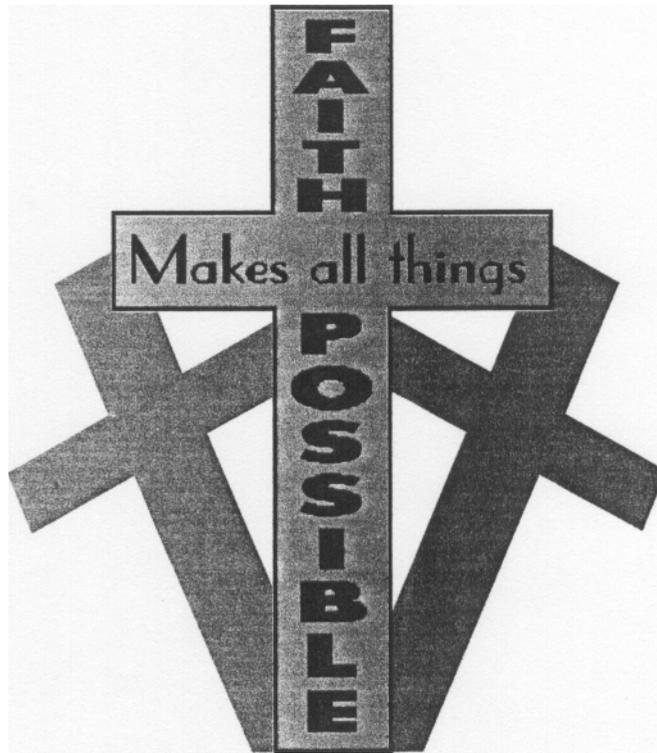


St. Marguerite D'Youville  
Academy



Family  
Handbook

## ***THE PHILOSOPHY OF ST. MARGUERITE D'YOUVILLE ACADEMY***

Saint Marguerite D'Youville Academy strives for the integral formation of the human person, a formation which looks towards the person's final end, and at the same time toward the common good of society. It aims to educate students so they can develop harmoniously their physical, moral and intellectual talents, that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life. Saint Marguerite D'Youville Academy sees Christ as central to all choices as it communicates a way of living with visions, insights and ideals.

Saint Marguerite D'Youville Academy stresses five elements of education:

1. **Catholic** - exists and functions within and as an integral part of the Catholic Church as it fulfills its call to minister to the people of God and to carry out the command of Jesus to spread His message of unselfish love by our words and our lives;
2. **Holistic** - it seeks the integral formation of the whole person and concerns itself with the development of spiritual, physical, moral, and intellectual endowments;
3. **Developmental** - conscious of the changes and growth which children are experiencing; it fosters a sense of gradual formation, an evolution of talents, and a heightened sense of responsibility and use of freedom;
4. **Social** - far from an individual or privatistic orientation, it aims at the common good of society, and it insists on a refined sense of responsibility and right use of freedom for active participation in the life of the human community;
5. **Personal** - it strives for the formation of the human person fully endowed with responsibility and freedom, and directed toward that person's final destiny – life with God.



\*\*Sweaters-(Optional) Solid navy cardigan, pullover, or vest- no sweatshirts

## GIRLS

To be purchased through Rose Uniform, Inc.

\*\*Slacks- Navy blue (twill)

\* \*Shorts-Navy blue (may be worn during the months of September, October, May and June)

\*\*Jumpers-School Plaid

\* \*Skirts-School Plaid

\* \*Shirts-Lt Blue, yellow or white (short or long sleeve; button-down, polo or turtleneck)

## TO BE PURCHASED ANYWHERE:

\*\*Solid colored socks

\* \*Sweaters-(Optional) Solid navy cardigan, pullover, or vest – no sweatshirts

**SHOES:** Rubber soles are recommended for safety. Sneakers may be worn with uniforms. Socks are required at all times. Sneakers should be worn on gym days.

**OPTIONAL:** Hair scrunchies and hair bands for girls, along with ties for boys are also available in school uniform plaid.

\*\* Rose Uniforms are available in Slim, Regular and Husky sizes. Some sizes however, are not available with an elastic waistband. For those who prefer an elastic waistband, JC Penny uniform slacks and shorts (navy blue) will also be permitted.

**HATS:** All students must remember to remove their hats upon entering the building.

\*\*The Pastors have approved this action, from the advise of the Educational Council. It is hoped that with parents and teachers working together we can help our young people

understand that their manner of dress many influence their behavior. We are sure that you will see the benefit students will derive from this dress code, and as in the past we will have your full support in this regard.

### **DRUG POLICY**

A drug offense would encompass the use, sale, or possession of any of the following substances within the school's jurisdiction: tobacco, alcohol, over-the-counter drugs or prescription drugs (unless administered by the school nurse), illegal drugs (marijuana, cocaine, etc.) or paraphernalia and controlled substances (look alikes) on school premises or within the school's jurisdiction.

### **USE OF SCHOOL FACILITIES**

Contact St. Marguerite D'Youville Academy office regarding the use of school facilities.

### **DISCIPLINE POLICY**

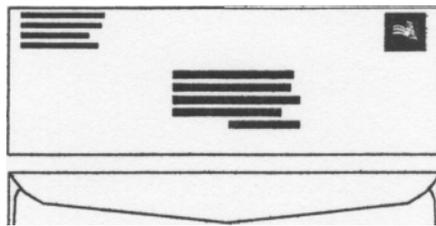
To clarify the role which discipline should play within our school program, this statement of policy, which includes our aims as a Catholic institution, is hereby presented:

1. Students will be guided and motivated to develop as total Christian persons, responsible for their personal actions, in relation to their school, family, parish, and civic and world communities. Our Religion and Family Life Programs are aimed at helping the students to realize this goal.
2. As parents have the primary responsibility for the education of their children so do they have the primary responsibility for discipline. Thus, discipline in school should be a continuation of what has been learned in the home. In like manner, parents are

expected to work in close cooperation with the faculty and administration in matters of school discipline.

3. Students are expected to conduct themselves in a manner consistent with the above stated philosophy. A student whose behavior is found to be in opposition to this philosophy will be subject to disciplinary action.

### **TUITION POLICY**



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Tuition payments are due on a monthly basis unless an arrangement is made with the school principal. For tuition guidelines, please refer to the Tuition Agreement.

### **TRANSFER OF STUDENTS**

Registration of students in St. Marguerite D'Youville Academy is based on the assumption that parents have recognized the value of and have chosen Catholic education for their children. Therefore, as a general policy, if a student enrolled in St. Marguerite D'Youville Academy is transferred into the public school system, it is considered to be a permanent transfer. Only an individual case in which there are extenuating circumstances would re-entry into the school be considered.

## CURRICULUM

The program of instruction at St. Marguerite D'Youville Academy includes all the subject areas required by New York State Law. In addition to secular subjects, Religion is taught at St. Marguerite D'Youville Academy.

A daily class of instruction in the basic teachings of the Gospel and of the teachings of the Catholic Church is supplemented by daily prayer, by training in the Liturgy, by small group and school Masses, special liturgical year devotions during Advent, Christmas, Lent, Easter, and special feast days, and by the availability of the Sacraments of Penance and Holy Eucharist. An atmosphere of Christian living promotes a growing awareness of spiritual values and an understanding of the individual's relationship with God.

Physical Education, Music Education and Art Education are provided in all the grades. Extra-curricular activities develop spontaneously according to the need, interest and the volunteer time and talent of our faculty, parents, and the resources of the community.

From the Ogdensburg School District, St. Marguerite D'Youville Academy receives the services of a school nurse. Booth speech therapist and school psychologist are available upon the request of teachers and parents. The Ogdensburg School District offers the Federally funded Title I Program, which offers remediation in the areas of reading, writing and mathematics.

In addition to well-equipped classrooms, St. Marguerite D'Youville Academy has a library eminently suited to students' needs, a gymnasium and a large assembly room equipped with a performance area.



## **STUDY HABITS AND HOMEWORK**

### **A. Study Habits**

Good study habits in and out of school are essential for true learning. It is only when parents cooperate in providing a proper environment for study in the home, that the efforts of the school are completed and fruitful.

St. Marguerite D'Youville Academy would hope to make the following contributions in developing good study habits:

1. Teach the student the proper techniques of study in each particular field.
2. Provide assignments which will reinforce what has been taught and develop background for further areas of study.
3. Help the student realize his full potential.
4. Provide the proper physical environment.

### **13. Parent Responsibility**

School efforts will be more successful if parents:

1. Provide a suitable place for home study. The place should be relatively quiet. No one can study with a TV or radio.
2. Set aside a time for study and insist that it be used.
3. Know the child's capacity and expect results in accordance with this capacity — no above or below it.
4. Provide a suitable place for you child to practice his/her musical instrument at least 15 minutes daily.

### **C. Student Responsibility**

In order to achieve maximum benefit from educational opportunities in the classroom the student should:

1. Do his homework to the best of his ability.

2. Do all assigned reading as well as some of his own; the student who reads broadens his knowledge and prepares himself for in-depth study.
3. Study regularly in a quiet place; set aside a specific time for study.
4. Contribute to class discussions; learn to effectively express himself.
5. Parents may help the child in his school work, but should never do the work for him.
6. Parents should cooperate with the teacher in giving scholastic help or personal correction in the best interest of the child.

## MARKING CODE AND PHILOSOPHY

### Encouragement and Affirmation

Since every person needs positive encouragement and affirmation in order to achieve successfully, every means possible will be tried to show our children that we are proud of them when they do their best. The main concern of both parents and teachers is that each student works to his ability.

### Reporting Progress

Parents will be kept informed of their child's progress in the following ways:

1. Report cards will be distributed at the following times:  
  
Kindergarten - January and June  
Grades 1 through 5 - November, February, April & June
2. Homework notices will be sent to parents when a child consistently fails to do the assignments given.

## Marking Codes

The following marking code is used at St. Marguerite D'Youville Academy:

EFFORT CODE:	MARKING SYSTEM
1 - Excellent	A+ 97-100
2 - Very Good	A 93-96
3 - Good	A- 90-92
4 - Fair	B+ 87-89
5 - Poor	B 83-86
	B- 80-82
	C+ 78-79
	C 76-77
	C- 75 passing
	D 74 and below

Kindergarten uses the following marking system:

S=Satisfactory                      N=Needs Improvement  
I= Improved                         U=Unsatisfactory

Parent/Teacher Conferences will be held in mid-November and again during the third marking period, if needed.

## TESTING

Grade 4 - English Language Arts Test  
Grades 2 & 5 - Terra Nova Standardized  
Grade 4 - Mathematics Test  
Grade 5 - ACRE Religion  
Grade 4 - ESPET Science

(Dates to be announced)

## **PROMOTION/RETENTION**

The St. Marguerite D'Youville Academy operates under the philosophy that all children can learn with appropriate instructional modifications geared to meet the student's individual needs. Promotions and retentions are based on careful evaluation of the student's academic, physical, and social-emotional growth.

The issue of retention will be considered on an individual basis with appropriate evaluation by school personnel of the student's academic and social-emotional function.

Lastly, retention is felt to be a very serious educational decision and, as such, parents will be integral members of the decision-making team.

## **GENERAL ADMINISTRATIVE POLICIES**

### **A. Attendance/Tardiness**

Regular attendance at school is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following are the accepted legal excuses for school absences:

1. Personal Illness
2. Family Illness
3. Death in the Family
4. Religious Holiday
5. Court Appearance
6. Attendance at Health Clinics

Parents are reminded to please call the school by 8:00 a.m. to report a student's absence.

If the student is to be excused for a part of the day, the child must be picked up at school by the parent/guardian who wishes the child to be excused. Under no circumstances can a child be released to walk or ride a bicycle home during school hours. If at all possible, appointments for doctors, dentists, etc. should be made outside of school hours. Any special appointments during school hours will be permitted only when a written request is presented.

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who arrives after 8:05 a.m. is considered tardy.

When a child has been tardy or absent from school, an excuse clearly stating the reason for the absence of tardiness, dated and signed by the parent/guardian, must be presented by the student to his/her classroom teacher upon arrival to school.

#### B. Accidents

All accidents, however minor, incurred by students during the school day must be reported to the teacher in charge and to the office. In the case of all accidents, the teacher in charge will fill out an accident report to be placed on file in the office.

#### C. Bus Students

Students who ride buses to and from school should be aware that being able to ride the bus is a privilege which should not be abused. Violation of the rules set down by the school district and the bus driver could result in a child being denied bus privileges for a specified time. The following rules have been established in order to insure safety of all students who ride a school bus:

1. Remain seated and facing front when the bus is in motion.
2. Talk quietly, and use appropriate language.
3. Do not talk to the driver unless it is necessary.
4. Keep head and arms inside the bus at all times.
5. Do not litter the inside of the bus or throw anything out of the bus windows.

#### D. Cafeteria

Lunch tickets are available for (10) days for \$12.50. Please make all checks payable to: Ogdensburg City School District - Cafeteria. Cost of a student lunch is \$1.25 per day and milk is available for .25 cents. Applications for the Free and Reduced Lunch Program will be sent home during the first week of school. These forms are available, however, throughout the course of the school year should a change in your financial and economic status require your looking into these programs.

#### E. Picking Up Children - Beginning and End of School Day

Once your child feels that he/she knows the way to their class, we like to encourage them to develop independence and to "do it on their own." Therefore, we ask parents to say their "good-byes" to their children at the front entrance to the school and to make arrangements to meet them at their dismissal door at the end of the day. Dismissal doors are: Mansion Street exit for students whose last name is (A-M) and the Gymnasium door for letters (N-Z). All bus students should report to the Lobby to wait for their bus.

In addition to helping your child develop "independence" skills, this will also help keep our hallways safe from overcrowding and confusion at the times when teachers are trying to take care of "end of the day" announcements, etc.

If you need to talk to your child's teacher, please call ahead and set up a specific time to meet. Your communication is greatly appreciated and, when arranged ahead of time, the conference can be more successful for both you and your child's teacher.

#### Picking Up Children - During School Hours

For the safety and well being of all of our children, all visitors to the school, including parents and guardians, are required to check in at the office. The school secretary will send for your child. No parent, guardian, etc. should ever go directly to a classroom. The hope of all is that you will appreciate

all the efforts being made to protect your children and that you will help us by following these procedures.

#### F. Illness During School

If a child becomes ill while in school, he will be sent to the office of the school nurse if she is in the building. No child will be dismissed from school unless the parent/guardian has been contacted and the parents have made arrangements for the child. It is important that an Emergency Card is completed and returned for each child. In case of injury or illness, the school needs to reach a parent or guardian immediately.

### **EMERGENCY SCHOOL CLOSINGS**

Announcements regarding cancellations, delay, or early dismissal will be made on W.S.L.B. (1400). If school is delayed, students are not to arrive before the announced opening time.

### **FIRE/SAFETY DRILLS**

Fire drills are announced by the sounding of fire alarm bells. These drills are conducted at various times during the school year to acquaint pupils with the correct procedures to follow in case of fire.

The list of prescribed fire drill routes for the school is posted in each room, and the teacher will review them with the students.

During a fire drill, students must leave the building and walk silently in a single, orderly line. During these drills, talking is not permitted. We must have silence in order to listen for any special instructions which may be given, especially if you should encounter a blocked exit.

Saint Marguerite D'Youville Academy developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as school property, in the event of a true emergency. A copy of our plan is listed in this handbook under "Emergency Management Plan."

Each year, the school will stage a "test" or drill of this Emergency Management Plan, including practice in sheltering students and staff and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/guardians will be informed of any such "test" at least one week prior to the drill.

### **EMERGENCY MANAGEMENT PLAN**

In case of an emergency that requires us to leave the building, the following is our Emergency Management Plan:

1. All students and faculty will walk to Notre Dame Church for shelter to await transportation.
2. The local radio station (WSLB) will be notified that we have evacuated the building and parents will be asked to pick up their children at the designated shelter.
3. Please do not call the school for information. This ties up our phone lines and they need to be kept open for communication with local authorities.

### **SPECIFIC RULES GOVERNING BEHAVIOR**

Acceptable student behavior shall combine common courtesy and safety. 1.

#### Courtesy and Respect

Students at St. Marguerite D'Youville Academy are expected to be courteous and respectful at all times towards each other, their teachers, the Principal, members of the staff, parent volunteers and any and all visitors to

the school or their classrooms. Disrespect and disregard for others and their property will not be tolerated.

## 2. Preparation for Class

All students are expected to be prepared for classes at all times, i.e. students should have paper, pencil, pen, notebook, textbook, etc. with them.



## 3. Safety Rules

Good safety habits are stressed at all times, inside and outside of school. Children are asked to walk in the halls and speak in soft voices. Children are asked to sit in their chairs. Students are continually reminded to walk directly to and from school using the sidewalks, to use caution when crossing the streets, and to never accept rides, candy, etc. from strangers. Fire safety is addressed during both Fall and Spring terms.

**Bicycle Safety - Reminder:** There is no supervision for students arriving before 7:45. All bikers need to arrive between 7:45 and 7:55. Students who ride their bikes to school must secure them in the racks provided outside the building. New York State law requires students to wear helmets. Students should lock their bicycles and place their helmets in their school locker. Please be sure your child knows the proper safety rules. Skateboards and roller blades are not permitted.

## 4. Detention of Students

Parents will be notified of detention of their child either by written notice or by telephone.



## **STUDENT HEALTH**

### **IMMUNISATION REQUIREMENTS**

The Health Department of the State of New York and the county of St. Lawrence require every student to meet specific immunization requirements. These requirements for Kindergarten - 12<sup>th</sup> Grade are:

- Diphtheria, Pertussis, Tetanus - (3) doses
- Polio - (3) doses
- Mumps - (1) dose
- Rubella - (1) dose
- Measles - (2) doses
- Hepatitis B - (3) doses born after 1 / 1 /93
- Haemophilus Influenza B - N/A

School health screening physicals are conducted by the School Physician, on all students in kindergarten and third grades. It is strongly recommended that students entering kindergarten be examined by their family physician. Please contact the School Nurse for the necessary form.

In addition, the School Nurse screens all students annually for vision, hearing, height, weight, and scoliosis. Referrals are made to parents/guardians as needed.

The school has a part-time School Nurse. If a child requires medication during school hours, parents/guardians are requested to contact the School Nurse so that the necessary arrangements can be made. A required school form is available for the doctor to complete, indicating the prescription, the dosage, and the time the medication is required. **NO MEDICATION WILL BE ALLOWED IN SCHOOL UNTIL THIS PROCESS HAS BEEN COMPLETED.** All medication must be delivered to and from school by parent/guardian.

## EMERGENCY CARD

Each child is required to have on file in the school office an emergency card.

Please keep the office informed of any changes in address, phone number, place of employment, change in Parents/guardians name. This is for the protection of your child in case of a serious accident/illness.

## MISCELLANEOUS

### GUIDELINES FOR RECEIVING HOLY COMMUNION

The following directive is brought to your attention regarding the reception of Holy Communion at school or Church Masses for non-Catholic families:

We welcome to this celebration of the eucharist those Christians who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive communion. Catholics believe that the eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

Those not receiving sacramental communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another. (National Conference of Catholic Bishops, Washington, D.C., November 8, 1986)

## FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce the students to the resources of the community. Parents/guardians will receive notices of field trips well in advance of the scheduled trip dates, will

Unless the whole class is invited, please do not send birthday invitations to school. When only a few are handed out, it is very difficult to explain why everyone else is not invited. If you need a list of addresses for mailing purposes, please ask your child's teacher for that information.

Since birthdays and other celebrations are family celebrations, we ask that surprise gifts and treats be kept for home. Therefore, McDonald's, Burger King and other fast food lunches; helium balloons; floral arrangements; birthday gifts; etc. should be shared at home, not at school. Parents wishing to send in cupcakes to share with the class are asked to make arrangements with the classroom teachers.

Soda, candy, and gum are not permitted for snack, lunch or on the playground.

## PHONE CALLS

Students are allowed to use the school phone in emergencies. After school plans are to be settled before coming to school. For the safety of our students, we do not allow them to go any other place but home at the end of the day, unless we have a written note from the parent or guardian. Forgetting homework, library books, or musical instruments are not considered an emergency.

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For health and safety purposes, pets are not permitted in school.

This handbook may be revised at the Principal's discretion. Please follow these guidelines for a successful school year. Thank you!