



Brooklyn Jesuit Prep

Ad Majorem Dei Gloriam.

925 E. 37th Street Brooklyn, NY 11210

718-638-5884 (P) • 718-638-5284 (F)

BJP Family and Student Handbook

2020 – 2021

BROOKLYN JESUIT PREP PLEDGE

I pledge this day to
Honor the Promise
Using God's gifts
For the good of all;

To respect each other,
To welcome all to our community,
To seek knowledge and enlightenment,
To become people of peace, compassion and forgiveness.

We are proud to be who we are,
A diverse family
Filled with the spirit of kindness and encouragement,
Built upon the rock
Of integrity and loyalty.
May the spirit of BJP forever stand.

Code of Ethics

Brooklyn Jesuit Prep's commitment to its students is centered on the Jesuit value of caring for the whole person in the pursuit of creating 'men and women for others'. We believe in the dignity of all people and that it is our duty to help each child entrusted to our care reach his or her full potential in and out of the classroom by honoring the promise within them. All staff and parents of the BJP community serve as role models and are responsible for instilling in our students:

- A sense of the excitement and value of learning.
- A commitment to the development of their intellectual, social, moral, physical, and spiritual selves.
- A belief in using one's talents in service to others.

PARENTAL INVOLVEMENT

Of course, success in school only occurs when faculty and parents work as partners in the development of each child. Thus, communication and support of school policies are crucial. To this end, each family can join in partnership with BJP by:

- Abiding by this *BJP Family and Student Handbook*.
- Being prompt for parent-teacher meetings, morning drop off, afternoon pick up, the return of paperwork, and payment of financial obligations.
- Monitoring students' academic progress daily.
- Being open to growth and willing to learn about societal, social, familial, and moral topics that affect our children.
- Inspiring, supporting, and nurturing the student as he/she progresses through his/her middle and high school years and beyond.

In this partnership between the school and the families, both parties are accountable to this *Code of Ethics* in order for all students to succeed.

Each family is required to provide service hours to the school during the Saturday Program from 10AM-Noon. Each family is committed to volunteering for at least one Saturday Program. Parents should call the school or email secretary@brooklynjesuit.org to sign up for the Saturday they wish to volunteer. Each Saturday has space for 10 families to volunteer. Saturday Program dates are 9/19, 10/3, 11/14, 12/12, 1/9, 2/6, 3/13, 4/17, and 5/15. The calendar online will be updated to determine if these events are happening due to Covid.

The school secretary, principal, and assistant principal are available by phone or email throughout the day. If trying to contact a teacher, email and call the school. Teachers will be given the message and should return your call when they are free. The school secretary cannot relay messages to students from parents throughout the day. It is the responsibility of each family to communicate about personal matters (such as pick-up) before coming to school.

Every Friday, Weekly Notes Home will be emailed to families with important announcement and calendar updates. When necessary, students will be given papers on Friday afternoons that require signatures to be returned Monday. Papers will be put on the Incomplete side of your student's yellow Homework Folder.

BJP family directory (contact information) can be found on Fast Direct. This information is provided so that families can more easily communicate with each other. Such personal information should never be shared outside of the BJP community.

SCHOOL RULES

Brooklyn Jesuit Prep maintains three simple rules:

- 1) Respect yourself and others as children of God.
- 2) Contribute to the learning environment.
- 3) Follow classroom and school procedures the first time.

Students are expected to abide by these rules daily. Specific details about the rules are found in the pages of this handbook. By abiding by these rules, students are encouraged to live out our school pledge and the graduate-at-graduation values of being *open to growth, loving, religious, committed to justice, and intellectually competent*.

The Family and Student Handbook, Coronavirus Reopening Plan, and BJP@Home packet will remain in effect throughout the school year. **All who enter the building must complete the daily health screening through the app** (students and staff) **or main office kiosk** (visitors and vendors). Any member of the community not abiding by the safety guidelines in this handbook or the Reopening Plan will be asked to leave the building until the school and family can discuss such issues.

ATTENDANCE

Brooklyn Jesuit Prep opens its doors every morning at 7:35AM. Students arriving earlier than 7:35AM will not be admitted. A staff member will be outside starting at 7:20AM. A free breakfast is served from 7:35AM to 7:55AM each morning in the cafeteria. All students who

arrive between 7:35AM and 7:55AM must be in the cafeteria or in their homerooms under staff supervision. Students must be in their homerooms by 7:55AM or they will be marked late.

If a student is going to be absent, a parent or guardian must call the school office at 718-638-5884 before 8:15AM. Students who are absent are required to make up both the class work and homework they missed. When parents call the school, they must arrange how homework should get home to their child. Homework will be available in the office for parents to pick up after 3PM. Any student who is absent from school may not participate in any after-school activities or sports. If a student is absent on a Friday, s/he may not participate in any school-sponsored activities over the weekend.

Upon returning to school after an extended absence, all students must provide a written explanation for the absence. A doctor's note is preferable. Any Covid related illness or quarantine must follow the checklist provided to families before a student may return to the building.

If a student needs to be dismissed early any day, they must provide a note from a parent or guardian (emailing both principal@brooklynjesuit.org and secretary@brooklynjesuit.org is acceptable). No student will be allowed to leave early without prior permission. Dismissal on Fridays is at 3:15pm. Students will not be allowed early dismissal without valid prior reason.

Attendance and punctuality are critical for student success! High schools do weigh attendance and being on time heavily. Students who are repeatedly late or absent will be placed on probation and a plan must be made with the parent, student, and principal to correct the problem in order for the student to continue at BJP. In each marking period, students will start serving detentions on the fourth tardy, when detentions resume. Until then, chronic absenteeism will result in parent and school meetings.

DRESS CODE

Both boys and girls are required to wear the Brooklyn Jesuit Prep green polo and sports and activities t-shirt purchased from the school or Ideal Uniform. Other parts of the school uniform can be purchased from Ideal or any other store. During the winter, navy blue sweaters (without hoods or zippers) may be worn to classes. The principal will announce the start and end of the winter sweater dates as weather permits. Boots may be worn to school when the weather is bad, but students should then change into their school shoes. Otherwise, the uniform shoes should be worn to and from school. No hats or caps may be worn in the building.

Boys: Boys must wear navy blue pants with black belt. Boys may wear dress shoes, loafers, or all-black sneakers. The principal reserves the right to determine which shoes are appropriate to

wear in school. Socks may be dark blue or black. Undershirts must be white. Earrings are not allowed to be worn by boys. If choosing to get one's ears pierced during the school year, boys must wear clear plastic spacers (all other earrings will be asked to be removed). One necklace is permitted but must be tucked into the shirt. One bracelet or wristwatch is allowed on each wrist. Hairstyles should be well-kept and professional with any dyes natural colors.

Girls: Girls must wear navy blue pants (with black belt) or skirt. Skirts must come down to the top of the kneecap and MUST be worn with navy blue or black stockings. Girls may wear black or navy flat dress shoes or all-black sneakers. The principal reserves the right to determine which shoes are appropriate to wear in school. Knee-high socks are not allowed. Girls may not wear make-up or acrylic nails. Nail polish is allowed only if it is one color on all nails. Girls may wear small earrings (not larger than a quarter) and are allowed one necklace tucked into the shirt. Undershirts must be white. They may wear modest headbands. One bracelet or wristwatch is allowed on each wrist. Hairstyles should be well-kept and professional with any dyes or extensions natural colors.

When students are wearing the BJP uniform, they should wear it with pride as representatives of the school. When they are in uniform, both inside and outside of the school, they should be worn properly and with dignity. This includes keeping the shirts tucked in.

On certain special days, the Student Government may have a themed dress-down day. Students are welcome to dress-down according to that theme. If they do not follow the theme (such as red or green the day before Christmas break), then they will be considered out of dress code.

HOMework

Homework is an integral part of a child's education as it provides the student the opportunity to practice skills learned in the classroom. Homework is assigned every night and worked on during study hall at the end of the day. Teachers aim to have assignments take between 15 and 20 minutes to complete per subject. Any work not completed in study hall is to be completed at home. Students should complete around three assignments in study hall and have three, maybe four for older grades, assignments to complete at home, especially on special days when extra independent studying needs to be done.

Each student is provided with a planner and a yellow homework folder. Teachers will give class time for each student to write down the homework in their planner. Teachers will also post homework online at www.brooklynjesuit.org/homework. This online resource is for PARENTS so that they can more easily check on their student's work and know about future tests, quizzes, and projects. The site resets every Monday morning. The planner continues to be

the primary way for students to organize themselves during school. Students should check off each assignment as they finish it.

The yellow homework folder has two pockets, an incomplete and complete side. All work should be put on the incomplete side during the day and then, when finished during study hall or at home, moved to the completed side. Students should also be bringing home appropriate notebooks and textbooks to help them complete the worksheets in their homework folder. When students arrive at school each morning, they should empty their homework folder into the appropriate bins in each homeroom/social hall, starting each day fresh with an empty folder. Students can keep extra loose-leaf paper in the front or back covers. Parents should check online and their student's planner and homework folder each night, signing in the spaces provided. Helping keep students organized is an easy way to help them succeed.

Late or incomplete work is not acceptable. Teachers plan ahead expecting work to be completed. Late work will be penalized. When Covid safety procedures are relaxed, 5th - 7th grade students will have to stay for Mandatory Evening Study Hall from 4:30-5:00PM for incomplete work from the night before. 8th grade parents will still be notified, but students have one day on their own to get it turned in for a reduced grade. If a student has a chronic homework problem, he or she will be placed on academic probation and the parent, student, and principal must meet to create a plan to get back into good standing at BJP.

If remote, the [BJP@Home](#) packet outlines late work and communication between teachers and parents.

DISCIPLINE

It is the expectation of the faculty and staff of Brooklyn Jesuit Prep that students will follow the guidelines set forth in this handbook. Teachers will handle discipline issues in the classroom in consultation with the principal. Teachers will work within the framework of the Jesuit school "Graduate at Graduation" qualities, using disciplinary issues as a time to teach skills for more positive outcomes. The "Graduate at Graduation" characteristics mean that upon graduation from BJP we expect our students to be:

- Open to Growth
- Loving
- Religious
- Committed to Doing Justice
- Intellectually Competent

Due to Covid, there will not be detention or mandatory study hall as outlined below until Covid safety procedures are relaxed. Parents will be emailed if a student is missing any work or

earned enough warning infractions to warrant a detention during normal, pre-Covid times. It is important to ensure BJP has an active email address that parents check frequently in order to receive timely communication.

If you receive an email, please review it with your student. Homework should be turned in the next day and will be penalized with a lower score. Misbehavior, if consistent, will result in a family and school meeting before the student is allowed back into the classroom. After what would equate to one JUG, the principal will contact the parent by phone. If the same issues continue, resulting in what would have been another JUG during non-Covid times, then a family and school meeting must take place before that student returns to the classroom.

When Covid procedures are relaxed:

School infractions will be handled in a tiered system. Small infractions, including but not limited to talking out of turn, being unprepared for class, dress code violations, etc. will result in the student getting a written warning on their class clipboard. The written warning comes after many verbal warnings for the student to correct their behavior without any consequence. Three written warnings on a given day will result in an afternoon detention for that day. If a child is late more than three times in a quarter they will receive detention for each time they are late during the rest of that marking period.

Afternoon Detention will be held from 4:30-5:00PM daily under the supervision of the Dean of Students. This will be for students who have had the three written, repeated small offenses in the day or one major offense. Major offenses include but are not limited to disrespect, bullying, inappropriate language, fighting, etc.

Placing hands on another person is never tolerated, even in retaliation or to “protect” oneself. BJP will work with students in assemblies, advisories, skills classes, and homerooms to teach how to handle stressful situations and people and to deal with such things appropriately. Any such putting hands on someone, or threatening anyone in the building, will likely result in immediate suspension and/or expulsion.

If a student fails to do his or her homework he or she will be placed in Mandatory Evening Study Hall, which takes place after school from 4:30-5:00PM for 5th – 7th graders. During regular study hall, he or she will get caught up on missing work, meeting with teachers if necessary, and then report to Evening Study Hall in order to get back on good standing academically with all classes for the next day.

If a student has earned Afternoon Detention or Mandatory Evening Study Hall, the school secretary will call, text, or email their parent or guardian during the afternoon to inform them that the student will remain in school until 5:00PM.

Skipping Afternoon Detention or Mandatory Evening Study Hall will result in a JUG to be served the very next day during lunch/recess.

If a student received two Afternoon Detentions in one week, then they will be required to serve JUG on Friday during lunch. This is BJP's highest level of discipline before parent meetings, suspensions, and/or expulsions. Multiple JUGs in a marking period will result in the parent having to pick their child up on a scheduled Friday after a parent meeting with the principal.

There will be no detention on Fridays. Any student that earns an Afternoon Detention on Friday will serve the following Monday. Any student who did not complete his or her homework by Friday, should complete it over the weekend. Because it is late, the grade will be penalized, but if turned in on Monday the student will not have to serve Mandatory Evening Study Hall.

Repeated offenses against any of the school rules may result in suspension or expulsion from the school. In either event, warnings will be communicated home by the principal.

SCHOOL CLOSING

Brooklyn Jesuit Prep closes when the New York City public schools close due to weather conditions. If there is an announcement on the radio or TV that the city schools are closed due to weather that means that Brooklyn Jesuit Prep is closed as well. **If there is a weather issue on a calendar day that BJP is open and the city schools are not, then the main phone (718-638-5884) will automatically have a message when announcing a closure and an email will be sent to all parents.**

If BJP must close during a school day in an emergency, an email will go to all parents and then the homeroom teachers will call each family in their class. **It is the responsibility of the family to make sure that BJP has a working contact number and email address at all times.**

If BJP closes due to Covid, families will be notified according to the Reopening Plan via email and/or a letter home. Such closures will result in either the entire school moving to BJP@Home scheduling or a class (due to contact tracing) completing work based on their in-person schedule remotely.

The BJP calendar is different than the public school calendar. The most up-to-date version of the calendar and future months can be found online at www.brooklynjesuit.org/calendar on the Parent Portal.

SCHOOL SUPPLIES

During the first week of school, teachers will distribute planners, homework folders, and textbooks to all students. Students are expected to be prepared with all supplies, books, and planners every day of the school year.

Textbooks, workbooks, planners, and folders that are lost, stolen, or damaged are the responsibility of the student. Taking care of one's materials is critical and is the responsibility of both students and parents. Replacement charges of BJP materials loaned to students will be billed to parents. Students will not receive a replacement book or planner until the charges have been paid.

Families are provided with a school supply list on the [Parent Portal](#) that they are responsible for purchasing. During the first few days of school, each teacher will work with students to organize their class materials. These materials should be stored in the student's cubby in their homeroom. Any extra materials should go home or be given to the homeroom teacher to store to be used at a later date. Students should only be keeping at school and taking to class what each teacher requires for class.

PHYSICALS/MEDICATIONS

All students must have a physical with immunization dated after September 9th, 2019 on file at BJP. Physicals should be turned in within two weeks of the start of school. After two weeks, students are not allowed in the building until proper paperwork is turned in.

If a student must take medication during the school day, his or her parents must submit parental permission and a doctor's order for each medicine, even over the counter medications. The school secretary has the [necessary forms](#). The medication and the form must be submitted to the secretary upon the student's arrival at school in a Ziploc bag with the student's name on it. BJP does not have any medication at school.

The only time a student may hold medication on his or her person is when an inhaler, insulin, or epi-pen is required. Parental permission and a doctor's order are still necessary. **BJP will not allow a student who is supposed to have an inhaler or epi-pen to participate in sports and activities if that child does not have the medication with them.** This is a safety precaution; parents must be aware of the location and condition of their child's medication.

PROGRESS REPORTS / REPORT CARDS

Progress Reports will be distributed halfway through each of the four marking periods and must be picked-up by a parent/guardian during the scheduled Parent-Teacher Conferences in late afternoon/evening.

All parents are required to attend Progress Report Night during the first marking period. For all subsequent marking periods, progress report conferences will be by invitation. Any student who has earned a passing grade in all of his or her classes and an 'S' or above in character grades does not have to attend the progress report conferences, but such parents are still welcome to attend.

FAILURE POLICY

A passing grade is any mark of 70% or above. If a student receives a grade below 70%, they have failed the class. Sixth, seventh, and eighth graders will take midterm and final exams. For seventh and eighth graders, each exam is worth 10% of their total yearly average for each subject. For sixth graders, the exams are part of the marking period grade.

If a student fails two or more classes, they will be placed on academic probation for the following marking period. When Covid procedures are relaxed, any student on academic probation must stay at school Monday through Thursday from 4:30-5:00PM for Evening Study Hall. A student who has been on academic probation for two or more marking periods will be evaluated at the end of the year to decide whether or not they may continue at Brooklyn Jesuit Prep.

Any student whose average in any class is below 70% at the end of the school year must attend summer school in addition to summer camp. This is typically the last two weeks in June, but 8th graders who fail may be required to attend summer school at their local public school. Multiple failures (3+) will result in dismissal from the school or having to repeat the grade, at the discretion of the principal. The lowest score recorded on a report card will be a 65-.

GRADING SCALE

It is vital that BJP works to teach students the skills necessary to be successful in all classes. Now is the time to build solid foundations for future success. This is done with timely and complete homework and also consistent effort on all assignments, whether completed in class or at home and including tests and quizzes.

BJP teachers will determine number grades based on the scale below. Teachers will communicate with classes the types of assignments and how they affect their overall average. Number grades reflect a student's content understanding. Character grades are recorded on report cards as letter grades.

A student's grade will consist of: (to be determined during faculty orientation)

Homework - 15%

Classwork - 25%

Quizzes - 25%

Summative Assessment - 35%

(Test, Project, Essay, et.)

GRADUATION REQUIREMENTS

In order for a student to graduate from Brooklyn Jesuit Prep in 8th grade, a student's final grade in all subjects must be a 70% or above. If any of the student's grades are below 70%, the student will not be able to participate in the Senior Trip nor will they receive their diploma at graduation. In addition, 8th graders who do not meet a basic level of comportment during the school year may be held back from the Senior Trip at the discretion of the principal. Typically, 8th graders will also be required to do 15 hours of Christian service throughout the year; however, BJP will be in contact throughout the year about changes to this requirement due to Covid. These hours will be completed through projects organized by BJP. All school fees must be paid before a diploma is handed out.

HONORS

In order to receive honors for the marking period, students must meet the following requirements:

Attendance Honors: Cancelled for the 2020-2021 school year in order to promote a healthy environment when those in the community are not feeling well. Attendance is recorded on report cards still.

Second Honors: Minimum of 80% in all subject areas.

First Honors: Minimum of 85% in all subject areas.

BJP Honors: Minimum of 90% in all subject areas and 'Excellent' or 'Good' in all character, effort, and organization grades.

Ignatian Honors – 'Excellent' or 'Good' in all character, effort, and organization grades.

MEALS

Brooklyn Jesuit Prep provides breakfast and lunch for students Monday through Friday. Breakfast, served between 7:35AM and 7:55AM, is optional for students. Students are welcome to bring their own breakfast and eat it in the cafeteria in the mornings. During Covid procedures, only those eating are allowed to go to the cafeteria. Breakfast must be nutritional and not items like sweets or chips. Students may only bring drinks that are 100% fruit juice or water. Sugary drinks such as hot chocolate, Arizonas, or soda are not permitted. Caffeinated tea and coffee are not permitted.

Parents must decide whether their child will get school lunch or lunch will be brought from home at the beginning of the school year. This decision is applied for the entire year. Parents and students must abide by the school rules governing acceptable food to be brought in for lunch and food cannot be shared. Any confiscated food will not be returned to the student or family.

Besides during snack time in the afternoons, food may only be eaten in the cafeteria and nowhere else in the building. Neither candy/gum nor soda is permitted in the building. Any food brought into the building for lunch should be stored in the lockers in the basement. No food should be brought up to the homerooms. The only time food is eaten in the homeroom is during snack in the afternoons after it is picked up from the cafeteria. All snack is provided by New York City.

Water fountains will be available to refill water bottles. Normal functions of the fountains will be shut-off until Covid procedures are relaxed. Thus, a water bottle is required if a student needs a drink during the day.

CHEATING/PLAGIARISM

Plagiarism is a serious offense, and at BJP we teach each student how to work properly without stealing someone else's ideas. Cheating can take many forms. The following is a list of what is considered cheating at Brooklyn Jesuit Prep:

1. Copying someone's homework or giving someone homework to copy.
2. Copying from someone's test or quiz or giving someone a test or quiz to copy.
3. Talking or passing notes during a test or quiz.
4. Sharing answers, pictures of work, and pictures of textbooks through text, email, or social media.
5. Copying directly from a book without using quotation marks or citing the reference.

6. Copying from a website without using quotation marks or citing the reference or printing from a website and handing it in.
7. Using a “crib sheet” during a test or quiz.
8. Doing someone else’s homework or having someone else do your homework.
9. When helping a peer, simply telling them the steps and answer instead of teaching them.

Cheating is taken very seriously at BJP. Any violations in this area will be brought to the Principal’s and Assistant Principal’s office to determine a required meeting with the student, parent and principal. Students caught cheating or copying will receive a lower grade for that assignment at the teacher and principal’s discretion and receive a school punishment. This includes students who give their assignment to someone else to copy. Repeat offenders will be treated more severely.

BULLYING

BJP strives to make student safety our top priority and takes cases of bullying seriously in all of its forms: verbal, physical, or mental/emotional. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance that is repeated over time. The BJP staff and counselors work closely with students to monitor any situations that may arise. Students are encouraged to be open about expressing their feelings and helping each other out, especially during weekly Advisory classes, Skills classes, and Group.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwanted sexual advances, either verbal or physical. BJP strives to create a safe community where all students feel comfortable and, as such, sexual harassment is taken very seriously. Any issues of sexual harassment should be brought to the attention of the principal immediately.

ELECTRONIC EQUIPMENT

Students are not allowed to use personal electronic equipment in school. This includes cell phones, iPods, cameras, smart watches, and portable game players etc. If a student is caught with any of these items, they will be confiscated. The equipment *must* be picked up by a parent or guardian from the principal.

Students who bring a cell phone or other device to school must turn it off upon entering the building. Cell phones, smart watches, iPods, gaming systems, etc. should be kept in the student’s backpack upon entering the building. Backpacks are hung in student closets and are

not accessible during the day. Any student caught with an electronic device during school hours will serve detention.

Phones or any other valuables, including money, that are lost, stolen, or broken during the school day are not the responsibility of the school. They will not be replaced or paid for by Brooklyn Jesuit Prep.

LOST AND FOUND

The Lost and Found is located behind the secretary's desk in the school office. Any items found during school and not claimed will be placed in the Lost and Found. Both parents and students are welcome to look in the Lost and Found for items that are lost. Periodically throughout the school year, everything in the Lost and Found *will be donated or thrown away*. Label personal items with your name.

FIRE/LOCKDOWN DRILLS

New York State requires a number of safety drills throughout the school year. When the fire alarm rings, students must line up at the door to the classroom immediately. Students should be silent through the entire fire drill. Students must follow directions carefully and walk in a single file line. In the event of a lock down, students should be silent and follow the directions of the teacher.

COMPUTER USAGE POLICY

Every classroom at Brooklyn Jesuit Prep has computers in it for student use. Using the computers is a privilege that must be respected. Students must always ask permission from a teacher to be on a computer or to print. Computers are only to be used for school projects, research, or assignments. They are not for the student's entertainment during down times. If printing or checking email before school, students must arrive early enough to get ready for classes first. Computers are available for use during study halls as well.

In addition, each child will be given an email address with the BJP domain (@brooklynjesuit.org). This email address is to be used for professional communication with teachers and classmates. 5th, 6th, and 7th graders may only email within the domain. 8th graders may email outside for reasons such as high school applications. **These email addresses will be monitored by the BJP administration. They are not private and are owned by BJP. Students will be held responsible for any inappropriate use of their BJP email address.** Students

should use their BJP Google Drive for saving all their computer work. No files should be saved on the school computers.

By signing this handbook, students agree **not** to:

- Use impolite, abusive, offensive, threatening or otherwise objectionable language in either public or private messages.
- Use the internet or other resources for sending or retrieving confidential, illegal, obscene, or other material unrelated to the educational objective for which access is granted.
- Use the internet to knowingly visit websites containing obscene or illegal materials.
- Place on the internet or other information system material that is confidential, illegal, obscene, threatening or unrelated to the educational objective for which access is granted.
- Send, receive, copy, or change copyrighted materials without first obtaining all required permission.
- Knowingly or negligently allowing another person to obtain or use another person's password.
- Damage, destroy, remove, copy, or abuse any school equipment, including but not limited to computers, printers, headphones, digital cameras, video cameras, projectors, and software.

And unless allowed to do so by a BJP teacher or staff member, I agree **not to**:

- Change the screen settings, screen saver settings, or internet browser settings.
- Download or install any software or data files.
- Participate in instant messaging.
- Play games without permission.

Students caught violating any of the above will lose their computer privileges. Any student who does not have computer privileges will still be responsible for the work and must make arrangements outside of school for computer use.

SOCIAL NETWORKING/MESSAGING AT HOME

BJP strongly encourages parents to monitor their child's computer usage at home. This includes having access to their student's social networking pages, instant messaging programs, or email providers. We are committed to using the internet as a learning tool and to keeping our children safe. Internet usage at home is the responsibility of the parent. Students are not to use social networking or text/picture messaging to bully, harass, or abuse another BJP student or other community members. Any such issues should be brought to the attention of the principal immediately and will be dealt with appropriately.

METROCARDS

Students who must take public transportation to school (this is based on the distance you live from school) will be issued a free MetroCard from the Board of Education. These MetroCards will be distributed twice a year, in September and February. If a MetroCard is lost, stolen, or ruined, there will be a \$5.00 replacement fee.

Students will only be allowed one replacement MetroCard.

Students should adhere to proper social distancing and other Covid procedures while traveling to and from school in order to maintain healthy living.

FIELD TRIPS

After Covid procedures are relaxed, every class will be taking field trips during the school year. All school rules are to be strictly followed on a field trip. Field trips are a privilege. Students who can not follow the rules will not be permitted to go on any field trips.

Field trip transportation will generally be by subway, walking, or by bus. The school will provide permission slips with pertinent information prior to any field trip in students' yellow homework folder a week before the trip. Students who do not have parent consent will not be allowed to go on a field trip. Parental consent must be in the form of the signed permission slip that is provided, not an email, handwritten note, or phone call.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities will take place on most Tuesdays and Thursdays and optionally on Fridays or over the weekend. Extracurricular activities may include such programs as: sports teams, music, drama, etc. Some of these activities will require competitions on the weekends. It is very important that if your child signs up for one of these activities that you make every effort to have them participate on the weekends. This is best not just for your child but for every other child on the team. Until Covid procedures are relaxed, sports and activities and other mixed grade activities will be held within homerooms only and not mixed grade.

DISMISSAL

Unless otherwise noted on the school calendar, the students will be dismissed from school at **4:30PM on Mondays, Tuesdays, Wednesdays, and Thursdays.** They will be dismissed at

3:15PM on Fridays. Students will not be dismissed early to accommodate parents who arrive early. The principal will create a staggered dismissal for classes around dismissal time to promote further social distancing on the sidewalks and public transportation.

The homeroom teacher will walk their students to the door at dismissal, where they must be either picked up by a parent or leave the school premises. Students may not leave and come back to the school. If a student's ride has not yet arrived, they must go to Evening Study Hall until they have been picked up (during non-Covid times). Students who are chronically picked up late will have their parents notified. If continued problems persist, parents will be billed \$5 per half hour that they need to be supervised.

EVENING STUDY HALL

Once Covid procedures are relaxed, on Monday, Tuesday, Wednesday, and Thursday evenings, students will be provided the opportunity to attend Evening Study Hall from 4:30-5:00PM. This is optional, and the student must get permission from their parent and the principal to stay. The principal reserves the right to not allow a student to attend evening study hall. Parents should contact the principal if they want their student to stay for Evening Study Hall. Students who are on academic probation or who missed a day of school may be required to stay for Evening Study Hall.

TUITION AND PAYMENTS

Although families pay tuition and school fees, these amounts cover only a small portion of the cost of educating each BJP student. On average, the school must raise \$12,500 per student in order to cover salaries and other expenses. This means that each BJP student is being given a "scholarship" of \$12,500. The president and development staff must raise well over 1 million dollars each year to enable us to provide an excellent education to our students.

Therefore, it is important that each family takes on the responsibility to complete any scholarship grant applications that we ask for and to pay their tuition and any other monies due by the 10th of each month. **Personal check or money order can be sent to the secretary or parents can pay online with credit/debit card or bank transfer using the FastDirect website found the Parent Portal (<http://www.fastdir.com/brooklynjesuit>).**

The school secretary will send out monthly statements of payments made and bills owed either electronically from FastDirect or on Fridays in a student's yellow Homework Folder. Any family anticipating financial hardship with school payments should communicate directly with the president.

Tuition is based on the school lunch form and charged October – June. If the school lunch form is not completed, families will be charged the higher tuition amount of \$115. Otherwise, the school will determine tuition of either \$75 or \$115 based on the completed school lunch form.

8th grade families are charged for the TACHS exam and a graduation fee to help pay for the 8th grade trip and graduation ceremony. TACHS sets the price of the exam (last year \$63) and it is due November 1st. The graduation fee is \$125 due April 1st.

5th-7th grade families are charged \$200 for summer camp, which is due May 1st and is non-refundable.

Tuition for September 2021 is due by the start of summer camp 2021 and is non-refundable. This is considered you “re-registration” fee.

The “General” category on the tuition invoices is if payments are due for lost or broken items, such as textbooks etc.

After midterm exams in January, if families are not paid in full then students will not be allowed to continue at BJP until all payments are made. After final exams, students will not graduate and will not attend camp if all payments are not made in full, which means they cannot return to BJP.

It is important that families do their part to stay on top of payments so that the BJP faculty and staff do not have to spend time contacting each family about overdue bills.

Student – Parent Agreement

The rules contained in this handbook apply to every Brooklyn Jesuit Prep student. As a Brooklyn Jesuit Prep student, I am expected to take all of these responsibilities seriously.

After reading, discussing, and thinking about this handbook, the signature of both me and my parent/guardian below indicates our agreement to abide by each of the items in this handbook.

If I do not abide by the safety guidelines in this handbook or the Reopening Plan, I understand I will be asked to leave the building until the school and family can discuss such issues.

I commit myself to being a responsible Brooklyn Jesuit Prep student and parent/guardian during the 2020 - 2021 school year.

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies, or video tapes of the people named below. I also grant the right to edit, use, and reuse said products for nonprofit purposes including use in print, on the internet, and all other forms of media by Brooklyn Jesuit Prep, USA East Jesuits, Fairfield University and Prep, the Diocese of Brooklyn, and De Sales Media.

Student's Signature

Date

Parent/Guardian's Signature

Date