OUR LADY of the SNOWS
CATHOLIC ACADEMY

2018-2019

www.olscafp.org
Our Lady of the Snows
79-33 258th Street
Floral Park, NY 11004

Father Kevin McBrien, Pastor
Mr. Joseph Venticinque, Principal
Ms. Nellye Estevez, Assistant Principal
School Office: (718) 343-1346  Fax: (718) 343-7303
E-mail: office@olscafp.org
website: www.olscafp.org

School Nurse Jane Andersen: (718) 347-5134

SCHOOL SCHEDULE

Grades K and 1                  8:10 a.m.            2:55 p.m.  
Grades 2 to 8                   8:10 a.m.            3:00 p.m.  
Nursery AM                      8:20 a.m.            11:20 a.m.  
Nursery (Full Day)              8:20 a.m.            2:55 p.m.  
Pre-K (Full Day)                8:20 a.m.            2:55 p.m.  
Pre- K for all                  8:20 a.m.            2:40 p.m.  

Lunch:  E= Eat and R= Recess
K,1,3,5,7                      11:55am – 12:25pm R
                                12:25pm – 12:55pm E

2,4,6,8                        11:55am – 12:25pm E
                                12:25pm – 12:55pm R

Before School Care (Contact Phone: 718-343-1346) After School Care
(7:15 – 8:10 AM)               (Dismissal – 6:00 PM)
(except when otherwise noted)  (except when otherwise noted)

Visitors: In the interest of safety, all visitors report to the school office. No one is permitted to visit a classroom before, during, or after class time without an appointment. If you are meeting with a teacher, please wait in the main school lobby until you are directed to the classroom.

Mail: All flyers and handouts are posted on the School webpage the day they are sent home with the students. Please refer to website for all handouts.
St. Joseph, you provided for those who were given to your care in this life. Intercede for us, so we may receive the grace we need to provide for those whom are given to our care, whether for a moment or for a lifetime.

Amen.
Continuing the legacy of The Sisters of Saint Joseph, our mission at Our Lady of the Snows Catholic Academy is to move with the Spirit to bring about God’s reign and seek to promote justice, to live lives of non-violence and to respond to the needs of our time – uniting all in God’s love. We believe it is our responsibility to recognize and develop the unique gifts of each child entrusted to us as we welcome children of all religions and cultures to our school community, and we reach out to them with understanding and respect.

Our vision is the preservation of our strong Christian environment and high academic standards – an environment that fosters the spiritual, academic, social, and physical development of the individual.

- Spiritually, we deepen the awareness of God’s presence by helping our students know Jesus. Our school stresses personal responsibility as well as concern for others. Programs and activities throughout the year encourage students to become involved in the loving service of others in need.

- Academically, we adhere to the current standards set forth by New York State and the Diocese of Brooklyn.

- The physical and social needs of our students are considered throughout the day based on their ages, to ensure that we both challenge and attend to these important areas of development.

We will also continue to work conscientiously to realize our ideals in a community that are contemporary, enthusiastic, unbiased, and open to the future.

**POLICY OF NON-DISCRIMINATION**

Our Lady of the Snows Catholic Academy admits students of either sex or any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Our Lady of the Snows Catholic Academy does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, and athletic or other school administered programs.
Dear Parents & Guardians,

You have all read the headlines and seen the news stories: food allergies are a growing concern in schools across America. Millions of children - children who are perfectly healthy and normal in every other way – must watch every single bite they eat, or risk suffering a severe or even life-threatening reaction. In fact, food allergies claim an estimated 150 lives and are responsible for more than 125,000 emergency room visits each year. A major health issue such as this must be taken very seriously, and it has always been the policy of this school to make the safety and well-being of our students our top priority.

Many students in our school have serious peanut allergies - the food allergy that claims more lives each year than any other. A child with a serious peanut or tree nut allergy can suffer a reaction merely by touching an allergy-containing food. Therefore, we are putting the following safety guidelines into effect:

- Please do not send any tree nuts, peanut butter or foods containing peanuts to school. This includes all snacks and lunches.
- Our Lady of the Snows Catholic Academy is a Nut free school.

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy-related issues, please do not hesitate to contact either one of us.

Wishing you and your family a safe and healthy school year.

Sincerely,
Mr. Joseph Venticinque
Principal
Ms. Nellye Estevez
Assistant Principal
The Our Lady of the Snows School Board is comprised of an appointed group of representatives who assist the pastor and principal.

Pastor – Father McBrien
Principal – Joseph Venticinque
Assistant Principal – Nellye Estevez

Officers
Brother Michael Renna, OFS
Loriann Murphy
Lorraine McNally
Denise Doucette

Board Members
Kevin Hughes
Kathleen Mardiguian
Mike McGovem
Jeanette Newman
Mary Ann Schlechter

The Home Academy Association (HAA) is comprised of four officers, an executive board, parent volunteers and teachers. The primary goal of the HAA is to help make OLSCA a better place for the children by organizing and running fund-raisers, events, promoting the school and helping in any way they can.

Their success is a direct result of the support they receive from the Our Lady of the Snows families. They are extremely generous in giving of their time, ideas and support for our parish.

President: Jennifer Harris
Co-Vice President: Sandra Lamarque
Co-Vice President: Charmaine Haynes
Treasurer: Tara Bivona
Secretary: Lisa Seibert
Instructional and Support Staff

Nursery: Mrs. S. Trimarchi
Pre-Kindergarten: Mrs. E. Gately
Pre-Kindergarten: Mrs. A. Amarain
Pre-Kindergarten: Ms. C. Lopes
Pre-Kindergarten: Ms. M. Banes
Kindergarten: Mrs. J. Bigeni
Kindergarten: Ms. T. Kubat
  1A: Mrs. L Sirico
  1B: Mrs. M. Barone
  2A: Ms. A. Puma
  2B: Mrs. M. Mastronardi
  3A: Mrs. D. Scaturro
  3B: Ms. K. Vesely
  4A: Mrs. R. Rasa
  4B: Mrs. D. Bamberger
  5A: Ms. C. Aichinger
  5B: Mrs. L. Flynn
  6A: Mrs. I. Flatley
  6B: Mr. A. Fragale
  7A: Ms. J. Duttra
  7B: Mr. S. Mulz
  8A: Mrs. B. Kulpa
  8B: Mr. K. Waszak

Art/Library: Mrs. M. Disanto
Resource Room: Mrs. C. Beauchamp
Physical Education: Ms. B. Astarita
Spanish: Mrs. C. Preciado
Technology: Mr. J. Santamaria
Music: Ms. J. Maselli
STEM: Ms. B. Astarita
School Secretary: Mrs. J. Buttry
School Finance Secretary: Mrs. S. Solimo
School Nurse: Mrs. J. Anders
Band Director: Paul Effman Music
School Custodian: Mr. C. DeRose
The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September 2010 and became effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensures this for all New York State public school students. Although religious and private schools are exempt from the Dignity law, much of what has been signed into the Dignity Act has been and continues to be practiced in our Diocesan schools.

Codes of conduct exist for students, staff, and volunteers, and policies are in place to create a safe environment in our schools free from harassment, discrimination, or any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age appropriate instruction that 1) defines abuse, 2) makes clear how to report abuse, and 3) provides training on personal safety skills.

The school curriculum and programs are built on strong Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words, and deeds. Instruction in civility, citizenship and character education is standard curriculum in our schools, with a strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy, and dignity and respect for all.

Faculty, staff, and student behavior is expected to conform to values consistent with the Catholic faith.
CHILD SAFETY - NYS MANDATED REPORTING

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If abuse or maltreatment is suspected, the incident will be reported to the Principal, or to the Assistant Principal or School Nurse in the Principal’s absence, or the mandated reporter may contact Child Protective Services directly.

CONFIDENTIALITY

Students and parents are advised that confidentiality may not be maintained if the matter involves health, life or safety, in which event, staff must report appropriately. Reasonable care will be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open space.

CUSTODY ISSUES

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, parents are advised to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.
GENERAL POLICIES

Admission: In determining admission to Our Lady of the Snows Catholic Academy, academic aptitude and individual needs of each applicant are taken into consideration. The school accepts students who will benefit from the philosophy as well as the spirit of Our Lady of the Snows Catholic Academy and who demonstrate an aptitude for handling the curriculum successfully.

ATTENDANCE
There is a high correlation between academic success and school attendance. Prompt, regular attendance has a marked influence on student achievement.

Please make sure your child arrives to school on time. All students are to be in their homeroom classrooms no later than 8:10 A.M. When a child is late it becomes a bad way to start the day for the child and a disruption to the teacher and other students in the class.

When a child is absent: • It is the responsibility of the child to make up assignments, projects and tests missed during any absence. Homework and class materials will be ready for pick up between 2:45pm and 3:15pm. All work must be completed upon the student’s return. • Reporting a child’s absence is required. Reporting can be done on-line through the school website or by calling the School Office before 8:00 A.M. • New York State Education law requires a written note to be submitted to the school via the homeroom teacher. School absence note may be printed from the parent tab to record the dates and reason for the absence. Please note any absence will be recorded as an illegal absence until an absence note is received. • For three or more consecutive days a doctor’s note is required.

Health
Keeping Children Home…
• Any child with a fever of 100 degrees or higher, and/or two or more flu-like symptoms must be kept home for 24 hours after a normal temperature has returned.
• If a child has a fever in the morning before school, he/she should not be given Tylenol, or any other medication and sent to school.
• Any child with vomiting or diarrhea should be kept home for 24 hours after the last symptom.
• Pink eye is contagious—a child must have a doctor’s note to return to school.

By keeping your child home, you are not only helping him/her to get well faster, you are also preventing the illness from spreading to other members of the Academy community. Let the Academy know as soon as possible that your child is ill. When your child returns to school, please give him/her a note for the teacher explaining the absence.

Injuries
A doctor’s note is required for any child who comes to school wearing a splint, cast or other appliance. A medical note is also required for any restrictions on physical activities. This includes restrictions and limits for gym, movement and outdoor recess. Any student that requires the use of crutches, walking boot or other device must have doctors note that states they can use the stairs.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
Early Dismissal
We encourage parents to make their children’s doctor, dentist, and any other appointments after school, or on school breaks. Leaving school early or during the school day interrupts a child’s learning, which is impossible to make up. However, if a student must leave school before dismissal he/she must bring a note from a parent and give it to their homeroom teacher at entry. Included in this request should be the student’s name and class/grade, the reason for the early dismissal, the name of the person who will pick up the student, and the time requesting to leave. The person who comes for the student needs to meet the student in the school office. Students sent home sick by the school nurse must be signed out in a similar fashion.

Dismissal Procedures
For the safety of the children, each student is assigned to a specific place to be at dismissal. Students may not arbitrarily leave with a different teacher, or on a different line. If a student normally takes a bus home, but the parent/guardian intends to pick him/her up one day, a note from the parent/guardian must be sent to the homeroom teacher that morning.

If a student normally is picked up at dismissal but is to remain in the afterschool program that day, a note from the parent/guardian must be sent to the homeroom teacher that morning. If a student is going home with a friend, neighbor or other family member, this must be communicated in writing to the homeroom teacher that morning.

Any changes from the regular dismissal procedures should be addressed in a note to the homeroom teacher, who will forward the note/information to the school office.

Latenesses
We ask parents to please help us in this regard. Habitual lateness forms a pattern that lasts through life. A child who is consistently late causes disruption to a class already in progress. A student in grades K - 8 is considered late when s/he is not in the building/school yard by 8:10 a.m.

A late student may enter class after signing the late book and obtaining a late pass from the school office. Some of the consequences for chronic lateness will be: privileges being revoked, detention and mandatory parent conference.

GRADES 4-8 - FIVE (5) lateness’s will result in a detention until 4:10 p.m. Parents will be informed of the date that the detention is to be served.

PLEASE NOTE: If the City School Bus is late, your child will be marked late without penalty.

VACATIONS: Parents/guardians are encouraged to schedule vacation days in accordance with the official school calendar. School work will not be pre-assigned; missed school assignments must be made up within five days of the student’s return.

EMERGENCY INFORMATION
Emergency contact information is collected at the start of the school year. It is essential that the contact forms be completed promptly and accurately. Any changes that occur in this information over the course of the school year must be reported to the administrative staff immediately. Inaccurate information impacts your child’s safety and security. Lastly, only adults listed on the emergency contact sheet are authorized to take a child from school.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
**COMMUNICATION**

If you have a question or concern about your child’s work, progress or behavior, the Academy encourages you to contact your child’s homeroom, or subject class teacher first. This faculty member is the one with the most information and day-to-day contact with your child.

If you have specific concerns about your child’s work in one of the specialty classes (Spanish, art, computer, music, physical education), please contact the teacher of that class.

If there are specific events, problems or changes in your family’s usual routine, which may affect your child, please let your child’s homeroom teacher know. This will help the teacher better understand and support your child.

**CLASS TRIPS**

Class trips are an important part of our curricular work. Teachers organize and arrange the trips to coincide with the topic they are teaching. Therefore, trips are not optional excursions. They will range from walks around the neighborhood, to visits to the City’s cultural institutions, such as museums, cultural institutions, historical landmarks, and theaters.

Classes will travel on foot, or by school bus, chartered bus, railroad, depending on the student level and destination. Teachers will notify families of upcoming trips and provide specific information on lunch, transportation, trip costs, etc.

Teachers will also request parent chaperones to accompany the class and assist in supervision. Parent chaperones play a vital role in maintaining the safety and educational value of the trip.

“Rules of the Road” for parent chaperones…
- All field trip chaperones must be Virtus trained, as per Diocesan guidelines.
- Follow the directions of the teacher who organized the trip
- Turn off your cell phone and put it away
- Limit adult socializing
- Remember that you are chaperoning and are there for all the students, not just your child.
- All students must return to the Academy.

**VIRTUS TRAINING**

All parents who intend to volunteer or attend field trips or wish to interact with students at Our Lady of the Snows must have Virtus training and a current certificate must be on file in the office. Free training is available through the Brooklyn Diocesan Office at [www.virtusonline.org](http://www.virtusonline.org)

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
**DISCIPLINE**

Discipline in a Catholic school is based upon values as well as respect for self and others. Achieving self-discipline and the recognition that each action results in a positive or negative consequence are the goals to which each student should aspire while at Our Lady of the Snows Catholic Academy. The cooperation and involvement of students, teachers, parents, and administrators are critical to the achievement of our disciplinary goals.

Each class will have behavior expectations that align with the school’s mission statement. In addition, all students are expected to:

- Speak and act in a respectful manner at all times
- Accept all peers and their unique gifts, talents, and academic abilities
- Respect the personal space of each individual
- Behave in a safe manner at all times and in all places
- Complete all assignments to the best of their ability and within the assigned time period
- Refrain from gum chewing and from eating in non-lunchroom areas without teacher permission
- Refrain from inappropriate displays of affection
- Observe all classroom and school behavior guidelines
- Observe all bus rules (K-8)
- Wear the complete uniform on regular school days and gym days (K-8)
- Wear appropriate attire on Dress Down Days (Refer to Dress Code)

Nursery to Grade 3 students will be given age appropriate consequences for inappropriate behavior. Grades 4-8 will utilize a demerit-based discipline plan. Students who fail to live up to grade level expectations will be issued a demerit or immediate detention as a consequence of their behavior. Parents will be notified when a student is issued a demerit or detention. Negative behavior choices will have an impact on the growth code/character development section of the student’s assessment card.

**DEMERIT PROGRAM**

- Students will be given one warning related to a behavior choice unless the infraction is serious and warrants an immediate demerit/detention.
- After an initial warning, a demerit will be issued for a repeat of the identified behavior.
- Parents will be notified via email, a signature required note, or a call home that a demerit has been issued.
- Students accumulating 3 demerits in a marking period will be assigned a detention to be served for 1 hour after school. Parents will be given at least a 48 hour notice regarding the detention, and they must acknowledge via a note or email that they are aware of the detention. Detentions may not be postponed or rescheduled without the principal’s permission.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
Demerit Program (continued)

- Students will be assigned an immediate detention for behavior that is considered disrespectful to an adult, for fighting, or for exhibiting behavior that is seen to be in blatant disregard of school safety and value-based behavior expectations.

- A student, parent, teacher, administrator conference will be required upon a student serving a second detention. A third detention will result in a student being prohibited from participating in a non-academic activity such as picnics, field day, fashion show, pep rally, class celebrations, award luncheon, and/or graduation.

- Administration has the right to impose disciplinary consequences for any conduct in or out of school that is detrimental to the reputation of Our Lady of Snows Catholic Academy, its students and/or its staff. (Negative choices related to social media or other technical devices are also subject to disciplinary consequences.)

Probation:
A student may be put on probation for academic or behavioral problems that do not require more drastic actions. Parents and students must be made aware of the reasons for and conditions of the probation.

Suspension:
A suspension may be issued for very serious matters when administration determines that a student must be removed from contact with fellow students. Parents and administration must be in dialogue prior to the start of a suspension. Parents who do not agree to the suspension may be asked to transfer the student from Our Lady of the Snows. Suspension may be served in school or at home at the principal’s discretion.

Expulsion:
Expulsion is used only as a last resort after all other measures have been exhausted or upon the recommendation of the pastor or Diocese. Circumstances of crime, scandal, morality, or danger to the health and well-being of the school community may necessitate this extreme disciplinary action.

A student in possession of a weapon or a “look-a-like” object that could be used to harm another person or be perceived dangerous will be subject to disciplinary action deemed appropriate by the school authorities including, but not limited to, suspension/expulsion from school and referral to appropriate legal authority.

Gross disrespect, sexual harassment, negative attitude, leaving the school property without permission, continued disregard for school rules, physical assault, violent actions that disrupt school or school activities, destructive pranks, stealing or defacing school or personal property are all considered serious offenses.

Discipline will be firm and consistent. We are aware of the fact that when disciplinary measures are taken, they will be effective only to the extent that we have parental cooperation.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
Our Lady of the Snows – Anti-Bullying Policy

Our Lady of the Snows is committed to fostering an atmosphere where bullying and the acceptance of bullying are seen as inappropriate and wrong. Bullying goes against our Catholic values and the teachings of Jesus. Our students are expected to treat their peers with respect, empathy, and compassion. Students who experience any form of bullying or are a witness to bullying are encouraged to report the incident to a member of the school staff or to their parent. Immediate intervention is important if a negative behavior is to be changed.

Bullying is an act which may occur on school property, on the bus, at school related functions, or in the classroom. Bullying may take the form of oral communication, physical contact, or be conducted via phone/electronic technology.

Bullying is:
- Intended to harm
- One-sided
- Repetitive, over a period of time
- Meant to diminish self-worth of the intended victim
- Continued even after an initial warning or after the victim has expressed his/her objections

Our Lady of the Snows Catholic Academy is committed to:
- Documenting and investigating each reported incident of bullying
- Taking an account of all parties’ views
- Protecting the reporter as much as possible
- Offering advice and support to the victim and to the offender
- Keeping all parties informed throughout the investigative process to the extent permitted
- Utilizing a system of sanctions/punishments which will correspond to the seriousness of the offense; sanctions may include detention, suspension, counseling by a trained mental health provider, or expulsion.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
SCHOOL UNIFORM REGULATIONS

The primary focus of an OLS education is the spiritual, moral and emotional development of the student. A uniform code has been established to allow students to focus their attention on their primary educational responsibilities, to establish a serious and professional atmosphere for learning, and to teach an appropriate and modest manner of dress.

A neat appearance and dress according to the school regulations is required at all times in school and traveling to and from school. Students not properly dressed for school will not, at the discretion of the administration, be permitted to attend class and, the parent will be contacted to bring appropriate clothing. **Students are not permitted to wear a long sleeve shirt under short sleeve polo. Only white t-shirts may be worn under a polo.**

Both students and parents are responsible for the uniform code being adhered to, and for understanding completely the reasons for its existence. Repeated violations of these regulations will result in suspension until such time as the student's parents have been to the school personally to see the Principal. The Principal reserves the right to make the final decision as to whether an article of clothing meets the standards established and to update/change the uniform code at any time.

The uniform consists of the following and must be purchased at Flynn & O’Hara and Da-Bar Shoes, no other uniform may be worn at any time:

**Nursery, Pre-Kindergarten and Kindergarten:** Students wear their gym uniform, white socks and sneakers.

<table>
<thead>
<tr>
<th>Boys Grades 1-8</th>
<th>Girls Grades 1-5</th>
<th>Girls Grades 6-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform trousers</td>
<td>Uniform jumper</td>
<td>Uniform skirt/Uniform vest</td>
</tr>
<tr>
<td>Uniform black belt</td>
<td>Uniform blue Pointed Collar blouse</td>
<td>Uniform blue Pointed Collar blouse</td>
</tr>
<tr>
<td>Uniform blue shirt</td>
<td>Uniform navy blue shoes</td>
<td>Uniform navy blue shoes</td>
</tr>
<tr>
<td>Uniform black shoes</td>
<td>Navy blue socks</td>
<td>Navy blue socks</td>
</tr>
<tr>
<td>Black socks</td>
<td>Navy blue cardigan sweater or School Fleece</td>
<td>Navy blue cardigan sweater or School Fleece</td>
</tr>
<tr>
<td>Navy blue cardigan sweater or School Fleece</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gym Uniform**

<table>
<thead>
<tr>
<th>Grades 1 – 8 Summer</th>
<th>Grades 1 – 8 Winter</th>
<th>Grades Nursery – K Summer/Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue T-shirt</td>
<td>Blue T-Shirt &amp; Sweat Shirt</td>
<td>Blue T-shirt &amp; Short/Long *T-shirt if wanted</td>
</tr>
<tr>
<td>Shorts</td>
<td>Gym Sweatpants</td>
<td>Short &amp; Sweatpants</td>
</tr>
<tr>
<td></td>
<td>Sweatshirt</td>
<td></td>
</tr>
</tbody>
</table>

IT IS REQUIRED THAT THE CHILD'S FIRST AND LAST NAME MUST BE PUT ON EACH ARTICLE OF CLOTHING.

<table>
<thead>
<tr>
<th>The school and gym uniforms MUST be purchased at:</th>
<th>Shoes for Grades 1-8 must be purchased at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flynn &amp; O’Hara (Uniforms)</td>
<td>Da-Bar Too Stride Rite (Shoes)</td>
</tr>
<tr>
<td>131 Sunnyside Boulevard, Suite 104</td>
<td>70-05 Grand Avenue</td>
</tr>
<tr>
<td>Plainview, New York 11803</td>
<td>Maspeth, NY 11378</td>
</tr>
<tr>
<td>(800)699-1512 – (516) 221-3006</td>
<td>(718)779-1544</td>
</tr>
</tbody>
</table>
SCHOOL UNIFORM REGULATIONS (continued)

APPLICABLE TO ALL STUDENTS

Makeup may not be worn in school; only clear lip gloss may be worn. Only light-colored nail polish may be worn in school.

Jewelry worn to school must be small and either gold or silver. Earrings must be small – no hoop earrings, chains, bracelets, multiple earrings, facial jewelry, and body piercing are acceptable in school. No more than (1) one earring in each ear for girls NO earrings for boys.

Girls are permitted a simple headband that is available by Flynn and O'Hara.
Artificially colored, dyed or bleached hair is not permitted by any student. Natural hair color ONLY.
At no time may hats, bandannas, or other head coverings be worn in the classroom, school building, or other instructional areas except for a medical or religious purpose.

Boy's hair and facial hair must be neatly groomed and naturally colored. Inscribed/Design haircuts (one line or part allowed), inappropriate hairstyles, or hair with height, hair longer than their collar or eyebrows is unacceptable. At no time should a student have a haircut that his/her head is shaved, unless medically acceptable. Example: mohawks, fab haircuts or other deemed unacceptable by administration.

Certain days during the school year are designated as "Dress Up" or "Dress Down" days.

On "Dress Up" days, students are required to wear dress clothes -- no jeans, sneakers, or t-shirts.

"Dress Down" Day Rules/Regulations:
1. No shirts, blouses or dresses with tank tops/spaghetti straps, bare midriff, off the shoulder /cold-shoulder, shirts that are inappropriate or display offensive language or pictures or open back tops are to be worn.
2. For safety reasons, no flip flops, backless shoes, “high” heeled shoes, strapless sandals, or boots are to be worn.
3. Shorts, skirts, or dresses must fit properly and are to be no shorter than 3” above the knee. Destroyed/distressed jeans that have holes, rips or any other markings., leggings or similar styled pants are not to be worn.
4. Cleanliness and neatness are expected at all times.

All shirts and blouses must be tucked in. Gym shorts and girl's skirts are to be worn at the knee and not rolled at the waist.

The administration reserves the right to amend the dress code as needed.

Parents will be called to bring a change of clothes or the school will give the child appropriate clothes.
The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
PHYSICAL EDUCATION
State Law mandates physical education classes. Attendance is compulsory unless a doctor's note certifying disability is presented to the Nurse/Gym Teacher/Principal. Our Lady of the Snows Catholic Academy believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health.

We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Students must wear the uniform prescribed for gym classes. Boys and girls wear sneakers, white socks, regulation navy blue shorts, and the regulation grey t-shirt both with school logo. Students wear their gym uniforms to school on gym days. In cooler weather, navy blue sweat pants may be worn and a navy sweatshirt may be worn over the light blue polo shirt. ONLY the school logo may appear on the sweat clothes. The CYO logo is not part of the OLSCA uniform.

No student will be admitted to class or be allowed to participate in gym class unless s/he is in proper uniform. We recommend that the student's last name be placed in large letters inside all gym clothes, especially the sweatshirt.

FIRE DRILLS
Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. No running or talking will be permitted during the fire drill. No one is to return to the building until the signal is given. Misbehaving during a fire drill is a serious infraction.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
CANCELLATION OF SCHOOL
If there is a possibility of school being closed because of weather conditions, please go to the school website at WWW.OLSCAFP.ORG

1. If All New York City Public Schools are closed.
   - All schools in the Diocese of Brooklyn and Queens are closed.
   - Then *Our Lady of the Snows Catholic Academy* is closed.

Please do NOT call the school, convent, or the rectory. General rule: if a student comes to school, s/he stays for the day unless instructed otherwise by the National Weather Service or Civil Defense.

SCHOOL SAFETY PROCEDURES

CRISIS MANAGEMENT PLAN
*Our Lady of the Snows* has in place a "Crisis Management Plan" for extreme emergencies. From time to time, the students, faculty, and staff will practice these important safety precautions during the school day. Misbehaving during these drills is a serious infraction.

Evacuation
The safety and welfare of our students and staff continue to be our highest priority. As we have communicated to you before, we practice safety drills throughout the year to help staff and students understand emergency procedures.

We want to make our families aware that in case of an emergency where it is necessary to evacuate the building, our students will be provided shelter at a neighboring school. In the event of such an emergency, we would let parents know that their children are at the evacuation site through our parent alert system on Option C.

Our evacuation site is: Middle School 172
81-14 257th Street
Floral Park, NY 11004

EMERGENCY PROCEDURES
In emergency situations, directions would be given over the public address (PA) system by the administrator on how to proceed.
— If it is necessary to evacuate the building, the designated fire routes would be followed unless directed otherwise by the administration.
— If it is necessary to lock down, a coded message would be made over the PA system by the administration. In such an eventuality, all students should be in a locked room, the bells would be shut off, administrators would clear the halls, and the police would be notified. A coded all clear announcement would be made by the school administrator once it was determined that the emergency situation was over.

If it was necessary to go to a safe area away from the school, the fire evacuation procedure would be used but instead of remaining outside the school, our students and staff would proceed to a designated safe area.

The Administration of *Our Lady of the Snows Catholic Academy* reserves the right to amend policies and procedures as the need arises.
HEALTH SERVICES

Each year all new students and those entering the Pre-Kindergarten, Kindergarten, second, fourth, and seventh grades must receive a physical examination by a licensed physician or by the school physician. The School Nurse may conduct screening examinations for hearing, vision, height, weight, and scoliosis that are mandated by New York State Law. Parents will receive a written notification if a child requires a referral to a health professional. The School Nurse does not provide medical treatment in any situation other than emergencies.

Communicable Diseases:

If any of the following conditions are noticed, please keep your child home and contact your doctor: nausea/vomiting, diarrhea, fever, sore throat, severe cold/cough, rashes, earache, or eye discharge.

Whenever possible, the school will notify parents of known exposure of their child to a communicable disease.

If a child becomes ill or meets with an accident during the school day, every attempt will be made to contact the parents. Therefore, be sure that the health office has on file an updated emergency contact file containing the following: home, cell, and business telephone numbers, e-mail address, and the name and the telephone number of a person to be called in the event that the child’s parent or guardian cannot be contacted at the time of the emergency.

Medications:

No prescription or over the counter medication may be given to your child without:

1. Written order from a licensed physician
2. Written permission from the parent or guardian
3. A parent, guardian or designated adult supplying or delivering the medications to the school nurse in the original container. Students may not transport medication to and from school.

If a student needs to take medication during school hours, the nurse must be notified. Medication cannot be administered UNLESS the nurse has a completed 504 Form on file. The 504 Form must be completed by your child's physician and signed by the parent. No medication will be accepted or stored in the school without the proper paperwork. Please note that medication cannot be given for episodic illnesses, such as a 10-day course of antibiotics. Medications are dispensed for chronic illnesses only. Please contact the school nurse should you need the 504 Form. (718 347-5134). A new form must be submitted every year. Every effort should be made to dispense medication before the child comes to school and/or after the child returns home. Students are not permitted to carry medicine such as Tylenol or any prescription medication in their lunch box, school bag or on their person.

Health and welfare services, which may include speech therapy, educational and psychological evaluations, bus transportation, and home tutoring are provided by the school district to qualified students with the approval of the parents.

(You can obtain the physical, immunization, and medication forms from our school nurse.)

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
2018-19 School Year New York State Immunization Requirements for School Entrance/Attendance

NOTES: Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP).

For grades pre-k through 10, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 5, 11 and 12.)

Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 11 and 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule.

For further information, refer to the PCV chart available in the School Survey Instruction Booklet at:
www.health.ny.gov/prevention/immunization/schools

<table>
<thead>
<tr>
<th>Vaccines</th>
<th>Prekindergarten (Day Care, Head Start, Nursery or Pre-k)</th>
<th>Kindergarten and Grades 1, 2, 3 and 4</th>
<th>Grade 5</th>
<th>Grades 6, 7, 8, 9 and 10</th>
<th>Grades 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)²</td>
<td>4 doses</td>
<td>5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older</td>
<td>3 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap)²</td>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio vaccine (IPV/OPV)⁴</td>
<td>3 doses</td>
<td>4 doses or 3 doses if the 3rd dose was received at 4 years or older</td>
<td>3 doses</td>
<td>4 doses or 3 doses if the 3rd dose was received at 4 years or older</td>
<td>3 doses</td>
</tr>
<tr>
<td>Measles, Mumps and Rubella vaccine (MMR)⁴</td>
<td>1 dose</td>
<td></td>
<td>2 doses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B vaccine⁵</td>
<td>3 doses</td>
<td>3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox) vaccine⁶</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>2 doses</td>
<td>1 dose</td>
</tr>
<tr>
<td>Meningococcal conjugate vaccine (MenACWY)⁴</td>
<td>Not applicable</td>
<td></td>
<td></td>
<td>Grades 7, 8 and 9: 1 dose</td>
<td>Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older</td>
</tr>
<tr>
<td>Haemophilus influenzae type b conjugate vaccine (Hib)⁷</td>
<td>1 to 4 doses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal Conjugate vaccine (PCV)⁸</td>
<td>1 to 4 doses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

²ACIP recommends 5 doses of DTaP for children born on or after January 1, 2010. Doses 1 and 2 should be administered at least 4 weeks apart, doses 3 and 4 should be administered at least 8 weeks apart, and dose 5 should be administered at least 12 months after doses 4 and 6 months after dose 4.

³DTaP/Td vaccine is preferred for children born on or after January 1, 2010.

⁴IPV is preferred for children born on or after January 1, 2016.

⁵MMR is preferred for children born on or after January 1, 2016.

⁶Hepatitis B vaccine is preferable for children born on or after January 1, 2016.

⁷Hib is preferred for children born on or after January 1, 2016.

⁸PCV is preferred for children born on or after January 1, 2016.
HOMEWORK

Homework is assigned for the purpose of extending the students’ interests and to provide reinforcement of skills developed in the school program. At the same time, it is also a process that can encourage the development of self-discipline and the ability to work independently.

Homework is a natural extension of the daily classroom learning process. The nature and degree of home study requirements will vary with each grade level, subject area, individual class, teacher, and student. Parents are urged to offer proper support and guidance to their children in completing homework assignments.

The amount of homework necessary will vary according to subject, type of class, grade level, and the individual student. Parents can assist by providing a quiet place to work free from distractions, establishing a time schedule, and showing an interest in the work and its completion. Homework is given four (4) nights a week and at the teacher's discretion on weekends. Homework may not be done in school. Each student, in grades 4-8, will receive a planner in September to use throughout the year. All other students should have a durable assignment pad or notebook to copy down homework, and parents should check the planner or assignment pad each night.

The length of time spent on homework each night (including studying every night) should be as follows:

Grades 1 - 3  30 - 45 minutes  
Grades 4 - 6  45 - 90 minutes  
Grades 7 - 8  90 - 120 minutes

Acceptable assignments are neat and carefully completed. Parents should not correct the work or improve it in any way. Projects should be written or typed according to the directions given by the teacher using the student's own vocabulary. Plagiarism, either from a book or computer program, is not acceptable. It is the responsibility of the parent to check notebooks and workbooks weekly.

When your child is ill, please arrange to obtain the homework assignments from a responsible classmate or call the school medical office prior to 8:00 A.M. The books and assignments may be picked up at the school office 2:45-3:15 P.M. on the day the medical office was notified.

PARENT - STUDENT - TEACHER CONFERENCES

Conferences are scheduled in December and March upon completion of the first and second trimesters of the school year. Conferences will be postponed for families whose financial obligations for the trimester have not been met.

These conferences provide the opportunity for parent and teacher to review the child’s educational growth, experiences, attitudes, problems, and successes. Additional conferences may be requested by communicating with the grade or subject teacher so that a mutually convenient appointment may be arranged. The school office is most willing to assist in any way possible to facilitate these conferences.

Please do not hesitate to call or email your child’s teacher to schedule an appointment to discuss any matter of concern you might have regarding your child’s faith development or educational progress.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
INTERIM REPORTS/DEFICIENCY REPORTS
Midway through the first and second trimesters, a report is sent home to parents of students in Grades K – 8 to indicate your child's strength or weakness in each subject area.

MARKING CODE
An explanation of the marking code is given on the Report Card. In general, it can be summarized as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>B+</td>
<td>89-92</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
</tr>
<tr>
<td>C+</td>
<td>81-84</td>
</tr>
<tr>
<td>C</td>
<td>77-80</td>
</tr>
<tr>
<td>D+</td>
<td>74-76</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

There may be consequences to marking codes such as the following:
• receiving a grade of "zero" on any assignment which has been copied or where a student permits another student to copy.
• receiving a grade of "zero" on any assignment which has been plagiarized from another source.
• receiving a grade of "zero" on any quiz or examination on which a student has cheated.
• Forgery, lying, or other deceptions will result in the need for a parent conference, detention, suspension, or in grave situations, at the discretion of School Administration, expulsion from the school.

Honors at graduation (Gold Cord) are awarded to students who maintain a 95 Average, with no mark below 90 in Grades 7 and 8, with satisfactory conduct, effort, and a minimum of "3" in minor subjects. Students in Grades 7 and 8 must count Spanish as part of the requirements for honors.

PROMOTION POLICY
In an effort to maintain the scholastic and academic excellence of our school, each student is encouraged with the support of parents and the school community to develop spiritually, intellectually, emotionally, physically, and socially. Students who meet or exceed grade level expectations are eligible for promotion. Students (K-8) failing to meet grade level expectations may be promoted/graduated upon completion of an approved summer learning program.

RETENTION
Retention is a serious step for students, parents, and the school community. Retention will be considered if the following criteria are met:
1. A student receives a -70 in two major core subjects and fails to satisfy/complete the required summer academic program. (K-8)
2. The teacher(s) has/have been in written contact with the student’s parents and school administration expressing concern no later than the end of the second trimester.
3. The teacher(s) has/ have attempted and documented a variety of interventions in an effort for the student to be successful.

Parents failing to agree with retention will be asked to remove the child from Our Lady of the Snows if all other options have been exhausted. Grade 8 students recommended for retention will not be permitted to participate in graduation activities without administrative approval.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
HONOR ROLL REQUIREMENTS

1. Principal’s List (A+, 97 - 100) no grade lower than 92
2. First Honors (A, 93 - 96) no grade lower than 88
3. Second Honors (B+, 89 - 92) no grade lower than 85

In order to qualify, the grades attained must be an average of the SIX major subject areas with no grade lower than 85: Religion, ELA, Math, Science, Social Studies and Spanish with no 1’s or 2’s on the report card and satisfactory attendance and punctuality. Tardiness is also taken into consideration. Please Note: 3rd Trimester Honor Roll is based on 3rd Trimester grades.

Honors at graduation (Gold Cord) are awarded to students who maintain a 95 or above Final Average, with no mark below 90 in Grades 7 and 8, with satisfactory conduct, effort, and a minimum of "3" in minor subjects. Students in Grades 7 and 8 must count Spanish as part of the requirements for honors.

Perfect Attendance – To qualify students need to be present in class everyday until 2:00 PM. Tardiness is also taken in to consideration.

AQUINAS CLUB

The OLSCA Aquinas Club is a program designed for the students in the 6th, 7th, and 8th grades who demonstrate exceptional performance capabilities in intellectual, creative, and artistic areas, as well as positive leadership qualities. This enrichment program is carefully designed to challenge and build the confidence and self-esteem of these high achieving students.

Twice a year the Aquinas Club will invite deserving students who meet the following set of criteria:
• At least a 90% in the National Percentile Total Score on CTB Testing
• At least a 95% total average per trimester with no single grade less than 88
• Student exhibits the qualities of a positive role model

It is a demanding task to obtain the best performance from every student, especially in classrooms with diverse levels of ability. Keeping our high achieving students challenged and learning to their capacity is the goal of this program. Each session will focus on an enrichment experience that will stimulate, challenge, and motivate these students.

Other Clubs
Extra-curricular clubs will be offered in multiple week cycles. Many different clubs will be offered across all grade levels. Schedules will be provided throughout the year.

PLEASE NOTE: If a student is enrolled in any after-school activity including music, s/he may not leave early without a parent excuse note.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
TECHNOLOGY/CELL PHONES/OTHER ELECTRONIC DEVICES

Technology is evident in every aspect of our lives. Although we as educators see this as a positive and effective tool in learning, it can also have a potentially dangerous effect on the lives of our students. The use of handheld electronic devices and the incidents of cyber bullying, cheating, texting, and participating in violent video games have grown tremendously in the past years. This aspect of technology greatly concerns us as educators in the 21st century. I-Pods, I-Phones, smart watches and any similar audio/visual units interfere with the daily operation of school. The school cannot be responsible for lost, misplaced or stolen items. Therefore, it is prudent to leave these devices at home if not needed for any lessons. The use of a cell phone in school during school hours is not permitted. If your child needs to carry a turned off cell phone you must complete the CELL PHONE REQUEST form. This form can be obtained at the office.

Cell Phone Policy
Administration recognizes that parents provide their children with cell phones for safety reasons. The Academy would prefer that students leave cell phones at home. It is important that families establish appropriate cell phone use guidelines, as part of the responsibility for a student possessing a phone.

If a student brings a cell phone to school, the following conditions apply: • Cell phones must be turned off and given to the teacher according to grade policy • Cell phones may not be used to take pictures on school grounds for the safety and privacy of our students and staff. • Students may not use their cell phones to call, or text to request that their parents deliver a “forgotten” item (e.g. homework, permission slip, etc.) • Cell phones may be turned on at the end of school day upon exiting the building. • The Academy is not responsible for lost or stolen phones. • Cell phones that are seen during the day will be confiscated, parents will be contacted, and detention will be issued.

All students in grades 1-8 must submit a Technology Use Agreement prior to accessing the Internet via the Our Lady of Snows Catholic Academy network. Improper use of OLSCA devices, printer, or internet access will result in a technology use suspension of a minimum of 30 school days.

OLSCA understands that this is a difficult and complicated issue. We know that if we work together we can provide the students with an excellent learning environment as well as solve the challenges we face. The safety of the children of Our Lady of the Snows Catholic Academy is of utmost concern to the faculty and staff. We thank you for your cooperation.

COMPUTER & INTERNET ACCEPTABLE USE POLICY
Computer studies at Our Lady of the Snows School offer Internet access. We use the Internet, which is accessed through Verizon. We have a filter system that is in place which blocks out inappropriate web sites (chat rooms, adult websites, etc.) that can be accessed through any home computer with an Internet provider. This agreement is the parent’s permission that is required for all students to access the Internet. This provides the understanding between the parents, students and school about what is acceptable. The filter system is not 100% accurate. Students should not access material that is unchristian or that is any way unrelated to the lesson. It is expected that the individual use the Internet in an appropriate manner. Parents are responsible for discussing and reinforcing the guidelines for safe use of the schools system with their child. If a student irresponsibly uses the Internet she/he will not be permitted to attend computer class and additional disciplinary measures may be taken due to the mature of the violation.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
TRANSPORTATION

The New York City Office of Pupil Transportation has set the following requirements for eligibility for transportation for students in grades K-8. (Chancellor's Regulation A: 801)

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Distance Between School and Pupil's Home:</th>
<th>Generally Eligible For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>1/2 mile or more</td>
<td>Free transportation</td>
</tr>
<tr>
<td>3-6</td>
<td>1 mile or more</td>
<td>Free transportation</td>
</tr>
<tr>
<td>3-6</td>
<td>1/2 mile to 1 mile</td>
<td>Half-Fare Metro Card</td>
</tr>
<tr>
<td>7-8</td>
<td>1 1/2 miles or more</td>
<td>Full-Fare Metro Card</td>
</tr>
<tr>
<td>7-8</td>
<td>1/2 mile to 1 1/2 miles</td>
<td>Half Fare Metro Card</td>
</tr>
</tbody>
</table>

A Metro Card is provided for use on public transportation only. The Metro Card Program is sponsored by the MTA, not the Board of Education, and therefore is subject to change without notice. If a student is not taking the school bus home on a particular day, written notification from home must be submitted to the homeroom teacher that morning.

Behavior at school bus stops is a mutual concern. School and DOT authorities make every attempt to cooperate with local residents in maintaining order and control of students at bus stops. In order to maintain safety and punctuality for all children who ride the buses between school and home, we solicit the cooperation of all parents in helping their children understand and observe the following rules of good bus conduct:

**Bus Behavior**
- Please be cooperative and courteous to the bus driver.
- Observe the same conduct/behavior on the bus as in classroom; all Academy policies apply as well on the bus.
- Stay in your seat at all times and keep your hands to yourself. *People in the community are known to call the office to report dangerous behavior.*
- Keep the bus clean. Make sure all papers and belongings leave with you at the end of the ride.
- Eating and drinking are allowed only with the direct permission of the bus driver.
- Nothing can be thrown out of the windows, including garbage.
- Keep head, hands and feet inside the bus.
- The bus driver has the authority over the conduct/behavior on the bus and is authorized to assign seats.
- Illegal or dangerous items are not allowed on the bus.

**PLEASE NOTE:** If a student does not conduct her/himself properly on a bus, bus privileges may be suspended for inappropriate or uncooperative behavior. In such cases, the student’s parent will become responsible for seeing that her/his child gets to and from school safely.

The parent must notify the school office of any transportation changes immediately.

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
2018 – 2019 Tuition Rates

A non-refundable fee is due upon registration as follows:

$275 Registration Fee for one child Nursery Full Day to 8th Grade / $100 each additional child
Nursery ½ DAY - $175 – for one child / $100 each additional child

Tuition Grades K – 8

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Tuition</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catholic</td>
<td>Non-Catholic</td>
</tr>
<tr>
<td>One</td>
<td>$4280</td>
<td>$5050</td>
</tr>
<tr>
<td>Two</td>
<td>$6900</td>
<td>$7650</td>
</tr>
<tr>
<td>Three</td>
<td>$5840</td>
<td>$7650</td>
</tr>
</tbody>
</table>

Tuition Early Childhood

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tuition</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One Child</td>
<td>2nd Child</td>
</tr>
<tr>
<td>Pre-K</td>
<td>$4330</td>
<td>$4120</td>
</tr>
<tr>
<td>Nursery Full Day</td>
<td>$4330</td>
<td>$4120</td>
</tr>
<tr>
<td>Nursery Half Day</td>
<td>$3710</td>
<td>$3300</td>
</tr>
</tbody>
</table>

Extended Care Rates

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Care</td>
<td>$4 per day/ $30 per month</td>
<td>$8 per day/ $45 per month</td>
<td>$12 per day/ $45 per month</td>
</tr>
<tr>
<td>After Care Program</td>
<td>Registration Fee $30 $8 per hour</td>
<td>Registration Fee $45 $11.00 per hour</td>
<td>Registration Fee $55 $13.00 per hour</td>
</tr>
</tbody>
</table>

In addition to tuition, each family is responsible for a Parent Service Fee equivalent to $500. (Lunch Duty, Cones/Stop & Drop, Selling $500 in raffle tickets, or paying additional $500 on you tuition account)

TUITION PAYMENT SCHEDULE FOR 2018-2019

The yearly tuition fee is broken down into ten (10) monthly payments beginning June 1st. The monthly payment for your child(ren) can be determined by dividing your total tuition by ten. You will receive a billing statement in May with the monthly breakdown of your yearly tuition. Payments can be made by check, money order, or credit card (a processing fee will be assessed on all credit card payments). Cash will not be accepted. Each month you remit payment in an envelope with the child’s name and class. YOUR CHILD’S NAME AND GRADE MUST BE NOTED ON ALL CHECKS OR MONEY ORDERS. The cancelled check will be your receipt. Credit card payments can be made in person at the school office. (No credit card payments can be accepted over the phone.)

The First Tuition payment, due June 1, 2018, can be sent in with your child or made at the School Office. The Second Tuition payment is due the first day of school in September. The Third through Tenth Tuition payments are due the first of every month, October through May. If tuition is not received by the 15th of the month, a $25 late fee will be charged.

All tuition and fees must be paid in full by May 1, 2019.
Any **Returned Check** will have to be reissued by money order along with a bank fee of $25 (subject to change) whenever a check is returned to us for insufficient funds or any other reason. We do not redeposit these checks. After two checks have been returned by the bank, only money orders will be accepted for future payments.

A **3 percent discount** will be given to each family who pays their tuition in full by June 28, 2018. This only applies to tuition not any other school fees, and the discount does not apply to tuition received after June 28th. There are no exceptions. If you will be away, you may send the payment in advance to the school address.

**Financial Aid** – There are various scholarships that are awarded each year. Information and guidelines for these scholarships will be made available to you as we receive them. We recommend that all families apply for the available scholarships. Please see the school office or go to futuresineducation.org for more information.

**$200 Referral Incentive** – Our Lady of the Snows Catholic Academy is offering an incentive program to current families so they can invite family and friends to learn more about Our Lady of the Snows Catholic Academy. Please make sure that the prospective family mentions your family as the one that recommended them. If that new family registers and remains at Our Lady of the Snows Catholic Academy in good financial standing, you and the new family will receive a one time credit of $200 on the May 1, 2019 payment for the 2018-2019 school year. This credit is given only the first year the family attends Our Lady of the Snows Catholic Academy and is limited to one referral credit per family.

**$200 Public School Incentive** – Our Lady of the Snows Catholic Academy is offering an incentive program to all new students registering from public school. This credit is given only the first year the family attends Our Lady of the Snows Catholic Academy. The family must remain in good financial standing and will receive the one time $200 credit on their final tuition payment of their first year.

**Registering your child is a full school year commitment.** The ten-payment plan is for your convenience and is not meant to suggest that payments correspond to a month-by-month enrollment. The cost of each child’s education is a full academic year’s expense. Withdrawing a child before the end of the school year does not materially decrease that expense, therefore **no refunds** will be given and the parent is still responsible for the tuition and fees **for the entire school year**.

**Arrears** – Failure to pay tuition in a timely manner jeopardizes the fiscal health and stability of the Academy. If circumstances arise that a tuition payment will be late, please notify the school office in writing. If an account is delinquent, report cards, transcripts, and diplomas will not be released until all financial responsibilities are met. (No personal checks will be accepted on past due accounts.) Current enrollment and re-registration may be affected by accounts that are severely overdue.

*By enrolling your child you are entering into an agreement to pay the total tuition charged based on the fee assessed. The expectation is that tuition will be paid in full by May 1. Tuition will be charged on prorated under the discretion of the principal.*

The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.
Volunteer Policy

*Our Lady of the Snows Catholic Academy’s* educational programs and fundraisers benefit from the shared time and talents of its adult volunteers. Family involvement is a proud tradition at Snows and an absolute necessity for our continued success. Each September at Back to School Night, parents will be made aware of the volunteer needs of the school community for the coming year.

**All volunteers must be Virtus trained** - The Diocese of Brooklyn requires that all employees and volunteers that serve parishes, schools, or related ministries attend a Virtus-Protecting God’s Children awareness session prior to being employed or volunteering. Session registration information can be found at [www.virtusonline.org](http://www.virtusonline.org)

Fund Raising

In order to keep tuition increases at a moderate pace, fund raising is a necessity. Each family is required to do some type of service for our school according to the Parent Service Commitment Form signed at registration. In addition, throughout the school year, there are several optional fundraisers sponsored by the school, the Home Academy Association, and the Student Council. It is expected that each family will support these fundraisers to the best of their ability.

Visitors to School/Forgotten Items

All visitors/parents/guardians/volunteers must enter through the main entrance and sign in at the security desk. While parents are welcome and encouraged to visit, they are asked never to interrupt classes. To encourage student responsibility, parents will not be permitted to deliver “forgotten” items. Please note that the Academy is not responsible to get “forgotten” homework, sneakers, etc. to a child during the school day. The only exceptions will be eyeglasses, and medication.

If a child has forgotten his or her lunch, a parent is permitted to drop off their child’s lunch by 10:30am. No “fast food” (McDonald’s, Burger King, pizza), is allowed to be brought into the school. All lunches are to be left at the security desk at the front door or on the counter in the office, clearly labelled with your child’s name.

**FOR SECURITY PURPOSES** No student or anyone else should ever prop a door open or allow anyone access to the building by any other door other than the main entrance.

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**PRINCIPAL’S AUTHORITY**

In accordance with the school’s philosophy and values and in situations where policies and procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students and parents/guardians. The principal has the authority to: 1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through students and/or electronically, and verbal announcements, when applicable. 2. Determine what is appropriate behavior or dress becoming a student or non-student. The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.

**STUDENTS WITH IESP**

The admission process for students into Our Lady of the Snows School in the Diocese of Brooklyn, who have already been identified as having special needs, begins with a review of the students’ records. Before admitting a student the school evaluates the students’ needs to determine if the school has the ability to provide appropriate resources and support. The administration of the school reviews the documentation, conducts an interview, and makes admission decisions. The IEP must be presented at time of initial admission interview.

**EASTERN RITE CATHOLICS**

Eastern Rite Catholics who attend Our Lady of the Snows School can be prepared for the Sacraments of Penance, Eucharist, and Confirmation by consent of their parents and with permission of their proper pastor.

**RELEASE OF RECORDS**

The school maintains academic and attendance records on all students. Information included in these records may not be released without written parental consent, except in response to a notice of transfer to another school or to send records on to high school. Please note that report cards, records and transcripts will only be released when all accounts are paid in full.

**DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. A note must be brought to the principal in the morning by the student asking permission for the student to be signed out early. The parent must sign the early dismissal book when picking up the student.

**DISMISSAL**

Children in grades K-4 will be dismissed by their teachers to the schoolyard on Union Turnpike, students in grades 5-6 will be dismissed on 259th Street, and students in grades 7-8 will be dismissed on 258th Street. Nursery and Pre-K students will be dismissed from the door on 258th Street near the school playground. The office will try its best but cannot be responsible for relaying messages regarding who will be picking up a child or if s/he is to take the bus or not. Parents should write a note to the classroom teacher if there are any changes.

Parents of students in grades K-4 should wait in the schoolyard for students. Parking is not permitted on either side of 258th Street or in the School or Convent parking lots. On rainy days, the same dismissal policy applies.

Parents are never allowed to double-park while waiting for their children. Students should not be encouraged to jaywalk or dash between cars. Everyone should listen to and obey the instructions of the crossing guard and the school safety patrol. Orange safety cones are put out on 258th Street at 80th Avenue and at Union Turnpike/258th St. between 2:30 and 3:15 p.m. please do not move them or drive around them. They are there for the safety of all pupils and parents.

**ARRIVAL**

Students in Grades K-8 should arrive in the school yard between 8:00 and 8:10 a.m. Parents are not permitted in the yard. From 7:30 a.m to 8:45 a.m. 258th Street is closed except for school buses. On 259th Street between Union Turnpike and 80th Avenue there is a "Stop and Drop" policy in effect from 7:55 a.m to 8:10 a.m. Cars should enter from Union Turnpike and exit onto 80th Avenue.

The designated area to drop off students is from the school yard gate to the convent gate. Parking is not permitted on either side of 259th Street. Parents should not park in the bus stop on Union Turnpike. Nursery and Pre-K students enter the building on 258th Street at the door near the schoolyard when the teacher opens it at 8:20 a.m.
A NOTE TO SCHOOL

TO: ____________________________

FROM: ____________________________
(PARENT SIGNATURE)

DATE: ____________________________

SUBJECT: ____________________________
(STUDENT'S NAME)

(Check Applicable)

☐ is a walker today and will be picked up by ____________________________

☐ is staying for aftercare

☐ will be picked up early at ________ am/pm
by ____________________________

☐ is returning to school after an absence of ________ days due to ____________________________

☐ (other) ____________________________

☐ is staying for after care

☐ will be picked up early at ________ am/pm
by ____________________________

☐ is returning to school after an absence of ________ days due to ____________________________

☐ (other) ____________________________
The Administration of Our Lady of the Snows Catholic Academy reserves the right to amend policies and procedures as the need arises.