

# ST. JOHN VILLA ACADEMY ELEMENTARY SCHOOL



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

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

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

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

## PARENT/STUDENT HANDBOOK

Revised August 2011



## PHILOSOPHY – ST. JOHN VILLA ACADEMY ELEMENTARY

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

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

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

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

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

# **Academic Policies**

## ***Academic Expectations***

***St. John Villa Academy Elementary School*** expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review. Any quiz or test with a grade of 70 or below must be signed by a parent and returned to the teacher. If a parent does not receive quizzes or tests, the parent should contact the teacher or check the SIS.

## ***Homework***

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

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

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

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

## **Grades and Grading**

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

### **Academic Achievement**

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

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
  1. class work
  2. homework
  3. daily quizzes
  4. unit tests

5. comprehensive examinations
6. special projects.

Assessments are necessary part of the learning process. In the course of a year, a student may not do well on one or two assessments. Teachers will record any grade of **less than 65** only in a **“Comments”** section of the Student Information System (SIS) Grade Book. Students will be given the opportunity to demonstrate that after they reviewed, corrected and had the test signed, they have mastered the material. The grade will then be entered as a 65 and that grade will be used for Report Card calculations. The student will have three days to submit the corrected and signed test. Failure to do so will result in the original mark being used in calculations.

#### Calculation of Report Card Grades

Report Card grades are weighted averages of the assessments a student takes during the quarter. **St. John Villa Academy** weights assessments as follows:

Test/Quizzes	70%
Projects/Portfolios	10%
Homework	10%
Classwork/Participation	10%

The Student Information System (SIS) calculates student averages by taking the number of points achieved in a category divided by the total possible points, multiplied by the appropriate weight. The weighted amounts are summed and reported on the Report Card.

The final grade on the report card is an average of the four quarter grades which is 80%, mid-year assessment is 10% and end-year assessment is 10% of the final grade. This grade will be recorded on the student’s permanent record card.

The mid-year and the end-year assessments are comprehensive assessments. They will be administered to grades 5 thru 8 only.

The final grade on the report card for Grades 1- 4 will be based on the average of the four quarter grades.

- Numerical marks are recorded on report cards for Grades 1 – 8.  
**Passing is any mark 70% or above or any mark of D or higher.**

#### Character Development

The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student:

1. follows class and school rules
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect

5. exercises self-control
6. listens attentively
7. uses technology appropriately.

### Honor Roll

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

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

**First Honors List is 90-100** (all A's and B's in conduct & special classes; must not score below 80 in midterm and final exams)

**Second Honors List is 85-100** (all A's and B's in conduct & special classes; must not score below 80 in midterm and final exams)

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

### Report Card Distribution

Report cards are distributed in November, February, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given and viewed in the Student Information System (SIS) before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

All special promotions or retentions will be discussed with the principal, teacher, parent, and, when appropriate, the student.

## **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. These tests measure academic growth over a period of time.

### Standardized Tests

<b>ITBS Testing – Administered in the Fall of each Academic Year</b>	
Grade K - <i>Optional</i>	
Grade 1-8	Core Battery (All grades)
	CogAT (Grades 2,4,5 and 7)

### Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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### NY State Tests

<b>Tests</b>	<b>Grades</b>	<b>Administration Dates</b>
English Language Arts	4, 6, 8	April
Mathematics	4, 6, 8	April
Science (Performance Test)	4, 8	May/June
Science (Written)	4, 8	June

### NY State Regents Exams – Advanced Classes in Grade 8

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

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

## **Accidents**

A student accident insurance fee is added to every child's book bill. In the event of an accident at school you may obtain a claim form from the office. Please note that the

school accident insurance usually is secondary to the parent's own medical insurance coverage.

## **Admission Policies**

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love. Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

**St. John Villa Academy** gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students; and third, non-Catholic students.

The principal reserves that right for any final decision regarding admission to **St. John Villa Academy**.

The process for admission to **St. John Villa Academy** is as follows:

### Pre-Kindergarten

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

### Kindergarten

The child must be five years old by *December 1<sup>st</sup>*. A formal testing and interview with the candidate and the parents are used for any student who has not attended St. John Villa Academy Pre-K Program. A non-refundable application/testing fee due at this time.

### Grades 1-8

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

- review of the recent standardized testing results and report cards
- results of tests administered by SJVA in reading, writing, language arts and math
- candidate and parent interviews

A non-refundable /testing fee is due at this time.

## **After School Program**

An after school program is available to parents. Information is available in the school office and website.

## **Announcements**

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

## **Attendance**

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

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed in the form of serving detention after the regular school day.

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

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

When a child is absent, parents are required to phone the school by 9:00 A.M.. Absence notes are still required in addition to the phone call. When a child is absent for three days due to sickness, a doctor's note is required in order for a child to be admitted to class.

## **Birthday Parties**

Birthday parties for Grades Pre K – 3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc..

Parents may not bring in favors or “goodie” bags for the students.

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

## **Books**

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

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a. the pupil’s name be placed in the space provided in each book
  - b. the teacher make a record of the number of the book
  - c. the teacher make a record of the condition of the book
  - d. in September, each child will put a clean cover on each textbook received
  - e. in June, all textbooks are collected, extra materials and covers are removed.
  - f. all workbooks are collected in June.
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Busing is provided within a 1.5-mile limit to students from their residence. The public school district where the student resides provides this service. If a student

is to take a different bus from school a note must be submitted to the principal at the beginning of the school day.

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

- students should obey the driver 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.
- students are to remain seated while the bus is in motion.
- students shall be picked up and dropped off only at scheduled stops.
- in cases of extreme or persistent misbehavior, *St. John Villa Academy* will work in consultation with the public school district about possible consequences.

Any questions regarding buses should be redirected to the School Office.

## **Change of Address**

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

## **Child Abuse Laws**

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

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

## **Child Custody**

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

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.. Such parents may

be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency. 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 that order.

#### Release of Children

Non-Custodial parents may pick up a child only if previous arrangements have been made.

## **Communication**

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

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

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

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

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

sacred should prevail.

## **Crisis Plan**

Should a crisis require evacuation from **St. John Villa Academy** School building, students will be brought to a safe place located at **St. Joseph Hill Academy** and parents can meet them there.

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

Radio	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>

## **Daily Schedule**

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

<b>7:45 AM</b>	<b>Enter School</b>
<b>8:00 AM</b>	<b>School Begins</b>
<b>11:00 -11:45 AM</b>	<b>First Lunch (Grades 3-5)</b>
<b>11:45 -12:30 PM</b>	<b>Second Lunch (Grades 6-8)</b>
<b>12:30 – 1:15 PM</b>	<b>Third Lunch (K – Gr. 2)</b>
<b>2:00 PM</b>	<b>Dismissal Pre-K &amp; K</b>
<b>2:15 PM</b>	<b>Dismissal Grades 1 - 8</b>

Before 7:15 A.M. and after 2:15 P.M. **St. John Villa Academy** does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to 7:15 A.M. and parents must arrange pickup at dismissal times.

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

## **Discipline Code for Student Conduct**

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good

classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to 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 such as-

- Disrupting the class such as talking out loud, throwing objects, unnecessary movements, etc.
- not coming prepared to class
- not being in the complete school uniform
- not meeting the requirements for homework preparation and submission
- minor verbal disputes with other students
- using profane language
- not returning a graded papers with a parent's signature
- returning important paper which has been signed by the student instead of the parent
- other incidents which interfere in the teaching-learning process for the child and his or her classmates.

Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

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

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, chemical substances, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as (disruptive behavior) students are often given (conduct referral or detention). Repeated violation of these rules and regulations may

result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately *suspended for a period of one to five days*. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school. In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

### Off-Campus Behavior

It is the expectation of *St. John Villa Academy Elementary School* that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, *St. John Villa Academy Elementary School* reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also -Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

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

### Dress Code

Your school uniform confirms your attendance at *St. John Villa Academy Elementary School* and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

### **Fall and Summer Uniform**

#### **Girls: Grades 1-8**

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

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

**Boys: Grades 1-8**

- 3 button SJVA golf shirt
- Walking short (Gym shorts may not be worn)
- All white sneakers with above the ankle white socks with walking shorts. School shoes must be worn with dress pants.

**Winter Uniform**

**Girls: Grades 1-4**

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

**Girls: Grades 5-8**

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

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

**Boys: Grades 1-8**

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

**Gym Uniform: Girls and Boys**

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

**Pre-K and Kindergarten Uniform**

- White shirt
- Navy blue pants and Navy blue sweatshirt (Kindergarten)
- Royal blue pants and Royal blue sweatshirt (Pre-K)

**Personal Appearance**

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

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

## **Drug and Alcohol Policies**

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

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up their child immediately
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in a questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

## **Electronic Devices**

Any electronic device such as cell phones, beepers, ipods, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. (See Telecommunications Policy)

## **Emergency School Closings/Delayed Openings**

On days of inclement weather or at any other times when parents must be reached for emergency notification, a phone chain system will be used. The classroom teacher initiates the parent telephone relay system upon authorization of the principal. In addition, the IRIS system will send you a voice, e-mail and/or text message relaying the same information. You may also refer to use of the website [www.sjva.org](http://www.sjva.org) and radio as in a crisis situation.

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

### **Emergency Information**

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

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

### **Expectations and Responsibilities for Students**

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

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

### **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in

these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## **Faculty Meetings**

Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12 noon on these days.

## **Field Trips**

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

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## **Financial Guidelines**

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

Tuition payments must be made payable to SMART TUITION PROGRAM in advance or on the due date. Registration fees are made payable to St. John Villa Academy.

ALL INITIAL FEES AND THE FIRST MONTH'S TUITION ARE NON-REFUNDABLE WITH NO EXCEPTIONS. Refunds for transfers or dismissals are pro-rated except for non-refundable fees and the first tuition payment. There will be no refunds for transfers or dismissals after December 31<sup>st</sup>.

Cancelled checks are official receipts of payment. In the event that payments made in cash are lost, parents are responsible for that payment unless a cash receipt is presented to the Bursar. There is a \$25.00 service charge for dishonored checks to

SJVA. These checks will not be re-deposited. Payment in cash is required to clear dishonored checks. If this situation re-occurs, no personal checks will be accepted. Please refer to the Smart Tuition Program brochure for their dishonored check policy. In addition, we cannot accept post dated checks.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract. In the event that tuition and fees are in arrears, it is the responsibility of the family to contact the Bursar to arrange a suitable plan for payment. If this line of action is not pursued and full payment is not received, the student(s) will not be permitted to receive a report card, standardized test results, test and examination results, academic records, diploma, transcripts, and a yearbook. At the time of payment, it can only be made in the form of cash, money order or bank check. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

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

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

Financial Aid is available only to families with serious financial circumstances and who complete the necessary application form which can be obtained on line at [www.nais.org/financialaid/sss](http://www.nais.org/financialaid/sss). The application must be submitted no later than March 30<sup>th</sup>. A copy of applicant's income tax return will be required as proof of income and must be submitted to St. John Villa Academy.

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

## **FUND RAISING ACTIVITIES**

### **A. Candy Sale**

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

### **B. Raffle**

Families are also asked to participate in other fundraiser such as Book Sales, Magazine Drive, Plant Sale, Christmas Fair, SJVA Spring Gala, etc.

## **Fire Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **Guidance**

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

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

Parents must be made aware of the intentional Catholic witness in our schools. *St. John Villa Academy* as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

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

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

## **Harassment Policies**

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

*St. John Villa Academy* provides a safe environment for all. 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. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, please notify the principal immediately.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student’s physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

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

## **Illness**

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

## **Immunizations**

Students are required to have all inoculations as suggested by the Department of Health before admission to the school

### **New York State Immunization Requirements for School Entrance and Attendance**

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#### **New York State (exclusive of New York City)**

<b>Pre-K, Nursery, Daycare</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
<b>K – 12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella

<b>K – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

### New York City

<b>Pre-K, Nursery, Daycare</b>	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
<b>Kindergarten</b>	4 DTP, 3 Polio, 2 Measles, 1 Mumps 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
<b>1 – 12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
<b>1 – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19<sup>th</sup> Floor, New York, NY 10007 (212) 676-2273

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

### Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

## **Lateness**

*Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.*

## **Liturgy**

All students in Pre K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

## **Lunchroom**

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

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

First lunch:	11:00 a.m.- 11:40 a.m.	Children report to homeroom
Second lunch:	11:45 a.m. -12:25 p.m.	Children report to homeroom
Third lunch:	12:30 p.m. - 1:10 p.m.	Children report to homeroom
- Children are not permitted to be taken out of school for lunch or to go home for lunch during the school day.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the

situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

## **Medications**

If a student needs any kind of medication during the school day, the medication is to be brought to the school office in the absence of a nurse and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

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

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

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

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

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

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## **Non-custodial Parent**

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

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

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

### Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

## **Parents as Partners**

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

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.
- No parents/guardians should approach any student without the student's parents.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the

administration determines that the partnership is *irretrievably broken*.

## **Parent Organizations**

A Home-School Organization and the Parent Guild provide an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

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

## **Philosophy and Goals**

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

## **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. *The decision of the principal is final regarding promotion and retention.*

## **Re-registration**

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

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

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

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

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

## **School Calendar**

Please see the appendix

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

*St. John Villa Academy Elementary School* reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## **Security**

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

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

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **Smoking**

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

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. *St. John Villa Academy* makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from

the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **Summer School**

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 or the assistant principal will notify the parent directly.

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

## **Telecommunications Policy**

### **Student Expectations in Use of the Internet**

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

### **Use of School Grounds**

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

### **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted in ***St. John Villa Academy***, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at ***St. John Villa Academy*** is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, ***St. John Villa Academy*** reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending ***St. John Villa Academy*** relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech

which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at **St. John Villa Academy** surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at **St. John Villa Academy** agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

# Telecommunications Policy

## Student Expectations in Use of the Internet

**The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.**

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

### *Standards of Behavior*

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.

- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

**APPENDIX  
2011-2012  
St. John Villa Academy Elementary School**

**Parent Signature Page**

**We have accessed and/or received a copy of the school handbook and have read it.**

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

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

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

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

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

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

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

**Signed Form Due Friday, September 16, 2011**

A-1

# St. John Villa Academy Elementary School

## Photo/Video Release Form for 2011-2012 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son(s)/daughter(s):

1) \_\_\_\_\_

Grade: \_\_\_\_\_

to be photographed or videotaped at ***St. John Villa Academy Elementary School***. I realize that the photo may be published in the newspaper, a magazine, SJVA website or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at ***St. John Villa Academy Elementary School***.

Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Signed Form Due Friday, September 16, 2011**

A-2

**Technology Use/Telecommunications Policy**  
**Agreement for 2011-2012 School Year**  
**for St. John Villa Academy Elementary School**  
*adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997*

**User**

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

1) User's name (*please print*): \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

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

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

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

**Signed Form Due Friday, September 16, 2011**



St. John Villa Academy Elementary School  
57 Cleveland Place, Staten Island, NY 10305  
781-447-2668; [www.sjva.org](http://www.sjva.org)

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### **MEDIA AUTHORIZATION AND RELEASE**

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

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*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 St. John Villa Academy.

I hereby grant to St. John Villa Academy 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 St. John Villa Academy 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*

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*Signature of Parent or Guardian*

---

*Date*

SIGNED Form due by: Friday, September 16, 2011

**St. John Villa Academy Elementary School**  
**ABSENT NOTE**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_

=====

**St. John Villa Academy Elementary School**  
**ABSENT NOTE**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_