Essential Learning Guidelines.

Mathematics	English Language Arts	Physical Education
Science	Social Studies	Art
Computer Technology	Library K-6	Music
Instrumental Program	Enrichment Spanish Program 5-8	

### **Integrated Algebra I**

St. Denis-St. Columba School offers an Integrated Algebra 9 program to select eighth grade students who exhibit exceptional aptitude based upon standardized testing results and specific recommendations by teachers.

### **Band**

St. Denis-St. Columba School provides the opportunity for an independent band program held every Tuesday after school hours. This program is offered to students in Grades 3-8 and is administered by the Paul Effman Music School.

## **School Policies**

### **ACADEMIC EXPECTATIONS**

St. Denis-St. Columba School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

### **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 this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

### **HOMEWORK**

Homework is an essential part of the instructional program and reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

Homework is meant to be an application or an extension of classroom learning experiences. It develops proper study habits, time management, and individual responsibility. Assignments are given to provide students with the opportunity to demonstrate mastery of skills and concepts previously taught. Students are required to complete all homework, and it is recommended that parents or guardians sign or initial the completed homework. Parents are asked to check assignments before they are handed in. This is essential in order to ensure accuracy and neatness. All class work and homework must be completed, well organized and neatly written. Homework assignments may take the form of short written

assignments, study assignments, projects and long term assignments. The *approximate* time allotments for homework (written and study) are as follows:

Grades K	<i>may be given short homework assignments related to curriculum</i>
Grades 1 & 2	<i>approximately 30-40 minutes</i>
Grades 3 & 4	<i>approximately 45-60 minutes</i>
Grades 5 & 6	<i>approximately 90 minutes</i>
Grades 7 & 8	<i>approximately 120 minutes</i>

Students are required to complete all homework.

In the case of an absence, all requests for homework assignments and books must be made through the office before 11:00 a.m. and picked up from the table in the cafeteria at the end of the day by a parent. Students are not permitted to interrupt classes during the day to obtain homework for absentees. Homework must be picked up on Friday no later than dismissal. Work will not be left out over the weekend.

## **GRADES AND GRADING**

Report cards are distributed four times a year for Grades K to 8. The report card is an important part of the ongoing communication between the school and the home.

## **ACADEMIC ACHIEVEMENT**

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects. The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as classwork/participation, homework quizzes, formative assessments and summative assessments. **There are no grades for Computer Technology or Library as these two areas are to be supportive of, and integrated into, the total learning process.**

Foreign Language will be given a letter grade if the class meets less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades, the mid-year and end-year tests. This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- A **4-1 scale** is used to evaluate student progress toward grade level standards in each core subject area.
  - **4: Meeting Standards with Excellence**  
Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - **3: Meeting Standards**  
Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - **2: Approaching Standards**  
Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - **1: Below Standards**  
Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
  - **N/A: Not Assessed** Students were not assessed on these standards this quarter



- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

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

### **Character Development**

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category .

### **HONOR ROLL**

The Honor Roll Policy at St. Denis-St. Columba School is as follows::

Grades 5-8	First Honors	93%-100% overall average; no grade less than 90%
	Second Honors	88%-92% overall average; no grade less than 85%

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it. ***Please note: Excessive tardiness or excessive unexcused absences may affect your child’s ability to be on the honor roll.***

### **REPORT CARD DISTRIBUTION**

Report cards are distributed in November, February, April, and June. Parent-Teacher conferences are held in November for students in Grades K-8. Report cards will be withheld if financial obligations have not been met and any fees or tuition are outstanding.

Final report cards may not be given before the last day of school. In the event that a student will leave school prior to the last day and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

If a student is experiencing academic difficulties, parents are notified by the classroom teacher. **Parents who have children in Grades 1-8 have access to EDUCATE and can view their children’s progress regularly.** It is important for parents to keep the lines of communication open with their child’s teacher(s). If it becomes necessary for a parent to speak to a teacher because of an academic or a disciplinary problem, appointments for a conference can be made by way of a written request or a phone call to the school.

### **RETENTION/PROMOTION/FAILURE POLICY**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program’s objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held periodically with the parents to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

- *The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:

LEVEL	ACADEMIC PERFORMANCE
Kindergarten	Evidence that the child is not meeting academic expectations of the program
Grade 1	Evidence of insufficient developmental progress and a failure in ELA
Grade 2	Failure in ELA (English Language Arts)
Grade 3	Failures in ELA and Mathematics
Grade 4, 5, 6	Failures in ELA and Mathematics, or Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies
Grade 7,8	Failures in ELA and Mathematics or Failures in ELA or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and Social Studies

- The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:
  - failure to complete assignments
  - failures on multiple summative assessments
  - repeated scores of 1 ("below standards") in several standard domains on report card

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

If a student completes all requirements for promotion or graduation, a family cannot self-select the students to be retained in their grade.

## **ASSESSMENTS**

In addition to class and school exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan Religion test, Annual Standardized Tests, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided.

Archdiocesan Test (will be used as the student's End-Year Examination)

<b>Archdiocesan Religion End-Year Examination</b>		
Religion Test	Grade 3 to 8	June

Interim Assessments

<b>Interim Assessment – Administered Three Times per Year</b>	
Grades K-8	NWEA MAP Interim Assessment

New York State Assessments

<b>New York State Testing</b>	
<b>Grades</b>	<b>Tests</b>
3-8	English Language Arts and Mathematics

The faculty of St. Denis-St. Columba School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

## **Accidents**

St. Denis-St. Columba School has student accident insurance coverage for all students providing valuable protection against accidental injuries occurring during school hours or during school sponsored and supervised activities. Student accident insurance is included in the school's yearly fees. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance is usually secondary to the parent's own medical insurance coverage.

## **Admission Policy/Application/Registration**

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

The process for admission to the school is: parents must complete the school application form and provide all required documents. For regional schools, this application is found online and is processed through

TADS Admissions. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child. For regional schools, this notification occurs via email.

While admission is on a first-come, first served basis, the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

A parent/guardian may not be permitted to re-register his/her child for any of the following reasons: continual disciplinary problems, lack of parental cooperation, problems with tuition payments, or excessive tardiness or absences.

### **After School Program**

An After School Program is available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified **IN WRITING** by the parent. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

St. Denis-St. Columba School has a supervised After School Program for the students who attend our school. This program runs 5 days a week from 2:50 p.m. to 6:00 p.m., and from 12:00 noon to 6:00 p.m. on half days from September to June. It is held on scheduled school days. Various activities are provided, in addition to homework help time. The cost is determined by the number of days and/or hours used.

### **Announcements**

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

### **Arrival and Dismissal Procedures**

#### **Drop Off and Pick Up Procedures**

In an effort to keep the flow of traffic smooth and safe for all of our children, we ask that **all cars park in the back parking lot by the kitchen and cafeteria**. The buses will be lined up in the front of the school and in the convent parking lot. Cars are to exit via Sr. Grace's Way. Under no circumstance shall a car pass any school bus that is loading or unloading students.

#### **ARRIVAL**

**The School Day officially begins with prayers at 8:00 a.m.** Students may arrive at school between 7:40 and 7:55 a.m. **(There is no supervision available before 7:40 a.m. each morning)**. Upon arrival, all bus

students and those dropped off by car will come into the school via the main office doors and go immediately into the gym. If a child arrives late, they are to enter through the locked glass doors by the front office. ***Parents must then provide their children with a late note if they arrive AFTER 8:00 a.m.*** All students will be supervised by school personnel and escorted to their homerooms by their teachers after morning prayers at 8:00 a.m. PLEASE NOTE: **If students are not present for morning prayers each day, they are considered late.**

## **DISMISSAL**

### **Bus Riders**

The students will line up in the gym at 2:50 p.m. for afternoon prayers and dismissal. Teachers and students will stand quietly with their assigned bus lines. When their bus is called, the assigned teacher will lead the students in an orderly line out into the parking lot to their buses. All bus students will be dismissed through the Religious Education doors.

### **Car Riders**

The students will line up in the gym at 2:50 p.m. for afternoon prayers and dismissal. The students will stand quietly with their assigned “pick up” line. After prayers, the front doors will be unlocked. The parents “picking up” will enter through the front glass doors, file into the lunchroom to meet their children, and exit through the back door into the parking lot. **NO ONE WILL BE PERMITTED TO EXIT THROUGH THE FRONT DOORS** because the buses will be lined up in the front of the building for dismissal. The purpose of this procedure is to keep the flow of traffic smooth and safe for all involved. Parents are asked park in the back parking lot by the cafeteria and kitchen and to exit using Sister Grace’s Way.

When school is in session for a half-day, students are dismissed after prayers at 11:55 a.m. If there is any change in your child’s transportation plans, change in designated driver, or who picks up your child, it is **important** that the **school office be notified in the morning with a note** from the parent or guardian.

### **Arrival and Dismissal on NO Bus Transportation Days**

On days where there is no bus transportation, the arrival and dismissal procedure will be as follows:

### **ARRIVAL**

We ask that parents pull up their cars in front of the school and simply drop off the students by the Religious Education entrance doors. The students will go immediately into the school gym. Parents will not be permitted to walk the students into the school building.

## **DISMISSAL**

### **Arlington Bus Student Pickup**

Parents will park their cars in the parking lot, enter the front glass doors, and go directly into the lunchroom to pick up their children. Parents will then exit with their children through the back lunchroom exit into the back parking lot.

### **Wappingers Bus Student Pickup**

Parents will park their cars in the parking lot, enter the front glass doors and go directly to the gym to pick up their children. Parents will then exit with their children through the back gym exit into the back parking lot.

### **Request for Early Arrival and Dismissal**

Parents are requested to make doctor and dental appointments after school hours. It is very difficult to maintain satisfactory classroom mandates and/or assignments if frequent early dismissals are the norm. If it is absolutely necessary for a pupil to be dismissed early, a written request must be submitted to the office by 11:00 a.m. stating the reason for the request. On half days, the written request must be in by 9:30 a.m. This arrival/d dismissal directive is to insure that your child knows that he or she must ride the school bus. If pickup is a temporary situation for one or several days, a note to the teacher is required.

Telephone requests for early dismissal will be honored only in case of emergency. Parents or guardians must enter the building and sign the child out of school. Students are expected to arrive on the bus, or if driven in, at 7:45 a.m. If a child oversleeps or is late legitimately, please bring him/her to school. Lateness is better than absence.

### **Asbestos Statement**

St. Denis-St. Columba School is in compliance with A.H.E.R.A. All asbestos is contained and in good condition. In compliance with State and Archdiocesan directives, the school is inspected twice a year.

### **Attendance/Tardiness**

Regular attendance at school is helpful in teaching the children that education is important. Regular school attendance helps to develop habits, which will carry over into the child's working life as a responsible adult. When students are absent from school or arrive late, their quality of education is lessened. Their attitude about learning also suffers. They become frustrated because they have missed explanations and/or discussions necessary to an understanding of the lessons presented.

Parents/guardians should make every effort to have children attend school daily and on time. Prompt, regular attendance is absolutely essential to academic success. It is expected that these good habits are fostered in each child for the benefit of current academic achievement and to encourage good adult behavior for the future.

It is understandable that a child can be absent from school occasionally due to an illness or appointments with a doctor or a dentist. A child who is ill cannot function in the class should not be in school to pass on his/her illness to other children. A child should be fever free for a period of 24 hours before returning to school.

### **Attendance:**

1. Students are **required to bring a note of excuse to school when they have been absent.** If a child is absent for three or more days, **a note from the doctor is required upon return** stating the nature of the illness and certifying that the student is able to return to school. Parents are asked to call the school nurse after three days of absence.
2. The student is responsible to make up work, tests and quizzes, which were missed during each day of absence at the discretion of the teacher.
3. Please refer to the school calendar for legal, scheduled vacation time. All other vacations are counted and reported in our attendance record as illegal absence. If a vacation is chosen other than that allocated by the school, parents are asked NOT to request assignments for their child/children. However, students are expected to make up missed work upon their return and are responsible for the content of the teaching.
4. Doctor or dental appointments should be made for after school or on Saturdays, if possible. If it is

necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. If this is someone other than the parent, he/she must provide evidence (driver's license etc.) that he/she has authorization to pick up the child. A written note must be sent in with the child in the morning prior to pick up, indicating the name of the person who will be responsible for taking the child from the school.

5. A note must be presented for all absences indicating the specific reason for the absence. This note should include the child's name, date of absence, class, reason for absence, and the signature of a parent/guardian. Failure to present this note necessitates that the student be marked as "illegally" absent.

#### Excused Absence

A child is legally absent from school for the following reasons: sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.

#### Tardiness

A child should come to school even though he/she may be late. All tardiness is recorded and marked on the report card. Parents will be consulted about chronic tardiness and the child may be required to make up time missed.

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

### **Birthday Parties and Invitations**

Cupcakes or some similar small treat may be brought into school for a child's birthday. Please be aware of student allergies. "Goodie Bags" are not permitted. All students in the class must be able to participate in this celebration. Parents are asked to not have their child distribute invitations to parties etc. unless the whole class is invited. Invitations not including the entire class must be sent from home.

### **Books and School Materials**

All 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 are in violation of this policy.

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

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a. the pupil's name be placed in the space provided in each book;
  - b. the teacher make a record of the number of the book;
  - c. the teacher make a record of the condition of the book;
  - d. in September, each child will put a clean cover on each textbook received;
  - e. in June, all textbooks are collected, extra materials and covers are removed;
  - f. all workbooks are collected in June.

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been used. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed and are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents per day per book fine, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Students must assume responsibility for their books. Books are on loan to the children and must be cared for throughout the school year. Every book is to be covered by a protective jacket. All hardcover and soft cover books should be covered by the first full week of school. All books are to be maintained in the best possible condition. Textbooks, workbooks and notebooks are to remain free of “scribbling and doodling”. Parents and students are responsible for keeping textbooks, workbooks, notebooks, library books, etc. in good condition. Books must be carried to and from school in a book bag. If a book is lost or destroyed, payment must be made before report cards will be given.

### **Bus Transportation and Discipline**

Busing is provided to students within a 15-mile radius from the school. The public school district where the student resides provides and manages this service. If a student is to take a different bus from school a note must be submitted to the principal at the beginning of the school day. ***Please note that a student may not ride a bus outside of the district where he/she resides (e.g. a Wappingers District student cannot ride an Arlington bus).***

To obtain student transportation in school districts outside of New York City, parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district. Parents must contact their local public school district to determine their eligibility.

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

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

### **Change of Address, E-mail, Phone**

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification. ***Please note that St. Denis-St. Columba School extensively utilizes electronic communication. Failure of a parent to keep the office informed of changes in e-mail addresses will result in the inability to receive important school information.***



## **Charter for the Protection of Children and Young People**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

### **Child Abuse Laws**

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

### **Child Custody**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

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

### **Communication**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher, and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or in the parking lot. A parent who is refused such a meeting should notify the Principal.

In keeping with the Church's principle of subsidiarity, problems or concerns that arise should be first addressed with the person or persons involved before going to the higher authority. Attempting to work out difficulties mutually is consistent with the demands of the Gospel. Positive communication between home and school is essential in helping to provide the best education for each student. When problems or concerns arise, parents should immediately contact the school to speak with the teacher or make an appointment to meet with the teacher/principal. This will help alleviate any misunderstanding. 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.

***Spontaneous visits to the classroom or during lunch/recess to speak with a teacher are not permitted.*** It disturbs the learning process. If you need to speak with a teacher or the principal, please make an appointment by telephone or letter.

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.

### **Communication via Email**

All weekly communication will be sent home each week via email. This email will contain important information, reminders, directives and upcoming events for the week. It is important that parents check their email regularly for these and any other communications from the school and to be sure the school has their updated email address on file. Parent newsletters are also posted on our school's website at [www.stcolumba.net](http://www.stcolumba.net).

## **Confidentiality**

There is a professional and legal moral ethic that requires **all persons** (faculty, staff, volunteers) to safeguard all student information of a privileged nature, *including student academic performance, behavior, health, disabilities and related matters*. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact 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 Service Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. A sense of confidentiality should prevail.

## **Contacts with the Media**

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office, otherwise, they must fill out the photo/video release form. This media authorization and release is embedded within the online registration process, so the written form is not required, unless a family wishes to change their preference during the course of the school year.

## Courtesy

Courtesy and respect between and among teachers, students, parents, school staff and visitors are expected of the entire community. Please encourage your children to:

- greet all adults with “good morning” or good afternoon;”
- offer to help carry materials, hold doors open and provide assistance to others when it is required;
- say “please,” and thank you,” as well as, “excuse me,” in the appropriate situations
- be courteous to other students;
- not bully, nor express gender bias, nor harass students with comments about a person’s physical appearance, academic status, sports acumen or other personal characteristics.;
- address faculty and staff members by their proper title, example, Father, Sister, Mrs. Mr. etc.;
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from the use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing and dress).

## Crisis Plan

St. Denis-St. Columba School has developed a crisis plan according to Archdiocesan policy. Should a crisis require evacuation from St. Denis-St. Columba School, students will be brought to a safe place located at St. Columba Church or the East Fishkill Community Center, where parents may meet their children.

In the case of an emergency, crisis, etc., parents will be contacted through our school *IRIS Instant Alert System*. It is important that each family keep their contact information updated at all times so that you can be notified in the case of an emergency situation.

## Daily Schedule

**The following schedule will be observed by Grades K through Grade 8:**

<b>7:40-7:55 a.m.</b>	Students Arrive at School
<b>8:00 a.m.</b>	Morning Prayers in Gym
<b>11:45-12:45</b>	Lunch/Recess
<b>3:00 p.m.</b>	Prayers and Dismissal

Before 7:40 a.m. St. Denis-St. Columba School does not have staff available to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:40 a.m. and parents must arrange pickup at dismissal times, unless the students are enrolled in the After School Program.

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

## **Discipline Code for Student Conduct**

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; 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 or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items 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 (principal inserts here) students are often given (principal inserts here conduct referral, detention, demerits, etc.) Repeated violation of these rules and regulations may result in suspension from school or the non-reregistration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense. It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any

other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

### **Virtue-Based Restorative Discipline Consequences**

Every student has the right to learn in an environment free from distractions and negative annoying or violent, threatening behaviors. With this in mind, *a Virtue-Based Restorative Discipline program has been implemented at St. Denis-St. Columba School.* Behaviors that harm oneself or another's body or property, self-worth or group acceptance **may result in a virtue-based restorative consequence, which seeks to decrease the negative behaviors and to encourage students to make meaningful amends for their actions.** Students are taught the importance of making reparation (making things right) for negative behaviors that have caused harm to others.

### **Verbal Bullying**

- Teasing and taunting
- Expressing physical superiority ("I'm better than you...")
- Insulting remarks/ Calling names
- Gossiping
- Starting/spreading/increasing rumors
- Threatening physical harm
- Insulting family
- Harassing others in any way
- Insulting intelligence, ability, race, gender, etc.
- Undermining relationships

### **Nonverbal Bullying**

- Threatening or insulting gestures
- Giving dirty looks
- Defacing or damaging one's own or another's property
- Pushing, shoving, poking, stealing
- Excluding others from the group
- Playing mean tricks/jokes, initiating fights
- Hitting, punching, scratching, tripping, etc.
- Cheating
- Making someone look foolish
- Touching another in an unacceptable way

### **More Serious Bullying**

- Destroying Personal or Public Property
- Physical cruelty
- Repeated, violent, threatening gestures
- Threatening e-mail/phone calls, etc.
- Ostracizing – public humiliation - rejection
- Assaulting with a weapon

### **CONSEQUENCES**

***Repeated or More Serious Offenses*** may result in any of the following:

- Make Amends using Virtue-Based Restorative Discipline Actions
- Conference with Parent and Student
- Conduct Referral and After School detention
- In School Suspension with parent conference
- Out of School Suspension
- Conference with Parent to develop a contract
- Counseling Recommendation
- Notification of the Police
- Expulsion (according to the policy of Archdiocesan School Office)

## Dress Code

Your school uniform affirms your attendance at St. Denis-St. Columba School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing you are representing the school, and your behavior should be a credit to both yourself and the school community.

### School Uniform

#### Boys in K-8

*White dress shirt (oxford for Grades K-8) and plaid school tie*  
*Green V-neck sweater vest or pullover V-neck sweater with school name*  
*Green dress slacks (purchased at Li'l Darling Shoppe)*  
*Black/Brown belt and Dark socks*  
***Black or Brown supportive shoes with shoe laces, straps or Velcro***  
*(no slip on shoes)*

#### Girls in K-4

*Green plaid jumper and white blouse (peter pan collar)*  
*Drop waist jumper with white blouse (new First Grade students)*  
*Green cardigan sweater with school name*  
*Green or black knee socks/ tights*  
***Black or Brown supportive shoes with Shoe laces, straps or Velcro***  
*(no slip on shoes)*

#### Girls in 5-8

*Green Plaid uniform skirt and white oxford blouse*  
*Green V-neck sweater vest or pullover V-neck sweater with school name*  
*Green or Black knee socks/tights*  
***Black or Brown supportive shoes with shoe laces, straps or Velcro***  
*(no slip on shoes)*

#### Summer Uniform K-8

*Green shorts (no more than an inch above the knee) with belt*  
*White polo shirt with school logo*  
*White crew socks that reach the ankle*  
***Black or Brown supportive shoes with shoe laces, straps or Velcro***  
*(no slip on shoes)*

#### Uniform Company

School uniforms are purchased from Little Darlings Uniform Shop located on 1177 U.S. 9 in Wappingers Falls, NY 12590-4962. The telephone number is 845-298-7300

### School Shoes

**All students are to wear sturdy, supportive shoes with shoe laces, velcro, or straps. Slip on shoes, moccasins, UGGs, sandals, flip flops, or ballet type shoes are not permitted!**

#### Physical Education Uniforms

Only official "Saint Denis-Saint Columba" gym uniforms are to be worn. These uniforms are purchased at the Li'l Darling Shoppe. Students are also permitted to wear gym shorts and shirts purchased as part of the PSA "Spirit Wear" Program.

**White or Black supportive sneakers only (no colors) are to be worn on physical education days.** Students who are not in regulation gym uniform will not be permitted to participate and credit will be

deducted from the Physical Education grade. Students who are unprepared for Physical Education classes will be given a class assignment. Repeated lack of preparation will result in a failure on the report card.

No one may be excused from Physical Education without a written note to the nurse specifying the reason. Please inform the Administration, School Nurse, Physical Education Teacher and Homeroom Teacher if your child has been advised by the doctor not to participate (permanently or temporarily) in a Physical Education program. The note must be signed by the physician and routed to the above personnel.

### Summer Uniform

Shorts and Shirts with St. Denis-St. Columba School logo must be purchased at the Li'l Darling Shop and may be worn from mid-May through June and also from September to October. The beginning and end of Summer Uniform periods will be determined by the Principal. Shorts must be no more than ONE inch above the knee and a belt must be worn on the shorts; a light weight material belt is acceptable. Shirts must be tucked inside the shorts. Students may wear white socks (no low-rise, golf, slouch, ankle, racing, or any other heavy, bulky sock). **ONLY CUFFED CREW SOCKS MAY BE WORN** (approximately three to four inches above the top of the sneaker). This policy will be strictly enforced.

### "No Uniform" Dress Code

On days when students are permitted to wear clothing other than the school uniform, clothing appropriate for a Catholic school environment must be worn, e.g., clean, presentable slacks, knee-length walking shorts, skirts or dresses. If shorts are worn, they must be no shorter than one inch above the knee. "Short shorts" are strictly prohibited. No tank tops, bare mid-riffs, low cut tops or sleeveless tops may be worn. Blouses, T-shirts and/or sweatshirts must not have any offensive wording, pictures or logos. If clothing is deemed unacceptable, the student will call home for a change of clothing.

**Please mark all clothing and belongings with your child's name.** Clothing should be appropriate for all weather conditions. With the exception of severely inclement weather days, children in all grades will be on the playground. This necessitates the wearing of boots and warm clothing especially during the winter months. The complete school uniform must be worn every day from September through June, unless notified otherwise. If, for some very good reason, a student is out of uniform, please send in a note to student's homeroom teacher;

### 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. Uniforms should be neat and clean. Hair should be clean and well groomed. The boys' hair **must** be above the collar and off the face. 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 school officials.

It is understood that all students are expected to dress in a neat, clean, modest and safe manner at all times. ***The length of the girl's skirts/dresses must always be modest in every position.*** Shirts and blouses are to be tucked into pants and skirts at all times, so that the waistband and belt is visible. Oversized blouses, shirts, and pants are not permitted. All hair (boys and girls alike) should be neat, clean and appropriately styled, **above the collar (for boys), and off the face.** Trendy fad-like hair styles, color and accessories that tend to disrupt the class or contribute to a safety hazard are not permitted. Make-up, false nails and fingernail polish are not permitted. Girls who have pierced ears may wear only one pair of post earrings (no hoops or dangling earrings since these can be a safety hazard). Boys are not permitted to wear earrings.

## Drug and Alcohol Abuse Policy

In recognition of the seriousness of the drug and alcohol problems to which the children are exposed, St. Denis-St. Columba School will follow this 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 the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- 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 expulsion 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. Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy. Electronic devices include, but are not limited to, cell phones, iPads, iPhones, and other personal electronic devices. In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

For many parents cell phones are important for safety purposes, especially when their children have long bus rides or after school activities. Cell phones are not needed during the school day because the students are in a safe environment. *If for any reason a student needs to bring a cell phone to school, please send in a note to the Principal.* It will be the responsibility of the student to be sure that the cell phone is turned off and not used for any purposes during the school day. *The homeroom teacher will collect them and store them in a locked closet until dismissal.* This policy is in place for the safety of all the students in the school. Failure to abide by it will result in the cell phone being taken from the student and kept in the school office until a parent is available to pick it up.

## Emergency Procedures

### Parent Notification

#### Emergency School Closing/ Early Dismissal, etc.

There may be occasions when severe weather, dangerous road conditions, or other emergencies make it necessary to close school during the school day. If this occurs, parents will be notified via our school **IRIS Instant Alert System**. For this reason, information provided by parents on the SCHOOL EMERGENCY CARDS and on the IRIS Instant Alert System must be accurate and up to date. Parents are asked to provide the name of the person(s) and phone numbers who will be responsible for the student when he/she arrives home. Students will only be released to the person(s) indicated on the emergency card.



**Each family is responsible for keeping its IRIS Instant Alert Information current.**

#### Illness or Injury in School

If a student becomes ill or injured during the school day, a parent or guardian will be notified immediately using the information on the School Emergency Card on file in the school office. If a parent cannot be reached, the Emergency Contact Person indicated on the Emergency card will be notified.

Any ill or injured student will be given appropriate first aid measures until further instructions are provided by the parent, guardian or physician.

#### EMERGENCY INFORMATION

It is imperative that all information in the emergency contact file in the school office and on IRIS be accurate and up-to-date at all times. The school office should be notified in writing immediately should there be a change of address or telephone number (home or business.) You are asked to fill out one emergency card per family. **Please list local numbers on emergency cards. We must assure the safest and quickest route home for your child/children.**

St. Denis-St. Columba School follows the Wappingers Central School District closings regardless of the decisions of other area school districts. All other districts, if closed, will not provide transportation to our school, and therefore, children must be driven to school by parents. Please do not call the Rectory or Convent to confirm closings. In the event that no one will be at home during the school day, it is IMPERATIVE that your child/children be instructed as to what he/she should do in case of an emergency dismissal that may occur due to severe weather conditions.

### **Expectations and Responsibilities of Students**

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

- Do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

### **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. The Principal has the final determination regarding individual participation in extracurricular activities. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation.

As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick-up their children at the end of the program or activity. Students will be released only to a parent or a person specified **IN WRITING BY THE PARENT**. The school is responsible for students while they are participating in school-sponsored programs or activities in the school building or on the school playgrounds.

### **Federal and State Funded Programs**

Students of St. Denis-St. Columba School benefit from several State and Federally Funded programs which provide developmental academic services, transportation, (NYSTL) textbook loans, (NYSLIB) library books, and (NYSLL) computer software.

### **Field Trips**

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

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

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.

## **Financial Policies**

The school's policy at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual fee that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by the designated due date.

### **REFUNDS**

- If written notice of withdrawal is received by the school prior to July 1, the entire portion of the tuition due will be waived, and if paid, will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school from July 1 through August 31, 90% of the tuition will be forgiven, and if paid, will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school after August 31, refunds will be granted upon written request to the school. No refund will be made for any month in which the child(ren) attended one or more days of school in that month.

### **DELINQUENCIES**

If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

- Families who are delinquent may receive a letter from Smart Tuition immediately following the due date.
- Families whose tuition payment is delinquent 60 days may receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child/children may not be permitted to attend classes.
- Records and report cards will not be transmitted at this time and financial aid/scholarships provided will be at risk and may be rescinded.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.

### **FEES**

- Accounts with late payments will be assessed a late fee of at least \$40 for each late payment.
- Checks and electronic payments that do not clear the bank will result in a \$35 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

## **Fundraising**

The Parent-School Association conducts fundraiser to assist with the operation of the school and enhance our school community. Information about fundraising activities is typically communicated to parents directly from the PSA and through the school website.

## **Fire Drills**

Fire drills are held at least 12 times a year under the mandates of the State Education Law. Students are expected to move quickly, quietly, and in an orderly fashion to an area of safety. It is essential that when the fire signal is given, everyone obeys and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and must remain outside or in a designated area until a signal is given to return inside. Teachers will direct the students.

## **Guidance**

A guidance program is a resource available to St. Denis-St. Columba School students. Services may include counseling, psychological intervention and support for families experiencing change. Any consideration for a student referral must be discussed with the Principal prior to the actual referral. A counselor is provided to the school through the Archdiocesan ADAPP Program TWO DAYS A WEEK, and is available to any student wishing to speak with her, or to assist a student who has been referred by a teacher or parent.

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

Parents must be made aware of the intentional Catholic witness in our schools. St. Denis-St. Columba School is a Catholic school within the Archdiocese of New York and has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching Church.

## **Harassment/Bullying Policies**

Harassment/bullying regulations are grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

St. Denis-St. Columba School provides a safe environment for all. 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. Students making such threats even in jest face appropriate disciplinary action including detention, suspension, or expulsion. The Principal investigates all complaints of harassment and bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed or bullied, please notify the Principal immediately.

## **Health Program**

The School Nurse is on duty at the school five days a week. Children who become ill at school will be cared for by the School Nurse until the parents arrange transportation home. If your child appears ill before the bus arrives, please DO NOT send him/her to school. This jeopardizes the health of other students and teachers. Injuries that occur at home or away from school should be initially treated at home. If a child has a chronic illness such as asthma or a condition that warrants frequent use of the restroom, it is the responsibility of the parent/guardian to notify the school, the School Nurse and the child's teacher in writing at the beginning of the school year or when the child is enrolled in the school.

### **Contagious Disease**

If your child is absent due to a contagious disease such as chicken pox, scarlet fever, German measles, etc., please notify the School Nurse immediately and see that your child returns to school with a Doctor's note.

### **Health Care Emergency**

In the event of an accident or illness on school grounds, students should report to the School Nurse. Health regulations prevent the school from dispensing medications; however, immediate first aid and emergency treatment is available until either the parent or guardian is called. In the event of an accident or if hospitalization might be required, parents are called so that authorization may be received for appropriate care. If the parent or guardian cannot be located, students will be taken to the hospital of preference as indicated on the student's emergency cards. Parents and guardians are asked to complete emergency cards listing the name and telephone number of the family physician and the hospital of choice. Students must notify homeroom teachers if they are visiting the School Nurse for any reason.

### **Health Examination**

The NYS Education Law requires that a Health Certificate be furnished for each student upon entrance to school and for each student entering the first, third and seventh grades. If this is not addressed, the child will be seen by the District Doctor. An examination of any child may be required by the local school authorities at any time to promote the health interests of the child.

A Scoliosis examination will be given by the School Nurse during the course of the year unless a written record of this examination by a family physician is submitted yearly. No child is permitted to remain in school without proper filed immunization papers.

### **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/AIDS. Students with HIV/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:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

### **Epi-Pen Policy**

The Archdiocese of New York recognizes that severe allergic reactions leading to anaphylaxis are a life-threatening medical emergency. It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to supply the school with a *Medication Authorization Form* (see appendix) for an epi-pen;
- to supply the school with a *Self Medication Release Form* (see appendix) if the student is to self-administer the epi-pen;
- to supply the school with the epi-pen device in its original packaging as received from the pharmacist;
- to replace the epi-pen device when it expires or discolors.

It is recommended that two epi-pens be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary. The School Nurse, and when not available, a trained staff member will immediately respond to an emergency of a student for whom there is a *Medication Authorization Form* for epi-pen.

### **Illness**

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility of the parent/guardian to notify the school, the School Nurse and the child's teacher in writing in September at the beginning of the school year or when the child is enrolled in the school.

### **Immunizations**

Students are required to have all inoculations as suggested by the NYS Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

### **Medications**

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the School Nurse (or school office in the absence of the School nurse. A written statement from the parent/ guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name;
- name and phone number of the pharmacy;
- licensed prescriber name;
- date and number of refills;
- name of the medication and dosage;
- frequency of administration.

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions;
- prescriber order directing the student be allowed to carry his/her medication;
- written statement from parent/guardian requesting compliance with prescriber order;
- student has been instructed in the procedure for self administration and can assume this responsibility;
- parent/guardian contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

**PLEASE NOTIFY THE HEALTH OFFICE AT 845-226-5440 IF YOUR CHILD IS ABSENT THREE DAYS OR LONGER.**

New prescriptions are required at the beginning of each school year.

All new students must have a physical no later than 90 days prior to the first day of school.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the Principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

## **Student Abortion Policies**

### **Rationale:**

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."*

### **Policies:**

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

### **Guidelines:**

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 role of the parent/guardian of the student who obtained the abortion are taken into consideration.

## **Jewelry and Make-Up**

No bracelets of any kind may be worn. Only a watch is permitted. No other forms of remembrance, cloth, or religious "cause" bracelets are permitted. No chokers, material or otherwise, may be worn. A religious medal may be worn inside the uniform. One set of girls' earrings may be worn and they must be post earrings. They are to be worn at the lower ear lobe position and cannot be located at the top of the ear. **No dangling earrings are permitted. Boys may NOT wear earrings.** No make-up of any kind is permitted. This also includes the prohibition of nail polish. All hair (boys and girls alike) should be neat, clean and appropriately styled, above the collar (for boys), and off the face. Trendy fad-like hair styles, color and accessories that tend to disrupt the class or contribute to a safety hazard are not permitted.

## **Library**

Use of the Library is an adjunct to the curriculum and must be afforded the dignity it deserves. Saint Denis-Saint Columba School has a Librarian Coordinator who works with a staff of parent volunteers to insure that the Library is properly maintained and working to optimum efficiency.

Students should be encouraged to read as much as possible and to assume the proper level of responsibility regarding the borrowing of books. Books and related Library material must be treated with

care and returned at the proper time. Library rules are established and enforced by the Library personnel, and students are to be respectful at all times to the persons in charge of the program. Any student who violates the regulations of the Librarian or Library personnel will not be permitted to take out books or participate in any Library functions.

- Students in Grades K-8 may borrow one book for one week. The book may be renewed unless another student has reserved that particular book. Students must have the book with them in order that it may be renewed.
- A fine of \$.10 per school day will be charged for each overdue book. Lost or damaged books must be paid for at replacement cost.

Certain responsibilities are expected to be followed in checking out a library book. These responsibilities will be discussed with students throughout the year and parents/guardians are asked to support us in this effort.

Please ensure the proper care of our Library books. They must stay dry and clean. A special place in the home should be designated the "School Library Book Place." Ideally, a library place should be separate from places where you keep family books and books from other libraries. It should also be an area that is safe from possible destruction by pets and very young children. If a library book is damaged, please make sure that it is returned immediately for library repair. If a Library book is lost or damaged beyond repair, please contact us by sending a note addressed to the Library.

## **Lunchroom and Recess**

An optional hot lunch program is provided daily and is accomplished through the efforts of parent volunteers. Students may choose to purchase the school lunch for \$2.50 (which includes water) or to bring their own lunch from home each day. Lunch tickets may be purchased for \$25 a sheet. No lunches from fast food restaurants such as Burger King, McDonalds, etc. are permitted. Candy and soda are not permitted. Students may purchase 1% milk or water for a separate fee.

### **Lunch Program Procedure**

1. Before the students go for lunch, the Angelus and Grace Before Meals should be prayed in the classroom.
2. The teacher will bring her class down to the lunchroom where the students will either form a line alphabetically to get their lunch or be seated at their class table.
3. Students will use lunch tickets to purchase lunch. Lunches may not be charged unless it is an emergency.
4. Students are to ***remain in their seats at all times*** unless they have permission to get up.
5. Students are not to get up to throw out garbage until directed by a parent or the teacher.
6. Students are to raise their hands if they need something or need to get up. Parents or the teacher on duty should be attentive and available to address students' needs.

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, milk money etc.) must be put into an envelope with the child's name, grade, and amount enclosed. If a student does bring money to school, the money should be kept on the student's person and left in the school bag, coat pocket, lunch box or desk. The school cannot be responsible for lost money.



## **Non-Discriminatory Policy**

St. Denis-St. Columba School admits students of any race to all the rights, privileges, programs and activities in the school. St. Denis-St. Columba School does not discriminate on the basis of sex, race, color, or national origin in our admission policies, in our treatment of the students or in our personnel practices, scholarship and loan programs and athletic and other school administered programs.

## **Notebooks/Test Papers/School Heading**

Students must have the designated school notebooks and theme paper for various content areas. *All papers that are written should have the school heading.* This establishes habits of orderliness and consistency. Teachers will check books regularly to ensure neatness, good writing, and improvement. Neatness and orderly arrangement of papers and books is essential. The school heading on all papers is as follows:

Name \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
Subject \_\_\_\_\_

## **Opening Exercises and Activities**

Opening exercises and activities will take place in the school gym each day. Talking and socializing should cease after the morning bell sounds. As part of the beginning morning activity, teachers and students raise their minds and hearts to God in prayer. Following prayers, teachers and students are to face the American flag, which must be on display (in the gym as well in the classroom), for the daily recitation of the Pledge of Allegiance and the singing of an acceptable patriotic song. Students may then quietly be dismissed and prepare for their day's activities.

## **Parental/Guardian Conduct**

The cooperation of parents/guardians is essential for the welfare of students. Parents/guardians must maintain appropriate behavior toward teachers, staff, principal and other students and their families. The following are unacceptable behaviors and will not be tolerated: verbal abuse, physical intimidation, violent threats, harassment, assault or any behavior related to these. These behaviors seriously interfere with the teaching/learning process and the school may require parents/guardians to withdraw their children from the school.

## **Parents/Guardians as Partners**

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

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and

integrity unless these principles have been established, upheld, and valued in the home. If parents/guardians cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents/guardians are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents/guardians assist their children at home, and active involvement in the school's parent/teacher organization.

Parents/guardians are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work; test results, progress report and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents/guardians should discuss school disciplinary episodes in relation to the school behavior code;
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers;
- Seeing that the dress code, including gym uniform, is enforced and insisting that children dress according to Christian virtue;
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures;
- Making all tuition and fee payments on time and participating in fund-raising activities;
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or reviewing of such in videos, movies, song lyrics and on the internet;
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance;
- Arranging for a time and place for their child to complete homework assignments;
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all Parent-Teacher Conferences and PSA meetings;
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your child being asked to leave 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/guardians and the school. Just as the parent/guardian 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 irreparably broken.

## **Parental Rights**

### **Custodial Parents**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc. Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Should a custodial parent challenge this, please refer the parent to the Principal.

## **Non-Custodial Parent**

### Release of Copies of Report Cards, School Notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding 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.

A non-custodial parent is generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. A non-custodial parent may be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### Release of Children

A non-custodial parent is permitted to pick up a child only if the school is given authorization in writing by the custodial parent.

## **Parent School Association**

A Parent School Association ("PSA") provides an effective channel of communication between parents/guardians and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students;
- to provide a means for keeping parents/guardians informed of school activities, programs, etc., and if any, parent service requirement;
- to assist the school in meeting its financial obligations, primarily through fundraising activities;
- to provide adult education programs.

*The mission of the St. Denis-St. Columba PSA is "to grow a Christ-centered community where all are welcomed and valued."*

The officers of the St. Denis-St. Columba Parent School Association (PSA) work with the Principal and staff to determine the ways in which they can best assist the school. This focus includes both supporting programs and fundraising. The Principal is the liaison with the PSA and is the person who will approve of all school-related activities.

A Parent School Association is an organizational vehicle for transmission of ideas and for developing strong, school family ties. This organization has tremendous potential for community building and for advancement of educational opportunities. Our Parent School Association is a vibrant and active component of the educational structure. Our exceptionally dedicated and enthusiastic parents/guardians contribute time, talent, monies and energies to support the goals and initiatives of the school. Teachers are requested to support the endeavors of this group and to be cognizant its gratitude, expressed in so many ways, is clearly manifested in the projects that directly benefit the school.

## **Parking**

If it is absolutely necessary to bring students to school or pick them up at the end of the day, parents/guardians are requested to park in the spaces parallel to the lunch room or behind the kitchen. Parents/guardians are then requested to use "Sr. Grace's Way" for exit. No one should be parked at any time in the spaces utilized by the buses either in front of the building or on parking area by the convent. There are too many buses and the potential for accidents is significant. It is a serious offense to pass a stopped school bus, and this offense is punishable by fine.

## **Philosophy and Goals**

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

## **Purpose of the Handbook**

The purpose of this handbook is to serve as a guide for the students and parents of St. Denis-St. Columba. The Principal of St. Denis-St. Columba reserves the right to conduct the affairs of the school and to exercise discretion in a manner deemed consistent with its goals and policies. This handbook is not intended and should not be considered to create any additional rights for students and/or parents/guardians

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

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

- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the school will contact the name listed on the child's emergency contact slip. Emergency slips are completed at the beginning of the school year and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in;
- when a student is released to a parent or guardian, that adult must sign the book;
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. [Please note: only the Principal may approve the release of a student for a prearranged appointment.]

## **Responsible Stewardship and Sportsmanship**

Relative to our goal of educating students to be good citizens, respect for property is demanded and will be enforced. In addition to detention and/or suspension, willful damage done to school property must be replaced at the expense of the offender. Parent/guardian cooperation is definitely needed to teach the children respect for school property, material furnishings, books, equipment and the building itself.

Playground activities are supervised by paid parent/guardian assistance. The following regulations will be strictly enforced:

1. good sportsmanship to be displayed at all times;
2. games must be played according to established rules;
3. throwing of objects including snowballs and rocks is strictly forbidden.

## **School Calendar**

A yearly calendar is distributed at the beginning of the school year and is posted on the school website. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.

## School Publications

All student or parental publications are subject to review and approved by the school administration prior to publication. The Principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the Principal and Superintendent's staff.

## Safety and Welfare of Students

Safety is the concern of each individual. We remind parents to discuss with their children the serious obligation in this matter. The Principal is responsible for the adequate supervision of the students during the entire time they are on the school premises and all members of the faculty, as well as the paid playground parents, share this responsibility with the Principal. As a safety measure, school halls must be kept clear. Littering, loitering and running in halls at any time are forbidden, as is the playing of all contact sports or any activity which would endanger the well-being of any student. Teachers/Parent supervisors are asked to terminate any game that they deem to be dangerous. Students may not leave the playground during lunch recess or be in any area of school grounds without parent/guardian or teacher supervision. All problems and injuries are to be reported to a teacher or parent/guardian supervisor who will notify the School Nurse when necessary. Lunch supervisors share the responsibility for student safety.

## School's Right to Amend

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

## Search and Seizure

Because desks, etc., are the property of the school, they are subject to search at any time.

## Security

To assure the security of the building and the safety of each child, St. Denis- St. Columba strongly enforces its policy of requiring that all visitors, even parents/guardians, report to the office. All doors including **the front glass doors are locked at all times**. When fulfilling supervisory, Library, and lunch tasks, parents/guardians are asked to sign in and sign out. To avoid interruption of the learning process, no one may enter a classroom without permission of the Principal. The school has a crisis management manual and each classroom has a school emergency resource flipbook.

Students are not permitted to open the doors to anyone seeking entrance into the school building. Visitors are welcome – HOWEVER- for security reasons, the following procedure must be followed:

**All** visitors to the school **MUST** report to the School Office to **SIGN IN**. No one will be permitted to move through the building unless authorized by the School Office. All visitors must **SIGN IN** and **SIGN OUT** in the book provided in the School Office.

The security of students is of utmost importance. Parents/guardians are not permitted to walk through corridors at any time or to speak with a teacher while she/he has the responsibility of monitoring the class.

## **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 the 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 by calling 1-800-262-3257 or on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us>. These procedures are part of the school's 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 St. Denis-St. Columba school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents/guardians and all visitors to the school.

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. St. Denis-St. Columba School makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him/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 St. Denis-St. Columba 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 in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the Principal will notify the parent directly.

The summer school report card must be submitted to the Principal at the beginning of the school year following summer school. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Tutoring**

In cases in which tutoring is needed for remediation purposes, (generally grades 1-6), it would be most helpful if the tutor is in contact with the subject area teacher.

## **Telecommunications Policy**

### **SOCIAL MEDIA GUIDELINES**

The Principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school Principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the Principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the Principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

\* \* \* \* \*

## **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 technology resources 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 appendix).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.

### **Standards of Behavior**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications and games 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.” or social media platforms.” 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 and printer cartridges, 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, iPads, iPhones, etc.), are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## **Telephone Calls**

Students may not be called to the phone during school hours except in extreme cases, nor may they use the school phone unless permission is received from the office. **Students are not permitted to carry cell phones with them.** Please do not call the Principal, faculty members or school secretaries at their homes.

## **Uniform Exchange**

We urge you to donate any outgrown uniforms to the Uniform Exchange. Please make sure that they are clean and in good condition (gently used). We hold a Uniform Exchange several times during the school year. This is a wonderful saving for you and increases revenue for our PSA projects

## **Use of School Grounds**

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 8:00 a.m. and after 2:50 p.m. Students must not arrive on the school grounds prior to 7:40 a.m. and parents must arrange to pick up at dismissal times.

## **Volunteers**

The heart of a successful educational system is rooted in a spirit of Christ-centered attitudes and cooperative partnership among all members of the school family. Parents/guardians are encouraged to be as vitally active in the pursuit of these goals as their time and circumstance permit. The Parent School Association often asks for volunteers as does the Principal and/or faculty. It is our hope that many parents/guardians will take an active role in fostering the goals of the school community and will find the time and the opportunity to do so. Room parents are asked to accept and follow the directives of the Principal and teacher.

All persons, including our volunteers, are expected to comply with school policies and to responsibly safeguard any information of a privileged nature that they may become privy to, *including student academic performance, behavior, health, disabilities and related matters*. All such information is to be regarded as a sacred trust. Disclosure of any confidential information could have legal ramifications.

## **Vacations**

Extended vacation trips are not encouraged by the school. In the event that a family does take a vacation during the school year, the school is not obligated to issue work for the student to complete while on vacation. The student will be required to make up all missed work when he/she returns to school.

## **Withdrawals and Transfers**

A transfer request must be obtained from the School Office. 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 educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.). The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

*Please notify the office in advance if you are planning to move or transfer your child to another school. Provide the new address, the name and address of the new school, and the last day your child will be attending St. Denis-St. Columba School. Records will be sent to the new school upon (a) receipt of a Release of Records Form from the new school; (b) complete payment of all fees and tuition; and (c) return of all texts and library books to the school.*

### **Changes to the Handbook**

**If circumstances arise, the handbook may be amended.**

## Summary Statement

Once students have met the necessary admission requirements and have been accepted in at St. Denis-St. Columba 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/guardians must always be mindful that attendance at St. Denis-St. Columba 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, St. Denis-St. Columba School reserves the right, and students and parents/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/ guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Denis-St. Columba 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. 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 the school. Another important right all students at St. Denis-St. Columba 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, which are at all times under the joint control of the school and the student to whom the desk 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.

Another important right that a student and his or her parents/guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents/guardians, by their acceptance of enrollment at St. Denis-St. Columba 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/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 /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/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/guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Archdiocese of New York  
Epinephrine (Epi-Pen) Report Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

Date of Report: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_  
  Street                          City                          State    Zip

Student's Telephone Number: \_\_\_\_\_ Gender: M \_\_\_ F \_\_\_

Name of Student's Doctor/Prescriber: \_\_\_\_\_

Describe the Incident and how it occurred. (Use the reverse side if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was Parent Notified?                          Yes \_\_\_ No \_\_\_    Time \_\_\_\_\_    AM \_\_\_ PM \_\_\_

Was EMS Notified?                            Yes \_\_\_ No \_\_\_    Time \_\_\_\_\_    AM \_\_\_ PM \_\_\_

Was Anyone Else Notified?                Yes \_\_\_ No \_\_\_    Time \_\_\_\_\_    AM \_\_\_ PM \_\_\_

Name/Relationship of Other Persons Notified: \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SELF-MEDICATION RELEASE FORM**

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

Child's Name: \_\_\_\_\_ has been instructed in the proper use of the following medication procedures:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**We**

\_\_\_\_\_  
(Physician's signature)

and

\_\_\_\_\_  
(Parent or Guardian's Signature)

request that

\_\_\_\_\_  
(Child's Name)

be permitted to carry the medication on his/her person or to keep same in his/her locker or P.E. locker, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency of use.

**AUTHORIZATION FORM**

**PARENT AND PRESCRIBER'S AUTHORIZATION FOR  
ADMINISTRATION OF MEDICATION IN SCHOOL**

Authorization for Administration of Medication

A. To be completed by the parent or guardian:

I request that my child \_\_\_\_\_ grade \_\_\_\_\_ receive the medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse or other assigned person will administer the medication.

In connection with this request, I agree to indemnify and hold harmless the School, the Parish, the Archdiocese of New York and all of their employees and agents against any and all liability arising from or in connection with the administration of the medication(s) that are provided by me to the School.

Signature (Parent or Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

B. To be completed by the licensed health care prescriber:

I request that my patient, as listed below, receive the following medication:

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescribed Dosage, Frequency and Route of Administration: \_\_\_\_\_

Times to Be Taken During School Hours: \_\_\_\_\_

Duration of Treatment: \_\_\_\_\_

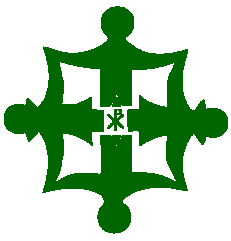
Possible Side Effects and Adverse Reactions (if any): \_\_\_\_\_

Other Recommendation: \_\_\_\_\_

Name of Licensed Prescriber and Title: (please print) \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_



*A Holy Ground of  
Loving and Learning*

# Saint Denis-Saint Columba School

849 Route 82 PO Box 368 Hopewell Junction, NY 12533  
Tel: 845-227-7777 Fax: 845-226-8470 Website: [www.stcolumba.net](http://www.stcolumba.net)

## Technology Use/Telecommunications Policy Agreement for 2018-2019 School Year

### User

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

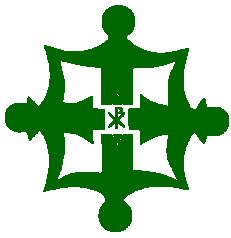
### Parent/Guardian

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

Parent's or guardian's name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return by September 15, 2018*



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## **Parent-Student Handbook 2018-2019**

I, the parent and guardian of \_\_\_\_\_  
in Grades \_\_\_\_\_, have received, read and understood the school policies as described in the Handbook of St. Denis - St. Columba School. I agree to abide by the standards as set by the school. I realize that failure to comply with these standards will jeopardize my child's/children's continuance at St. Denis - St. Columba School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

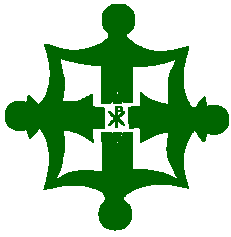
\_\_\_\_\_  
(Grade 2 and above Student's signature)

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

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

*Return by September 15, 2018*





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## **MEDIA AUTHORIZATION AND RELEASE 2018-2019**

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

---

*Names of Children, Parent or Guardian*

by the Department of Education, Archdiocese of New York and its parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

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

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

---

*Print Name of Child/Children [if applicable]*

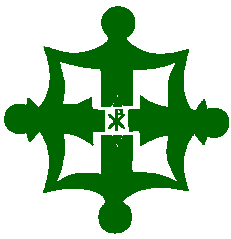
---

*Signature of Parent or Guardian*

---

*Date*

*SIGNED Form Due by September 15, 2018*



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

### **PARENTAL REQUEST FORM FOR SCHOOL YEAR 2018-2019**

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child (ren):

\_\_\_\_\_ who is in grade \_\_\_\_\_

\_\_\_\_\_ who is in grade \_\_\_\_\_

\_\_\_\_\_ who is in grade \_\_\_\_\_

\_\_\_\_\_ who is in grade \_\_\_\_\_

pursuant to the New York State Textbook, Software, Library, and Computer Hardware **Laws**.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date