



**SAINT EHPREM CATHOLIC  
ACADEMY  
PARENT-STUDENT HANDBOOK  
2018 - 2019**

924 74<sup>TH</sup> STREET  
BROOKLYN, NEW YORK 11228  
(718) 833-1440  
FAX: (718) 745-5301

[www.stephremacademy.org](http://www.stephremacademy.org)

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Welcome to Saint Ephrem Catholic Academy. In choosing Saint Ephrem Catholic Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

On behalf of the staff at Saint Ephrem Catholic Academy, we are proud to welcome you to the 2018-2019 school year. We are looking forward to a productive partnership with you to ensure that our children can reach their highest achievement. We know that a strong partnership with you will make a great difference in your child's education.

I want to thank you for entrusting your children to our care. We want you to know we do not take this privilege lightly and will make every effort to nurture and guide them during their years at Saint Ephrem Catholic Academy.

The Parent/Student Handbook reflects the policies of Saint Ephrem Catholic Academy for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Ephrem Catholic Academy during the 2018-2019 school year.

On Behalf of the entire staff,

The wonderful staff of Saint Ephrem Academy faculty and staff feel privileged to be a part of this school family. We thank you for all of your support.

Sincerely,

Craig Mercado

Principal

**SAINT EPHREM CATHOLIC ACADEMY PARENT/GUARDIAN/STUDENT AGREEMENT**

**I have read the 2018-2019 Saint Ephrem Catholic Academy Parent-Student Handbook and gone over all information with my child. I understand and agree to follow the school policies and procedures as stated in the handbook.**

**Family Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent's/Guardian's Signature** **Date**

\_\_\_\_\_  
**Parent's/Guardian's Signature** **Date**

\_\_\_\_\_  
**Student's Signature** **Date**

\_\_\_\_\_  
**Student's Signature** **Date**

\_\_\_\_\_  
**Student's Signature** **Date**

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO MR. MERCADO SEPTEMBER 28, 2018.**

## MISSION STATEMENT

Our Academic mission is to empower our students to become active and creative learners equipped with skills to thrive in today's changing world. Our faith mission is to develop students with a sense of understanding and compassion for others and who are advocates for Catholic social teaching according to the Gospels of Jesus Christ.

## VISION STATEMENT

Saint Ephrem Catholic Academy is committed to educating students in Catholic values and traditions. Developing a firm foundation in academics, and fostering respect and service.

## SCHOOL PHILOSOPHY

Saint Ephrem Catholic Academy embraces that each child is a unique creation of God with spiritual, intellectual, and social needs. As members of the faith community, we instill in our students the teachings of the Catholic Church which are rooted in the Gospel. We foster relationships among parents, faculty, staff, and the community rooted in the Catholic Faith.

We recognize the importance of each faculty member as a personal representative of the faith and values held by the Catholic Church and transmitted through Saint Ephrem Catholic Academy.

As a multicultural school, Saint Ephrem Catholic Academy embraces students from an ethnically diverse population.

Through the uniform efforts and attitudes of faculty and staff, priests, school board, parents, and students, Saint Ephrem Catholic Academy develops, in the light of the Gospel of Jesus Christ, a sense of community by recognizing and by celebrating the dignity and uniqueness of each individual as created by God. We endeavor to promote respect for self and for others by respectful dealings with students and with each other.

Personal growth begins in the home and is reinforced in a community of faith. We believe that parents and faculty are partners in the academic and social growth of our students.

The educational policies of Saint Ephrem Catholic Academy are determined by the Office of the Superintendent of Schools of the Diocese of Brooklyn and by New York State. We believe that these policies, implemented within a Christ centered atmosphere, enable each student to pursue his/her goals beyond Saint Ephrem Catholic Academy community. We believe that the presentation of such policies requires appropriate renewal and prudent innovation.

The philosophy of Saint Ephrem Catholic Academy is finally determined by the belief that the school should foster student independence which enables them to accept their responsibilities as Christian citizens of their neighborhood, nation and global community.

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**Pastor**  
Rev. Robert B. Adamo

**Principal**  
Craig Mercado

**Board Chair**  
Sylvester Sichenze

## Teaching Staff 2018-2019

### Junior High Level (Grades 6-7-8)

Mrs. Michele Emeh                      Grade 8 Rm.303  
Religion/ E.L.A.

Mr. Richard Diffendale                Grade 7 Rm. 302  
S.S./Science

Mrs. Mary Curry                         Grade 6 Rm. 304  
ELA

### Intermediate Level (3-4-5)

Ms. Blair Camma                        Grade 5 Rm. 306

Mrs. Susan Maher                        Grade 4 Rm. 308

Mrs. Gina Costagliola                  Grade 3 Rm. 203

### Early Childhood Level (Grades N-Pre-K-K-1-2)

Mrs. Barbara Stella                      Grade 2 Rm. 204

Mrs. Donna Pollizotto                  Grade 1 Rm. 202

Ms. MarieAnn Pascarella                Grade K Rm. 201

Ms. Veronica Ruggiero                  Grade Pre-K Rm. 206

Ms. Rosa Ameno-Cataudella            PreK3 Rm.207

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## **Special Subject Staff 2018-2019**

Mrs. Roseann Parchment	Visual Arts/Enrichment
Mrs. Claudia Nigro	Gym
Ms. Jennifer DeGaeto	Computer
S. Mary Jane Maloney IHM	Music
Mrs. Peggy Tomasi	Resource Room

## **Academic Assistants**

Mrs. Giovanna Marchese	Pre-K 4
Ms. Arianna DeVito	Kindergarten
Mrs. Anna Accetta	Pre-K3

## **School Office Staff**

Mrs. Donna Colon	School Secretary
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## **Support Staff**

Mr. Domenick Valletta	Guest Services
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## **Custodial Staff**

Stephen Hayes  
Kadir Kalkan  
Jonathan Leviano

## ADMINISTRATION/CURRICULUM/PROGRAMS

Saint Ephrem Catholic Academy is governed by a Board of Directors and subject to the policies and regulations of the Diocese of Brooklyn. It is open to qualified students. Saint Ephrem does not discriminate on the basis of race, sex or national origin.

Our Pastor, Rev. Robert Adamo and his Pastoral Staff strive to be actively involved in the religious formation of the students and support our skilled teachers. The primary reason for the academic growth of our school is the excellence and dedication of the faculty along with their extensive teaching experience. Saint Ephrem Catholic Academy continues the long tradition of excellence established by Saint Ephrem School.

The academic program for grades Pre-K3 through Eighth grade is based upon the mandates of the New York State Education Department and the Diocese of Brooklyn Office of the Superintendent for Catholic School Support Services:

We are proud to include the following in our school:

- Strong Catholic Identity- Daily Religion classes, daily class Masses & monthly school Mass
- Lab Learners STEM Lab Grades PreK-8
- Enrichment Program
- Orton- Gillingham Certified Resource Room Teacher serving Grades K-8
- 1:1 Chrome-Book classrooms Grades 6-8
- 1:1 I pad classrooms Grades 3-5
- State of the Art Computer Instruction Grades Pre-K-8
- Winter & Spring Exhibits/Concerts
- Early Morning/After School Programs
- Liturgical & Sacramental programs, including:
  - Grade 7 Confirmation Prep for 8<sup>th</sup> grade Confirmation
  - Grade 2 Holy Communion
  - Community Service Projects
  - Advent/Lenten Prayer

**Saint Ephrem Catholic Academy challenges students to their highest potential... Spiritually, academically, physically and socially.**

## CODE OF CONDUCT

Christian behavior is a duty, bound by conscience, to do what is right, being fully aware of any and all consequences. *The expectation is that students/parents & staff alike will treat everyone with respect, every day, all the time.*

A student's behavior, in and out of school, is a reflection upon the school and the family. The Code of Conduct applies to the circumstances that form the Christian life of the School.

### SCHOOL RULES :

1. Students are to be respectful, courteous, and obedient in speech, action, and attitude to the principal, all teachers, office staff, parent volunteers, other adults, and fellow students.
2. Violence is not tolerated at Saint Ephrem Catholic Academy. Violence is defined as any act meant to hurt, punish, or belittle another. Report incidents of bullying to an adult and understand that bullying behavior is unacceptable.
3. Personal property and the property of others is to be kept neat, clean, and orderly. There shall be no graffiti of any kind. All books are to be covered and carried in a school bag. Textbooks, notebooks, workbooks, folders, etc. are to be cared for in a neat and careful manner. Each student must respect the property of the School and Parish.
4. All academic requirements which include written, reading, and study homework and class work must be met. All extra assignments are also to be completed as assigned. Failure to complete assignments OR not do assignments will result in point loss for the grade in that subject.
5. Each student is to come prepared with ALL supplies needed for every class. Students are to Make up School Work when absent.
6. Maintain good attendance and be on time every day for school. Students in Grades 5-8 who arrive later than 8:10 more than 5 times in a term will become INELIGIBLE for Academic Honors for that term.
7. When moving with the class as a whole in the halls, stairs, etc., the students are to walk in silence in two single lines or as directed by the teacher. This also applies to the time for entering and leaving the school as well as the Church, Library, Gym, Auditorium, and all school areas.
8. At dismissal, ALL students must walk in line with the teacher to the POINT OF DISMISSAL. No students will be permitted off the line before this point. Order and respect are to be maintained on the way home. Respect for the Crossing Guards is essential.
9. There will be no eating of foods, liquids, candy in the classroom or school yard. Chewing Gum is NOT allowed inside or outside anywhere on school property.



10. Refrain from loitering in lavatories, corridors, and exits.
11. Demonstrate good manners in the lunch room in word and action.
12. While in the GYM in the morning, students will remain on their class line; there will be no running or activity that can cause injury or disruption. Students cannot leave the gym once they have arrived.
13. All directives, policies, requirements, and rules of the classroom teachers and special subject teachers are to be followed and respected by each student.
14. Students are expected to practice proper hygiene. Dress Neatly and take pride in their appearance. All Students **MUST** wear the required school uniform and not a variation of the uniform.
15. Unauthorized items such as Toys, games, and electronics may **NOT** be brought to school. **These items and others deemed INAPPROPRIATE** may be confiscated and kept in the office until the parent is notified. The school is not responsible for these items if they are not confiscated.
16. Understand that CELL PHONES will be collected by the homeroom teachers and must be turned off. Failure to comply will result in confiscation of the phone and detention.

#### **CODE OF STUDENT CONDUCT IMPLEMENTATION:**

The school uniform identifies the student as a representative of Saint Ephrem Catholic Academy. It is the responsibility of everyone to reduce bullying behavior.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## DISCIPLINE FOR MISBEHAVIOR

Detention will be held during the school lunch or recess periods. If a student is excused or absent, the detention must be served the following week. Students may receive detention for acting inappropriately in class, on school grounds, or on the internet connection to the school. If a student has been found to be in violation of school rules, teachers may refer the student to detention. Parents will be notified via Option C directly from the teacher. If a student is referred to detention on a consistent basis, a meeting will be arranged with a parent by the teacher.

Severe Misbehavior may result in an in-school suspension by the administration in conjunction with notification & acknowledgement of parental notification. After no more than 2 in school suspensions, a student be suspended OUT of school. Such an action would require parental notification through a meeting with the principal.

Students whose behavior is deemed consistently lacking and without appropriate modifications, may be expelled from Saint Ephrem Catholic Academy. The reasons for the expulsion would be clearly defined in a meeting with the parents/guardians & would come after sufficient notifications and attempts to improve the student's behavior with the exception listed below.

### **Immediate action of Suspension or Expulsion with Parental Notification will be taken against:**

- Any student who brings into school any instrument or weapon brandished to cause harm to any person in the school,
- Any student who engages in acts of physical, emotional, or verbal violence,
- Any student who engages in acts of vandalism. Students may be denied the privilege of participating in field trips or other special school events if behavior is unacceptable.

**NOTE:** The teacher and/or principal reserve the right to deal with chronic problems according to their best judgment. For Serious offenses, parents will immediately be called to school whereby police may be notified and a juvenile report may be filed.

**This applies to the regular school day & extends to authorized school events, field trips and extracurricular activities.** Please be aware if an incident occurs on a weekend or during a recess/vacation and is reported to the school, parents will be informed and encouraged to investigate the matter as a family with their child at home. If additional instances come to our attention, police will be notified to investigate the situation.

**The principal has the right to intervene as he deems necessary according to the seriousness and persistence of the difficulty. Chronic problems would seem to indicate a more serious problem and may necessitate professional investigation**

## TUITION POLICY

The Following Tuition policy is in effect for all Saint Ephrem families for the 2018-2019 school year:

- We use the Smart Tuition Company to bill our school families on a monthly basis.
- Billing begins in July and ends in April. The first tuition payment of the year must be made before school begins for the student admission to take place. Tuition payments are due by the 10<sup>th</sup> of each month. A late fee of \$50/month will be incurred. All tuition balances must be paid in full by April.
- Failure to keep the tuition/parish affiliation commitment balance up-to-date will result in the student's progress report/report card being held until payment is made. Please contact the Parish/School Manager if there is a financial difficulty.
- Eighth grade families owing tuition/fees will result in the student not being allowed to attend the eighth grade dance, & the eighth grade trip. The student will not receive their diploma or report card. Records to high schools will be delayed until all financial obligations (parish & school) are fulfilled.
- PreK3, Pre-K & Kindergarten families' financial obligations must be paid one week prior to graduation day.
- The Smart Tuition Company will send out a reminder of overdue tuition before report card times and at the end of the tuition payment schedules in April.
- Re-Registration fee is \$100 per child and is non-refundable and NOT applied toward tuition.
- A \$200 application fee for new families is non-refundable and not applied toward tuition.
- For registration & re-registration purposes, a proof of Partnership Agreement is mandatory for anyone claiming to be a registered Catholic parishioner. Families who worship at other parishes must submit the required diocesan partnership agreement form from their current parish affiliation by October 18<sup>th</sup>, 2018.
- All Parish contributions should be paid by **check** for record keeping purposes. Remy Statement of Contribution for the year ending August 31, 2018 must be presented indicating a meaningful financial contribution to Saint Ephrem Parish.
- In order to maintain a fiscally sound, top quality school, Saint Ephrem Catholic Academy must have a firm financial base and in fairness to those families who do keep their tuition up to date, we would appreciate that everyone does the same.
- In the event of delinquent tuition as of May 15, 2019 and/or meaningful parish financial contributions by June 1<sup>st</sup>, 2019. BE ADVISED, we will only accept certified checks, money orders or cash submitted directly to the school or rectory business office. Cash requires obtaining a receipt of payment, therefore paying cash must be done in person.
- It is understood that Catholic students participate in their Parish Stewardship Program which collects weekly donations amounting to \$260 annually or \$5 per week, listed as the Partnership Agreement in the tuition schedule. Please make sure your donations are sent to your parish promptly.

## TUITION 2018-2019

In signing a partnership agreement, Catholic Families are registered with a parish, participate in the worship and life of the parish, faith formation of their child/children and support the parish of their affiliation with meaningful financial contributions.

**In the event that conditions of the partnership agreement are not met, Non-Catholic rates will go into effect.**

Families registered in Saint Ephrem Parish/Other Catholic Parish and using weekly church envelopes:

1 Child          Annual Tuition Rate \$4825 + Partnership Agreement  
2 Children      Annual Tuition Rate \$8575 + Partnership Agreement  
3 or More       Annual Tuition Rate \$11575 + Partnership Agreement

Pre-K 3 - 5 Full Day

- Annual Tuition Rate \$ 4950 + Partnership Agreement

Pre-K 3 - 3 Half Day

- Annual Tuition Rate \$2700 + Partnership Agreement

\* Family Rates do not apply to Nursery as it is a Separate Program\*

### Non- Catholic Tuition

1 Child          Annual Tuition Rate \$5675  
2 Children      Annual Tuition Rate \$9300  
3 Children      Annual Tuition Rate \$12,250

Full Day Pre-K

- Annual Tuition Rate 5525

Pre-K3 - 5 Full Day

- Annual Tuition Rate \$ 4950

Pre-K3 - 3 Half Day

- Annual Tuition Rate \$2700

## TUITION 2018-2019

### TUITION PAYMENT SCHEDULE :

A tuition payment can be made in full to the school or monthly to Smart Tuition Collection Agency. If tuition is paid in full by the designated date at the time of tuition schedule distribution, a discount is offered.

Please be advised at the time of registration/re-registration, all families will be required to complete a Smart Tuition form. If tuition is NOT paid in full by the designated due date for the following school year 2019-2020, your family will automatically be placed in SMART with payment due by July 10<sup>th</sup>.

If tuition is paid in full, family SMART registration form will be withdrawn. There will be no exceptions.

New Families who enroll in August will be charged for July & August at the time of registration- Thus all payments will be based on the 10-month schedule as described previously.

### TECHNOLOGY FEE :

\$100 per child. This fee is used to service and operate our Computer Lab/classroom computers & internet access.

Due January 11<sup>th</sup>, 2019

### CHROMEBOOK FEE :

\$75 per student. For Students in Grades 6-8 for use of the Chrome Book. A student's Chrome book must be brought to school each day FULLY charged. Each student is responsible for the care of the device throughout the school year.

No student will be issued a Chrome Book until the fee is paid and the acceptable Use Policy is returned.

Due September 14<sup>th</sup>, 2018

## ACADEMICS

### HOMEWORK :

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments. Parents are encouraged to access the internet Homework link on the school website for homework information. Parents should check their child's book bag and folder on a daily basis. The homework assignments should not require undue parental assistance or supervision. Parents are asked to check the completion and neatness of the homework. If a child is unable to complete the homework, the teacher should be made aware of that before class. The school realizes that teachers, students, and subjects vary.

**If a child is absent, all homework and classwork are to be made up. To obtain the assignments and books from school, parents must call the school by 8:00a.m. Homework may be picked up no sooner than 3: 00p.m**

### ACADEMIC/DEPARTMENT PROBATION :

If a student is unsuccessful in meeting his/her academic/behavior responsibilities, the Principal will review the student's continued enrollment in Saint Ephrem Catholic Academy at the end of each trimester. Parents will be notified in conditions of the plan are not met, the student may not be enrolled for the next trimester or next school year as Saint Ephrem Catholic academy not be the educational site to meet the child's needs

### WITHDRAWAL POLICY :

If at any time, for any reason a family withdraws a child from school, the family is required to pay the tuition for that month plus one additional month since the school's operational costs begin 2 months prior to school.

## ACADEMICS

### SUMMER SCHOOL :

Students who fail (F/-70%) one to two major subject areas are required to attend an approved summer school to restudy those subjects before promotion to the next grade will be permitted. A student who receives a D in any major subject area is strongly advised to attend an approved summer school or an approved tutorial program. Summer school Evaluation/Assessment of summer work must be submitted when the student returns in September.

### RETENTION :

Students who fail more than three major subjects (two of which are Math & English) will be retained. Adequate warnings will be sent to the parents/guardians throughout the year allowing sufficient time to avert the action of retention. Retention letters will be formally issued in December, March, & Late May.

### TEXTBOOKS/WORKBOOKS/LIBRARY BOOKS :

Textbooks/Workbooks/Library books are extremely expensive and the property of SECA or on loan from NYS. It is important to keep these books clean, neat and covered. Students should follow the direction of their teachers regarding the covering of their books. Should a child damage, deface, destroy, or lose a book or cause damage to any school property, a comparable fee will be imposed. Workbooks must be free of doodling and scribbling. Final report cards will be withheld until restitution for damaged/lost books is made.

## ACADEMICS

Trimester/Mid-Trimester Parent Teacher Conferences:

### **Grades 6-8**

Progress Reports are distributed approximately 6 weeks before report cards for students in danger of failing, or having behavioral problems that need to be addressed.

### **Grades 1-5**

Progress Reports will be given to ALL students, regardless of grades and behavior. It is imperative that parents meet with their child's teachers with any concerns.

### **Report Cards are distributed in December, March, & June.**

To accommodate parents' schedules, conferences will be held in the afternoon and evening. Teachers will be available at this time for a few minutes/child. If additional discussion is needed, conferences may be scheduled when needed.

We ask that parents be respectful of others when picking up their child's report cards. Each parent is assigned a brief time frame and should make every effort to arrive on time and remain within their assigned time.

Academic Awards:

Honors are awarded at the end of each report card period for the intermediate and Junior High School Students.

### **Grades 5-8**

**Principal List** is earned by a student who receives 97% and above in each major subject area.

**First Honors** is earned by a student who receives 93% and above in each major subject area.

**Second Honors** is earned by a student who receives 89% and above in each major subject area.

**Merit Honors** is earned by a student who receives 85% and above in each major subject area.

A grade of 3 (Meets Standards) must be received in all Special Subjects as well as good conduct for all honors.

Academic Awards:

Honors are awarded at the end of each report card period for primary grade Students.

### **Grades 1-4**

**Principal List** is earned by a student who receives an A+ and above in each major subject area.

**First Honors** is earned by a student who receives an A and above in each major subject area.

**Second Honors** is earned by a student who receives a B+ and above in each major subject area.

**Merit Honors** is earned by a student who receives a B and above in each major subject area.

A grade of 3 (Meets Standards) must be received in all Special Subjects as well as good conduct for all honors.



## FAMILY/SCHOOL RELATIONSHIPS:

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, events, and student progress. Regular forms of communication include this handbook, the school website, Option C, the Home Academy Newsletter, progress reports, and report cards. Any communication, forms, money, etc. that are brought to school are sent to the office via the homeroom teacher. Parents who wish to see the Principal should call the office to make an appointment. Please do not write letters of concern in your child's notebook. Please seal letters in an envelope to the attention of your child's teacher.

Arrival & Dismissal Areas are not the appropriate venue or time for sensitive discussions.

## HEALTH INFORMATION:

### IMMUNIZATION

All Medical forms for Pre-K3, Pre-K, Kindergarten, and up to date Medical requirements for all new students are due back in the school office the last week of August. Failure to comply will obstruct class attendance until all requirements are satisfied.

**NO SHOTS-NO SCHOOL POLICY IS IN EFFECT**  
for the health of everyone at Saint Ephrem Catholic Academy.

### CONTAGIOUS MEDICAL CONDITIONS GUIDELINES

If Nits/Lice, Bed bug bites, ringworm, childhood disease, etc. are suspected or discovered, parents will be notified by the school nurse and the student will be sent home to be treated and cared for & will not be permitted to return without a doctor's clearance note stating that the child is no longer contagious to other children and adults.

## HEALTH INFORMATION

Student medical conditions should be reported to the school nurse and classroom teachers by parents in writing (diabetes, cardiac, food allergies, etc.)

Students who require an Epi-pen, because of severe allergies must provide (2) Epi-pens to the school for emergency use. In order for the school's nurse to maintain one Epi-pen, a doctor's note, called a 504 form must be provided by the parent. The second Epi-pen will be kept with the student's teacher or cafeteria for use at lunch and after school activities. Any students that may need an Epi-pen must have a parent/chaperone on any class trip that student attends. The school's faculty has been trained in the administering of the Epi Pen.

### ADMINISTRATION OF EPINEPHRINE

It is the responsibility of the parent/guardian of the at risk student to notify the school that the child is at risk of anaphylaxis and is in need of an EPI-PEN ON SCHOOL PREMISES. The parent must also indicate to the school if the student is capable of self-administration. The parent must supply the school with 2 Epi-pens in original packaging as received from the pharmacist. The devices must be replaced by the parent when it expires, discolors, or has been used.

### MEDICATION

School personnel cannot dispense medication. A doctor's note is required for medication (prescribed or over the counter) for students to self-dispense medicine. Parents of students needing medication during the school day are asked to leave the medication with our school nurse. The medication should have the child's name and doctor's note explaining the frequency and times of dispensing the medication

## CRISIS MANAGEMENT INFORMATION

School procedures are in place for lockdown, intruders, and medical emergencies. Faculty and staff know the various codes/signals for these situations. Our Crisis Plan is reviewed three times/year in order to make changes to meet our needs.

**EVACUATION SITES:** In the event that our students need to be evacuated from their classrooms, please note the following sites.

ON-SITE: The Church and Msgr. Peter Kain Hall

OFF-SITE: McKinley Park (outside site)

In cooperation with the NYPD, off sites greater than a mile will be determine upon the nature of the Emergency/Crisis and the safest site for our students to be taken

## SCHOOL SECURITY/STUDENT SUPERVISION

The Administration/Faculty/Staff acknowledges the responsibility for all students during school hours as indicated in the handbook. Should you wish your child to be picked up by someone other than yourself, please put your permission request in writing or call the school office before dismissal to give verbal permission. **Children will not be released to anyone other than those we have parental designation.**

**Please note:** All parents/visitors must use the main entrance for arrival and departure of school premises. All other points of entry/exit have door alarms. Visitors book must be signed with time of arrival/reason/time of departure. Visitor/s badges will be issued to all who enter the building.

**Surveillance cameras are installed around the perimeter of the school.**

### **Emergency School Closures/Delays**

In case of inclement weather, Saint Ephrem Academy will follow the same decision as the Brooklyn Diocese. If walking conditions are hazardous, the parents' decision will be respected.

Teachers will initiate a class phone chain via the class mothers, **should the school make a decision independent of the diocese to close the school. An OPTION C will be sent as well.**

## ATTENDANCE POLICY

Parents must contact the school by telephone (718-833-1440) by 8:00a.m. to report a child's absence and request homework. A doctor's note is required if a child is absent for  $\geq 4$  consecutive days upon his/her return to school. A detailed, written note is required and must be submitted for absences  $\leq 3$  days.

When a student is absent, the parent should request books and homework assignments through the office **by 8:00 A.M.** Books and assignments may be picked up at the Office at dismissal time. All assignments will be due on the day following the student's return. The completion of all work is the responsibility of the student. All tests will be given on assigned day regardless of a student's absence. **If a student misses a test due to absence, he/she will be responsible to take it on the day he/she returns to school.**

**If an ABSENT note is not received, your child's absence will be marked as an ILLEGAL ABSENCE. Vacations are illegal absences.**

Grades K-3 may begin to line up in Msgr. Kain Hall at 8:00a.m.

A teacher will be on duty to open the door and supervise the arrival of students beginning at 8:00a.m.

The bell will ring at 8:05 a.m. and students will recite the Pledge of Allegiance and morning prayer.

Grades 4-8 will immediately go to their classrooms when the door is opened by a teacher at 8:00 a.m.

PreK3-PreK will line up in the cafeteria at 8:00a.m.

Grades PreK3-PK should arrive no later than 8:10a.m.

## LATENESS POLICY

**Lateness:** Students in grades 6-8 who arrive after 8:05 a.m. must stop on the mezzanine and sign the lateness book outside the Office in order to proceed to their classroom. Frequent lateness will result in detention and affect a student's grade. Students in grades K-5 who arrive after 8:10 a.m. must enter the main door and sign the lateness book.

**Prompt Attendance is required and late students are disruptive to the class. Students in grades 4-8 are not eligible for academic honors in any given term if they exceed 5 lateness's**

If it is absolutely necessary for a child to be dismissed early, a note should be submitted to the teacher to that effect on the morning that this will take place. It is also necessary for a parent or a delegate of the parent to pick up the child in the office when leaving early. And sign their name Doctor and Dentist appointments should be made for **AFTER SCHOOL**.

Students must be under the supervision of a teacher at all times. Therefore, no student is permitted in the school building in the morning or during the lunch period without teacher supervision. Early Morning Drop off is available for before school supervision. Please do not permit your children to come to school in the morning until their assigned time.

No child is to remain after school without the permission of his/her parents.

**For everyone's safety and in case of a parishioner emergency which requires a priest to have a clear exit, no parent or caregiver is allowed to park in the schoolyard or behind the rectory in the parking lot for any reason.**

**Please do not double park or park in the bus stop on Fort Hamilton Parkway in front of the church**

**Do not block the entrance to the school yard & rectory driveway.**

**If you do so, you put yourself at risk of a summons by the Traffic Department.**

### **Transportation**

Students in grades Pre-K, 1 and 2 can ride free on public transit if they reside one half mile from school.

Students in grades 3-6 can ride free on public transit if they reside one mile or more from school. They must pay half the fare if they live less than one mile but more than half mile from school.

Students in grades 7-8 are eligible for a reduced fare on public transit if they reside one half mile or more from school.

If your child is eligible for public transit and you have not already requested one, please notify the school office. OPT bus service (Yellow School Bus) is available for students in grades K-6 who meet the distance requirements.

## UNIFORMS

The school uniform is to be purchased from Tommy Hilfiger and consists of the following dress code:

### **BOYS:**

**K-8**

#### *Winter*

Navy Blue Slacks  
Blue **Oxford** shirt with the Logo  
(Logo purchased from the above vendor)  
School Navy Blue tie  
Black Belt  
Black/Navy Socks  
Non Scuff Dress Shoes (**NO SNEAKERS**)

#### **K-8** *Spring*

Navy Blue Twill Shorts or Long Pants  
Light Blue sh. sleeve polo shirt w/ logo  
Black belt  
Black/Navy Socks  
Non Scuff Dress Shoes (**NO SNEAKERS**)

### **GIRLS:**

**K-8**

#### *Winter*

Plaid Skirt/Skort or Navy Blue pants  
Light Blue Oxford w/ Logo  
(Logo purchased from the above vendor)  
Black/Navy Blue Knee Socks  
Non Scuff Dress Shoes

#### **K-8** *Spring*

Plaid Skirt/Skort  
Light Blue Polo with Logo  
(Logo purchased from the above vendor)  
Black/Navy Blue Knee Socks  
Non Scuff Dress Shoes

### **\*\* Boys/Girls:**

*Grades 1-8: In extremely cold weather, the school issued sweater may be worn. Students in grades 5-8, may wear the school issued cardigan or pullover sweater.*

### **Pre-K & N**

Students are strongly recommended to wear the school's gym uniform on all days.

### **POINTS OF CLARIFICATION FOR DRESS CODE:**

**NB: - ON NON-UNIFORM APPROVED DAYS- FLIP/FLOPS, STRAPLESS SANDALS, SLIPPERS, BEACH SHOES ARE NOT PERMITTED DUE TO SAFETY RESONS.**

***ALL SCHOOL UNIFORM ATTIRE MUST BE PURCHASED THROUGH THE TOMMY HILFIGER UNIFORM COMPANY***

***ALL STUDENTS WEARING THE WRONG UNIFORM PIECES WILL BE DETAINED IN THE OFFICE UNTIL THE PARENT/GUARDIAN BRINGS THE MISSING OR CORRECT PIECE.***

## UNIFORMS

### **GYM UNIFORM**

All students are to wear the regulation gym uniform to school on gym day.

#### ***K-8***

##### ***Winter***

Navy Blue Tee Shirt with Logo

Navy Blue Saint Ephrem Sweatshirt

Navy Blue Sweatpants with Logo

**(Logo purchased from the above vendor)**

White Athletic Socks

Sneakers

#### ***K-8***

##### ***Spring***

Navy Blue Tee Shirt with Logo

Navy Blue Shorts with Logo

**(Logo purchased from the above vendor)**

White Athletic Socks

Sneakers

***ALL SCHOOL UNIFORM ATTIRE MUST BE PURCHASED THROUGH THE TOMMY HILFINGER UNIFORM COMPANY.***

***ALL STUDENTS WEARING THE WRONG UNIFORM PIECES WILL BE DETAINED IN THE OFFICE UNTIL THE PARENT/GUARDIAN BRINGS THE MISSING OR CORRECT UNIFORM PIECE.***

**GROOMING:** Boys' & Girls' hair should be neat and clean, & appropriate for school. Hair should not be worn according to trends/fads.

**In choosing to send your child/children to Saint Ephrem Catholic Academy, parents are expected to cooperate with the Uniform & Grooming policies.**

The following are **NOT** to be worn in school:

- Make-up
- Sweatshirts other than the school issued sweatshirt
- Sweaters other than the school style sweater
- Jewelry that consists of large or dangling earrings (1 pair of Small posts or studs are acceptable) or hair ornaments (Plain barrettes or hair bands are acceptable)
- Uniform decorations
- Corduroy pants or jeans
- Boys may not wear earrings
- Tattoos are not permissible
- Pierced body parts other than ears
- No excessive jewelry
- No Ombre' or Dyed Hair
- No Mohawks or Severe Shavings or Design





## LUNCH PROGRAM

**The Lunch Program is supervised by the teachers with the assistance of parent aides.**

### **RULES:**

The Annual Lunchroom fee is \$120 and is collected to staff the lunch room. After lunch, the children will go to the school yard, weather permitting or the gym for recess.

No child will leave the school yard for any reason during the lunch period.

**No parents will be permitted in the school yard or cafeteria unless they are approved volunteers for the lunch program that day.**

ALL STUDENTS are responsible to bring lunch from home in the **MORNING**. For Safety purposes, Children are not permitted to bring glass bottles to the lunchroom

Students must obey the supervising adults for the safety of everyone.

Students must be respectful to each other in words and actions.

3 reported incidents of unsatisfactory behavior will result in dismissal from the program for a period of time. No monies will be reimbursed. The suspended student will be required to be supervised under the parent's guidance. If the poor behavior does not improve, the student will be permanently suspended from the lunch program.

## TECHNOLOGY POLICIES

### **SCHOOL TECHNOLOGY POLICY:**

School Technology acceptable Use policy permission forms signed by parents are required for students to participate in computer class activities, receive their Chromebook in the junior high and their iPads in grades 3-5. Saint Ephrem Catholic Academy fosters a respectful atmosphere whereby students are taught to be responsible and to make good choices when using the computer.

### **ELECTRONIC EQUIPMENT:**

Handheld electronic games, iPod, mp3 players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment **are not permitted to be used on school premises.**

Since photo release forms are required before taking pictures of students, **students are prohibited from using a camera, cell phone, or any other picture taking device to photograph any other student. Students are not permitted to use the camera on their Chromebook or iPad to take pictures in class without teacher authorization.** The school is not responsible for students' lost or stolen device.

### **CELLPHONE PRIVILEGE:**

Cell phones will be collected by the homeroom teacher and not returned at dismissal to avoid any misuse of cell phones. Students who do not turn in their cell phone will be subject to disciplinary action. Any confiscated phone turned into the office will only be returned to the parent/guardian.

## TECHNOLOGY POLICIES

### **CHROMEBOOK USAGE POLICY GRADES 6-8:**

Students in grades 6-8 shall receive a Chromebook for use in school and at home after the acceptable use policy has been signed and returned & the \$75 fee has been paid. This device is for the student's education and should be used as such. In the event that a student uses the device to harass or bully another student or behaves in a manner contrary to the acceptable use policy the student will relinquish the right to the device without a refund of the fee. Students are not permitted to access the camera in class without the teacher's permission. Students who access unauthorized websites during class time may lose access to the device. Teachers will have the ability to monitor each student's device in real time while in the classroom. In the event a student's device is lost or stolen, the parents of that student must pay the full cost of the device before a new device will be issued to the student. The classroom teacher reserves the right to limit any student's access to their device in class. The school retains the right to repossess a student's device with cause after a verbal or written notice to the parent. Students are responsible to maintain and charge their Chromebooks overnight. Students should arrive with a fully charge device every morning.

### **BLOGS/PODCASTS/TWEETS/VLOGS:**

Engagement in online blogs/tweets/podcasts/vlogs may result in disciplinary or legal actions if the content of the student's or parents blog includes defamatory comments regarding the school, the faculty, the staff, other students or the parish.

### **ONLINE SOCIAL MEDIA NETWORKS:**

Such as but not limited to Facebook, Instagram, Snapchat, Linked IN, Twitter, etc. may result in disciplinary and/or legal actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, the staff, other students or the parish.

## HOME ACADEMY ASSOCIATION

The Home Academy Association (HAA) has set its objectives as the following:

- To assist parents and teachers acquire a profound appreciation of the ideals of Catholic education and the advancement of the welfare of all the school's students.
- To promote cooperative participation in raising funds for the support of the school.
- To promote clear understanding of the mutual educational responsibilities of the parent and teacher.
- Promotes parent/school activities to increase members' interest in education and civic affairs.
- The HAA will have various sub-committees to support the activities/events of the school and will work closely with the Class parents to meet the needs of the faculty and students.

Participation through volunteerism enhances the ability of parents to take an active part in their child's education. There are 3-4 HAA meetings/year which parents are strongly encouraged to attend. Members may be contacted via the mailbox found in the school office or by phone, 718-748-6610.

Please see the HAA Fundraising policy for HAA fees and the parent/guardian volunteer opportunities

We welcome parents to Saint Ephrem Catholic Academy, however all visits must be scheduled and approved. If you must visit the school unexpectedly, during school hours, you must first visit the office. For the safety of the students and staff, no one is permitted in or near the classrooms during school hours. Only Approved Staff & Parent/Guardian volunteers are permitted on the premises during the school day. All visitors must sign the visitors' log at the security desk upon entering/exiting the building. **All Parent/ Teacher conferences or meetings must be made by appointment**

## HAA & PARISH ACTIVITIES

The following are examples of the various extracurricular activities available to the students and the parish community.

- Liturgical Children's Choir
- Bell Choir
- Altar Servers
- Oratorical Contest
- Religion Bee
- Children's Liturgy at the Sunday 10:00a.m. mass
- Youth Ministry
- Teen Club
- Theatre on the Go Program

Saint Ephrem Parish Sports Program include;

- Boys' & Girls' Instructional Basketball
- Boys' & Girls' Basketball
- Boys' & Girls' Baseball
- Boys' & Girls' Softball
- Flag Football

The following are examples of the family social functions at Saint Ephrem Catholic Academy

- Family Halloween Party
- Father/Daughter Dance
- Mother/Son Night
- Father/Son Bowling
- Jesse Tree Celebration/Dinner
- Breakfast with Santa
- Lenten Fair
- Ladies Night Out
- Mother/Daughter Brunch

## GENERAL SCHOOL INFORMATION

### MONTHLY CALENDAR

A monthly calendar is distributed to all students to inform families of school activities, events, etc. On the reverse side of the calendar, there is a letter from the principal, Mr. Mercado, which provides school updates and important information. The monthly calendar is the one to rely on for the most current school news as changes may be made from the annual calendar. The Board & Principal reserve the right to change the calendar as needed.

### ADMISSION

Saint Ephrem Catholic Academy aims to provide the children of the school with an educational experience based upon a Catholic philosophy education.

- Children must be three years old by December 31<sup>st</sup> of the current year to enroll in the PreK3 program
- Children must be four years old by December 31<sup>st</sup> of the current year to enroll in Pre-K
- Children must be five years old or older by December 31<sup>st</sup> to enroll in Kindergarten
- Children must be six years old or older by December 31<sup>st</sup> to enroll in first grade

Children entering Saint Ephrem Catholic Academy in second to seventh grade must present their most recent report cards. Each child's record's records of immunization must be current and meet New York standards.

**NO SHOTS-NO SCHOOL POLICY IS IN EFFECT for the health of everyone at Saint Ephrem Catholic Academy.**

## GENERAL SCHOOL INFORMATION

### **EARLY MORNING/AFTER SCHOOL PROGRAM:**

The early morning and after programs provide the children with both security and opportunity for higher academic achievement under the guidance of the dedicated staff. This program is conducted on school grounds. Enrollment is flexible.

Parents/Guardians may choose the number of days/month of attendance. Early morning drop off begins at 7:00 a.m. After schools begins immediately at dismissal and ends at 6:00p.m. Please visit the office for more information and enrollment materials.

### **PHOTO/VIDEO RELEASE:**

When advertising school events in local or diocesan newspapers/media, students may be photographed or videotaped. All students are required to have a release form on file in the school office

### **POTTY TRAINING POLICY:**

All Pre-K3 and PreK students **MUST BE** potty trained by the beginning of the school year. Any student who has an accident in school must be picked up and will be sent home for the day. If it is determined, by consistent accidents, that a student isn't potty trained, they will be de-registered and a prorated refund will be issued

## GENERAL SCHOOL INFORMATION

The Administration reserves the right to make amendments in policies, procedures, and regulations stated in this handbook during the school year.

The Administration is ultimately responsible for the Catholic Christian learning environment of the Saint Ephrem Catholic Academy, therefore parents and students must understand that the Administration reserves the right to make judgements about inappropriate behavior, dress, grooming etc. in order to maintain a Catholic Christian learning environment.

**Saint Ephrem Catholic Academy does not discriminate against any applicant or employee because of race, color, sex, and/or national origin in admissions, educational programs, and activities.**



