

St. Francis of Assisi
Catholic Academy

21-18 46th Street
Astoria, NY 11105
718-726-9405



Parent/Student Handbook
2023-24

www.sfaacademy.org

Prayer for Peace

Lord, make me an instrument of Your peace;
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.

O Divine Master,
Grant that I may not so much seek
To be consoled as to console;
To be understood, as to understand;
To be loved, as to love;
For it is in giving that we receive,
It is in pardoning that we are pardoned,
And it is in dying that
we are born to Eternal Life.
Amen.

*“Those who hope in the Lord will
renew their strength.”*

Isaiah 40:31



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**ST. FRANCIS OF ASSISI CATHOLIC ACADEMY
MISSION STATEMENT**

In the spirit of our patron saint, the mission of St. Francis of Assisi Catholic Academy is to form, inform, and transform ourselves through Christ to be active members of our Catholic community and dedicated scholars who serve all of society.

VISION AND VALUES STATEMENT

Since we **CARE** at SFACA, we are an academy committed to the Gospel values that are required for a meaningful life. When walking through our halls, you will see teachers and students actively invested in working and collaborating to attain academic and personal excellence in a faith-filled environment with the support of loving families.

We seek to accomplish this through our **CARE Values:**

Cooperation: working together actively for a common purpose

Acceptance: to be understanding of people and their different ideas

Respect: appreciation for the worth of yourself and others

Empathy: the expression of compassion for others and their needs

Cooperation	Acceptance	Respect	Empathy
friendship	responsibility	kindness	charity
patience	leadership	teamwork	understanding
generosity	service	fairness	awareness
selflessness	excellence	truthfulness	thoughtfulness



St. Francis of Assisi Catholic Academy does not discriminate against students/families based on race, color, sex, or national origin.

SFACA STAFF & FACULTY

ACADEMY BOARD OF MEMBERS

Pastor: Rev. Msgr. Ralph J. Maresca

ACADEMY BOARD OF DIRECTORS

Chairperson: Rev. Msgr. Ralph J. Maresca

Treasurer: John Ketcham

Board Members:

John Barry

Deanna Danke

Eileen Diaz

Jane Esposito

Sarah Jampol

Lori Nassis

Julie Stefandl

Walter Zilinski

Parent Board Member:

Mr. Chris DiMare

ACADEMY STAFF:

Principal: Ms. Elizabeth Reilly

3K-PreK Director/Admin Assistant:

Mrs. Nancy Annunziata

Academy Secretary:

Mrs. Patricia Cavera

Tuition Secretary/After School Director/

Office Support Specialist:

Mrs. Nancy Zotto

3K-PreK Secretary:

Mrs. Maria Kyriakopoulos

Bookkeeper: Mrs. Jeanmarie Scarlatto

Lunch Supervisors: Mrs. Nancy Minieri

& Mrs. Caron Cremin

PARISH STAFF:

Parochial Vicar:

Fr. Del Parku

Religious Education:

Sister Francesca Mumbua Simon, SSJ



ACADEMY FACULTY

3K-101 Miss Jessica Rapa

3K-103 Mrs. Stefanie Potestio

PK-107 Mrs. Sara Jane McNaughton

PK-109 Miss Nicole Biscaglia

PK-110 Mrs. Alyssa Silva

K-102 Miss Valentina Padovan

K-106 Miss Stephanie Biscaglia

1-208 Ms. Sarah Meehan

1-209 Mrs. Filomena Mauceli

2-103 Miss Melissa D'Angelo

3-206 Mr. Joseph Curro

4-207 Miss Gianna Colandrea

5-204 Ms. Jennifer Flores

6-201 Miss Danielle Gangi

7-203 Mrs. Gina Sturman

8-202 Mrs. Theresa Kubina

Italian: Mrs. Maria Posa

Music: Mr. Gennaro Esposito

Physical Education: Ms. Jennifer Alarcon

Art: Mrs. Amy McElwaine

3K/PK Yoga: Ms. Anna Sofia Ferrara

3K/PK Music: Miss Lizzie Zotto

3K/PK STEM: Miss Jessica Aniello

Nurse:

Mrs. Veronica Camilleri

TELEPHONE DIRECTORY:

Academy 718-726-9405

Rectory 718-728-7801

Nurse 718-278-0536

Religious Ed 718-278-0259

FAMILY RESPONSIBILITY

Families are required to know the Acceptable Use Policy, Attendance Policy, Code of Behavior, Discipline Policy, and Dress Code and are expected to cooperate fully with the academy to carry out these rules.

CODE OF BEHAVIOR

The Academy looks upon each student as a guardian of Academy regulations and holds him/her responsible for their observance. Any student whose conduct is deemed as deliberately disregarding these codes is subject to suspension or dismissal.

Parents are expected to show respect for the teacher's authority, profession, and expertise in the educational field. Supporting the teacher builds a working relationship which ultimately facilitates the child's academic performance, improves attendance, and reinforces a student's attitude in a positive manner.

In order to reinforce and build on the true Christian standards and values of living that are taught in the home, students attending St. Francis of Assisi Catholic Academy must adhere to the following directives:

A. Respect for the dignity of each person in all areas of the school building and grounds:

Our academy community within the Diocese of Brooklyn believes in the sanctity of human life and the inherent dignity of the human person. We believe that all students, academy employees, and volunteers have a right to a safe and healthy academy environment.

All members of the academy community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any form of harassment that substantially interferes with their education.

B. Respect for property: (Any property destroyed must be replaced/ repaired at the family's expense):

- * All hard-covered textbooks must be covered.
- * No textbooks, desks, walls, restrooms, etc., may be written on/ damaged
- * Borrowed Chromebooks, iPads, and library materials must be returned in good condition. A fee will be imposed for lost or damaged items.

- * Chewing gum is never permitted in the academy or on academy grounds. Foul language will not be tolerated at any time.
- * Electronic reading devices are permitted in the academy only with special teacher permission.
- * **Student cell phones must be shut off and kept inside the student's backpack (grades 3-5) or kept in teacher baskets (grades 6-8) when on school property. This includes Apple watches or any "smart" device.**

C. Respect for personal integrity: Self-discipline is the Christian ideal. In order to form good habits and positive attitudes, adherence to academy and classroom rules is necessary.

- * Cheating is intolerable. (Test mark will be "0"; no make-up test will be given.)
- * Stealing of anything from anyone is forbidden.
- * Weapons of any kind are strictly prohibited.
- * By New York City law, smoking/vaping is prohibited in any area of the school building or on surrounding grounds at any time.
- * SFACA is located in a Drug/Alcohol/Tobacco and Vaping Free Zone. Use of drugs by children or adults is an offense punishable by law.

D. Respect for the safety of each person:

- * Quietly walking in halls, staircases, and classrooms.
- * Ball playing, running games, or tag may not be played at any time other than in organized play under academy supervision.
- * Unless under the supervision of faculty/staff, no one is to remain on SFACA property after dismissal.
- * Refrain from playing on all Church property at all times.



DISCIPLINE POLICY

1. Each teacher sets the guidelines for discipline within the classroom. Reasonable and appropriate methods to enforce these measures are established at the class teacher's discretion.
2. Classroom Violation Form / Disciplinary Referrals are in place for stated infractions. The teacher will complete the appropriate form/referral for an infraction. One section will be sent home with the student for parent notification/signature. The accumulation of 3 infractions will keep the student from attending the next planned class trip. Classroom Violations will be served in the student's homeroom when deemed appropriate
3. Should a teacher refer a matter to the principal, the teacher and principal document a report of the undesired behavior and the student's family is notified of the action. In the event of a second infraction, the family will be expected to meet with the teacher and principal to discuss the unacceptable behavior. Failure to comply with or continued disregard for these policies will necessitate a meeting of the parent with the principal and/or the academy board to determine whether or not this student should remain in St. Francis of Assisi Catholic Academy.
4. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.
5. Detention will be strictly enforced. Any student who receives detention and fails to serve will lose school privileges after **1** unserved detention. School privileges include: school trips, recess, assemblies, etc. After **4** unserved detentions, the student will meet with the Principal and serve $\frac{1}{2}$ day of in school suspension..

SCHOOL DRESS CODE

Uniforms are to be worn at all times unless otherwise specified. If, for any reason, a child cannot be in uniform, a written excuse from the parent is to be sent to the teacher. Uniforms should be kept neat and clean. Only current academy pins may be worn on the uniform. Small earrings are acceptable for girls only. No necklaces, bracelets, or multiple rings are acceptable. *Effective after the Ring Day Ceremony, the 8th Grade class is afforded the privilege of wearing their school ring in addition to one other ring.* Any hairstyles/jewelry/ornaments that the school deems to be extreme must be changed or removed. Boys' hair should be cut above the shirt collar. No hair dye/temporary or permanent tattoos are permitted. Students' hair must not obstruct vision. Make up is not to be worn to

school. Any natural, nude color nail polish or hair dye will be allowed. If a Teacher at any time deems nail polish or hair color to be inappropriate, that student will be sent to the Principal for review. **On Mass days, students are to be in complete uniform. Dress Down Days, wear appropriate clothes. No ripped jeans, belly shirts; modest clothing only.**

September & October, May & June (Summer Uniform)

BOYS & GIRLS: Navy short-sleeved SFACA golf shirt, khaki school skorts / shorts / slacks, school belt, and navy or white socks. Only Gr. 6-8 girls may wear plaid skirt with golf shirt. Skirts must be knee length for girls at all times, and shirts must be covering the belly button.

GIRLS: November through April (Winter Uniform)

K-4: Navy plaid jumper, navy sweater, white blouse or khaki uniform slacks and navy long-sleeved SFACA golf shirt

5-8: Navy plaid skirt, navy sweater, white blouse or khaki uniform slacks and navy long-sleeved SFACA golf shirt

ALL GIRLS: Solid navy or white knee socks or tights, black school shoes, navy grade specific school sweater for cool weather. No low or no-show socks are permitted.

BOYS: November through April (Winter Uniform)

K-4: Khaki uniform trousers, school belt, with white dress shirt and navy plaid tie, or navy long-sleeved SFACA golf shirt.

5-8: Khaki uniform trousers, school belt, white dress shirt with navy plaid tie, or navy long-sleeved SFACA golf shirt.

ALL BOYS: solid navy or white socks, black school shoes, navy grade-specific school sweater for cool weather. (No low or no show socks)

SFACA Hooded Sweatshirts should be worn as outerwear only. Uniform items must be purchased through the Flynn & O'Hara Uniform Company and Da-Bar Too School Shoes.

PHYSICAL EDUCATION (GYM)

All students are expected to actively participate in the SFACA Physical Education Program unless medically excused in writing.

UNIFORM: K-8 Steel gray tee shirt and navy shorts (just above knee length) or SFACA navy sweat suit. For safety reasons, black or white sneakers and white/navy ankle socks will be permitted in physical education class.

N.B.: "Slip-on", platform, ballet, zipper and skate-board sneakers, cros, boots are prohibited. No low or no-show socks.

PEP uniform (Pride, Enthusiasm, Principles) days:

Only PEP T-shirt, jeans (no rips), and black/white sneakers may be worn on announced days. No athletic stretch pants.

ACADEMIC GUIDELINES

HOMEWORK is considered to be an important part of each student's education and will be assigned on a daily basis. Whether or not written homework is assigned, study in each subject area should take place every night. All home assignments are to be completed carefully and handed in to teachers on time. (Absentees are responsible to complete all assigned work. Please e-mail the school secretary, pcavera@sfaacademy.org by 9:30am to schedule pick-up of assignments between 2:45-3:00pm or arrange for a classmate to bring them home.)

Students who fail to complete assignments will be brought to the attention of the Principal. A plan will be determined to help the student be successful. Detention will NOT be used as a punishment for not doing homework.

TESTS will be graded/returned to the students for review/ correction; they must be signed by parents and returned.

REPORT CARDS are prepared three times a year. Grades are based on formal and informal assessments, including classwork and participation, tests, and home assignments.

The first Report Card is distributed online to **parents** in December with parent conference scheduled; the second Report Card is distributed online to parents in March with teacher and/or parent post conference request. Students in jeopardy of summer school or retention will be notified in March. The third Report Card is distributed online to parents in June. Parents of Gr. K-8 should check FACTS SIS regularly.

Family Vacations should not be planned when school is in session in order for instructional requirements to be met. Students are considered illegally absent should this occur.

ACADEMIC CODE – ALL MAJOR SUBJECTS Grades 1-8

A+ = 97-100	B+ = 89-92	C+ = 81-84	D+ = 74-76
A = 93-96	B = 85-88	C = 77-80	D = 70-73
F = below 70 (failure)			

AWARDS / COMMENDATIONS

STUDENT OF THE MONTH: Each month (October through June) the classroom teacher for Grades 5-8 selects a deserving student to be honored as the Student of the Month. The criteria for selection will align with the school's Vision and Values Statement (see page. 3) and **CARE** qualities.

STUDENTS FROM GRADES 6 THROUGH 8 MAY BE CONSIDERED CANDIDATES FOR THE PRINCIPAL'S LIST AND/OR HONOR ROLL. CRITERIA FOR THESE AWARDS ARE BELOW:

PRINCIPAL'S LIST

1. **Cumulative average of 97** or above for the five major subjects
2. **Rating of no less than 3** and personal cooperation in special subject areas (Art, *LOTE, Music, Physical Ed., Technology).
3. Not more than five latenesses.
4. Rating of no less than 3 in personal progress.

HONOR ROLL

1. FIRST & SECOND HONORS

FIRST HONORS - Cumulative average of 93 or above for the five major subjects

SECOND HONORS - Cumulative average of 89 or above for the five major subjects

2. **Rating of no less than 3** and personal cooperation in special subject areas (Art, *LOTE, Music, Phys. Ed., Technology)
3. No more than five latenesses
4. No less than rating of 3 in personal progress.
5. Receiving 2 or more detentions will immediately disqualify the student from receiving Honors.

**Languages Other Than English*

PERFECT ATTENDANCE

1. No absences.
2. No lateness.

GRADUATION POLICY

Students who successfully complete the 8th Grade with passing grades in all major subjects shall be awarded a St. Francis of Assisi Catholic Academy Diploma sanctioned by the Office of the Superintendent Catholic School Support Services of the Roman Catholic Diocese of Brooklyn.



Scholarship

In Major Subjects - Progress report final cumulative grade of 97-100 and no less than a rating of 3 in Personal Progress. In Special Subjects (Art, LOTE, Music, Phys. Ed., Technology) – no less than a final cumulative grade of 4 with no disciplinary comments.

Honors:

In Major Subjects - Progress report final cumulative grade of 93-96, and no less than a rating of 3 in Personal Progress. In Special Subjects (Art, LOTE, Music, Phys. Ed., Technology) – no less than a final cumulative grade of 3 with no disciplinary comments.

Gold Cord

Progress report final cumulative grade of 95-100 in the Major Subjects, no less than a rating of 3 in Special Subjects with no disciplinary comments and no less than a rating of 4 in Personal Progress.

White Cord

Progress report final cumulative grades of 90-94 in the Major Subjects, no less than a rating of 3 in Special Subjects with no disciplinary comments and no less than a rating of 4 in Personal Progress.

FIELD TRIPS



Field Trips provide a unique educational and social experience for students. It is considered a privilege for students to be taken on class outings. Without the expressed request by a parent for attendance on a specific trip, students may not accompany their class. (See Field Trip

Form.) A student who has received three infractions within a specified period of time will be denied the opportunity to participate in a class trip. Any student not coming on the field trip for whatever reason must report to the academy or return the next day with an absence note.

SUMMER SCHOOL

Students in Grades 3-8 are required to attend summer school for failure of ELA or Math. Students who fail Science or Social Studies will be recommended to attend summer school in ELA and must complete a required summer assignment. **A warning is given in March with final notice in May-June.**

RETENTION

Retention may be a necessary step in helping a child to succeed in school. Recommendations are made by the beginning of the third trimester and re-evaluated at the end of the school year. Retention will be determined on an individual basis that best serves the needs of the individual student.

HEALTH POLICY

Immunization

New York State Law requires that all children attending school (3K through Grade 8) must be appropriately immunized prior to entering school.

Community Resources for Families

New York Foundling's Parent Helpline: 1-(212) 472-8555

Child Abuse Hotline: 1-800-342-3720 (Central Registry to report child abuse/maltreatment)

Medication Policy

In order for medication (oral only) to be given to a child, a parent must bring to the nurse's office:

1. a written request (*Medical Administration Form*) from the parent to administer medication as ordered by the licensed prescriber.
2. a clearly written note from the licensed prescriber stating the child's name, medication name, specific dosage, and specific time for administration. (As per *MAF*)
3. the medication in a professionally labeled container. (Request two containers from the pharmacist because one must remain in school, not sent in daily.) (As per *MAF*)
4. prescribed medications may be brought into the school and administered only by the parent. (Medication needed for Extended Day students is the responsibility of the parents' designee.)

Vision Screening

The Department of Health screens students for less than optimal vision as regulated. Should a potential problem be suspected, families will be notified in writing by the DOH. It will be the responsibility of the parent to follow up in a timely manner.

TUITION POLICY/SCHOOL FEES

SFACA charges a yearly tuition fee. This fee may be made in one payment or in ten monthly installments (July through April) via FACTS Tuition Management.

The academy budget is prepared based on the number of students and the tuition for each child. It is essential that your payments are made on time each month. If for any reason you experience difficulties during the school year in making your tuition payments, please contact the tuition secretary or the principal to discuss your situation. Thank you for your cooperation in this matter.

FEES (NON REFUNDABLE):

NEW STUDENT REGISTRATION FEE: A non-refundable fee of \$275 per child is due at registration; \$125 each additional child

ANNUAL RE-REGISTRATION FEE: A non-refundable fee of \$200 for the first child, \$125 for each additional child is due at re-registration.

Tuition payments must be complete and up to date prior to acceptance of re-registration.

FAMILY TECHNOLOGY FEE: \$300 per family annually for Grades K-8

FAMILY SCHOOL FEE: \$200

LUNCH PROGRAM FEE:

A separate fee for this supervised program is due during the registration period for Full Day Grade K – 8 students.

1 child: \$225 - 2 children: \$275 - 3 children: \$350

THE LUNCH FEE DOES NOT INCLUDE THE PURCHASE OF ANY FOOD ITEM

MANDATORY FUNDRAISERS:

All families with students in Grades K-8 are required to purchase/sell one chance book for our Fall Raffle Fundraiser (\$100) and one box of candy per child (\$60) during our annual January fundraiser, as well raise \$65 per child or the annual walkathon.

TUTION SCHEDULES:

2023-24 Annual Tuition for Catholic Families K-8

- 1 child: \$5,800
- 2 children: \$9,300
- 3 children: \$12,200

2023-24 Annual Tuition for Non-Catholic Families K-8

- 1 child: \$6,300
- 2 children: \$9,700
- 3 children: \$13,100

TUITION PAYMENTS

Online Payment Plans must be set up through **FACTS** at online.factsmgt.com. Payments are due every month starting in July and ending in April. Payments made after the 15th of the month, at the discretion of the tuition secretary, will incur a late fee of \$35 for each occurrence. A returned check will also incur a \$35 charge. Tuition paid in full by September receives a \$300 discount. Tuition paid in two yearly payments (September & January) receives a \$150 discount

Current families who refer a new family will receive a \$250 tuition credit at the end of the current school year as long as the new students enroll and attend classes through the 2023/24 school year.

SCHOLARSHIP ASSISTANCE

SFACA recognizes that situations will arise that necessitates short-term financial assistance. Families of students are eligible to apply. Contact the school office for **Futures in Education** scholarship information or visit our website at www.sfaacademy.org

Please Note: Student attendance, tardy records, and required correspondence are reviewed by the Futures in Education Scholarship Committee prior to awarding any scholarships and during the school year.

STUDENT INSURANCE

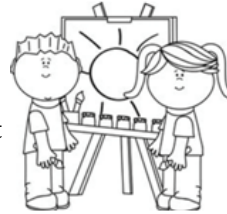
Insurance coverage via a Diocesan sponsored agency will be required of all students. The fee (\$10) is included as part of the family fee at registration; the Academy will supplement the remainder of the cost of this policy. Payment is due at the time of registration.

EARLY CHILDHOOD PROGRAMS

3K PROGRAM (3 Year Olds)

3K FOR ALL PROGRAM (FREE)

- Child must be born in 2020
- 6 hours and 20 minutes 8:10 a.m. - 2:30 p.m.
- Entrance & Dismissal: 3K children will enter/exit through Door C - Behind the back of the rectory.



PRE-K PROGRAM (4 Year Olds)

PRE-K FOR ALL PROGRAM (FREE)

- Child must be born in 2019
- 6 hours and 20 minutes 8:00 a.m. - 2:20 p.m.
- Entrance & Dismissal: Pre-K children will enter/exit through the main door of the school on 46th Street.

N.B.: Parents' cars are never permitted in the rectory parking area.

RELIGIOUS FORMATION

Catholic Schools, in collaboration with parents and guardians as the primary educators, seek to educate the child by providing an excellent education rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence, and social justice. Students are prepared for the Sacraments of Eucharist and Reconciliation in Grade 2 and Confirmation in Grade 8. However, the celebration of any sacrament depends upon the parents and the Parish personnel's evaluation of the spiritual and emotional maturity of the individual child. Children are expected to attend Mass each Sunday and on Holy Days and to participate at their special children's liturgies.



ACADEMY YARD (RECESS) REGULATIONS

1. The schoolyard is divided into sections as play areas. Weather permitting, children will recreate outdoors each day.

2. To avoid accidents, safe play is required. Children should not run. The academy is not responsible for lost, broken, or damaged items that are brought to school for playtime.

3. A bell is rung to conclude the recess period. Children are expected to remain in place when this first bell is sounded. This bell is rung a second time by the teacher on yard duty signaling that the children should walk to their respective lines. After the second bell, the children will enter the academy cafeteria in an orderly manner.



LUNCH PROGRAM REGULATIONS



1. Lunch supervisors bring classes to their respective tables. Children are assigned a specific seat. Each student must bring his/her lunch in a soft lunch bag. There are to be no deli/restaurant deliveries of lunches to the school for individual students. Each student must be responsible to bring his/her lunch with them each morning.

2. No student registered for the lunch program will be permitted to leave the academy premises during lunchtime for any reason, unless authorized in writing by a parent and picked-up by the parent or parent-approved supervising adult.

3. **Appropriate behavior is expected.** Should a student be disruptive or disrespectful after three warnings, the family will be notified and a meeting will be necessary. Excessive misconduct in the lunchroom or schoolyard may cause a student's suspension from the program. A further misconduct report will cause that child to be dismissed from the program. The lunch fee will not be refunded for such a dismissal. A child who is disrespectful in word or action to any adult supervising the lunch program is also subject to the same procedure

GENERAL INFORMATION

ACADEMY HOURS:

3K for All	8:10AM - 2:30PM
Pre-K for All	8:00AM - 2:20PM
Grades K-2	8:00AM - 2:50PM
Grades 3 - 8	8:00AM - 3:00PM



Mid-day Break	Recess / Lunch Time
Grades K - 2	11:35AM – 11:55AM / 12:00PM - 12:25PM
Grades 3 - 5	12:10PM – 12:30PM / 12:35PM - 1:00PM
Grades 6 - 8	12:40PM – 1:00PM / 1:05PM - 1:30PM

*Classroom snacks if offered should only be a hand-held healthy, **nut-free** food option.*

Entrance and Dismissal

To ensure the safety of the children, families are expected to remain outside the academy yard at all times. No parking is permitted on Parish property. No child will be permitted in the academy after dismissal unless accompanied by a teacher.

Entrance

- * **Teacher-supervised Early Morning Drop-Off begins 7:15AM.**
- * Students (K – 8) should not enter the schoolyard **before 7:55AM since there is no teacher supervision.**
- * Students are expected to report to their assigned entrance door. Children who arrive after their stated morning arrival time are marked as tardy.
- * Eyeglasses and lunch will be accepted by the school office after school begins. However, there are to be no deli/restaurant deliveries of lunches to the school for individual students.
- * Parents/visitors are required to sign the register at the main door whenever entering or leaving the building. If remaining for an extended period of time, a visitor's pass is required.

Dismissal

3K for All –Dismissal will be at 2:30pm

-Children will be dismissed from Door C nearest the Rectory.

Pre- K for All – Dismissal will be at 2:20 pm

-Children will be dismissed through the main front school door.

K-2 – Dismissal will be at 2:50 pm

-K children will be dismissed at the 46th St. academy yard gate;

-Gr. 1-2 children will be dismissed through the academy yard gate at 21st Ave.

-Parents may meet their children in the area beyond the gates.

Grade 3, 4, 5 – Dismissal will be at 3:00 pm

-Dismissal will be in an orderly, quiet manner by way of the academy's rear doors.

-The teacher will accompany the children from the classroom to the schoolyard gate at 21st Avenue.

-Parents may meet their children beyond the gate at 21st Avenue.

Grade 6, 7, 8 – Dismissal will be at 3:00 pm

-Dismissal will be from the driveway area on 46th Street

-Teachers will escort students down the stairs to the end of the school building in an orderly, quiet manner.

For the safety of the children and yourselves, Please DO NOT BLOCK Academy gates or double-park your car in the vicinity. Violators run the risk of being ticketed or towed. In the event of an emergency, emergency vehicles would not be able to get to the situation in a timely way. Also, for the safety of the children, parents are not to call students to a car, but rather, they must be escorted to their legally parked car.

N.B. On Faculty Meeting days Grades K- 8 students are dismissed at 12:30pm.

3K and Pre-K for all will be notified separately of any early dismissal days.

Students should be picked up at dismissal time unless attending the After School Program.

CLUBS

Clubs are moderated by faculty members and require parental permission to join. Specific information about various offerings / fees will be distributed in the Fall.

EMERGENCY SCHOOL CLOSINGS

Immediate emergency communication with each family will be made via the FACTS Parent Alert System & www.sfaacademy.org. Please do not call the Academy for information. In addition, SFACA may also determine that a one hour or two hour delayed opening is necessary due to weather conditions or other types of emergencies. Please note, should the NYC Department of Education close public schools, SFACA will also be closed.

ILLNESS

Children are not permitted to call a parent in the event of illness or injury. The Academy Nurse/ Secretary/ or other staff member will contact persons listed on the Student Information Form. Students may not leave the school building unless accompanied by a parent or designated representative who will officially sign them out. **Students should be fever-free for 24 hours before returning to school.**

EMERGENCY FORM

The Student Information Form, distributed at the first parent meeting, must be completed and returned to the office immediately. Please be sure to notify the office when any change occurs.

ATTENDANCE POLICY

In order for each student to develop their personal and academic potential and foster responsibility, organizational, and leadership skills, we encourage parental support in the education of their children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation. Student attendance will be recorded for each class period during the day including Special Content areas. Therefore, students who miss 40 days of school are in jeopardy of retention. At a conference with the Administration and teachers, alternative educational plans may be determined. It is the parent's responsibility to notify the Academy about student absences

COMMUNITY RELATIONS

PARENT TEACHER INVOLVEMENT

Parent-Teacher conferences are scheduled to foster understanding and cooperation between the home and the academy. Parents may arrange a conference with a faculty member at other times by requesting an appointment. It is important that there be unity in authority between the teacher and parent. The attitude of the parent toward the academy and the teacher is most important since this attitude is reflected in that of the child. Parents are reminded that criticism, complaints, gossip, etc. are retained by the child and become part of his/her education. Should a need develop:

1. First, contact the teacher to discuss the problem.
2. If the teacher-parent contact is not satisfactory, then the problem should be referred to the principal. (Parents may call the academy office at 718-726-9405 to request an appointment.)

FUNDRAISING

Each family is required to participate in 3 fundraising efforts. The first is the Fall Festival: Each SFACA family is required to sell one chance book. The second is the major Winter Candy Sale Drive: each SFACA student is expected to sell one multi-unit carton of candy. The third is our Spring Walkathon: each student is required to raise \$65 in donations.

HOME ACADEMY ASSOCIATION

Every family is a member of the HAA and is expected to attend the general meetings held each year and to become involved in projects sponsored by the Association. The primary aim of the HAA is to foster good communication between home and academy. Dues (\$10) are included as part of the family registration fee. Each class will have two parent representatives.

HAA Executive Board Members 2023-2024

President - Mrs. Maura Hili

Vice President - Mr. Dan Higgins

Treasurer - Mrs. Gina Koumarnetos

Board Member - Mr. Che Diaz

Board Member - Mrs. Mina Duran

Board Member - Mrs. Nicole Geiger

Board Member - Mrs. Ruby Chronas

Email: haa@sfaacademy.org

PARENTAL RESPONSIBILITY

1. Read the Parent/Student Handbook, talk about the expectations, the procedures, and the requirements that are stated as guidelines.
2. Participate in Sunday Mass.
3. Make tuition payments promptly.
4. Encourage appropriate respect toward teachers, adults, and students and be mindful of the Attendance Policy.
5. **a)** Affirm the Code of Behavior Policy and accept the Discipline Policy
b) Agree to and sign the Acceptable Use Policy.
c) Complete the Consent to Interview, Photograph & Publish Form.

Failure to comply may result in dismissal from the school.

Have your child return the completed tri-fold page insert to the teacher by Monday, Sept. 18, 2023.

ST. FRANCIS OF ASSISI CATHOLIC ACADEMY POLICY

Please note that throughout this handbook the use of the term “parent(s)” represents the person(s) **legally** responsible for the child.

The policies set forth in this handbook are intended to insure that all students benefit from an excellent educational program in an atmosphere based upon mutual respect fostered by the teaching of the Gospel. Students are always to conduct themselves as St. Francis of Assisi Catholic Academy students and to exhibit the behaviors expected of such students.

The faculty and administration are concerned with the best interest of each student and will apply the intentions of these guidelines in all matters. N.B.: The Academy Board and/or Principal reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

SFACA ACCEPTABLE USE POLICY FOR INTERNET PRIVILEGES

Internet connectivity is available throughout the Academy; therefore an acceptable use policy is presented. The acceptance and observation of the SFACA Internet Use Policy is the mutual responsibility of parents, students, and teachers. Families will be required to sign this agreement prior to SFACA’s granting of a student’s privilege to use the Internet to enhance learning. Filtering (blocking of inappropriate sites) will be in place.

ACADEMY CALENDAR – 2023– 2024 (Subject to change)

September 5 Faculty Planning Day/ 6 School Opening/7 First full day of classes K-8/11 First Full Day for all Grades/11 EDO & After School Programs begin

October 4 SFA Feast Day/9 Columbus Day – Academy Closed/ 31 Faculty Professional Retreat Day- Academy Closed

November 4 TACHS exam/ 9 Faculty Professional Day - Academy Closed/ 10 Veterans Day – Academy Closed/ 23-24 Thanksgiving Recess – Academy Closed

December 8 Feast of the Immaculate Conception- Academy Closed for K-8 (3K & PKFA in session)/ 7 Report Cards & Conferences/ Dec. 22 – Jan. 3 Christmas Recess

January 3 Classes Resume/ 15 Martin Luther King Jr. Day – Academy Closed / 28 Catholic Schools Week begins.

February 19 -23 Winter Recess – Academy Closed.

March 21 Report Card Distributed with conferences upon request /East Recess 28-4/5

April 8 Classes Resume / 10-11 NYS Grades 4, 6 & 8 ELA Test /22 Grade 5 & 8 Computer Based Science Test

May 7-8 NYS Grades 4, 6 & 8 Math Test/ 27 Memorial Day - Academy Closed

June 19 Juneteenth - Academy Closed/ Step-Ups and Graduation dates - TBD

APPENDIX

- i. Absence Note
- ii. Field Trip Form
- iii. Disciplinary Referral Form
- iv. Classroom Violation Form
- v. Parental Responsibility Form
- vi. Internet Acceptable Use / Anti-Bullying Policy Form
- vii. Photography Consent Form

Inserts:

Trifold contains copies of last three forms above

Please sign, date and return immediately to the homeroom teacher:

- v. Parental Responsibility
- vi. Internet Acceptable Use/Anti-Bullying Policy
- vii. Consent to Photograph

St. Francis of Assisi Catholic Academy

21-18 46th Street Astoria, NY 11105
Telephone: (718) 726-9405 Fax: (718) 721-2577

Field Trip Form

Teacher's name: _____ Class: _____
Date of trip: _____ Time: _____
Destination: _____

Expected time of return: _____
Mode of transportation: _____
Lunch: _____
Cost: _____
Special features, events, etc.: _____

I/we, the parent(s)/guardian(s) of _____ request that the academy allow my/our child to participate in the outing stated above. In consideration for the making of the arrangements for this trip, we hereby release and save harmless the academy and all its employees from any and all liability arising to my/our child as a result of this trip.

Parent/guardian signature(s): _____ Date: _____
_____ Date: _____

*** Emergency contact:

Name: _____ Phone # _____

I would be willing to chaperone

My child will not be going on the above stated trip, and I understand s/he is expected in the academy.

Parent/guardian signature _____ Date _____

Classroom Violation

CLASSROOM VIOLATION St Francis of Assisi Catholic Academy 21-18 46th Street, Astoria, NY 11105 (718) 726-9405	STUDENT:			GRADE:
	DATE OF INCIDENT:	TIME:	LOCATION:	TEACHER:
REASON(S) FOR THIS NOTICE 1. The purpose of this notice is to inform you of a policy infraction by the student. 2. Please note the action taken by the teacher and the corrective action taken today. 3. Please sign below that you have read the notice and return to the school on the next school day.		NOTICE TO PARENTS: 1. The purpose of this notice is to inform you of a policy infraction by the student. 2. Please note the action taken by the teacher and the corrective action taken today. 3. Please sign below that you have read the notice and return to the school on the next school day.		
<input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Rude / Discourteous <input type="checkbox"/> Chewing Gum /Candy <input type="checkbox"/> Failure to Complete Classwork <input type="checkbox"/> Bothering /Annoying Classmates <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Mischief <input type="checkbox"/> Failure to Complete Homework <input type="checkbox"/> Disturbing / Disrupting Class <input type="checkbox"/> Misbehavior During Fire Drill <input type="checkbox"/> Hitting Others				
ACTION (IF ANY) TAKEN PRIOR TO NOTICE <input type="checkbox"/> _____				
PRESENT ACTION TAKEN <input type="checkbox"/> Student was reprimanded <input type="checkbox"/> Student will make up assignment <input type="checkbox"/> Written reflection required <input type="checkbox"/> Matter referred to: <input type="checkbox"/> Student detained during recess <input type="checkbox"/> Student will serve scheduled detention <input type="checkbox"/> Parent conference requested <input type="checkbox"/> _____ <input type="checkbox"/> _____				
ADDITIONAL COMMENTS _____ _____ _____ _____				
_____ (Action Taken By)		_____ (Date)		_____ (Parent's Signature)
WHITE - PARENT'S COPY		CANARY - TEACHER'S - OFFICE COPY		

Dress Code Violation

DRESS CODE VIOLATION ST. FRANCIS OF ASSISI CATHOLIC ACADEMY 21-18 46th Street Astoria, NY 11105 (718) 726-9405	STUDENT		DATE	
	TEACHER		HOMEROOM	
	<input type="checkbox"/> 1st Notice <input type="checkbox"/> 2nd Notice <input type="checkbox"/> 3rd Notice		GRADE	MARKING PERIOD
Today your child was found to be in violation of our school's dress code. Please see that he/she is dressed in proper attire tomorrow. Continued violation of the dress code will result in further disciplinary action.				
REASON FOR NOTICE: <input type="checkbox"/> Belt <input type="checkbox"/> Shirt <input type="checkbox"/> Shorts <input type="checkbox"/> Hair <input type="checkbox"/> Tie <input type="checkbox"/> Pants <input type="checkbox"/> Gym Uniform <input type="checkbox"/> Hair Accessories <input type="checkbox"/> Socks <input type="checkbox"/> Skirt / Jumper <input type="checkbox"/> Shoes <input type="checkbox"/> Jewelry <input type="checkbox"/> Tights <input type="checkbox"/> Vest <input type="checkbox"/> Sneakers <input type="checkbox"/> Makeup				
COMMENTS: _____ _____ _____ _____ (Teacher's Signature)				
<input type="checkbox"/> If a (/) is entered in this box, parent must sign and return. _____				
WHITE - PARENTS COPY		CANARY - TEACHER'S COPY		PINK - OFFICE COPY

PARENTAL RESPONSIBILITY

(Sign Trifold Page)

1. Read the Parent/Student Handbook, talk about the expectations, the procedures, and the requirements that are stated as guidelines for a successful year.
2. Make tuition payments promptly (Tuition Rates - pp 13-14).
3. Encourage appropriate respect toward teachers, adults, and students and be mindful of the Attendance Policy (p 19).
4.
 - a) Affirm the Code of Behavior (pp 5-6) and accept the Discipline Policy (p 7).
 - b) Agree to and sign the Acceptable Use Policy (Appendix vi).
 - c) Complete photograph/film/videotape Consent Form (Appendix vii)

Failure to comply may result in dismissal from the academy.

Have your child return the completed tri-fold page to his/her teacher

We the parent(s) of _____, agree to be governed by this Academy Handbook for the year 2023-2024. We recognize the right and responsibility of the Academy to make rules and to enforce them.

Student's Signature

Date

Father's Signature

Date

Mother's Signature

Date

St. Francis of Assisi Catholic Academy

21-18 46th Street Astoria, NY 11105
Telephone: (718) 726-9405 Fax: (718) 721-2577
(Sign Trifold Page)



Internet Acceptable Use Policy September 1, 2023 – August 31, 2024

SFACA educates minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and in regard to cyber-bullying and appropriate digital citizenship. SFACA provides Internet access for educational purposes to those who agree to act in a responsible and considerate manner. A signed parental request for this privilege is required prior to authorization for each student.

It is expected that individual users of the SFACA network will act with honesty and be respectful of the rights of others. Users are reminded that it is inappropriate to give personal information, to use foul language, to harm others in any way, to participate in chat rooms without specific permission, or to bypass any security measures installed in the system. Parents are responsible for discussing and reinforcing the guidelines for safe use of the Internet with their child.

Inclusion of the academy name or personnel names, whether positive or negative, on personal social utility websites (e.g. Facebook, Instagram, Twitter, Snapchat, etc.) is not permitted.

Irresponsible or non-educational use of the SFACA network is a violation that will result in the loss of access to the Internet. Additional disciplinary measures may be necessary due to the nature of the violation.

Student's Name: _____ Grade: _____

I agree to use SFACA Internet access for educational purposes and will act in a responsible and appropriate manner as a good digital citizen.

Student's Signature: _____

I agree to be responsible for discussing and reinforcing the guidelines for safe use of the Internet with my child encouraging honesty and respect for others. I request that SFACA Internet privileges be authorized for my child.

Parent's Name: _____

Parent's Signature: _____

Date: _____

St Francis of Assisi Catholic Academy

21-18 46th Street Astoria, NY 11105
Telephone: (718) 726-9405 Fax: (718) 721-2577

Consent to Photograph and Publish 2023-2024

Please (Sign Trifold Page and return to teacher)

I hereby: ___ consent ___ do NOT consent

This document gives **St. Francis of Assisi Catholic Academy** along with the **Diocese of Brooklyn** and its communications arm, **DeSales Media Group**, permission to reproduce photographs and videos taken of students associated with the promotion of Catholic education within the Diocese of Brooklyn.

Permission is also granted to:

Name of Student: _____ Grade _____
Parent/Guardian: _____
Contact Phone: _____
Contact e-mail: _____

The academy may photograph or videotape the student listed above whilst they are partaking in scholastic and academy related activities, e.g. Classroom, clubs, field trips, competitions, and school/parish events.

I authorize the academy to use photographs or videos of the student listed above for: Parish/Academy websites/social media pages/marketing materials (brochures, flyers, billboards, newspaper ads, etc.), as well as, television, digital, and print advertisements/Futures in Ed. Promotion/promotion of Catholic Education in Diocese of Brooklyn.

I understand that by giving this authorization, SFACA along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or videos for the purposes listed above.

Signature of Parent/Guardian

Date

St. Francis of Assisi Catholic Academy
School Song

We are students at Saint Francis,
And we are glad we're here,
People here are like our family,
We hold them all quite dear.

Chorus

We stand and we salute you,
We think you are the best,
Saint Francis of Assisi,
You stand above the rest.

Like the patron saint we follow,
We'll strive to live in peace,
And show to all around us,
That God's love will not cease.

Chorus

We stand and we salute you,
We think you are the best,
Saint Francis of Assisi,
You stand above the rest.

St. Francis of Assisi Catholic Academy, Astoria, NY
Lyrics: Mrs. Mary Alice Behringer
Music: Mrs. Sandra Swinburne Carolan



St. Francis of Assisi Catholic Academy