



# PARENT-STUDENT HANDBOOK

2011-2012

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# GENERAL ADMINISTRATIVE PROCEDURES-2011/2012

## RULES AND REGULATIONS SUMMARY STATEMENT

(Summary is required inclusion in handbook by New York Archdiocese for Parochial and Affiliated Schools.)

Once students have met the necessary admission requirements and have been accepted into Bishop Dunn Memorial School, our staff will strive to provide them with an outstanding Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Bishop Dunn 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 to themselves, their families, and to our school.

In order to protect its standards of scholarship, discipline and character, Bishop Dunn reserves the right, and students and parents or guardians concede to the school the right, to require the withdrawal of any student, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the tear-sheet on the last page of this book, as well as by their student's attendance at Bishop Dunn, a student and his parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Another important right that a student and his parents or guardians give up when they decide to have a student attend a parochial or Archdiocesan-affiliated Catholic school is the right to sue the school, 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 matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Bishop Dunn Memorial 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 to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures, and programs covered within the student 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 the handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in the 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 and/or staff are not obligated to meet with legal counsel at any time.

There are a number of pages in this handbook containing specific examples of grounds for disciplinary action or expulsion. 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 actions. This summary statement was developed based on guidance provided by the Archdiocese of New York.

**PLEASE REVIEW CAREFULLY WITH YOUR CHILD THIS HANDBOOK AND THEN COMPLETE AND RETURN THE HANDBOOK ACCEPTANCE TEAR-SHEET ON PAGE 32.**

## INDEX

- Academics..... pp. 2-6**  
Achievement  
Assessments  
Cheating  
Grades and Grading  
Homework  
Honor Roll  
Report Card Distribution  
Promotion/Retention
- Accidents.....p.4**  
**Admissions Policies.....p. 4**  
**After School Program/Extended Care.....p.4**  
**Announcements.....p.5**  
**Appointments.....5**
- Attendance: General Policies.....p.5**  
Excused/Unexcused Absences  
Missed Classwork
- Birthday Parties.....p.6**  
**Books.....p.6**  
Assigned Textbooks  
Supplementary Books  
Library Books
- Buses.....p.7**  
**Calendar.....p. 7**  
**Change of Address.....p. 7**  
**Character Development Program.....p. 7**  
**Child Abuse Laws.....p 8.**  
**Child Custody.....p. 8**
- Codes of Conduct.....p. 8**  
Student Rights and Responsibilities  
Parent Rights and Responsibilities  
Principal Rights and Responsibilities  
Staff Rights and Responsibilities
- Communications.....p. 10**  
Newsletters  
Internet Access  
Immediate Response Information System
- Conferences.....p 11**  
**Confidentiality.....p. 11**  
**Curriculum.....p. 11**  
**Crisis Plan.....p. 11**
- Discipline Code.....pp. 14-17**  
General Guidelines  
Merit System  
Unacceptable Behaviors/Consequences  
Appeal Process
- Dress Code Policies.....p.18**  
**Drug and Alcohol Policies.....p.19**  
**Electronic Devices.....p.17**  
**Emergency Closings/Delays.....p.19**  
**Evacuation Procedures.....p.19**  
**Extracurricular Activities.....p.19**  
**Faculty Meetings.....p.20**  
**Field Trips.....p.20**  
**Fire Drills.....p.20**  
**Guidance.....p.20**  
**Harassment Policies.....p.21**  
**Health Regulations.....p.21**  
**Homework.....p.21**  
**Honor Roll.....p.21**  
**Immunizations.....p.21**  
**Insurance.....p.22**  
**Internet Safety Policy.....p.22**  
**Lateness.....p.22**  
**Learning.....p.23**  
**Library.....p.23**  
**Lunch.....p.23**  
**Parent Guild.....p.23**  
**Promotion/Retention Policy.....p.23**  
**Recess.....p.24**  
**Re-registration Policies.....p.24**  
**Release of Students.....p.25**  
**Religious Education.....p.25**  
**School Pictures.....p.25**  
**School Right to Amend.....p.26**  
**Security.....p.26**  
**Student Money/Possessions.....p.26**  
**Student Substance Abuse.....p.26**  
**Telephone/Cellphone Usage...p.26**  
**Transfer to/from Bishop Dunn.....p.26**  
**Tuition Policy.....p.27**  
**Visitors/Security Procedures.....p.27**  
**Weather Conditions Alerts.....p.27**
- Administration/Staff.....p.29**  
**School Philosophy Statement.....p.30**  
**Handbook Acceptance Form.....p. 32**

# Academic 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 sent home for the parent/guardian to review. Parents/guardians are also required to sign and return any tests with grades below 70 to indicate that they are aware of their child's low mark. If a parent/guardian does not receive quizzes or tests, the parent should contact the child's teacher.

## Academic Achievement

The first part of the report card is used to mark the student's achievement in academic subjects. The achievement mark is based upon the demonstration of mastery of material covered in class such as: class work, homework, daily quizzes, unit tests, comprehensive examinations, and special projects. The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card. Numerical marks are recorded on report cards for Grades 1 - 8; Letter or number grades are recorded on report cards for kindergarten. Passing is any mark 70% or above or any mark of D or higher.

## Assessments

In addition to class and school exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

### Standardized Tests

ITBS	Grades 1 to 8	October
CogAt	Grades 2, 4, 5, and 7	October

### Archdiocesan Test

Religion Test	Grade 3 to 8	June
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### NY State Tests

English /Language Arts	Grade 4, 6 and 8	May
Math	Grades 4, 6 and 8	May
Science	Grade 4	May - June
	Grade 8	May - June

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

## Cheating

Cheating on tests is a serious breach of morale 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. In addition, the child will have a

full week of lunch/recess detention to be used for study and/or completing missed assignments. Any student found to have been cheating a second or third time in the same academic year will receive a zero grade on the test or other assessment involved, parents will also be contacted, and the student will have another full week of lunch/recess detention. In addition, the student may be required to serve one or more days of after-school detention to be used for study and/or completing missed assignments.

### Grades and Grading

Report cards are 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.

### Homework

Homework is an essential 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.

The time allotments for homework (written and study) are as follows:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Parents with questions about homework should contact their child's teacher directly.

### Honor Roll

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

Grades 6 – 8	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 also a requirement to receive Principal's List, First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct, may not receive Principal's List or First or Second Honors recognition even though marks might warrant it.

### Report Card Distribution

Report cards are distributed approximately every ten weeks, beginning in November. Report cards may be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning

objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

## Accidents

The cost of supplemental accident insurance is included in every student's annual fee. In the event of an accident at school parents 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

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their 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, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

The admission procedure for Bishop Dunn Memorial School begins each spring, when registration for the following academic year is conducted. 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 must be submitted. **STUDENTS MUST, BY LAW, BE BARRED FROM ATTENDING CLASSES, IF ALL UPDATED HEALTH RECORDS ARE NOT SUBMITTED BY THE START OF THE SCHOOL YEAR.** An application fee is also due as part of this admission process.

Acceptance into grades 1 through 8 requires all of 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.

No registration for any grade will be processed until all of the above requirements are met. Parents are notified by letter that students are accepted and registered at Bishop Dunn Memorial School. (See also Re-admission section)

## After School Program/Extended Care

In recognition of the need of parents for quality supervision of their children during their own work hours, Bishop Dunn Memorial School offers an extended care program from 2:30 p.m. to 5:00 p.m. This program is also available from 11:30 a.m. to 5:00 p.m. on half days, with the exception of days listed on the yearly calendar. Early dismissals due to inclement weather will cause extension to be canceled. An hourly fee is charged with bills sent monthly from the Bishop Dunn Memorial School Office

**SPECIAL NOTE:** The school reserves the right to bar a student from extension if a child's behavior creates problems for supervisors that cannot be resolved after meeting with parents. Not keeping up with payments for the service may also result in a student being barred from being in extended care. (See Recess, for playground rules that also apply to children in after-school program).

As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. In instances where students are picked up, parents are expected to make

arrangements to get their children at the end of the activity. Students will be released only to a parent or a person specified in writing. (See also Extracurricular Activities).

## **Announcements**

Morning and afternoon prayers, as well as informational announcements during the school day are made through the school P.A. system. Courteous attention is expected by students and school staff alike when any message is presented over the P.A. system, and especially when prayers are said.

## **Appointments**

The school is eager to maintain contact with parents. The faculty is available to make appointments before and after school 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. IN ADDITION, TO ENSURE BETTER SECURITY IN THE BUILDING, PLEASE BE AWARE THAT NO VISITORS WILL BE ALLOWED BEYOND THE LOBBY WITHOUT A PASS. If you have a message to deliver to a teacher or a student, please call or report to the Front Desk in the Bishop Dunn lobby.

The principal is also available for appointments. Please call the school office to make an appointment. Due to the supervision requirements of the principal's job description, it is to your advantage to call the school prior to stopping in, as the principal is not in his office on a predictable basis.

## **Attendance: General Policies**

Under state law, in effect since June 30, 2002, every school is required to develop and maintain its own attendance policy. State law requires attendance at school by all children between the ages of 6 and 16. Tracking daily attendance is necessary for the continuity of the education process. The purpose of the state-mandated policies, which require that attendance be taken and recorded periodically throughout each school day, is to ensure that, to the maximum extent possible, every student attends school every day for the entire day.

A record of student absences will be recorded on quarterly report cards. In certain situations regarding absences or tardiness, school officials may notify the parent/guardian by telephone. If there is a problem adhering to the school policy regarding attendance and punctuality, the parent/guardian will be required to meet with the principal to discuss the problem and to develop specific strategies to eliminate the problem. If necessary, ongoing meetings will be held to review the matter. A copy of the entire attendance policy, as mandated by state law, is available at the school office for review upon request.

### ***Attendance: Excused/Unexcused Absences/Tardiness***

The following reasons for absence or tardiness will be considered as legal excuses: sickness, sickness or death in the family, impassable roads or weather conditions that cause district busing to be delayed or halted, approved religious observances, quarantine, court appearances, attendance at health clinics, suspension. All other reasons for absence or tardiness will be considered illegal and, therefore, unexcused. The school administration will make the final determination as to whether an absence or tardiness is excused or unexcused.

Where applicable, the parent/guardian must provide a written note explaining the reason for the absence or tardiness. Absence excuses must be in writing, with the date of the child's absence listed, the reason for the absence, and a parental signature. If a written excuse is not provided, that absence becomes illegal. If students will be absent or late, parents are expected to call the school office by 8:00 a.m. Tardiness (arriving after 8:00 a.m.) is excusable only for students whose busing is delayed. Students

who have parent-provided transportation will not be excused for tardiness without a written, legal excuse.

Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable at the front desk. Because allowing students to arrive late is often disruptive to the start of instruction, the administration reserves the right to keep tardy students from entering their classroom until the first period ends, or there is a break in opening morning activities.

No child will normally be allowed to leave Bishop Dunn before the end of the school day except in an emergency. Please schedule appointments for health care during after-school hours or school vacation periods if possible. To obtain a necessary early dismissal for your child, a written request is required, and must be approved by the principal. All students are to report to the Front Office before leaving and must be signed out by an adult escort.

The following reasons for early departure will be considered as legal excuses: sickness, court appearances, or medical emergencies. All other reasons for early departures will be considered unexcused. The school administration will make the final determination as to whether an early departure is excused or unexcused.

### ***Attendance: Missed Classwork/Assignments***

Students who are absent on any given day must bring a note from their parents or guardians explaining their absence upon their return to school. They are also responsible for obtaining all class and homework assignments in order to continue their academic progress. Parents can call in to school to request homework and the day's assignment when their child is sick, but must make the call in the morning, and cannot pick up the work until the end of the school day. 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 Pre K – 5 may be held at the end of the day with the teacher's permission. Parents may bring a cake or small individual items, such as brownies or cupcakes, but should not bring favors or "goodie" bags for the students. Please contact your child's homeroom teacher to make necessary arrangements and also to check if there are any kinds of foods that can't be sent, such as those containing peanuts, because of allergy concerns.

### **Books**

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 of replacing the book.

**ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- a. the pupil's name be placed in the space provided in each book
- b. the teacher make a record of the number of the book
- c. the teacher make a record of the condition of the book
- d. in September, each child will put a clean cover on each textbook received
- e. in June, all textbooks are collected, extra materials and covers are removed.
- f. all workbooks are collected in June.

**SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

**LIBRARY BOOKS:** Books may normally be borrowed for one week. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Bishop Dunn Memorial School receives transportation services from many districts. Bishop Dunn Memorial School students are taught and reminded of proper bus behavior and are expected to cooperate in assuring the safety of all passengers. Should a child break any 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. (For more specific details about consequences for repeated bus referrals, see Disciplinary Action section in this handbook).

Bishop Dunn Memorial School does not coordinate bus service. Requests for transportation must be forwarded to your District Office by April 1<sup>st</sup> of the current school year for the following school year. Currently, STUDENTS MUST BE 5 YEARS OF AGE in order 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.

## **Calendar**

Each year's academic calendar is sent in June to each family. An updated copy of the calendar is usually also included in the summer mailing in August for new families only. 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 School District's calendar for school recess periods and mandated federal and state holidays. Our teacher conference days do vary, as do our Holy Days, our report card issue dates, and parent-teacher conferences. 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**

Any change of address or telephone numbers (home, work and emergency contacts) must be reported as soon as possible to both the classroom teacher and the main office. Home and emergency telephone numbers must be kept updated by notifying the school immediately of any changes, especially concerning emergency contact telephone numbers.

## **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 encouraging them to be the best they can be. 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 as a whole.

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. Character is not inherent, but needs to be taught, nurtured, and modeled on a daily basis.

Parents and teachers need to be involved in this process together. In order to keep parents informed, we will be providing information throughout the year on special character development recognition programs. More importantly, we will continue to work on a school-wide basis, through assemblies and various other activities, to focus on different virtues each month.

## **Child Abuse Laws**

Under NYS law, school officials are responsible for reporting 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.

If the principal, teacher, school nurse, or other staff member suspects abuse or neglect, he or she must immediately report the alleged abuse to the proper state agency. **Under new state regulations, approved in 2008, the report of alleged abuse should be done without having to consult with any administrators in the school.**

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **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 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;
- following all school policies, rules, and regulations;
- 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 Rights and Responsibilities***

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 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 through the use of 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, and participating in fund-raising activities throughout the school year;
- working with the school in a cooperative effort to carry out 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 Catholic leader and the administrative head of the school. As Bishop Dunn Memorial School's leader, he has the right to:

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

The principal is responsible for the following:

- providing positive 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 the discipline policy is 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, cafeteria 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 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 libelous, 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;
- 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.

## Communications

Newsletters - Memos to parents and guardians from the principal are normally emailed home to each family on Mondays and also on Wednesdays or Thursdays, when necessary. These letters, which are also posted on the school's website, contain information on school activities, upcoming dates and events, and changes in the school calendar or additions to the routine schedule. Please read these letters as you receive them in order 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, weekly newsletters, classroom news and updates of special events.

Immediate Response Information System (IRIS) - Bishop Dunn Memorial School also uses an Internet-based communications system that can quickly send out messages by e-mail 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.

## Conferences

Formal school-wide parent-teacher conferences are held during the fall marking period.

Parents/Guardians will be notified in advance of the conference days and times. These conferences help facilitate the sharing of information about your child's academic work, behavior, attitude, and general progress. However, if a specific problem arises, please contact your child's teacher to arrange a conference. Either send a note via your child or call the school's front office and leave a message for the teacher to contact you.

Parents will be notified of the need for individual conferences with teachers and/or the principal regarding academic problems (lack of completed homework, testing difficulties, changes of attitude or behavioral effect on school work, etc.), or for discipline problems. You will be contacted by a telephone call or a letter. Please respond as quickly as possible in order to resolve any problems.

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all 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 on the health or safety of any person, the teacher has the responsibility to share the information with the principal.

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.

## **Curriculum**

The academic subjects in the curriculum at Bishop Dunn Memorial School are determined by the requirements of the Education Law of New York State and the New York Archdiocese Essential Learning guidelines. Bishop Dunn observes these requirements in a daily schedule of classroom instruction, in accordance with the weekly percentages of time allotments established by New York State Education guidelines. Having a detailed curriculum plan was also a requirement for received accreditation from the Middle States Association of Elementary Schools, which Bishop Dunn received in 2006. For a more detailed description of the curriculum focus in all major subject areas at Bishop Dunn, parents can review information that was entered on our Middle States website link, which can be accessed from the Bishop Dunn website, [www.bdms.org](http://www.bdms.org).

## **Crisis Plan**

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.

## **Daily Schedule**

The following schedule will be observed for the 2011-12 school year. Students in grades 1 to 8 who arrive at school between 7:35 a.m. and 7:45 a.m. will be directed to the gym, and Pre-K and Kindergarten students will be taken to the Kindergarten room. Beginning at 7:45, all students will be sent to the homerooms. Announcements will be made over the public address system beginning at 7:55 a.m., along with morning prayers and pledge. Classes begin at 8:00 a.m. Lunch/Recess is from 10:50 to 11:30 a.m. for Kindergarten, Grades 1, 2, 6 and 8; and from 11:35 a.m. to 12:15 p.m. for Grades 3, 4, 5 and 7. Regular dismissal begins at 2:15 p.m. for the Pre-K, kindergarten classes, and at 2:25 p.m. for students in grades 1 through 8 who are getting picked up by car. Bus dismissal begins at 2:25 p.m.

## **Discipline Code – General Guidelines**

Parents choosing Catholic school for their children frequently identify our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are required to conduct themselves at all times according to Christian-Judeo principles, and exhibit the values of their family, the Church, and our school community. Good classroom order and a structured school environment help to insure safety and facilitate learning for all students, as well as to promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very much in line with their own views, there are instances when a child breaks a rule and must suffer the consequences of his or her actions. It is then that the parent may question the fairness of the school policy or attempt to rationalize the child's misbehavior. The administration will always be responsive to the parents' concerns, but, in the end, cannot work productively together with them if they continue to allow their child to avoid accepting

personal responsibility for his or her actions. By enrolling a child in this 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.

It is also the expectation of this school that student behavior is exemplary on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct that takes place off school grounds. Such misconduct could result in any number of consequences, including the possibility of suspension and/or expulsion.

## **Discipline Code – Merit System**

We at Bishop Dunn Memorial School strive to teach our students respect for each sacred human being. They 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.

To more clearly and consistently promote good behavior, a merit program has been developed at Bishop Dunn. The merit system at Bishop Dunn revolves around the daily, weekly, and monthly acknowledgement of outstanding positive contributions by individuals and classes through acts of kindness and concern and for showing respect for our school and for each other. Recognition of outstanding students and/or classes will be made at assemblies and other special occasions. Other class-level rewards will be determined by homeroom teachers, but may also include school-wide incentives, such as "dress-down" days for individual classes.

## **Discipline Code – Unacceptable Behaviors and Consequences**

In addition to a merit system, which promotes good behavior, a disciplinary plan is now in place that clearly defines a variety of unacceptable behaviors, as well as specific consequences that may result from infractions for the listed behaviors. Below are descriptions of the more serious unacceptable behaviors, followed by levels of consequences that may be imposed for first, second and third infractions. SPECIAL NOTE: Students are responsible for taking any referrals home, and discussing with their parents or guardians the listed infraction or infractions and the consequences for their actions. It will also be the student's responsibility to make sure that the referral is signed by their parents or guardians, and to bring the signed referral back to school the next day. IF THE REFERRAL IS NOT RETURNED, THE STUDENT WILL SERVE LUNCH/RECESS DETENTION EACH DAY UNTIL IT IS RETURNED.

The listed consequences will be used as a general guideline but may be adjusted based on individual circumstances, following a review by the principal. In most cases, written referrals will also be sent home for each violation of school policies. While variations on the school-wide disciplinary policy have also been implemented for each grade group, which are detailed in individual class and grade group notes sent home at the beginning of the school year, referrals may be given in general for not following any of the rules of our school, as defined in this handbook, as well as other offenses deemed by the principal and staff as warranting some disciplinary action.

### **ALCOHOL OR SUBSTANCE ABUSE**

The possession or use of any drugs, cigarettes, chewing tobacco, or alcoholic beverages on the school premises is strictly forbidden. CONSEQUENCE: After discussion with child, parent, teacher and principal, the offending student or students will be suspended from school for up to five days and may be subject to expulsion from school, depending on the seriousness of the incident.

### **BUS REFERRALS**

Students who travel to and from school on the bus are reminded of the need to sit in their seats at all times and to speak in a moderate tone for the safety of all on the bus. The bus driver has the same authority, and should be accorded the same respect, as the teachers have in the classroom. Referrals from the driver that have been verified, if necessary, through follow-up conversations with the principal, will result in the following consequences, depending on the seriousness of the safety infraction involved.

**CONSEQUENCE:** 1st Offense— Meet with student, referral sent home; 2nd Offense— Two-day suspension from riding bus; 3rd Offense— Up to five days suspension from bus; 4th Offense— Suspension for at least one month from riding the bus.

### **CLASS TIME DISRUPTIONS**

Students will show respect for their classroom instructors, supervisors, and other students by not calling out, using inappropriate language, or being so disruptive for any reason that lessons need to be delayed. During lessons, they will be required to follow directions without arguing, complete assignments and/or seatwork in a timely fashion, and be cooperative in all learning activities. If a student causes such a disruption during lesson time that the principal has to be called to remove him or her from class, the following consequences will result. **CONSEQUENCE:** 1st Offense— Parents will be contacted and the offending student will be required to spend three days out of the class from which he/she is suspended, while still being required to complete all work covered in the missed classes (Gr.6-8); 2nd Offense— Student will be subject to a five-day class suspension and also have lunch/recess detention for a week. A referral will be placed in student's permanent file; 3rd Offense— 2nd Offense consequences will apply plus at least one day out-of-school suspension and possible loss of extracurricular privileges for up to one month or more.

### **DRESS CODE VIOLATIONS**

(See Dress Code Policies section of this handbook for specific rules and consequences for violations).

### **FIGHTING/PHYSICAL AGGRESSION**

The use of physical force, or a weapon of any kind by a student against another student or staff member is strictly prohibited. **CONSEQUENCES:** 1st Offense- After an investigation by the principal, parents will be contacted. Students involved in fighting will automatically be subject to at least two days of an in- or out-of-school suspension and may also be expelled from school, depending on the seriousness of the incident. A referral will also be placed in student's permanent record file; 2nd Offense- Students will immediately be subject to up to a five-day suspension, loss of extracurricular privileges or expulsion.

### **HARASSMENT/BULLYING**

Regulations against harassment and bullying are grounded in the belief that all persons have a right to be treated with dignity, and that Bishop Dunn should be a safe and civil educational environment for all students and staff. All demeaning behavior is prohibited. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, pranks, gestures, physical attacks, threats, or other written, oral or physical actions that are intentionally intended to hurt another person. Bishop Dunn administrators and staff will do everything possible to provide a safe environment for all. Any verbal, physical, or written threats made against the physical or emotional well-being of any individual, including any made over the Internet, or through texting on cell phones, are taken seriously. Students making such threats, or encouraging others to do so, even in jest, face appropriate disciplinary action.

*Cyberbullying*, which has been defined as an aggressive, intentional act carried about by an individual or group, using electronic forms of contact, repeatedly against someone who cannot defend him or herself, is unacceptable behavior whether it is committed on or off school grounds.

Consequences for a student who commits an act of harassment or bullying will be unique to the individual incident and will vary according to the nature, severity, and intensity of the incident, the developmental age of the students involved, as well as the bullying student's history of problem behaviors. If a complaint of bullying is substantiated, the offending student may be subject to a range of consequences, including, but not limited to the ones described below. In all cases, no matter what the consequences, the parents of both the bullying student and the child or children who are bullied will be notified that an incident has occurred.

Students found to be involved in any systematic pattern of bullying, which includes directly harassing another student or leading others to harass, belittle or embarrass verbally or prevent another student from participating in group activities, and in the case of Cyberbullying, sending mean, vulgar, or threatening messages, posting sensitive, private information and/or lies about another person, or pretending to be someone else in order to make that person look bad, will be subject to disciplinary action, including, but

not limited to the following: **CONSEQUENCES:** 1st Offense– Principal or classroom teacher will meet with student and also contact parents/guardians, a referral will also be placed in the student's file, the student will complete a reflection form, and will be subject to up to five days of lunch/recess detention; 2nd Offense– All the consequences listed above. In addition, student may be required to perform some form of community service within the school, and also be subject to as many as five days of in-school suspension from all activities with the exception of academic classes; 3rd Offense– All consequences listed for 2<sup>nd</sup> Offense. In addition, student will be subject to as many as five days of in-school suspension or possibly expulsion. Parents may also be required to seek counseling for their child.

### **INAPPROPRIATE LANGUAGE**

The use of sexually vulgar, obscene, or abusive street language, or the use of such inappropriate words in written notes or correspondence found in the possession of any student, **OR RETRIEVED FROM ANY SOCIAL NETWORKING SITES, SUCH AS FACEBOOK OR MY SPACE**, are prohibited.

**CONSEQUENCE:** 1st Offense– Meet with principal, referral sent home and up to three days lunch/recess detention; 2nd Offense– Up to 5 days lunch/recess detention and suspension from all by core subject classes; 3rd Offense– Meet with parents and up to 2 days out-of-school suspension.

### **INSUBORDINATION/DISRESPECT FOR AUTHORITY**

Any student who fails to comply with the direction of teachers, supervisors, administrators, or other school personnel, or shows disrespect through use of inappropriate language toward a supervisor at any time during the school day or when involved in school-sponsored extracurricular activities will be subject to disciplinary action. **CONSEQUENCE:** 1st Offense– Meet with principal, note of apology signed by parents, and at least five days lunch/recess detention; 2nd Offense– Meeting with parents, at least one day in-school suspension, and referral placed in student's record file; 3rd Offense– At least two days out-of-school suspension, referral placed in student's record file, and possible loss of extracurricular privileges and/or field trip attendance. Based on the seriousness of the any act of insubordination, a student may also be subject to expulsion.

### **INTERNET USAGE 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, e-mail or "chat" room 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, class work, etc.), will subject a student to possible suspension from school or other disciplinary action.
- While the school cannot prevent students from using "chat rooms" or other social communications sites, such as "My Space" or "Facebook," outside of school, any students who are discovered using such sites to bully, defame their 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.

**CONSEQUENCES:** 1st Offense – Parents contacted, and suspension of classroom Internet use and computer lab privileges for up to one month; 2nd Offense– Meet with parents and student, revocation of classroom Internet use and computer lab privileges; 3rd Offense– Out-of-school suspension for at least two days, and referral placed in student's permanent record file.

### **LEAVING THE SCHOOL BUILDING/GROUNDS**

Anyone who leaves the school building or the campus grounds without permission will be subject to expulsion from Bishop Dunn.

## **LUNCHROOM CONDUCT**

Students are reminded to practice good table manners and speak in appropriately moderate tones. Nothing should be left on the table or the floor when you have finished eating. Throwing food or running in the lunchroom is strictly prohibited. Finally, directions given by any supervisors or adult lunch volunteers must be followed without argument. Violations will result in one of the following consequences, but other school conduct code consequences may also be applied, based on the seriousness of the infraction (fighting, cursing, etc.).

**CONSEQUENCE:** 1st Offense– Referral sent home and at least 3 days lunch/recess detention; 2nd Offense– Referral sent home and at least 5 days lunch/recess detention; 3rd Offense– Meet with parents, referral placed in permanent student file and at least two weeks lunch/recess detention.

## **VANDALISM**

Vandalism of school property, including defacing any school property with graffiti, will result in the student and parent/guardian being responsible for the replacement or repair of the damaged property. In case of substantial damage, the student will be subject to expulsion from school. **CONSEQUENCES:** 1st Offense– Meeting with parents, 1-day suspension and restitution; 2nd Offense– Meeting with parents, restitution and at least two days suspension; 3rd Offense– Meeting with parents, restitution and up to five days suspension or expulsion.

## **OTHER SCHOOL RULES INFRACTIONS**

Less serious infractions that may still subject a student to demerits and other consequences include, but are not limited to the following:

- Using cellphones in school without permission;
- Not coming prepared for physical education or other classes;
- Failing to consistently complete homework assignments, or failing to have tests or homework folders signed and returned, as required by a teacher;
- Ignoring safety rules and/or instructions given by supervisors during recess;
- Bringing chewing gum, candy, soda, or other unacceptable snack items to school, without special permission from a classroom teacher or the principal.

## **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:

- a. Date, time and place of incident;
- b. Description of incident;
- c. Witnesses;
- d. Reasons for making the appeal;
- e. Other relevant information;
- f. Suggestion for possible resolution.

The written appeal should be forwarded to the Vice President for Finance or other designee at Mount Saint Mary College. The college designee will then conduct an investigation 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 Policies**

**Girls:** Grades 1 through 8, uniform dress code is required. The only acceptable uniform combinations on non-gym days are: uniform-plaid jumpers (or "skorts" for grade 5 only) and white blouse or navy blue pants and red or white uniform polos for girls in grades 1-5; navy blue or uniform plaid skirts or "skorts"

and light blue blouses (short or long sleeve) or navy blue dress pants and light blue blouses for girls in grades 6-8. Girls in grades 6-8 are also required to wear a uniform-company cardigan sweater or sweater vest between October 1st and May 31, and at any other times designated by the principal.

Gym day options: Girls in grades 1-5 may wear only approved blue uniform gym shirts, shorts and fleece sweatpants and sweatshirts or our optional nylon warm-ups on designated gym days. Girls in the 6th, 7th and 8th grades must wear our school nylon warm-ups, and may remain in their gym clothes on designated gym days. If they change after gym, they must wear their navy blue uniform pants or skirts and our white logo-bearing uniform polo.

Approved accessories: cardigan or V-neck sweater and vests (red or navy); opaque or cable knee socks, tights or cable tights (red, navy or white).

Warm-weather options: Navy or plaid shorts can only be worn before October 1 or after May 1. All pants, shorts and sweaters must be purchased from one of the school's uniform companies.

Boys: Grades 1 through 8, uniform dress code is required. The only acceptable uniform combinations on non-gym days are: navy blue dress pants, belts and red polo shirts for grades 1 and grades 2; navy blue dress pants, belts and red polos or uniform-company dress khaki pants, belts and blue uniform polos for grades 3-5; navy blue dress pants and light blue button-down dress shirt (short or long sleeve) and school ties and belts for boys in grades 6-8. Boys in grades 6-8 are also required to wear a uniform-company blue cardigan sweater or sweater vest after October 1st through May 31.

Approved accessories: cardigan sweater, Navy V-neck pullover sweater, or V-neck vest (see above) and crew socks (red, navy, white).

Gym day options: On designated gym days boys in grades 1-5 may wear only approved blue uniform gym shirts, shorts and fleece sweatpants and sweatshirts or our school nylon warm-ups. Boys in grades 6-8 must wear our new nylon warm-ups, but may remain in their gym clothes on designated gym days. If they wear a uniform gym t-shirt for gym class, they must change into a white Bishop Dunn polo after gym class. If students change after gym, they must wear their navy blue uniform pants and a white logo-bearing uniform polo.

Warm-weather options: Dress navy blue shorts and red polo shirt combinations or khaki shorts and blue uniform polo shirts may be worn by boys in grades 3-5 (blue shorts/red polo only option for grades 1 and 2), and dress navy blue shorts light blue oxford shirts and ties may be worn by boys in grades 6-8 before October 1 or after May 1. All pants, sweaters, shorts and gym shorts must be purchased from designated uniform suppliers.

The uniform code is suspended at various times during the year for "dress down" days specifically announced by the principal. If an emergency arises and a student must wear non-school clothing to school, please send in a written excuse. Repeated "emergency" notes may prompt a call from the principal.

#### Other Dress Code Notes/Reminders

Shoes: Only BLACK OR DARK COLORED "leather or leather-type" dress shoes are allowed without special permission by the principal. No sandals, dressy sneakers, "Sketchers" type sportswear, soccer shoes or open-back shoes or shoes with heels or soles more than one and a half inches are allowed. No sneakers are allowed, except when worn with approved gym uniforms on scheduled gym days.

Socks: Socks must be approved red or blue school colors for girls or blue and white for boys and at least ankle length

Skirts: Skirts cannot be worn more than 2 inches above the middle of the knee. Those who receive more than two written referrals for wearing skirts that are too short or "rolling" their skirts to make them shorter will be required to purchase and wear a uniform "skort" of appropriate length or pants in place of a skirt.

Jewelry: Boys are not permitted to wear earrings. Girls are only allowed to wear one set of "post" earrings

or small hoop-style earrings no larger in diameter than a dime in their ears, and may be asked to remove the earrings for safety reasons while in gym class. Only small (less than the size of a quarter) necklaces with thin gold or silver chains may be worn inside a student's shirt. Wristwatches and/or a thin bracelet may also be worn, but should be removed during gym classes.

Neat Appearance: Non-uniform shirts worn under school clothes should not be visible. Hair should be neat and boys' hair should not go below his collar in the back with no hair covering their face or his ears. Hair coloring or any other style of dress or appearance that is considered inappropriate for school by the principal is not permitted.

### **Dress Code Violations**

In fairness to all students who come to school dressed in appropriate uniform attire, a more stringent policy has been instituted to promote compliance by everyone. Consequences for violating the uniform policy, as defined in the Dress Code section of this handbook, are as follows: CONSEQUENCE: 1st Offense– Student will have a lunch/recess detention and referral will be sent home to be signed\*; 2nd Offense– Student will have lunch/recess detention and will be required to wear school uniform on next phys. ed. day. Referral will be sent home\*; 3rd Offense– Student may be barred from attending all but academic classes until correct or missing uniform piece is brought to school by parent. Student will also lose next dress-down day and be required to wear school uniform on next phys. ed. day. (\*Special note: Student will continue to lose lunch/recess time until signed referral is returned to school.)

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Bishop Dunn Memorial 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 teacher 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 accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school;
- 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, 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**

Any electronic devices, such as video recorders, iPods, iPads, CD players, or data organizers cannot be used in school without express permission from the principal. (See also Telephone/Cell Phone Usage section.)

## **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), or, as a last resort, by calling our main office number at 845-569-3494.

## **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 actually dismissed from school in order 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.

SPECIAL NOTE: As part of a grant program administered by Orange-Ulster BOCES, a comprehensive emergency crisis and evacuation plan has been developed for Bishop Dunn School. Copies of the master plan are available for review in our front office upon request.

## **Expectations and Responsibilities for Students**

Students attend Bishop Dunn in order to develop fully their God-given capabilities. To accomplish this, students are asked to: try to do their best at all times; treat all members of the school community with respect; obey all school rules and regulations. Most importantly, students are encouraged to develop personal standards of conduct that reflect Christian morals and behavior, which include refraining from using inappropriate language, verbal threats, and inappropriate physical contact. (See also Codes of Conduct and Discipline section).

## **Extended Care (See After School Program)**

## **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (classwork and homework included), maintain passing grades and model acceptable behavior both during the school day and during selected activities in order to qualify to take part in extra-curricular activities. Participation in extra-curricular activities requires a commitment by both the students involved and by their parents. Parents are required not only to assist in organizing and supervising such activities but also need to serve as models of fairness and good sportsmanship for their children.

Currently, Bishop Dunn is a member of the Orange Catholic Parochial School League that sponsors basketball, soccer, and cheerleading for students in grades 3 through 8. Participation in these activities is dependent on parents volunteering to be team coaches. Other after-school programs sponsored by the school include a drama club, advanced choral group, and 4-H clubs and Boy Scout, Girl Scout and Brownie troops.

## **Faculty Meetings**

Faculty meetings are generally scheduled on the first Friday of each month, unless otherwise indicated in the annual calendar. Children are dismissed at 11:15 AM on these days, but extended care is available until 5 p.m.

## **Field Trips**

Field trips are designed to 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.

- 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 insure a safe and 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.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Due to liability concerns, verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## Fire Drills

New York State requires 12 fire drills per year in an elementary school. Students at Bishop Dunn Memorial School are instructed on proper conduct for these and other emergency drills. Yearly inspections of our school building are made by appropriate city and county officials.

## Grading

Quarterly grades for Grades K-8 are recorded on the report cards and are based on a weighted system of 10 percent for class work and participation, 15 percent for homework, 70 percent for tests and quizzes, and 5 percent for reports, portfolios, and projects. Separate comprehensive mid-term and final assessments are worth 10 percent each when grades are averaged at the end of the school year. (See Academic Policies section for more details.)

## Guidance

A representative from the New York Archdiocese is employed at the school two days a week to provide counseling and psychological intervention services. The counselor also meets regularly with small groups and whole classes on a variety of issues, including bullying, alcohol and drug prevention, peer pressure and coping skills.

## Harassment Policies

Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited. Bishop Dunn Memorial School provides a safe environment for all students and staff. Any verbal 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 detention, suspension or expulsion, and, where appropriate, will be referred for counseling services. If any parent believes that their child is being harassed, they should notify the principal immediately and he will investigate any complaints. Teachers are also encouraged to report to the principal any threats made against them or against students. (See also Harassment/Bullying in the Disciplinary Action section of this handbook for specific consequences).

## Health Regulations

Periodic checks are made yearly of each student's weight, height, vision, and hearing by the Newburgh District-appointed school nurse. Screening results are sent home only if the nurse wishes your child's eyes or ears to be checked by a professional practitioner.

- Physical examinations are required by law for Pre-K, Kindergarten, 2nd, 4th and 7th grades, special education and new students, as well as sports participants.
- New York State required immunizations MUST be recorded in the Bishop Dunn Memorial School files by the start of school. Children cannot, by law, remain at Bishop Dunn Memorial School without the required immunizations.

Any child on required medication *must* bring a note of explanation from a parent and a prescription from

his or her doctor. The medication must be given to the nurse in the school's health office. A yearly form is sent home regarding necessary medications. This medical information will be kept in your child's health file.

## Homework

Bishop Dunn Memorial School supports the assignment of meaningful homework. Homework, as an essential part of the instructional program, reinforces learning and 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. Kindergarten and grade 1 students have weekly homework assignments which are sent home on Mondays. The minimum for Grades 2 through 8 is a reading/writing assignment 3 times a week and math at least 4 times a week. Additional homework will be at the discretion of each teacher.

The suggested time allotments for daily homework (written and study) are as follows: Grades PreK and K—up to 15 minutes; Grades 1 and 2—up to 30 minutes; Grades 3 and 4—up to 60 minutes; Grades 5 and 6—up to 90 minutes; Grades 7 and 8—up to 120 minutes. Individual classroom and grade group communications will provide further homework policy details.

## Honor Roll

As an acknowledgment of achievement in academics, Bishop Dunn publishes an Honor Roll list each quarter for students in Grades 6 through 8. The criteria for inclusion is as follows: Principal's List - student maintains a 95% average or better with no grades below 90; First Honors—90% average or better with no grades lower than 85; Second Honors—85% average or better with no grades lower than 80.

## Immunizations

<b>Pre-K, Nursery, Daycare</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
<b>K – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93

## Insurance-Accident

Insurance policies for accident coverage during the school day are mandated by Bishop Dunn Memorial School and are paid for in a yearly premium charged as part of our annual supply fee. In case of injury or accident, you will be notified immediately by the school nurse or administrator.

## Internet Safety Policy

It is the policy of Bishop Dunn to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

At all times, Internet access will be teacher-directed and students will be supervised. As required by the Children's Internet Protection Act (CIPA), Bishop Dunn Memorial School has acquired an Internet Safety Filtering program, Cyber Sitter, and it is installed on all computers with Internet access. Please note that students will not be permitted to visit any "chat" rooms, students will not have e-mail, and, at no time, will students be allowed to have free access to the Internet.

Students will be given clear guidelines for using the Internet and specific assignments to follow while in school. Any student discovered not adhering to these rules will be subject to disciplinary actions and revocation of classroom Internet use and computer lab privileges. (See also Internet Usage in Disciplinary Action section of this handbook for examples of specific inappropriate use of the Internet and possible consequences for violating the school rules).

## **Internet Usage Permission**

We are working hard to provide the most current electronic resources for our students. Over the course of the year, students will be exploring the Internet to gather valuable information related to various topics in the school curriculum. **ANY PARENT/GUARDIAN WHO DOES NOT WANT THEIR CHILD TO WORK ON THE INTERNET NEEDS TO SEND A LETTER TO SCHOOL BEFORE THE YEAR BEGINS TO THAT EFFECT.**

## **Lateness**

Student lateness interrupts the learning process for your child and all other children in the classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable at the front desk. Because allowing students to arrive late is often disruptive to the start of instruction, the administration reserves the right to keep them from entering their classroom until there is a break in activities. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year. (see Attendance).

## **Learning Disabilities**

Bishop Dunn makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the regular school 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 or privately. Once the results of the evaluation are available, the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations, which may include consideration of having the child placed in another school that would better serve his or her educational and developmental needs.

## **Library**

The library at Bishop Dunn Memorial School has the services of a librarian and the students are assigned a library period 1 day a week in Pre-K through grade 6. Books borrowed are charged out for a period of one week. However, if the student needs the book for a longer period, he or she may request the librarian to renew it for an additional week. If books are not returned after the one-week borrowing period, the student will not be allowed to take out another book until the missing book is returned. If the book is lost, the student will be responsible for paying the replacement cost. (See Books section for information on other school books.)

## **Lunch**

A hot lunch program is provided through an arrangement with Mount Saint Mary College's food service provider. Parents can order from a monthly menu, which includes different hot entrees each day, along

with salads, fruits, drinks and desserts, or they can send lunch in with their children on days that they do not want to purchase the hot lunch. More details about the hot lunch program are included in a separate mailing that goes home in the summer.

## **Parent Guild**

A Home-School Parent Guild, consisting of specific committees focusing on such things as technology support, spiritual enrichment and fund-raising, has been set up to provide an effective channel for communications among parents, teachers and staff for the benefit of the students. Its main purposes are: 1) to create mutual support and understanding between home and school, and thus bring about a better learning environment for students; 2) to provide a means for keeping parents informed of school activities, programs, etc.; 3) to assist the school in meeting its financial obligations, primarily through fund-raising activities; 4) to provide adult education opportunities, especially those related to raising children.

## **Parent Responsibilities** (See Codes of Conduct)

### **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or 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. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school grade's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings.

A copy of the student's modified program will be retained in the student's file. Conferences will be held with the parents periodically to inform them of the specific program demands and on-going progress. Therefore, the decision to retain a student presupposes that, although the school has done everything to help the student achieve success, the student 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 will be held periodically, and notification of the possibility of retention should be made no later than mid-January, if possible, with written notation having been made on the report card. Although the teacher will consult with the principal, the responsibility for retaining a student rests with the principal.

The actual decision to retain a child will be based upon a total evaluation of the student's growth in all areas of development. A student will never be retained or denied a diploma for failure to pass any combination of the following subjects: music, art, physical education, foreign language, computers or other subjects which cannot be evaluated by standardized tests.

The following are specific criteria which will assist teachers as they consider a recommendation for retention.

Grade 1 - Evidence of developmental immaturity and failing Reading

Grade 2 - Failure in Reading

Grade 3 - Failures in Reading and Mathematics

Grade 4, 5, 6 - Failures in Reading and Mathematics or failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies and English Language Arts

Grade 7, 8 - Failures in Reading and Mathematics or Failures in Reading and English Language Arts or Failures in Reading or Mathematics or English Language Arts and failure in one of the following subjects: Religion, Science or Social Studies.

## Recess

While the safety of students while they are at Bishop Dunn is always a concern, it is especially important that all students and staff follow carefully the rules and regulations that have been developed for activities that take place at lunch recess and during extended care after school on the school playground. The primary rules for students are that they:

- Treat all adults and fellow students with respect while playing together outside, and always use appropriate words and actions;
- Follow directions given by supervisors;
- Stay within the assigned playground areas and never move out of sight of supervisors;
- Play safely and use playground equipment appropriately;
- Line up immediately in a quiet, orderly manner when recess is over;
- Help keep the playground clean by not littering and by picking up and bringing balls and other equipment inside after recess is over.

## Re-registration Policies

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. In order 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 school day)

The school has a sign-out book located at the front desk. The main reason for releasing students during the day is due to student illness, in which the parent or an adult designated by the parent must come to the school and pick up the child. It is against the law to dismiss a child during school hours except in the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the nurse will contact the person listed on the child's emergency contact card. Emergency cards are sent home in the summer mailing and must be returned the first week of school, and must be updated as necessary.

Except for emergencies, doctors and dentist appointments should be scheduled for after school or during holidays or vacations, and not planned for days when school is in session. If it is necessary that a child be dismissed for a prearranged appointment when the student is released, the parent, guardian or approved adult must sign the child out.

## Religious Education

While the law does not mandate the teaching of Religion, as Catholic educators we know that Religion provides the foundation upon which our entire school curriculum is based. This school was established to impart moral training and religious knowledge, to help our children come to a clearer knowledge of God and to help them develop the inner spirituality so important to their development. The Archdiocese of New York has established a curriculum guideline in use at Bishop Dunn Memorial School. It includes:

- Prayer (formal, spontaneous, meditation) on a daily basis
- Worship (Mass and paraliturgies on the church calendar)
- Scripture (Old and New Testaments)
- Doctrine (the basis of and theological variations of Faith)
- Morals and Values
- Peace and Justice Education
- Service to the Community

All students, including non-Catholics, are expected to take part in the school's religion classes and

monthly Masses. On rare occasions, a child's non-Catholic religious beliefs may prohibit him/her from participating in a specific religious service or activity. In order to be exempt from taking part in a specific activity (not including classes or Mass), a written request must be addressed to the principal explaining the reasons why a child needs to be released from participation in the activity. The letter will then be reviewed by the principal and Religious education staff before any exemption request is granted.

Sacramental preparation for Reconciliation, First Communion, and Confirmation are part of Religious Education classes at Bishop Dunn. Children may receive First Holy Communion with their classmates at St. Mary's Church, or through their home parishes. You may wish to consult with your pastor to verify any requirements on participation in parish or Bishop Dunn programs.

## **Report Cards/Progress Reports** (see Academic Policies – Report Cards)

## **School Hours** (See Daily Schedule)

## **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 pre-paid 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's Right to Amend**

Bishop Dunn Memorial School reserves the right to amend or make additions to this handbook during the school year. Notice of amendments will be released 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 proscribed 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 bookbags, school lockers, cubbies, desks, or other school property.

## **Security**

To assure the security of the building and the safety of each child, Bishop Dunn Memorial School strongly enforces its policy of requiring all visitors, including parents, to report to the front office. **NO ONE WILL BE ALLOWED TO ENTER THE CLASSROOM AREAS WITHOUT A VISITOR'S PASS.** Except for brief periods at the start and the end of the regular school day, all doors to the school will be kept locked. Anyone wishing to enter the school at any other times, should ring the lobby door bell to be admitted.

## **Sex Offender Policy**

Parents are reminded 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 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 Newburgh Police Department 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.

## **Standardized Testing** (See Academic Policies – Standardized Tests)

### **Stealing**

Stealing from other students, staff, or other members of the school community is not only against the law, but it destroys the trust that is a cornerstone of Bishop Dunn's moral and ethical reason for existing. A student who is caught or accused of stealing should immediately be brought to the principal. After determining that there is reasonable cause to believe that the theft has taken place, the principal will call the child's parents to meet. Depending on the seriousness of the infraction, the child will be subject to an out-of-school suspension and possible expulsion.

### **Student Money/Possessions**

Large amounts of money or expensive equipment or jewelry are not allowed in school. Hand-held electronic games, iPods, and CD players must be kept in bookbags and will be confiscated if they are taken out and used by students at times other than those expressly designated by the principal. Bishop Dunn Memorial School takes no responsibility for lost or stolen items.

### **Student Records**

Parents are permitted to review their child's records. The student records can only be reviewed in the presence of the principal. Arrangement should be made in advance with the principal to conduct the review.

### **Substance Abuse Awareness**

There will be regular instruction through each school year on the dangers of drugs and alcohol. This instruction will include grade-level appropriate information on the specific risks inherent in substance abuse to one's emotional, spiritual, mental and physical well being. (See Disciplinary Action section)

### **Suspected Child Abuse/Neglect**

If any suspicion of child abuse is brought to the attention of a teacher or the principal, it is the obligation of the principal, teacher or other staff member UNDER STATE LAW, to contact the New York State Child Abuse Hot Line. The principal is not allowed to contact the parents first, if there is a suspicion that abuse has taken place.

### **Telephone/Cellphone Usage Policy**

Students will only be allowed to make outside calls in an emergency and must obtain a telephone use permission note from their teacher or the principal before going to the front desk, where a staff member will make *the call requesting what the child needs.*

The use of cell or camera phones, pagers or any other recording devices by students during school hours is strictly prohibited. All cell phones brought to school will be collected by the homeroom teacher in the morning and returned at the end of the day. Cell phones or other electronic recording devices will be confiscated by the principal, if students are found using them during the school day. The equipment will be given to parents. Repeated infractions may result in the equipment being kept by the principal.

## **Transfers To and From Bishop Dunn**

Students new to Bishop Dunn Memorial School from Grades 1 through 8 will be placed on a marking-period academic and behavioral probation. Time will be given for the child's adjustment and further assessment of the child's strengths, weaknesses and previous areas of learning. If a student is leaving Bishop Dunn, a transfer request must be sent from the receiving school before they can be released. All books must be returned and bills paid before records are transferred to another school.

## **Tuition Policy**

The tuition of Bishop Dunn Memorial School is adjusted on an annual basis. Parents are notified as early as possible what the new year tuition rates will be. Bishop Dunn Memorial School is a tuition-driven school, supported by fund raising, grants and donations. Tuition generally increases each year due to the cost of living and inflationary increases in expenses, but every attempt is made to keep the increases at a reasonable level, especially through aggressive annual fund-raising efforts.

Bishop Dunn has contracted with the Tuition Management System to do its tuition billing. The deadline for submitting tuition enrollment forms in order to be included in the regular June-March billing cycle is May 1st. A \$100 non-refundable re-registration fee is due in the early spring after notification of new tuition rates are sent home. This fee will be applied to the September materials fee for the following school year.

## **Visitors/Security**

ALL VISITORS, UPON ENTERING THE SCHOOL, MUST REPORT DIRECTLY TO THE FRONT DESK LOCATED IN THE LOBBY AT THE SCHOOL'S FRONT ENTRANCE. If a parent or guardian wishes to take a student home early or get a message to their child, the student will be brought down to the main lobby area. For security and safety purposes, no parents or visitors are permitted in the halls or classrooms during school hours without special permission and a pass issued at the main lobby desk.

## **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 will also 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 give 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.

**BISHOP DUNN MEMORIAL SCHOOL**  
**50 Gidney Avenue**  
**Newburgh, New York 12550**  
**(845) 569-3494/569-3303 (fax)**

**ADMINISTRATION AND FACULTY**  
**James DelViscio, Principal**

<b>Cathy McLoughlin</b>	<b>Pre-Kindergarten</b>
<b>Karen Powles</b>	<b>Pre-Kindergarten</b>
<b>Colleen Middlemiss</b>	<b>Kindergarten</b>
<b>Jennifer LoPresti</b>	<b>1<sup>st</sup> Grade</b>
<b>Mary Birnbryer</b>	<b>2<sup>nd</sup> Grade</b>
<b>Virginia Albano</b>	<b>3<sup>rd</sup> Grade/ Religion (3-5)</b>
<b>Nancy Benfer</b>	<b>4<sup>th</sup> Grade/Science (3-5)</b>
<b>Ellen Casazza</b>	<b>5<sup>th</sup> Grade/Social Studies (3-5)</b>
<b>Susan Trieste</b>	<b>Asst. Admin./Religion (6,8)/ Remediation (2-5)</b>
<b>Nicole Purdy</b>	<b>Math (6-8)</b>
<b>Joseph Loyas</b>	<b>Social Studies (6-8)</b>
<b>Brigid Killelea</b>	<b>Language Arts (6-8)</b>
<b>Patricia Greico</b>	<b>Remediation (6-8)</b>
<b>Donna DelConte</b>	<b>Art/Library</b>
<b>Grant Konno</b>	<b>Music (PreK-8)</b>
<b>Donna Perk</b>	<b>Computer (K-8)/Religion (7)</b>
<b>Bernadette Kleister</b>	<b>Science (6-8)</b>
<b>Lisa Johnson</b>	<b>Spanish (6-8)</b>
<b>Pamela Giraud</b>	<b>Speech Pathologist</b>
<b>Ellen Twomey</b>	<b>Physical Education</b>

**OFFICE STAFF**

<b>Maureen Terwilliger</b>	<b>Development Director</b>
<b>Susan Dennis</b>	<b>Assistant Development Director</b>
<b>Fran Lego</b>	<b>Admin. Asst./Office Manager</b>
<b>Eileen Rose</b>	<b>Financial Manager</b>
<b>Kathryn Powles</b>	<b>Receptionist/Office Assistant</b>

**School Contact Numbers**

<b>Main Office.....</b>	<b>845-569-3494</b>
<b>Principal's Office.....</b>	<b>845-569-3499</b>
<b>Business Office.....</b>	<b>845-569-3305</b>
<b>Development Office.....</b>	<b>845-569-3496</b>
<b>Nurse's Office.....</b>	<b>845-569-3304</b>
<b>Special Projects/Summer Program.....</b>	<b>845-569-3306</b>

## **School Philosophy**

Bishop Dunn Memorial School, founded by the Dominican Sisters in 1882, is a family oriented learning environment that has its foundation in the teachings of Jesus Christ and the values of the Catholic Church. The family members are comprised of the teachers, administrators, students, parents and other school personnel. Each relationship with the other goes beyond academics, because it is rooted in faith, hope, encouragement, support, empathy

The Bishop Dunn school family renews its faith in God and each other by joining together in prayer daily and at Mass at least once a month. BDM teaches the values of equality, honesty, social responsibility, patriotism, charity, and self-reliance. We encourage each student to use Jesus Christ as a role model in their actions and service to others. Through our school's character development program, religious education program and various community service projects, we challenge the students to be proactive and spread their God-given talents and gifts.

BDM fosters cooperative, mutually supportive and respectful relationships between its students. We encourage them to work together within the classroom, as well as in cooperative projects between grade levels. We promote an atmosphere in which competition is friendly and supportive and accomplishments, as well as differences, are honored. Teachers practice their daily vocation as Catholic school educators by demonstrating their compassion and respect by showing patience and kindness in every encounter with each other, the students and the parents.

Parents, as the primary educators, are a source that we rely upon in the spiritual and moral development of the students. We readily accept their input, guidance and support, as we strive to motivate the students in their daily lives.

Bishop John Joseph Dunn calls upon us "not to die for Christ, but to live for Him. Let His truths be evident in your acts, in your love of God and neighbor, every day of your lives." In honor of his spirit, Bishop Dunn Memorial School continues to carry on the tradition of his teachings and philosophy in its "emphasis on the uniqueness of each child and the attempt to provide a learning atmosphere based on that individuality."

### **The Nondiscriminatory Policy of The NY Archdiocese**

Roman Catholic Schools in the NY Archdiocese base not only their educational purposes, but all their activities on the Christian teaching of the essential quality of all people as rooted in the providence of God, Christ's love and the supernatural destiny of each person.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in the Archdiocese have not and shall not discriminate on the basis of race, color or national and ethnic origin in the administration of educational policies, scholarship and loan programs and athletic and other school administered programs.

This policy is subscribed to by Bishop Dunn Memorial School and all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities within the Archdiocese.

## Confirmation of 2010-2011 Handbook Rules/Regulations

The rules, school procedures and regulations described in the Bishop Dunn Parent/Student Handbook have been developed to provide the safest and most educationally and developmentally productive environment possible. In order for the rules to work, however, students and parents need to understand and accept the guidelines. They also need to understand that in order to protect its standards of scholarship, discipline and character, that Bishop Dunn Memorial 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 their signature on the Parent/Student Handbook Acceptance form below, and by the student's attendance at school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in our handbook, and agree to be bound by the terms of the handbook. Please let us know that you have read the booklet and that your child or children understand the rules that are specifically directed to them and their behavior in school by completing and returning the tear-sheet below by the first day of the school year. If you have a question about a specific policy or guideline or would like to make a suggestion for adding some information to our next booklet, please also let us know. Someone will contact you to discuss specific questions or suggestions, if appropriate. Complete, clip and return the tear-sheet below as soon as possible to Bishop Dun Memorial School, Attn: Mr. DelViscio, 50 Gidney Avenue, Newburgh, NY 12550.

### 2011/2012 Parent/Student Handbook Acceptance

We have read, discussed and agreed to abide by the rules and regulations in the Bishop Dunn Parent/Student Handbook for 2011-2012. Our agreement is verified by the signature(s) below.

Student(s) Signature(s): \_\_\_\_\_ Grade(s) \_\_\_\_\_

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Day/Evening) \_\_\_\_\_

Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_