



# Parent/Student Handbook 2022-2023

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## **Bishop Dunn Memorial School Mission Statement**

**Based in its rich Catholic traditions Bishop Dunn Memorial School strives to develop academically skilled, self-directed students who are critical thinkers, problem solvers and have strong moral character. In partnership with its teachers, children, families, and community BDMS provides experiences that aim to empower all our children to reach their fullest potential and to give of themselves in a global community.**

## **School Policies**

### **Academic Expectations**

Bishop Dunn Memorial School expects students to perform to the best of their capabilities. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After a test is graded, it will be entered into TADS Educate in as timely a manner as possible.

Parents/guardians are required to check their child's grades and academic progress by accessing the Parent Portal regularly. If a parent/guardian has a question about tests, quizzes, or participation/homework grades, it is their responsibility to contact their child's teacher or teachers.

#### Academic Achievement

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

The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class and is based on:

1. Classwork /participation
2. Homework
3. Quizzes
4. Formative assessments
5. Summative assessments

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

The Final Report Card Grade is the weighted average of the four previous quarter grades, and for grades 5-8 mid-year and end-year tests. This Final Grade will be recorded on the student's permanent record.

Parents are responsible for checking TADS Educate regularly to monitor their child's academic performance.

#### Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

### Cheating

Cheating on tests is a serious breach of moral and ethical behavior and will be dealt with immediately. If a child is found to have been cheating, his/her parents will be contacted to discuss the problem. The child will also receive a zero grade on the test or other assessment involved. Any student found to have been cheating a second or third time in the same academic year will be subject to further consequences and the incident will be documented on the child's permanent record.

### Grades and Grading

Report cards are electronically distributed four times a year for Grades K to 8. Pre-K report cards are distributed two times a year. The report card is a link between the school and the home. You must access your child's report card online through the Parent Portal and acknowledge that you have seen it.

### Honor Roll

The criteria for inclusion in the Middle School Honor Roll at Bishop Dunn are:

Principal's List	95% Average / No mark less than 90%
First Honors	90% Average / No mark less than 85%
Second Honors	85% Average / No mark less than 80%

Good conduct is a requirement to receive Principals, First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors.

### Report Card Distribution

Report cards are electronically distributed in November, January, April, and June. Parents will be notified via e-mail when report cards have been released and are viewable in TAD's Educate. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Final report cards may not be released before the last day of school.

### Retention/Promotion

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Excessive absence (over 15 days per school year) can be a determining factor in having a child repeat a grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develops for each of these students a special program, based on the school's regular program, which follows the New York State Standards. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rest with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention. *The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:

<u>LEVEL</u>	<u>ACADEMIC PROGRESS</u>
Kindergarten	Evidence that the child is not meeting expectations of the program
Grade 1	Evidence of insufficient developmental progress and a failure in ELA
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics

Grade 4, 5, 6	Failures in ELA and Mathematics <i>or</i> Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies
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Grade 7, 8	Failures in ELA and Mathematics or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, Social Studies
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*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments
- failures on multiple summative assessments

Attendance is crucial for student success. Excessive absences (over 15 days per school year) may be the determining factor in student retention. Generally, a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6-8).

## Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments.

Archdiocesan Test (Will be used as the student's end-year examination for grades 6-8)

Religion Test	Grade 3 to 8	January and June
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<u>Core Subject Mid-Year and Final Exams</u>	<u>Grade 6 to 8</u>	<u>January and June</u>
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### Interim Assessments

MAP Assessments – Administered Three Times per Year	
Grades K-8	MAP Assessments

### NY State Tests

New York State Exams
Grade Tests
3 English Language Arts and Mathematics



4 English Language Arts, Mathematics
5 English Language Arts and Mathematics
6 English Language Arts and Mathematics
7 English Language Arts and Mathematics
8 English Language Arts, Mathematics NYS Common Core Algebra Regents NYS Living Environment Regents

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

## **Accidents**

Student accident insurance is included in tuition. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

## **Admission Policies**

Bishop Dunn Memorial School bases its educational purpose and all its activities on the Christian teaching of the essential equality of all persons as rooted in God's love. Thus, with discrimination so repugnant to their nature and mission, Bishop Dunn Memorial School does not discriminate based on race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

The process for admission to the school is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child. The admission procedure for Bishop Dunn Memorial School typically begins in February, when registration for the following academic year is conducted. However, applicants are considered on a rolling admission basis.

Applicants for Pre-Kindergarten must be 4 years of age by December 1<sup>st</sup>. Applicants for Kindergarten must be 5 years of age by December 1<sup>st</sup>. Applicants for Grade 1 must be 6 years of age by December 1<sup>st</sup>.

At the time of registration, baptismal and birth certificates must be presented and a complete record of health immunizations. Students who do not meet all NYS immunization requirements, by law, will not be admitted.

Acceptance into grades 1 through 8 requires all the above information. In addition, copies of the most recent performance records available from the previous school

are requested for consideration of acceptance. Once a child is accepted into the school, a Record Request Form must be completed and signed by the parent and approved by the principal, and then submitted to the child's previous school. Students coming into grades 1-8 are accepted on a probationary basis for a period of ninety days.

### **After School Care**

Bishop Dunn Memorial School offers an after-school program for children who have this need. Parents must register their child(ren) for specific days. This is not a drop-in program. The fee is added to the monthly tuition payment. Children are expected to follow the same code of conduct as they do during the school day. If there are consistent behavior issues a child will be withdrawn from the program.

### **Appointments**

The school is eager to maintain contact with parents. The faculty is available for in person, or virtual appointments at the convenience of both teacher and parent. The purpose of these conferences is to establish good rapport and to exchange information that will aid in the development of each child. **However, no parent/guardian is permitted to interrupt teaching time with visits or telephone calls, especially at the start of the day and at dismissal time, when teachers need to devote their full attention to their students.**

The principal is also available for in person, or virtual meetings, by a pre-scheduled appointment only.

### **Attendance**

#### Absences:

In the State of New York, full-time education is compulsory from age six to age 16. Regular attendance is the responsibility of the child(ren)'s parent/guardian. A child is legally absent from school for the following reasons: sickness, religious observance, sickness or death in the family, impassable roads, or extreme weather. **All other absences are unexcused.** When the child returns to school from any absence, a completed absence form, or email must be given to the teacher (See Appendix).

Students in K-8 who miss fifteen or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Principals will meet with the student's parent/guardian to determine the appropriate next steps. Certification of an absence by a physician is an exception to the fifteen-day limit. However, satisfactory completion of required work is mandatory.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are discouraged when school is in session. The

school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences via the electronic School Dismissal Manager.

#### Lateness:

Any student arriving at school after the published opening time is considered late. A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child will be required to make up time missed. It is important for our student's well-being that they arrive to school on time as it enables them to enter the day with their peers. Tardiness is considered arriving to the classroom after 7:45 a.m. and is excusable only for students who's busing is delayed. Students who have parent-provided transportation will not be excused for tardiness without a written, legal excuse.

Students who are absent or tardy, are also responsible for obtaining all class and homework assignments to continue their academic progress. Classwork and homework are posted daily in TAD's Educate or on the classroom Google Classroom. If a student is going to be absent for an extended period, the missed work should be made up upon the student's return to school. Regular class assignments cannot be given in advance.

## **Birthday Parties**

**Birthday parties for Grades PreK – 8 may be held at lunch time. Parents may bring small individual store-bought items such as cupcakes, brownies, pizza etc. Parents may not bring in favors or "goodie" bags for the students. Teachers must be particularly careful of students in the class with food allergies. Parents of children with food allergies/intolerances are asked to supply a treat to ensure the child's safety. Parents are asked to inform teachers a week in advance of a birthday.**

Invitations to out of school parties may not be distributed in school unless ALL in the class are invited or if all the boys or all the girls are invited.

## **Books**

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

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

## **Buses**

Bishop Dunn Memorial School receives transportation services from many districts. Our students are taught and reminded of proper bus behavior and are expected to cooperate in assuring the safety of all passengers. Students and parents should consider riding on the school bus as a privilege and an extension of the school. Should a child be disrespectful to his/her bus driver or monitor, cause any annoyances or distractions to the driver, or break any other safety rules, he/she will receive a written bus referral, which is co-signed by the principal and is sent home to the child's parents, with a copy filed in the student's official folder.

**Bishop Dunn Memorial School does not coordinate bus service. Requests for transportation must be forwarded to your District Office by APRIL 1 of the current school year for the following school year. Currently, STUDENTS MUST BE 5 YEARS OF AGE to be eligible for transportation in most of Orange County and surrounding school districts.**

During the year, for insurance purposes, most districts do not allow students to go home with friends who do not live in the same district. Ones that do, require that notes from the parents of all children involved be signed by the principal and then shown to the bus driver.

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the principal at the beginning of the school day. **Students can lose the privilege of riding the bus at the discretion of the principal.**

## **Calendar**

An updated copy of the calendar is posted on our school website. It is the parents' responsibility to stay informed of days in and out of session, especially half-day schedules. Bishop Dunn Memorial School's calendar is generally aligned with the Newburgh Enlarged City School District's calendar for school recess periods and mandated federal and state holidays. Our teacher conference days, our report card issue dates, and parent-teacher conferences do vary from the Public-School calendar. Updates, changes in the calendar and reminders on our school schedule are noted on our monthly calendar and in weekly updates on the Bishop Dunn Memorial School website, [www.bdms.org](http://www.bdms.org).

## **Change of Address, E-mail, Phone**

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

## **Character Development Program**

Our philosophy at Bishop Dunn Memorial School is to create an atmosphere of RESPECT and RESPONSIBILITY that is fostered in school, home and the community. One of the ways that these and other virtues are developed at school is through our Character Development Program.

Our primary goal is to guide our students on their journey and encourage them to be the best they can be by choosing kindness first. Teaching children that life is an ongoing experience where we learn from successes and mistakes is a positive way to guide them on that path.

Parents, administration, teachers, staff, and volunteers need to come together to help prepare our children for a positive school experience where they can learn and develop good character values in a positive learning environment. Therefore, children need to come to school with the realization that their teacher is the moral authority in the classroom.

Parents, by sending their children to Bishop Dunn, have given the teachers the responsibility of creating a safe environment for all children to learn. This responsibility gives the teachers the right to require his and her students to obey classroom rules, follow directions, use respectful language, and stop any behavior that is not in the best interest of any individual or the class.

In exercising this authority, the teacher is functioning as a model of good behavior by using courtesy, kindness, fairness, cooperation, empathy, and respect in the classroom. Good character is not inherent, but needs to be taught, nurtured, and modeled daily. Parents and teachers need to be involved in this process together.

## **Charter for the Protection of Children and Young People**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a

form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## **Child Abuse Laws**

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

## **Child Custody**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement

Non-custodial parents may pick up a child only if written consent is received from the custodial parent.

## **Codes of Conduct**

### ***Student Rights and Responsibilities***

- All students in Bishop Dunn Memorial School have the right to attend school in an environment that: is safe, orderly, and drug free.
- is free of discrimination based on gender, race, religion, nationality, socioeconomic background, or handicapping conditions.
- encourages students to discuss and debate ideas and opinions.
- protects free speech and expression, provided such speech or expression does not interfere with the orderly conduct of classes, and is not libelous, slanderous, or obscene.
- encourages learning and fosters academic and personal growth.
- prepares students to be productive members of society.

In accordance with these rights, students are held to corresponding responsibilities whether in school, on school grounds, or at a school sponsored or school related activities. These responsibilities serve to maintain an orderly environment in which the safety and welfare of others are protected, and learning is not jeopardized. These responsibilities include:

- refraining from behavior or actions that could lead to disruption of school procedures and activities, personal danger, or property damage.

- obeying all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- respecting the rights of others, including the right to receive an education.
- respecting personal differences, and treating others in ways that do not libel, harass, intimidate, or endanger the safety, morals, health, or welfare of others.
- attending school regularly, arriving to class on time, being prepared to work, and putting forth maximum effort.
- responding to directives of staff members.
- being held accountable for and accepting the consequences of their actions.
- building good working relationships between themselves, their peers, parents, teachers, and school staff.

### ***Parents as Partners***

Just as the parents look to the school to provide the facilities and the trained personnel that are essential for their child's proper development, so the school looks to parents to assume active responsibilities that cannot be delegated to others. As members of the Bishop Dunn learning community, they also have the right to:

- have their child take part in and receive benefits from all educational programs without discrimination because of their ability, race, gender or religious background.
- receive notice with respect to identification, evaluation, or placement of their child.
- have evaluations, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school
- examine all relevant records relating to decisions regarding their child's evaluation, educational programs, and placement. No school can be wholly effective in teaching Christian values and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in class parent associations.

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards, supervising home study, and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents are under the obligation to discuss school disciplinary episodes in relation to the school behavior code.
- always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse or physical harassment of any of the Bishop Dunn staff by parents or guardians may result in your child being required to withdraw from the school immediately or not be allowed to re-register for the following year; refraining from engaging in debates or arguments with the administration about school's rules and regulations, and not interfering with the enforcement of the rules and regulations by refusing to accept personal responsibility for their child's actions;
- providing proper supervision at home, and not tolerating harassment of other students or school staff using the telephone or Internet. Parents are also strongly encouraged to monitor what their children watch on television and the song lyrics they listen to that promote inappropriate or violent behavior.
- teaching their child respect for the law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating under any circumstances.
- recognizing their child's talents and interests, so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code is enforced, and monitoring daily the way in which uniforms are worn (ties worn properly, shirts tucked, skirts kept at an acceptable length, etc.);
- being responsible for their child's school attendance and punctuality and complying with attendance rules and procedures.
- making all tuition and fee payments on time.
- working with the school in a cooperative effort to carry out the recommendations made in the best interest of their child, including those related to educational evaluations and counseling;
- The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### ***Principal's Rights and Responsibilities***

The principal is the spiritual leader and the administrative head of the school. As Bishop Dunn Memorial School's leader, she has the right to:

- be treated with respect by all students and parents and to be protected from abuse through the support of her superiors.
- have her authority and decisions supported by students and their parents, even if they disagree with the decisions.
- have time within her schedule to take advantage of professional development opportunities that enhance her administrative abilities.



The principal is responsible for the following:

- providing positive instructional leadership that ensures an environment supportive of learning.
- communicating discipline policies to students, staff, and the community.
- serving as the hearing officer between students, teachers, and parents in the due process procedure.
- ensuring that positive behavior intervention supports are carried out in an effective manner, while maintaining strong discipline in a positive, constructive manner.
- utilizing staff appropriately and effectively to ensure proper supervision within the school and on school grounds, including, but not limited to the halls and bathrooms.
- informing students and parents of the right to appeal disciplinary actions taken by the school.
- maintaining confidentiality of information pertaining to students.
- facilitating cooperative and mutually supportive relationships between staff and parents for the educational benefit of the student and referring extraordinary student needs to the administrator or support staff.
- working with other staff members and students to recognize and eliminate prejudice toward race, creed, socioeconomic background, gender, national origin, or handicapping conditions.
- modeling the behaviors and attitudes that students and parents are expected to exhibit. Such behavior and attitudes include treating others with dignity and respect, working positively to resolve conflicts, and refraining from behaviors that if exhibited by a student would put the student in jeopardy of disciplinary action.

### ***Staff Rights and Responsibilities***

All teachers and staff members at Bishop Dunn Memorial School have the same right as students to attend school in an environment that:

- is safe, orderly, and drug free.
- is free of discrimination based on gender, race, religion, nationality, socioeconomic background, or handicapping conditions.
- protects free speech and expression, provided such speech or expression does not interfere with the orderly conduct of classes, and is not, slanderous, or obscene.
- They also have rights as educators to:
  - to be treated with respect by students and their parents.
  - to have the academic freedom to develop a curriculum that is best suited to the needs of their students without unreasonable restraints by the administration.
  - be able to work cooperatively with fellow teachers for the mutual benefit of their students.
  - be given opportunities for professional development and career advancement.

Teachers and other instructional staff members are responsible for the following:

- working to create, support, and maintain challenging learning environments for all students.
- taking part in ongoing collaborations with colleagues and other professionals in the interest of student learning.
- ensuring that the discipline code is adhered to in the classroom.
- promoting a climate of mutual respect and dignity and treating students in a fair and equitable manner.
- preventing a negative classroom situation from occurring by making students aware of classroom rules and regulations and by having the foresight to recognize the symptoms of potential problems.
- making every effort to solve a student discipline problem at their level before making referrals to the principal.
- reporting immediately serious violations of school rules or standards of behavior to the principal.
- intervening in emergency situations that threaten bodily harm to students or staff.
- seeking to develop cooperative and mutually supportive relationships with parents for the educational benefit of the student and referring extraordinary student needs to the administrator or support staff.
- working with other staff members and students to recognize and eliminate prejudice toward race, creed, socioeconomic background, gender, national origin, or handicapping conditions.
- modeling the behaviors and attitudes that students are expected to exhibit. Such behavior and attitudes include treating others with dignity and respect, working positively to resolve conflicts, and refraining from behaviors that if exhibited by a student would put the student in jeopardy of disciplinary action.

## **Communication**

*Email Blasts* - Correspondence to parents and guardians from the principal are normally emailed home to each family on a regular basis. Please read these notices as you receive them to stay aware of what is occurring at Bishop Dunn Memorial School.

*Internet access* – Bishop Dunn’s school website, [www.bdms.org](http://www.bdms.org), contains much information about the school, including calendars, newsletters, classroom news and updates of special events.

*Social Media* – Bishop Dunn’s Facebook, Twitter, and Instagram pages also contain information about school news and events.

*Immediate Response Information System (IRIS)* – Bishop Dunn Memorial School also uses an Internet-based communications system that can quickly send out messages by email and telephone to all parents. This system is primarily used for notifying parents of weather-related delayed openings, early dismissals, and closings, but is also activated to send out messages about special events, fund-raising programs and other non-emergency school information.

## Confidentiality

There is a professional, legal, and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

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

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

## Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office. Parents should not be posting pictures taken at school events on social media. Pictures posted on our website is with permission from the parents.

## Crisis/Emergency Information

A copy of the school's crisis plan, which was developed in cooperation with the Orange County Board of Cooperative Education office in Goshen and with the Security Department of Mount Saint Mary College, is available in our main office for review by parents, upon request.

Should a crisis require evacuation from the Bishop Dunn School building, students will be brought to a safe place located in Aquinas Hall or another building on the Mount Saint Mary College campus, and parents will be instructed to meet them at that location.

Bishop Dunn utilizes the Immediate Response Information System (IRIS) to notify parents directly by telephone and email about any developing crisis and to provide directions about coming to get their children.

## Daily Schedule

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

<b>7:30 AM</b>	<b>Enter School</b>
<b>7:45 AM</b>	<b>School Begins</b>
<b>2:30 PM</b>	<b>Dismissal</b>

Before **7:30 AM** and after **2:45 PM** the school does not have staff available to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 AM** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, etc. must be left at the drop off table located at the front entrance. The school office staff will see to it that the child receives these items.

## **Discipline Code for Student Conduct**

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons and those in authority.

By enrolling a child in Bishop Dunn Memorial School, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

We at Bishop Dunn Memorial School strive to teach our students respect for each sacred human being. Students are taught that school is for learning and each student's right to learn must be respected. They are also taught that for every action there is a consequence.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

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

It happens that some classroom discipline issues are referred to the Dean of School Climate and Culture. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, or a weapon).

The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior to encourage students to change inappropriate behavior so that sanctions do not increase in severity. These may include Social Justice Restoration, Letter of Apology, Lunch Detention, School Community Service, in School Suspension, and out of School Suspension.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student may be given a conduct referral or may be immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of placement is borne by the parent before the child can return to school. If there are serious and repeated violations the student may be asked to leave or be denied re-registration for the next school year.

In cases where a child engages in a fight, which causes injury to another child or adult, the police may be summoned and then, the parents will be notified. Likewise, the possession of weapons, drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion for such an offense.

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

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building directed threats of violence or harm communicated directly by any means (e.g. Shooting, bomb threats), or harm to students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent, Mount security, and call the parent/guardian. The Office of the Superintendent will also be notified and, along with administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and or expulsion.

### **Discipline Code – Appeal Process**

The parent or guardian of a student at Bishop Dunn who has been disciplined may appeal the decision of the principal. The process should begin with the parent or guardian putting the appeal in writing. Written appeals should include:

- Date, time and place of incident; Description of incident; Witnesses; Reasons for making the appeal; Other relevant information; Suggestion for possible resolution.

The written appeal should be forwarded to the Vice President of Academic Affairs at Mount Saint Mary College. The college designee will then investigate and interview all parties, including witnesses, if any. Finally, a decision will be rendered as soon

as possible after receipt of the complaint and the parent or guardian will be notified, the principal and other parties will be advised of the decision. The decision of the college designee is final and binding.

If additional time is needed for good cause, e.g., key witnesses cannot be interviewed in a timely manner, the decision will be made as soon as reasonably possible. If the decision is to be delayed for good cause, the parent or guardian and principal will be notified and an estimated date for a decision will be noted.

## Dress Code

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform, always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both you and the school community. The presence of anything that proclaims a current fad is not permitted at school or any school events. All uniform violations will be recorded, and parents will be notified via e-mail.

### BDMS Uniform Options - Grades 6-8

<b>Girls' Dress Uniforms 6-8</b>	<b>Boys' Dress Uniforms 6-8</b>	<b>Girls' &amp; Boys' Gym Uniforms 6-8</b>
<b>Option 1 – 6-8</b> Navy-blue skort with light blue button-down blouse (long or short sleeved)	<b>Option 1 – 6-8</b> Navy blue slacks with light blue button-down dress shirt (long or short sleeved), black, brown, or dark colored belt and school uniform necktie	<b>Option 1 – 6-8</b> Emblemed nylon tracksuit to be worn with white emblemed polo (long or short sleeved)
<b>Option 2 – 6-8</b> Navy-blue emblemed Jumper with light blue button-down blouse (long or short sleeved)		
<b>Option 3 – 6-8</b> Navy-blue slacks with light blue button-down blouse (long or sort sleeved)		

Opaque or cable knee Socks or tights in navy-blue or white	Crew socks in navy-blue, black, or white	Crew socks in navy-blue, black, or white
Black, brown, navy, or dark colored dress shoes (No high heels, boots, Or sneakers)	Black, brown, navy, or dark colored dress shoes with hard soles, leather, or similar material (No boots or sneakers)	Appropriate gym sneakers
<b>Approved accessories – Nov. 1<sup>st</sup> through April 30<sup>th</sup> -</b> Navy blue uniform cardigan, v neck sweaters, or uniform vest	<b>Approved accessories – Nov. 1<sup>st</sup> through April 30<sup>th</sup> -</b> Navy blue uniform cardigan, v neck sweaters, or uniform vest	<b>Approved accessories</b> Navy-blue emblmed fleece
<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct.31 <sup>st</sup> and May 1 <sup>st</sup> through June	<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct.31 <sup>st</sup> and May 1 <sup>st</sup> through June	<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct. 31 <sup>st</sup> and May 1 <sup>st</sup> through June
<b>Option 1 – 6-8</b> Navy-blue or khaki shorts with light blue button-down blouse (short sleeved)	<b>Option 1 – 6-8</b> Navy-blue or khaki shorts with light blue button Down dress shirt (short sleeved)	<b>Option 1 – 6-8</b> Navy-blue emblmed gym shorts in place of nylon track pants

#### BDMS Uniform Options - Grades K-5

<b>Girls' Dress Uniforms K-5</b>	<b>Boys' Dress Uniforms K-5</b>	<b>Girls' &amp; Boys' Gym Uniforms K-5</b>
<b>Option 1 – K-5</b> White peter pan collared blouse (long or short Sleeved) with plaid jumper	<b>Option 1 – K-5</b> White emblmed polo (long or short sleeved) with navy blue slacks and black, brown, or dark colored belt	<b>Option 1 – K-5</b> Navy-blue emblmed gym Tee shirt and blue emblmed sweatpants

<b>Option 2 – K-5</b> White emblemed polo with white peter pan collared blouse (long or short sleeved) and navy-blue slacks	<b>Option 2 – K-5</b> Navy-blue emblemed polo (long or short sleeved) With khaki slacks and black, brown, or dark colored Belt	<b>Option 2 – K-5</b> Emblemed nylon track suit to be worn with navy-blue emblemed gym tee shirt
<b>Option 3 - Grade 5 only</b> White peter pan collared blouse (long or short Sleeved) with navy-blue skort or navy-blue emblemed jumper		
Opaque or cable knee Socks or tights in navy-blue or white	Crew socks in navy-blue, black, or white	Crew socks in navy-blue, black, or white
Black, brown, navy, or dark colored dress shoes (No high heels, boots, or sneakers)	Black, brown, navy, or dark colored dress shoes with hard soles, leather, or similar material (No boots or sneakers)	Appropriate gym sneakers
<b>Approved accessories</b> Navy-blue uniform cardigan, V-neck sweaters, or uniform vest	<b>Approved accessories</b> Navy-blue uniform cardigan, V-neck sweaters, or uniform vest	<b>Approved accessories</b> Navy-blue emblemed fleece or navy-blue emblemed Sweatshirt
<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct.31 <sup>st</sup> and May 1 <sup>st</sup> through June	<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct.31 <sup>st</sup> and May 1 <sup>st</sup> through June	<b>Warm Weather Options</b> 1 <sup>st</sup> day of school through Oct. 31 <sup>st</sup> and May 1 <sup>st</sup> through June



<b>Option 1 – K-5</b> White emblemed polo with navy-blue shorts or navy blue emblemed polo with khaki Shorts	<b>Option 1 – K-5</b> White emblemed polo with navy-blue shorts or navy blue emblemed polo with khaki Shorts	<b>Option 1 – K-5</b> Navy-blue emblemed gym Shorts in place of sweatpants or nylon track pants
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During the cold weather, students may wear the **navy-blue uniform cardigan sweater or the uniform school sweatshirt. Other types of sweaters or sweatshirts may not be worn. Drama and BDMS sports team sweatshirts may be worn on dress down or school spirit days.**

### Personal Appearance

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

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

The Parent/guardian will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time,, an appointment with the parent/guardian will be made.

### **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

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

### **Electronic Devices**

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other

students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices). Cell Phones, including Apple watches will be collected from students in a classroom basket each morning and will be returned to them as they are leaving at the end of the day. In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Any student discovered in possession of their device will have it confiscated, and the parent/or guardian must pick up the device at the front office after dismissal.

### **Internet Uses and Abuses**

Students will be given clear guidelines for using the Internet and specific assignments to follow while in school. All students need to understand and abide by the following rules:

- Never give out your own or anyone else's personal information, such as names, addresses, phone numbers and school information over the Internet.
- Tell teachers immediately if anyone comes across any information that makes them feel uncomfortable or is inappropriate.
- Never send a picture of yourself or anyone you know to someone without permission.
- Instant message, Instagram, e-mail or "chat" room or any social media use of any kind is prohibited.
- Copying of copyrighted material or plagiarism of any form is strictly prohibited.
- Destruction of equipment or alteration of another student's material or files (saved data, classwork, etc.) will subject a student to possible suspension from school or other disciplinary action.
- While the school cannot prevent students from using social media sites, such as Facebook, outside of school, any students who are discovered using such sites to bully, defame character or harass other Bishop Dunn students or staff will be subject to the same consequences that apply to in-school harassment.
- The use of sexually vulgar or other inappropriate language on the Internet, if the information can be accessed at school and linked to Bishop Dunn staff or students in any way, is prohibited.

Any student discovered not adhering to these rules will be subject to disciplinary actions.

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

Reports of delayed school openings, early dismissals, or weather-related closing announcements will be passed along through our Immediate Response Information System (IRIS), which is connected to email addresses and telephone numbers of all families in the school. Information about closings and

delays is also normally available after 6:30 a.m. on the Bishop Dunn website, [www.bdms.org](http://www.bdms.org).

## **Evacuation Procedures**

Bishop Dunn Memorial School cooperates with the Newburgh School District in an annual evacuation procedure drill. This drill is practiced by Bishop Dunn Memorial School personnel and students for use in the event of any needed evacuation such as extreme weather, electrical failure, local chemical, or hazardous fumes alerts, etc.

This evacuation procedure drill differs from fire drills in that students are dismissed from school to have a coordinated district removal of students from any school premises and grounds. Parents/Guardians will be notified of the actual procedures to be used at Bishop Dunn Memorial School and of the Newburgh District-wide evacuation drill date and time.

## **FACULTY MEETINGS**

The school will schedule early dismissal days to accommodate faculty meetings and professional development throughout the school year. The dates and times for these early dismissal days are provided on the school calendar.

## **Field Trips**

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

It is the policy of Bishop Dunn Memorial School to not allow trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

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

## **Financial Policies**

### **1. TUITION Schedule: Grades Pre-K – 8**

The school's expectations at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for

delinquent tuition or fees. Tuition is an annual fee paid in **10 monthly installments**. If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

### **Tuition Rates**

#### **PreK through 5th Grades:**

\$7,320 annually for first child (over 10-month billing cycle)

\$5,700 annually for second child

\$3,715 annually for third child

\$1,450 annually each child fourth or more

#### **6th through 8th Grades:**

\$8,000 annually for first child (over 10-month billing cycle)

\$5,700 annually for second child

\$3,715 annually for third child

\$1,450 annually each child fourth or more

FACTS Management Company annual handling fee – \$45 per family for the 10-month plan. Please note the convenience fee for credit card processing of FACTS is 2.84%.

## **2. TUITION DELINQUENCY**

Families who are 30 days late on tuition will receive notification letters from FACTS tuition. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from the principal. Upon receipt of this notification, parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter, the child/children may not be permitted to attend school. Any additional questions about tuition payments can be addressed with our finance manager by calling 569-3305.

## **3. FEES**

Fees are charged for students making First Holy Communion, Confirmation, Graduation, Drama, and Sports to help cover the expenses of these programs. All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the principal or financial manager.

## **Fire Drills and Lock Down Drills**

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

## **Graduation**

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

## **Guidance**

A guidance program is a resource available to the school students. Services may include counseling, psychological intervention and support for families experiencing change.

## **Harassment/Bullying Policies**

All persons have a right to be treated with dignity and in a Catholic school environment, all demeaning behavior is unacceptable. Students, parents/guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the school administration.

The school provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including suspension or expulsion. The principal investigates all complaints of harassment/bullying. Students determined to have been involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or to the local authorities.

Harassment, intimidation, or bullying includes, but is not limited to, written, verbal or physical acts, which physically harm a student or damage the student's property or has the effect of substantially interfering with a student's education or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions, or threats. Actions may take any form including written, physical, oral or electronic. These behaviors will not be permitted or tolerated regardless of time or place. No Student shall be subjected to bullying and harassment based on actual or perceived traits or characteristics i.e., age, color, creed, national origin, race, religion, socioeconomic status, or familial status.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools within the Archdiocese are to give age-appropriate instruction on *HIV*

and *AIDS* to all students in Grades K –12. The schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

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

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

## **Homework**

Homework is a part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. Students are required to complete all homework. Homework includes 15 minutes of reading (or being read to) as well as 15 minutes of IXL tasks.

## **Illness (see Medication)**

If a child has an illness or chronic medical condition, it is the parent's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in case of a medical emergency.

## **Immunizations**

Students are required to have all vaccinations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

## **Liturgy/Religious Education**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit. The only exception is the reception of sacraments such as Holy Communion and Confirmation. They must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

## **Lunch**

The school provides a box lunch through Parkhurst from MSMC. If you wish your child to participate in the lunch program, you must sign up on my school account and preorder and prepay.

## **Medications**

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

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

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

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

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

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

## **Money**

Money brought into school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name, grade, and amount. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, a coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## **Philosophy and Goals**

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

## **Re-registration**

Parents will receive tuition information and re-admission notes in late January or early February for the coming school year. They will be required to send in their request for re registering their children, along with a non-refundable deposit by the deadline designated in the letter. To have their child or children return to school the following year, parents must also begin making tuition payments in June. STUDENTS MAY NOT BE ALLOWED TO RETURN TO SCHOOL IN SEPTEMBER, IF TUITION PAYMENTS AREN'T BEGUN, OR IF THERE IS OUTSTANDING TUITION FROM THE PREVIOUS YEAR.

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

- in the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the front office will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- for early dismissal of pre-arranged appointments, parents, or guardian must update the electronic School Dismissal Management system.

## **School Pictures**

It is a practice to have all students' pictures taken once a year for the school yearbook, usually in the fall on a prepaid basis. A second portrait opportunity is normally also available in the late spring. The purchase of these pictures is entirely optional. Dates for photos are listed in our annual and monthly calendars.

## **School Publications**

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school's name. Parents, volunteers, and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal.

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

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.



## **Searches and Seizures**

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched, and contraband seized on school grounds by school officials only when the school employee has reasonable cause to believe the student is engaging in a prohibited activity that is in violation of school rules and/or is illegal. Factors to be considered in determining whether reasonable cause exists to search a student include: the age of the student; the student's record and past history; the predominance and seriousness of the problem in the school where the search is directed; and the urgency to conduct the search without delay. The administration has the right to search book bags, school lockers, cubbies, desks, or other school property.

## **Security**

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents, to report to the office.

The school has a crisis management manual, and each classroom has a school emergencies resource flipbook.

Fire Drills, weather drills, and lockdown drills are conducted throughout the year.

## **Sex Offender Policy**

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

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

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

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office.

You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

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

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

## **Smoking**

The New York State Law prohibits smoking in a school building and on school property. Smoking is always prohibited in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IEP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written, and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer.

Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

Parents are responsible to find an approved summer schools will program. The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Telecommunications Policy**

### **SOCIAL MEDIA GUIDELINES**

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school's name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

## **Transportation**

The preferred method of transporting Bishop Dunn Memorial School students for official school events and activities is via bus transportation by an insured carrier. Students should not generally be transported in personally owned vehicles of teachers or staff members for school related activities. Transportation involves certain inherent risks, which are minimized using school buses and other chartered transportation services. If bus transportation is not practicable, a privately owned vehicle may be used if the following conditions are met:

1. The driver must at least 21 years of age, have a valid, non-probationary driver's license, and not have any disability that may impair their ability to operate the vehicle safely.
2. The vehicle must be properly registered and inspected and have liability insurance coverage that meets or exceeds state minimum requirements. The

vehicle's insurance coverage shall be primary in the event of an accident or claim. Bishop Dunn's insurance shall be secondary.

3. The vehicle must have an operable seat belt for each passenger which must be used.

4. The driver must have a current *Driver Information and Certification Form* on file in the administrative office.

5. Parental/guardian permission has been received, preferably in writing and in advance of the trip.

6. The driver acknowledges that the provisions of the Archdiocese of New York Safe Environment Policy are in effect.

7. The driver shall not be under the influence of alcohol or drugs, including prescription drugs that negatively affect their ability to safely operate a motor vehicle or supervise students.

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

Please see the Telecommunications Policy ~ Student Expectations in the Use of the Internet for complete policy requiring student's signature.

### **Weather Conditions**

Inclement weather conditions and/or emergency closings or delays will be reported through our Immediate Response Information System (IRIS), in which messages are sent instantly to email addresses and phone numbers of all our families. Closing, delay and early dismissal messages will also be available on our main phone answering machine and the school's website, [www.bdms.org](http://www.bdms.org). We generally follow the same weather condition closings, delays, and early dismissals as the Newburgh Enlarged School District. Accordingly, if there is a cancellation for the Newburgh City School District, unless separate advance notification is given, Bishop Dunn Memorial School typically will be closed. If there is a morning delay for the Newburgh School District, Bishop Dunn Memorial School will also have that delay. Early dismissals become necessary when individual school districts that serve Bishop Dunn make decisions about threatening weather conditions. Parents who have not signed a form contained in the summer mailing that their children can be sent home early on buses without their being contacted, need to call the school to provide instructions on sending their children home in the event of an emergency early dismissal. SPECIAL REQUEST: Parents are asked not to call the school, until they are contacted through our IRIS system first if there is a possibility of an early closing due to bad weather. We would also appreciate it if parents gave us one main emergency contact number where they can be reached during the day, so we can reduce the number of calls we need to make on early dismissal days.

### **Withdrawals and Transfers**

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

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, the school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.). The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

## **Summary Statement**

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

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

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

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

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

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

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

## **APPENDIX**

### **Bishop Dunn Memorial School**

#### **Parent Signature Page**

**Return Due Date: September 19, 2022**

We have received a copy of the school handbook online and have read it.

(Parent's signature)

Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

## Media Authorization and Release

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

*Names of Children, Parent or Guardian*

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to Bishop Dunn the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to Bishop Dunn any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by Bishop Dunn. I hereby agree to release, indemnify and hold harmless Bishop Dunn from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

*Print Name (Below) Name of Child/Children*

*Signature of Parent or Guardian (Below)*

*Date*

SIGNED Form Due by September 19, 2022



**Return by September 19, 2022**

## **Technology Use/Telecommunications Policy Agreement for 2022-2023 School Year for Bishop Dunn Memorial School**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

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

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

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

#### ***Standards of Behavior***

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via email, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.

- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” online.
- Students are not permitted to download any software, unauthorized games, applications, or music.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
  - Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and other materials that are provided by the school.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, email, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- The parent or guardian will be responsible for replacement if there is evidence of damage, negligence, or loss of the device.

▪ *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also not prohibited.

## **User**

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

User's name (please print):

User Signature: Date:

## **Parent/Guardian**

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

Parent's or guardian's name (please print):

Parent/Guardian Signature: Date:

I agree and accept the terms of this agreement. I have been assigned a Chromebook with a power cord and proper instructions on proper use and care.

Student's Name [Please Print]: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Name [Please Print]: \_\_\_\_\_

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

# **Bishop Dunn Memorial School**

## **Absent Note**

STUDENT'S NAME

STUDENT'S CLASS

DATE(S) OF ABSENCE

REASON FOR ABSENCE

Doctor's note is attached. Yes No

NEW YORK STATE TEXTBOOK LAW (NYSTL)  
SOFTWARE LAW (NYSSL)  
LIBRARY LAW (NYSLIB),  
AND COMPUTER HARDWARE (NYS CH)  
**Textbook / Software / Library / Hardware Request Form**

PARENTAL REQUEST FORM FOR SCHOOL YEAR 2022-  
2023

I hereby authorize the school to obtain district-loaned textbooks, software, library materials, and computer hardware for my child who is in grade pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

**Signature of Parent or Guardian**

**Address**

**Date**