



# **PARENT/STUDENT HANDBOOK**

***2022-2023***

***Our Lady of Hope Catholic Academy***

61-21 71<sup>st</sup> Street  
Middle Village, New York 11379  
Phone: 718-458-3535 FAX: 718-458-9031  
[www.OLHCA.org](http://www.OLHCA.org)

## Section 1- Letter from the Principal

### 1.1

Dear Parents, Guardians and Students,

Welcome to Our Lady of Hope Catholic Academy and the 2022-2023 school year! We are pleased to provide you and your children with a team of professionals dedicated to the highest standard of Catholic education and care of your child(ren).

As parents/guardians of children enrolled in the Academy, you also serve as a **partner** in education. As partners, parents, faculty and staff will work together to ensure the academic, social, spiritual, and emotional growth of your children while they attend the Academy. I trust that you are up to the task, and I welcome working with you to ensure the success of your child and all the students at the Academy!

In order to provide the best quality of education and safety, we ask that all parents/guardians and students adhere to the Academy's policies. This Parent-Student Handbook contains the Academy's policies and is intended to provide you with a guide. Please take the time to review this Handbook in its entirety. I hope the Handbook will answer questions you may have regarding the policies of the Academy, although you may always reach out to me or the Board of Directors if you have any questions, comments, or concerns.

This Handbook will be distributed as a hard copy upon request. It will remain accessible to you on the school website.

**At the end of this Handbook are various documents for you to review and sign, as well as an Acknowledgement of Receipt of this Handbook. Please sign and return all these documents by September 30, 2022.**

Thank you for your support and I look forward to working with you as we provide the upmost quality Catholic education to your children in a secure, safe and nurturing environment.

Sincerely,

Giuseppe Campailla

## DIRECTORY

### Board of Trustees

Nora Nola, Chairperson  
Ignazio Artale, Vice Chairman  
Irene Posio, Treasurer  
Guy Barbieri  
Dr. Anne Nolte  
John Notaro

### Administrators

Rev. Peter Purpura, Pastor  
Giuseppe Campailla, Principal  
Lauren Giacalone, Assistant Principal

### Faculty

Stephanie Basandella, Nursery  
AnnMarie Barani, Pre-K  
Kerri Burke, Pre-K  
Maryann Seubert, Kindergarten  
Barbara Zgombic, Kindergarten  
Jennifer Basandella, Grade 1  
Annalise Sinnona, Grade 1  
Ivanka Rodriguez, Grade 1  
Samantha Barcenilla, Grade 2  
Marian Casey, Grade 2  
Amanda Luciano, Grade 3  
Kathryn Rodgers, Grade 3  
Joanna Bartoszek, Grade 4 (Math, Religion, Science)  
Sarah Pezzulich, Grade 4 (ELA, Religion, Social Studies)  
Christiana Nicolaou, Grade 5 (ELA)  
Vincent Demonte, Grade 5 (Social Studies)

### Faculty (Cont'd)

Eleanor McAuley, Grade 5 (Math, Religion)  
Jillian Cascio, Grade 6 (Science)  
Melanie Angerano, Grade 6 (ELA)  
Megan Petitto, Grade 6 (Math, Religion)  
Robert Scarano, Grade 7 (Social Studies)  
JoAnn Sferrazza, Grade 7 (Math, Religion)  
Monica Cirone, Grade 8 (Foreign Language)  
Patricia Honan, Grade 8 (ELA)  
Kaitlin Harfmann, Grade 8 (Religion)

XXXXXXXXXXXXXXXX, Algebra I Regents Course)  
Kathy Listner, Grade 7 Science, Earth Science Regents Level Course  
Patricia Klein, Physical Education  
Maurizio Spista, Music (Kindergarten to Grade 5)  
Terryenne Rosenhammer, Art (Kindergarten to Grade 8)  
Lisa Dolan, Resource Room Teacher

### Office Staff

Alice Persichette, Secretary  
Jo-Anne Rella, Secretary  
Marta Sepe, Tuition Secretary

### Others

Emmanuel Pujols, Custodian  
Eva Colasuonno, School Nurse  
Christine Leclerc, Technology Coordinator  
Dawn Zinser, Morning Drop Off & After School  
Program Coordinator, Lunch Program Coordinator

## **Section 2- Introduction**

**2.1** Our Lady of Hope Catholic Academy is a Nursery through Grade 8 Catholic Elementary and Middle School under the Diocese of Brooklyn Schools Office.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady of Hope Catholic Academy, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New York guidelines and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

## **Section 3- Academy Overview**

**3.1** Our Lady of Hope School opened in September of 1963 with Grades K through 6. Sister Mary Austin, O.P. was the founding Principal designing the curriculum and creating the learning environment. In the early years, the school was staffed prominently by the Dominican Sisters of Amityville but as vocations dwindled, lay faculty began to assume the majority of teaching positions. In September 2016, Our Lady of Hope transitioned from a parish school to the academy model composed of a Board of Directors. Our Lady of Hope Catholic Academy continues to be a vibrant and active learning community serving the families of Middle Village and its surrounding neighborhoods for over 50 years.

### **3.2 Mission statement**

Our mission is to provide a Catholic education that fosters the spiritual and academic development of each child by instilling a morally centered foundation. The responsibility for academic and spiritual growth is a shared endeavor among students, parents, faculty, and administration. Our model is Jesus Christ who taught with compassion, respect and a loving heart. Therefore, our common goal is "to teach as Jesus did."

### **3.3 Vision Statement –**

Our Lady of Hope Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Brooklyn.

1. To develop the total Christian personality by instilling in each students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid each student in the evaluation of his/her own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### 3.4 *Parental Expectation of Adherence to School Policy*

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

*...Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. *Spe Salve*, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.*

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

### 3.5 **Purpose of the Handbook**

This Parent-Student Handbook (“Handbook”) is designed to provide important information regarding rules, policies and procedures relating to the operation and safety at our Academy. The Handbook summarizes policies and contains general guidelines and information. To the extent that anything in this Handbook conflicts with applicable law, the applicable law governs. Further, this Handbook may be changed from time to time during the academic year. An up-to-date version can be found <https://olhca.org/parents-guardians/> and parents/guardians are expected to regularly check that version to be aware of any changes. If you have any questions on this Handbook or otherwise, please contact the Principal.

Parents/guardians are required to sign a form stating that they have read the rules and regulations outlined in this Handbook and that they agree to abide by those rules, and to ensure that their children abide by the rules. Students in grades 6-8 must also sign this form. Failure to sign the form will not prevent the Academy from enforcing its policies, but could result in disciplinary action being taken and/or the prevention of the student from enrolling in the school. This form can be found at the end of this Handbook.

In this Handbook, the term “parent” refers not only to a child’s natural or adopted parent, but to a student’s non-parent legal guardian or to any person or agency authorized to act in place of a parent.

Finally, in light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues, the Academy reserves the right to address and take appropriate action for any such situations not specifically referenced in this Handbook. And, in light of the unique and essential religious mission of the Academy, the Academy may take actions in cases where moral offenses occur which reflect adversely on the Academy, the Diocese of Brooklyn, or the Roman Catholic Church, or which interfere with the ability of the Academy to perform its religious mission or to effectively maintain the intimate working relationship of the Academy and the community of Faith.

## **Section 4- Catholic Identity**

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are "...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds."

Diocesan academies and schools strive to emulate the words of Saint John Paul II by:

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

#### **4.1 Adherence to Catholic Doctrine**

The Academy is a Roman Catholic school located in the Roman Catholic Diocese of Brooklyn ("Diocese of Brooklyn"), and is committed to providing quality Catholic education for both Catholic children and those of other faiths who share our commitment to Gospel values and academic excellence. Our goals includes teaching Christ's truth and fostering the formation of the Academy's students by conveying the values rooted in the Gospel of Jesus Christ. As a religious organization of the Roman Catholic faith, the Academy, at all times, adheres to the doctrines, customs, tenets and teachings of the Roman Catholic church, and the curriculum guidelines in religion from the Diocese of Brooklyn. All students and parents, including those who are Non-Catholic, must accept and adhere to the standards, values, and religious tenets of the Roman Catholic faith. *All* parents/guardians are expected to support the Academy's mission and commitment to Christian principles.

#### **4.2 Inclusion of All Other Faiths**

The presence of students from other faiths provides a wonderful diversity, and the Academy welcomes students and parents/guardians of other faiths. However, as a Catholic school located within the Diocese of Brooklyn, the Academy is focused on the formation of children in the Catholic faith. Parents/guardians must accept the intentional Catholic values and tenets that are the underpinning of our Academy. All students, including Non-Catholic students, are expected to participate in the religious formation and education programs of the Academy, including, but not limited to, liturgies, religious functions, and religious classes. It is also expected that Non-Catholic students and parents/guardians participate as fully as they can in the liturgical and prayer life of the Academy. The teachers and administration at the Academy are also committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and the Diocese of Brooklyn. While our teachers, administration, and staff value the presence of students from other faiths and respect other faiths, they always teach and model within the context of the doctrines and tenets of the Roman Catholic Church.

### **Section 5- Student Behavior**

The Academy Student Code of Conduct is as follows:

All students are expected to thrive toward excellent behavior at all times. Behavior problems includes disrespecting authority, including teachers and staff, and other students, teasing, bullying, socially unacceptable behavior, or behavior contrary to the teachings of the Catholic Church or the mission of the Academy. If behavioral issues persist, the Academy may request a conference with the parent. Failure on behalf of a parent/guardian to attend a conference may result in the child staying home until the parent/guardian and student attend the conference with the Academy.

**5.1 Conduct** In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature

development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations and concern for the environment.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. This section should include a statement regarding student conduct; outlining expectations that fulfill the mission of the academy or parish school as well as the Diocese.

**5.2 School Rules:** Discipline is the underlying framework around which other aspects of education are structured. The goal of learning is self-discipline and self-direction. Good discipline begins with early training in the home and extends to the school and the community. Cooperation between home and school must exist if discipline is to be maintained. To create a peaceful and respectful school and learning environment, the following code of rules and consequences has been put in place and will be strictly adhered to:

1. Students may not use any form of physical force against another person
2. Students may not deface school property
3. Students may not deface, destroy, ruin or steal the property of others
4. Students are expected to speak respectfully to one another
5. Students are expected to speak respectfully to all faculty, staff, and parent volunteers

A student is always an Our Lady of Hope Catholic Academy student, especially while wearing the school uniform. A student who engages in conduct whether inside or outside the school that is detrimental to the reputation of the school may be disciplined.

Consequences will be offered depending on the severity of the child's actions and the circumstances involved. Any one or a number of these consequences may be used at any given time.

- Writing a letter of apology acknowledging one's mistake. Letters should be signed by a parent.
- Offering an alternative response to the situation.
- Cleaning and/or repair of damaged school or personal property.
- Parents will be notified, and the child will be held responsible for the replacement or repair of any damaged school or personal property.
- Parents will be notified, and the child will be held responsible for the replacement or repair of any stolen school or personal property.
- No recess for a given number of days.
- After school detention.

In serious cases, parents will be notified and a conference with the teacher and/or Principal will be scheduled. Suspension may be considered depending on the severity of the situation.

### ***Detention (Grades 3 – 8)***

Detention may be issued for a breach of classroom and/or school rules such as but not limited to the following:

**Uniform Infractions; Disrespect (Language/Vulgarity); Abuse of Electronic Device policy in or on school grounds; Fighting / Stealing / Cheating / Bullying**

Parents are provided with a Detention Form with written notification of the detention. Detention is generally held on Thursdays from dismissal until 4:00 p.m.

**Detention takes precedence over appointments, practices, lessons, tutoring, sports, etc.**

**If a student receives Three Detentions in one Trimester, they will receive a three-day In-House Suspension.  
If a student receives a fourth Detention in one Trimester, they will receive a five-day Out of School Suspension.**

### *Suspension*

Students who are given an in-school suspension will be required to report to school each day and will be assigned a designated area for the duration of the suspension. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension. Students that are serving outside suspension are required to complete all assignments they missed.

### *Expulsion*

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Hope Catholic Academy. Students who have been expelled will not be allowed to return to the school.

Students whose parents have violated the *Parents as Partners* agreement in this handbook may also be excluded from Our Lady of Hope Catholic Academy.

### *Vaping, Drugs and Alcohol*

Students who possess vaping or are caught vaping will face suspension and/or expulsion. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Indicate rules specific to the academy or parish school as well as any schoolwide behavioral policies that are in place.

## **5.2 Discipline Policy**

The Academy may need to involve disciplinary measures from time to time. The purpose of disciplinary measures is to provide structure to students and for them to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith. Disciplinary measures should have as an end the development of the human person who respect's oneself, other persons, and those in authority.

At no time will corporal punishment be used against a child. Any perceived acts of corporal punishment or reports from a child of corporal punishment should be reported to the Principal immediately by the student and/or the parent/guardian.

By enrolling your child in the Academy, the parent/guardian agrees to be supportive of the rules and regulations that the Academy deems as critical in the spiritual, academic, and behavioral growth of the child.

Teachers are the primary disciplinarians within the classroom and among students. Teachers will discipline students for minor classroom disruptions, such as not completing homework, minor verbal disputes with other students, or not being in the complete uniform. To the extent a teacher finds it necessary, parents/guardians will be notified of classroom problems. As partners in education, parents/guardians should work with the teacher to ensure that inappropriate behavior is changed.

At times, however, teachers will refer classroom discipline issues to the administration of the Academy. This is likely to include chronic minor problems listed above, or major problems, including chronic lateness, verbal abuse of a teacher, signs of disrespect to a teacher or another adult on the staff, fighting, vandalism, stealing, physical, sexual, or verbal harassment or bullying of a fellow student, violent behavior, smoking, or the possession of drugs, drug paraphernalia, cigarettes, lighters, matches, stink or smoke bombs, chemicals/irritants, alcohol, dangerous items or a weapon. The administration will handle such matters in a variety of ways depending on the severity of the incident, up to and including suspension, police notification, and expulsion.

For serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism and harassment, the student may immediately be suspended for a period of one to five days. In cases of vandalism, the parent/guardian must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent/guardian before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and then, the parents/guardians will be notified. Likewise, the possession of drugs or alcohol by a child may be reported to the police. The Academy reserves the right to expel the child due to such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents/guardians are called. The Academy reserves the right to expel the child due to such an offense.

Police will always be called in the case of a weapon.

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

It is the expectation of the Academy that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the Academy reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

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

### **5.2b Respect for Life**

A fundamental belief and tenet of the Roman Catholic faith is that human life must be respected and protected from the moment of conception. All students and parents are expected to live and follow gospel teachings and the Catholic faith in this area.

### **5.3 Diocesan Anti-Bullying Policy**

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- *Physical:* physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- *Verbal:* taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written:* written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

#### *Reporting Procedures:*

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to investigate by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred, the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.

- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

#### **5.4 Diocesan Cyber Bullying Policy**

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to an academy or parish school community member may result in disciplinary action, even if done outside of academy/parish school premises or using devices not owned or controlled by the academy/ parish school. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the academy or parish school principal:

- Loss of use/privileges of school/academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this policy

#### **5.5 Diocesan Acceptable Use Policy**

The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Our Lady of Hope Catholic Academy community.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within the Diocese of Brooklyn are expected:

##### *Respect One's Self*

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

##### *Respect Others*

- Be mindful of comments, posts, photos or any content directed toward or including others
- Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

##### *Protect One's Self and Others*

- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
- Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

##### *Respect Intellectual Property*

- Cite sources when using any content not originally authored by you

Members of Parish School and Catholic Academy communities must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Parish School or Catholic Academy you are associated with without the expressed permission of the principal.

##### *Security of Technology*

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor and report the security breach immediately to a system administrator, teacher or the principal. Additionally, members of the school/academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or school/academy computers or computer systems.
- Download or install any software application without prior authorization.

#### *Administrative Rights (To monitor use of technology)*

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Schools and Academies of the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

#### *Personal use of Social Media (Teachers, Parents, Students)*

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium. All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

## **5.6 EXPECTATIONS AND OBLIGATIONS OF PARENTS/GUARDIANS**

### **Parental Involvement**

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's performance to the total parish community.

Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the Academy community. Failure of parents to act in a manner compatible with the values of the Academy may result in student dismissal.

## A. Proximate Preparation for the Reception of Sacraments

Diocese of Brooklyn

Secretariat for Evangelization and Catechesis

Proximate Preparation for Reception of Sacraments Program

Handbook Format

**Proximate preparation** takes place during the Faith Formation year immediately preceding the reception of the Sacraments of Penance, Eucharist, and Confirmation. The Five (5) proximate preparation sessions offer the candidates and their families the opportunity to “deepen the life of faith, especially regarding knowledge of the sacraments of the Church.”

“The ‘Year of Renewal’ begins with the core of the mission of Catholic education — to form children in the love and knowledge of Jesus Christ as celebrated in the Catholic Church. By investing in our children, we are investing in the future of the Church. Education isn’t just in the classroom or the religious education room. It begins and is nourished in the family. ‘Year of Renewal’ provides an opportunity to highlight parents’ roles as primary witnesses of the faith and educators in everyday life... This is just the beginning, and it’s meant to be a spark of awareness that will grow, year after year.”

These words describe the “Year of Renewal for Catholic Education.” This Renewal is a combined effort to enhance Catholic Academies/Schools, Faith Formation Programs, and Parishes. It reflects the missionary call to all God’s people to evangelize and renew the face of the earth. In this Year of Renewal, it is most important that we, as parents and educators, once again familiarize ourselves with the Diocesan guidelines for the reception of sacraments.

“As a family of families, the parish remains the ideal home for Catholic families to join together”, to ensure the integrity of parish life, all constituents should review these guidelines and discuss the pastoral implications. Parents and children should be catechized as to the importance of returning to their home parishes for the reception of sacraments. It is the parish that confers a sacrament, not a Catholic academy or parish school.

**Can. 913** §1 For holy communion to be administered to children, it is required that they have sufficient knowledge and be accurately prepared, so that according to their capacity they understand what the mystery of Christ means, and are able to receive the Body of the Lord with faith and devotion.

**Can. 914** It is primarily the duty of parents and of those who take their place, as it is the duty of the parish priest, to ensure that children who have reached the use of reason are properly prepared and, having made their sacramental confession, are nourished by this divine food as soon as possible. It is also the duty of the parish priest to see that children who have not reached the use of reason, or whom he has judged to be insufficiently disposed, do not come to holy communion.

### THOSE TO BE CONFIRMED

**Can. 889** §1. Every baptized person not yet confirmed and only such a person is capable of receiving confirmation.

§2. To receive confirmation licitly outside the danger of death requires that a person who has the use of reason be suitably instructed, properly disposed, and able to renew the baptismal promises.

**Can. 890** The faithful are obliged to receive this sacrament at the proper time. Parents and pastors of souls, especially pastors of parishes, are to take care that the faithful are properly instructed to receive the sacrament and come to it at the appropriate time.

**Can. 891** The sacrament of confirmation is to be conferred on the faithful at about the age of discretion unless the conference of bishops has determined another age, or there is the danger of death, or in the judgment of the minister, a grave cause suggests otherwise.

## SPONSORS

**Can. 892** Insofar as possible, there is to be a sponsor for the person to be confirmed; the sponsor is to take care that the confirmed person behaves as a true witness of Christ and faithfully fulfills the obligations inherent in this sacrament.

**Can. 893 §1.** To perform the function of sponsor, a person must fulfill the conditions mentioned in **can. 874. (Can. 874 §1.** To be permitted to take on the function of sponsor a person must: 1/ be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function; 2/ have completed the sixteenth year of age unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause; 3/ be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on; 4/ not be bound by any canonical penalty legitimately imposed or declared; 5/ not be the father or mother of the one to be baptized. **§2.** A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the baptism.)

**§2.** It is desirable to choose as a sponsor the one who undertook the same function in baptism.

### What this means:

- All proximate prep must be done through the home parish of each student
- Families must participate in Proximate Prep
- Sponsors must be practicing Catholics

Session One (3 hrs)

### Preparation of the Candidates

This first Session should be held at the beginning of the Faith formation Year (September, October). It should follow a Sunday Celebration of the Eucharist. The intention of the Session is to introduce the families to the importance of Faith formation, the Domestic Church, and parish life. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

**Catechetical Formation:** It is the personal responsibility of the Parents, Pastor, and Catechetical Leadership to ensure the adequate catechetical formation of the candidates and to vouch for such preparation in the presentation of the candidates to the Bishop (in the Sacrament of Confirmation) and to the parish. Because of this presentation, it is not necessary or required to have a public presentation of the candidates during a Sunday Mass prior to the conferral of the Sacraments.

**Sacrament of Penance:** It is important for the Reception of First Penance, First Holy Communion, and Confirmation that the candidates be “properly disposed” (**Canon 889**). *The Catechism of the Catholic Church* explains that “to receive Confirmation one must be in a state of grace. One should receive the Sacrament of Penance in order to be cleansed for the gift of the Holy Spirit...” (**no. 1310**). For the Sacrament of First Penance and First Holy Communion the Catechism states: According to the Church’s command, “after having attained the age of discretion, each of the faithful is bound by an obligation faithfully to confess serious sins at least once a year.”<sup>1</sup> Anyone who is aware of having committed a mortal sin must not receive Holy Communion, even if he experiences deep contrition, without having first received sacramental absolution unless he has a grave reason for receiving Communion and there is no possibility of going to confession.<sup>2</sup> Children must go to the sacrament of Penance before receiving Holy Communion for the first time. Candidates should therefore be expected to receive the Sacrament of Penance in proximate preparation for their Confirmation and be given the opportunity to do so. (**no. 1457**)

**Reception of Holy Communion:** Candidates and sponsors should prepare to receive Holy Communion at Mass, including the Confirmation Mass. The *Catechism of the Catholic Church* states that it “is in keeping with the very meaning of the Eucharist that the faithful if they have the required dispositions, *receive communion when* they participate in the Mass” (**no. 1388**). By receiving Holy Communion both the newly confirmed and their sponsors give witness that Christian Initiation is directed toward the Eucharist.

- “A person who is to receive the Most Holy Eucharist is to abstain for at least one hour before Holy Communion from any food and drink, except for only water and medicine.” (**Canon 919 §1**).
- “The elderly, the infirm, and those who care for them can receive the Most Holy Eucharist even if they have eaten something within the preceding hour” (**Canon 919, §3**).
- Family members and invited guests for First Communion should likewise understand the importance of the Sunday celebration of the Eucharist and be spiritually prepared to receive Eucharist.

**Universal Prayer:** The Pastor should encourage the parish community to pray for the candidates for First Penance, First Holy Communion, and Confirmation, especially with a petition in the *Universal Prayer* on the Sundays leading up to the date of the sacrament.

#### **What this means:**

- Weekly Sunday celebration in the home parish is expected
- Parents participate in the preparation of children for sacraments
- Families are known in the parish
- Children are prepared for specific sacraments: First Penance, Eucharist, and Confirmation

Session Two (3 hrs)

### **The Liturgical Calendar and Advent Season**

This second Session should be held on the first or Second Sunday of Advent. It involves a presentation on the Liturgical calendar and highlights the importance of Advent as a season of preparation for Christmas. The intention of the Session is to (re) introduce the families to the liturgical year, how the Domestic Church celebrates this season with Catholic cultural elements, and how the parish prepares for the coming of the Messiah. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

#### **Celebrating Christmas**

Advent is the period of preparation and waiting for the coming of the Lord. It begins the fourth Sunday before Christmas and it lasts until the 24th of December. As in many other Christian churches, Advent is observed in Catholicism too and is related to a range of preparatory Christmas practices.

Some of them are to make an Advent wreath, to keep an Advent calendar and pray a daily devotional, as well as to set up Christmas decorations and erect a Christmas tree.

Christmas is an extraordinary event for the Catholic Church. It signifies the birth of the savior who is coming (in flesh) to meet people in the world. The Catholic Church designates the four weeks preceding Christmas as Advent. It is a preparatory period of a major event where the Lord is coming as a King and Savior.

According to the Catholic tradition, Christmas is not a one-day celebration, but it is a longer festive period that can last up to 22 days. It is also connected to other holidays that are celebrated in the winter period of the year.

#### **What this means:**

- Families will have a deepened understanding of the meaning of Advent/Christmas Season

- Families will participate in a parish-wide celebration

Session Three (3 hrs)

### **The Liturgical Seasons of Lent/Easter/Pentecost**

This third Session should be held on the first Sunday of Lent. It stresses the importance of the Lenten practices of prayer, self-sacrifice, and charity as a means of preparing for the renewal of **Baptismal promises** at Easter. The intention of the Session is to present a liturgical/spiritual understanding of Lent, provide examples of how the Domestic Church may pray and sacrifice together, present cultural elements of the Easter celebration, and illustrate how the spirit of Pentecost is found in each sacrament's candidates will receive. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

#### **Lenten Devotions**

Lent in the Liturgical Year is a time when families examine the Catholic customs of our heritage. The Catholic cultural traditions, especially in the types of **Easter foods**, can become a special treat and religious experience for the family, which can be handed down to the next generation, and to the next.

**Fasting** conveys a sense of self-sacrifice which is an important theme to teach our children. While Mother and Father may restrict their diet considerably, children should be encouraged to “fast” from desserts or sweets, using their mobile phones, and other electronic devices. References to the fasts in the Bible might be explained several times at dinner during Lent. All family members can also be encouraged to fast from gossip, unkind remarks, or any hurtful behavior. This has been a season of “giving up” things for Lent. Each family member might also be asked to choose one thing to give for every day of Lent. This may be helping someone, donating clothing or food, or some other act of charity.

#### **Holy Week**

Holy Week is a serious, deeply religious experience. The week is filled with prayer—formal prayer and private prayer. Families should be encouraged to attend the special Masses and rituals of the week in their home parishes.

From noon till three on Good Friday, many families keep silent. Children should be encouraged to meditate or to say private prayers. Watching a video of the Sorrowful Mysteries of the rosary while saying the **rosary** or watching a video of the Stations would be appropriate while saying the Stations.

As His apostles today, we want to spread the message. Families may write “He is Risen” on different colored sheets of construction paper, and tape them all over the doors of the domestic church. Greet each other with “He is Risen!” In all these ways, make your family life mirror the life of the church. In that way, it will indeed become the domestic church.

#### **What this means:**

- Families will have a deepened understanding of the meaning of Lent/Easter Season
- Families will participate in a parish-wide celebration
- A family Lent/Easter project will be presented

Session Four (1 1/2hrs)  
**Sacraments and Family Life**

This fourth Session should take place on a **weeknight** well before the ritual celebration of the sacraments. The presentation highlights the nature of sacraments, the role of sacraments in family life, and the role of the sacraments in the life growth plan of students. The intention of the Session is to present a liturgical/spiritual understanding of sacramental life in general, provide examples of how the Domestic Church may experience sacraments and present cultural elements of Eucharistic celebration. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Many Catholic families live their Faith only one hour a week by attending Sunday Mass. The rest of the week, the cares of the world impinge on the family, and the Faith is practically forgotten. We are called to lead lives worthy of our baptismal calling. We are to live with God as a constant part of our lives, especially by including Him in our family life. This proximate prep affords the opportunity to reflect on discipleship in light of the sacraments.

To be an authentic Catholic family, we must live a sacramental life. The sacramental life means not only the regular reception of the sacraments of Penance and the Holy Eucharist but also the daily practice of using sacramentals, to help us to live the life of prayer and to celebrate the feasts of the liturgical year.

### **Receiving the Sacraments**

Next to the Holy Eucharist, the Sacrament of Reconciliation is our biggest help in living the Catholic lifestyle. If we are really aiming to be the best possible Catholic family, it is important to stress the frequent reception of the Sacrament of Reconciliation.

Receiving the Sacrament of Penance frequently will make us concentrate on strengthening our virtues and ultimately improve our Catholic family life.

Parents must be encouraged to raise children to love all the sacraments. The sacramental life involves taking the children to observe the reception of the other sacraments, especially Baptism and Confirmation, and explaining their meaning. When possible, children may opportunities to experience a wedding ceremony, have instruction concerning the deeper meanings of the sacrament of Matrimony according to their age level. When appropriate Children need to witness the Sacrament of the Sick.

### **Sacramentals**

While the Sacramental Life means frequent reception of Penance and Holy Eucharist, it also means the daily use of sacramentals. Sacramentals are a part of our Catholic cultural heritage. They can supplement the daily reception of the Holy Eucharist, and, in some cases, maybe the only way to maintain the sacramental life for some families during the week between Sunday Masses.

The *Catechism of the Catholic Church* defines **Sacramentals** as “sacred signs which bear a resemblance to the **sacraments**. They signify effects, particularly of a spiritual nature, which are obtained through the intercession of the **Church**. Sacramentals are signs reminding us of God, of the saints, and Catholic truths. While sacraments were instituted by Jesus Christ as a direct means of obtaining sanctifying and sacramental graces, sacramentals were instituted by the Church to obtain graces for us.

Sacramentals embody and make alive Catholic traditions which have existed for centuries. The rosary, the scapular, the Advent Wreath, Miraculous Medal—these are not merely objects, but truly represent the Catholic way of life.

### **Living the Faith**

The sacramentals with appropriate prayers are best used in conjunction with the liturgical year. The liturgical year, starting with Advent takes us through the history of mankind awaiting Jesus our Redeemer, and then through the life of Jesus Christ. (cf. Proximate Prep 2)

This is a wonderful way for us to grow spiritually, but best of all, a joyful way to teach our children how to live and practice the authentic Catholic family life.

To be more specific, certain traditional Catholic practices can be started (or maintained) to help us better understand and love our Catholic beliefs. During Advent, the making of the Advent wreath is a very special event.

### **What this means:**

- Families will have a better understanding of the sacramental life of the Church
- Children will be given additional information about sacraments and their meaning
- Parents/Guardians will have the opportunity to address important issues in their adult faith formation

Session 5 (1 1/2hrs)

### **The Celebration of the Sacraments**

This fifth (final) Session should take place on a **weeknight** before the ritual celebration of the sacraments. The presentation highlights the nature of the particular sacrament to be celebrated. The intention of the Session is to present a liturgical/spiritual understanding of the particular ritual, explain the flow of the ceremony, and present cultural elements of Eucharistic celebration that may be particular to the Diocese or parish, **i.e.**, presentation of candidates, style of clothing acceptable for participants, and specific elements of conduct that are allowed.

### **The Celebration of the Christian Mystery:**

Jesus Christ has made it possible for us to share in the divine nature by conforming to Him through the grace of the Holy Spirit imparted to us through the Sacraments.

The sacrament of Confirmation is necessary for the completion of baptismal grace. In Confirmation, the baptized is anointed with oil (a sign of abundance, joy, cleansing, healing, and strength) and is thereby consecrated, or imprinted, with the seal of the Holy Spirit. As Christ was marked with his father's seal, Christians are marked with the seal of the Holy Spirit of divine protection in the great Eschatological (end times trial). The primary effect of the sacrament is the (full outpouring of the Holy Spirit as once granted to the apostles on the day of Pentecost.” Confirmation brings an increase and deepening of baptismal grace; it unites us more firmly to Christ; increases the gifts of the Holy Spirit and renders more perfect our bond with the church, And gives us a “special strength of the Holy Spirit to spread and defend the faith by word and action as true witnesses of Christ...”

The sacrament of the Eucharist (from the Greek meaning “thanksgiving”) completes Christian initiation. The Eucharist is “the source and summit of the Christian life.” The other sacraments, along with all the work of the Church in her ministries, are bound up with and oriented toward the Eucharist. “The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by which the Church is kept in being.” In short, the Eucharist is the “sum and summary of our faith.”

Jesus Christ is present to the church in many ways: in his word, in the church’s prayer, in the poor, the sick, the imprisoned, in the sacraments, in the mass, and the person of the minister. At the same time, he is most especially present in the Eucharist, in the body and blood of Christ under the forms of bread and wine. The whole of Christ, his body and blood together with his soul and divinity, is truly, really, and substantially contained in the Most Blessed Sacrament of the Eucharist. This means that Christ is present in the fullest sense when the bread and wine are converted into his body and blood through the power of the Holy Spirit.

### **What this means:**

- Families will have a better understanding of the liturgical aspects of the sacraments
- Parents/guardians will receive specific information about the ritual as it is celebrated in the home parish
- Children will have the opportunity to receive final instructions about the reception of a sacrament

### **B. Parental Communication**

Regular communication between the Academy and parents/guardians is a crucial component of your child’s school experience. Scheduled parent teacher conferences allow teachers and parents/guardians to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent/guardian may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in

the classroom or someplace that ensures privacy, and never in a hallway, on the street, or another public place. A parent/guardian who is refused such a meeting should notify the Principal. If a parent/guardian seeks to meet with the Principal, he or she must contact the Academy office to set up an appointment.

Additionally, the Academy may communicate with the parent/guardian in many ways, including:

- **Email, SMS, phone messages and posts through the FACTS Family Portal**
- **School Website and Social Media:** The Academy website can be found here: [www.olhca.org](http://www.olhca.org). This website does not require a login and is accessible to the public. Various announcements may be made on the school website, such as emergency school closing, snow days, and other important information. The website will also contain various resources, such as the academic calendar.

**Information Sent Home with the Children:** Occasionally, teachers or administration at the Academy will send hard copy information home with your children. Please check your child's backpack *daily* to check for any information sent home by the Academy

## **Section 6- General Procedural Information**

### **Admission Policies**

Roman Catholic schools in the Diocese of Brooklyn base their educational purpose and all their activities on the Christian teaching of the essential quality of all persons as rooted in God's love.

The process for admission to the Academy is as follows: parents/guardians must complete the Academy application form and provide all required documents. If necessary, an interview will be held. Following an interview (if held) and evaluation of the materials, the parent/guardian will be notified in writing about whether the Academy is offering the child a position.

While admission is on a first come, first served basis, the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents/guardians are active members of the parish; third, to Catholic students whose parents/guardians are active in another Catholic parish; and fourth, to non-Catholic students.

### **Transfers and Withdrawals**

If a parent/guardian wishes to transfer his or her child(ren) out of the Academy, a transfer request form must be obtained from Academy Office. Before records are transferred to another school, all bills must be paid in full, and all books must be returned.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school. The Academy may disclose a student's cumulative record (*i.e.*, permanent record, attendance record, test results) to another school with a legitimate educational interest if a written request is made and when a parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file, which includes special education records, psychological reports, disciplinary records, and reports by a school counselor.

At the discretion of the Principal, and in accordance with applicable law, the Academy has the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract, such as failure to meet financial obligations, infractions against the school's code of conduct, anti-bullying policy or violations of the policies of the Academy and those set forth in this Handbook.

The Academy reserves the right to request that a parent/guardian withdraw his or her child from the school.

## 6.1 Dress Code

The Roman Catholic Diocese of Brooklyn believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

### FULL WINTER UNIFORM:

<u>BOYS:</u>	<u>GIRLS:</u>
Nursery -Pre-K OLH Gym Uniform	Nursery -Pre-K OLH Gym Uniform
Gr. K - 8 Gray school pants	Gr. K - 8 Navy Skort or gray slacks
Light blue polo shirt (long or short sleeve)	Light blue polo shirt (long or short sleeve)
Light blue oxford shirt (long or short sleeve)	Blue knee socks/blue tights
<u>School sweater ONLY</u>	<u>School sweater ONLY</u>
<u>Boys Footwear</u>	<u>Girls Footwear</u>
Black or Navy Blue socks ONLY	Black or Navy Blue socks ONLY
Black <u>Oxfords</u> or Penny Loafers with rubber soles	Black <u>Oxfords</u> or Penny Loafers with rubber soles and the Navy Maryjane

### GYM UNIFORMS (BOYS & GIRLS)

<u>Gr. Nursery, Pre- K , and K – 8</u>
Uniform mesh shorts or gym sweatpants w/school logo
Uniform gym t-shirt or sweatshirt w/school logo
<u>ALL WHITE SNEAKERS AND WHITE SOCKS</u>

From the opening of school through October 15, and May 15 through the closing of school, boys may wear gray shorts with **ALL WHITE SNEAKERS AND WHITE SOCKS**. Girls may wear **ALL WHITE SNEAKERS AND WHITE ANKLE SOCKS** with their skorts.

**Gym uniforms may be worn when the temperature is 32 degrees or below.**

Uniform components (pants, shorts, skorts, polos and sweaters) may be purchased through Flynn & O'Hara Uniforms located in Atlas Park.

All students must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

In this section, individual academies or parish schools can also indicate uniform specifications for each grade and gender.

### **6.1a Dress Down Days**

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress – no shorter than 3” above the knees
- No torn jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail extensions of any kind (including wraps, fiber glass, acrylics or gel extensions and/French manicures)
- No hoop earrings or excessive jewelry

### **6.1b Grooming Code**

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.
- Girls or boys' hair should not have highlights or any alterations
- **Boy's hair should be cut above the collar; no Mohawks, or shaved in designs, etc.**
- Boys should not display any piercings

Students are not allowed to wear make-up at any time. This includes eye make-up and acrylic nails. Only appropriate jewelry is allowed. One pair of earrings may be worn by girls only. Necklaces must be tucked into the shirt. Tattoos and body piercings are not allowed.

### **6.2 Attendance Policy**

Our Lady of Hope Catholic Academy has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.

- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

### 6.2a Lateness

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

### 6.3 School Calendar

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session:

Columbus Day	Second Monday in October
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day in December
New Year's Day	January 1 <sup>st</sup>
Dr. Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. Academies and parish schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

### 6.3a) School Hours

Nursery	AM Session	8:10 am -11:30 am
	All Day	8:10 am – 2:45 pm
3 Day Pre-K	8:10 am - 2:50 pm	Mon, Wed, and Fri
Full Time Pre-K	8:10 am - 2:50 pm	Monday – Friday
Kindergarten	8:00 am - 2:50 pm	
Grades 1 and 2	7:50 am - 2:50 pm	
Grade 3	7:50 am - 2:55 pm	
Grades 4 and 5	7:50 am - 3:05 pm	
Grades 6, 7 and 8	7:50 am - 3:05 pm	

### 6.3b) Before Care & After Care

**Morning Care is offered for an additional cost from 7:00 am - 7:50 am**

**After School is offered for an additional cost from dismissal to 6:00 pm**

### 6.3c) School Office Hours

The school office is open on all school days from **7:30 am – 3:30 pm**.

### 6.3d) Early Release Schedule

#### Early Dismissal:

Pre-K:	12:15 pm dismissal
Kindergarten:	12:30 pm dismissal

Grades 1 – 4:	12:30 pm dismissal
Grades 5 – 8:	12:30 pm dismissal

### Abbreviated Schedule:

Pre-K:	1:55 pm dismissal
Kindergarten:	1:55 pm dismissal
Grades 1 – 4:	2:00 pm dismissal
Grades 5 – 8:	2:05 pm dismissal

## 6.4 Releasing of Students

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

### 6.4a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the academy or parish school. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

## 6.5 Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. **A field trip is a privilege and not a right.**
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Student cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection of our students and all other “official” adults

on the trip.

16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. **All chaperones must be legal adults and must be Virtus trained.**
18. **All students that have EpiPen with the Nurse's Office must be accompanied on the field trip by a parent. Parents are no longer permitted to assign a proxy.**
19. If a child does not attend the field trip, the child must report to school for the day, or the student will be marked absent.

## 6.6 Birthday Policy

This section should include if the academy or parish school permits birthday celebrations in the classroom as well as allowing students to distribute invitations in the classroom for birthday parties outside of school.

Birthday treats may be brought to school for students in **Nursery through Grade 2 only**. Please coordinate with your child's teacher. There will be **no** birthday celebrations during lunch in the cafeteria.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## 6.7 Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

## 6.8 Responsibility for Valuables

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

## Section 7- Transportation

### 7.1 Bus procedures

While students are being transported to and from their academy/ parish school, it is expected that they will uphold the behavior expectations of the academy/ parish school as well as rules set forth by the bus driver or bus company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

Each bus company must hold an evacuation drill at least once a year. Students are expected to follow all instructions as given by the bus driver or other adult facilitating the drill.

You may also want to add a subsection regarding rules that are specific to the academy or parish school for getting on/ off the bus, behavior when riding the bus, etc. You should also make note of the name and contact information of the transportation company.

### 7.2 Use of Other Vehicles

Only a licensed public carrier that is fully insured should be used to transport students. Teachers or administrators should not transport students in their personal vehicles.

Parents/ legal guardians must provide authorization for their child to be transported by someone else. This includes transportation for dismissal as well as extracurricular activities.

## **Section 8- Student Records**

### **8.1 Change of Address/Phone Number**

For student safety, it is imperative that parents/ legal guardians alert the academy or parish school to any changes in address or phone number. Parents/ legal guardians must also provide the academy or parish school with an adequate number of emergency contacts (with up to date information).

### **8.2 Educational Records Requests**

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

### **8.3 Authorization to Release Records**

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following:

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

### **8.4 Review of a Child's Official Records**

Parents/legal guardians have the right to inspect any and all material which is part of their child's permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

## **Section 9- Health and Nutrition**

### **9.1 Medical Requirements**

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and UPK Programs--Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

### **9.2 Administering Medications at School**

School nurses may administer over-the-counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses may administer prescription medication that has been prescribed by a physician but must be provided with

- Medical authorization from the parent or legal guardian consenting to administering the medication

- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

### 9.2a Administering Epinephrine

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each child in care. For a child with identified allergies or with special health care needs, the academy or parish school must have a copy of an individual health care plan developed by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device\* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

\*It is recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

### 9.2b Administering Epinephrine on Field Trips

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

### 9.3 City & State Health Services

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools

### 9.4 Limitations of Physical Activities

**If a child is unable to participate in phys ed classes, a note must be brought in from a doctor explaining the child's limitations.**

### 9.5 Breakfast/Lunch Program

Our Lady of Hope Catholic Academy offers a lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and respect for and cooperation with lunch monitors are in order at all times.

## Section 10 Parental Obligations

### 10.1 Parental Involvement

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community.

Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the academy or parish school community. Failure of parents to act in a manner compatible with the values of the academy or parish school may result in student dismissal.

## **10.2 Fundraising**

There will be several fundraising events throughout the course of the school year. Parents are encouraged to take part in these events, as they help greatly to offset the cost of tuition. There will be one mandatory fundraiser each year, the school raffle. Each family is required to participate in the Mandatory fundraiser to sell \$100 of raffle tickets.

## **10.3 Home Academy Association (HAA)**

Every academy or parish school is encouraged to establish a Home School Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home School Association is to foster a clearer understanding of the mutual responsibilities of parents/legal guardians and teachers regarding the education of the students.

An added responsibility of the Home School Association will be to assist in the fundraising efforts of the academy or parish school. In the school, this is done in coordination with the administration. In an academy, it is done in coordination with the board of directors of the academy. No organization may hold title to accounts nor have access to funds raised for the academy or parish school. All financial transactions must be approved by the pastor/academy board of directors.

## **10.4 Volunteering, Chaperoning & Virtus Training**

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

## **Section 11 - Safety**

### **11.1 Emergency Drills**

Per New York State laws, academies and parish schools are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

### **11.2 School Closings**

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

### **11.3 Procedures for Visitors**

All visitors must be admitted to the building by school staff. Visitors should proceed to the main office to sign in and receive a visitor designation (lanyard, sticker, etc.) if available. Visitors to the school are asked to remain in the office until they have confirmed their destination within the school. For the safety of staff and students, visitors should not walk about the school but should travel to their intended destination within the school. Prior to leaving the school, visitors should return to the main office, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

During COVID-19, we ask all parents and legal guardians to visit the academy or parish school only when necessary as well as to keep any visits as brief as possible.

### **11.4 Video Surveillance Cameras**

Academies and parish schools within the Diocese of Brooklyn are authorized to use video camera surveillance on academy/ parish school property to monitor the health, welfare, and safety of all staff, students, and visitors to the property, and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the designated school administrators.

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

## **Section 12 Academics**

The Academy expects its students to perform to the best of their ability. Teachers evaluate students' progress on a regular basis with quizzes, tests, homework, presentations, participation, behavior in the classroom, and class presentation. After a test is graded, it will be sent home for a parent/guardian to review and sign. A parent/guardian's signature indicates that the parent/guardian is aware of the student's progress.

### **12.1 Curriculum & Assessments**

#### **NYS Testing**

Students in grades 4, 6, & 7 will participate in New York State Testing. Parents will receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA and Math. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

There will be no Grade 4 NYS Science test for the 2022 – 2023; the NYS Science Test will be given in Grade 5 beginning 2023 – 2024.

### **iReady**

Students in Kindergarten – Grade 8 will participate in iReady online diagnostic testing three times in the academic year (Fall, Winter, Spring). This series of tests is issued to diagnose student performance and develop student learning goals.

### **TerraNova Testing**

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally- normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

### **Religious Education**

Religion is part of all that we see, teach and do at the Academy, and is a crucial component of students' academic learning. The Academy adheres to the current Diocese of Brooklyn curriculum guidelines in religion. Non-Catholic students are expected to fully participate in all religious education and formation programs, including, but not limited to, religion class, liturgies, and religious functions.

### **Regents**

Our Lady of Hope offers two Regents course in Grade 8 – Algebra I and Earth Science. The Algebra I and Earth Science Regent Exams are held in June.

### **12.2 Grading Policy**

Grading and weights of grades is determined by the grade level teacher. A formal outline of the individual subject area policies are distributed to the parents in the beginning of the year.

### **12.3 Homework Policy**

Homework is an essential part of the Academy's instructional program, as it reinforces learning and provides students with opportunities to practice what they were taught in class. Homework can come in many forms, including, but not limited to, projects, reports, and independent reading. Students are required to complete all homework, including when a student is absent. **Parent, guardian, or other adult assistance with homework is vital to a student's academic success!**

ALL students are expected to read independently for 20 - 30 minutes per evening (or, in the case of lower grades Kindergarten – grade 1, to be read to).

Please keep in mind that each child works at a different pace and the time frame for completing homework for one student may be different than that for another.

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday.

- **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.**

- **Homework Policy Due to Illness**

When a student is absent, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between your child's dismissal time and 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness.

Administrators should indicate any school wide homework policy as well as estimated homework times by grade or grade level band. This section should also include expectations for absent students including length of time given for makeup work.

#### **12.4 Protecting Instructional Time**

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

#### **12.5 Reporting Student Progress**

##### **12.5a Progress Reports & Report Card Schedule**

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester. Parents/ legal guardians will also receive progress reports during each trimester prior to receiving the report cards. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

##### **12.5b Parent Teacher Conferences**

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

##### **12.6c NYS Testing**

Students in grades 4, 6, & 7 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

##### **12.7d TerraNova Testing**

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally- normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

## 12.8 Honor Society

### National Junior Honor Society

1. At the end of the second trimester of the 7th grade student's report card – the student must have an overall average of 90% or greater.
2. If the student meets the 90% threshold in the core subjects (ELA, Math, Religion, Science & Social Studies) the student is then invited to apply for admission into the NJHS. All applications are reviewed by a five-member faculty committee that remains anonymous. The faculty committee's decision is final.

Induction ceremony is held in the spring. Officers are elected in September.

### Chi Alpha Mu ~ Middle School Math Honor Society

1. Chi Alpha Mu is an organization whose purpose is to encourage an interest in mathematics by providing public recognition to students who have excelled in math in their final year (grade 8) of middle school. **The student must have a 95% average in Algebra I and must not have an average of lower than an 85% in the other four major subjects (Earth Science, ELA, Religion, & Social Studies).** It is hoped the Honor will provide students with a greater understanding and enjoyment of mathematics and will keep them more involved in mathematics once they enter high school.

The student will wear a Blue and White cord at the time of Graduation.

## 12.6 Graduation Requirements

Students must achieve the passing grade of 70 in all five subjects: (ELA, Algebra I, Religion, Earth Science, and Social Studies). If a student fails to reach the passing grade of 70, that student will need to attend summer school, i.e. if the child fails either of the following subjects: Earth Science, ELA, Religion, Social Studies for the year (average of the trimesters is below 70) the student will attend summer school for ELA; if the student fails Algebra I the student will attend a summer school program for math.

**When the student has completed the summer school program and provides the documentation, he will receive his diploma.**

### 12.6a Academic Honor Cords

The requirements for Academic Honor Cords are the following:

**Gold Cord:** The student will have an overall average of 95% to 100% with no grade lower than a 93%; student must also have 3 or 4 in all special subjects and conduct.

**White Cord:** The student will have an overall average of 90% to 94% with no grade lower than an 88%; student must also have 3 or 4 in all special subjects and conduct.

**Blue & White Cord: The student must have a 95% average in Algebra I and must not have an average of lower than an 85% in the other four major subjects (Earth Science, ELA, Religion, & Social Studies).**

## 12.6 Promotion Policy and Retention Policy

Advancement to the next grade in Our Lady of Hope Catholic Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends upon successful completion of all subject areas.

Tutoring or summer school (grades 3 – 8) classes may be required for promotion. When tutoring or summer school classes are not sufficient to ensure mastery of a grade level, retention may be required. This decision is left solely to the discretion of the educational professionals.

**If a student fails one subject (ELA, math, religion, science, or social studies) will need to attend summer school or complete 30 hours of tutoring from an approved tutoring center.**

**If a student fails two or more subjects that student will not be promoted to the next grade level.**

### **12.6a Report Cards**

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year.

**No student will be given a progress report or Report Card if tuition and all fees are in arrears.**

## **Section 13-Internet Use**

### **13.1 FACTS Student Information System**

The **FACTS SIS** Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through **FACTS SIS** removing the issues of lost or blocked email messages. It allows teachers to contact parents directly and keeps a record of the interaction should it be necessary. As grades are recorded for student work, they can be shared with parents, giving any time up-to-date progress reports.

**FACTS SIS:** Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fund raisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on **FACTS SIS** to ensure that all contact information is up to date and all options are set correctly.

**FACTS SIS** also gives availability to your child's grades, progress reports and report cards. If you need assistance accessing your child's account please email Jo-Anne Rella at [olhoff@olhca.org](mailto:olhoff@olhca.org)

In this section, you may also want to add specifics about features available on **FACTS SIS** as well as login information. If this is too cumbersome for the handbook, ensure it is provided in a separate handout.

### **13.2 Communications with Teachers**

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use **FACTS SIS**, school communication platforms (I.e. Google classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issue. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating an open communication with the teacher first continues a positive relationship between families and teachers.

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

## **Section 14-Finances**

### **14.1 School Tuition Policies**

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.

These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every school/academy

#### 14.2 Tuition and other fee schedules

The academy or parish school will collect tuition and fees over a ten month period. This ten month period will typically extend from June to March. Tuition collection will begin prior to the start of the school year.

### TUITION SCHEDULE SCHOOL YEAR ~ 2022-2023

Nursery ~ 3-Half Day	\$3,800.00	
3-Full Day	\$4,300.00	
5-Half Day	\$4,300.00	
5-Full Day	\$5,000.00	
Pre-K (3 day)	\$4,300.00	
Pre-K (5 day)	\$5,000.00	
Full time Pre-K with a (Sibling in Gr K – 8)	\$4,500.00	
Kindergarten - Grade 8	\$5,000.00	1 child
	\$9,300.00	2 children
	\$13,000.00	3 children or more
Registration Fee:	\$ 100.00	per child
LAB/TECH Fee:	\$ 75.00	per family
Activity Fee:	\$ 150.00	per child
Family Participation:	\$ 50.00	per family
Mandatory Fundraisers:	\$ 100.00	Raffle Drive
Graduation Fee:	\$ 475.00	Grade 8 Only

#### *Tuition Policy*

The following policies will be strictly enforced regarding tuition:

- A late fee of \$25.00 will be charged for all accounts over (30) days late.
- Each trimester, report cards will be held on all accounts not current.
- No child will be re-registered for the new school year until tuition balances are current. Once made current, your future registration is dependent upon the satisfaction of your account in full.
- For any students transferring to a different school, records and transcripts will not be sent until accounts are paid

in full.

- Those graduating will not receive diplomas and records will not be forwarded to high schools until accounts are paid in full.
- **Parents will not be able to access grades on FACTS SIS or receive progress reports, and report cards with outstanding tuition balances.**

In this section, administrators should indicate the tuition rates for the current school year with a break down for different grades (i.e. cost of early childhood program options). You can also specify if there are any discounts offered such as sibling, staff, etc.

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.

In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.

Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

### **14.3 Resources for Tuition assistance**

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: [www.futuresineducation.org/scholarships](http://www.futuresineducation.org/scholarships). The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

### **14.4 Tuition Assistance Committee**

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to

the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

#### **14.5 FACTS**

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies and parish schools. There will be one FACTS record per family, and each student must be listed separately. This provides valuable detail about the charges and discounts each student is receiving. In turn, this provides the academy better reporting. A major benefit of FACTS is the ability to process automatic drafts of the payer's bank account or credit card. There is a 2.85% convenience fee on credit card transactions. FACTS does offer an invoicing option as well. With this option, FACTS will send an invoice to the payer (via email or postal mail) 20 calendar days prior to the payment due date. The payer must then initiate payment either by using a credit card or bank account online, over the phone, or by mailing a check directly to FACTS. Families are encouraged to pay via automatic draft. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

#### **14.6 Tuition Delinquency**

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

### **Section 15-Safe Environment**

#### **15.1 Child Lures Prevention Program**

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or

#### **15.2 Alcohol and Drug Free Zone Policy**

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation "school grounds" means the "buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level." Tobacco use is not permitted on school grounds at any time. A "tobacco product" is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

#### **15.3 Signs of Suicide (SOS) Prevention Program**

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

## **Section 16- COVID-19**

\*All health-related policies and procedures have been adopted from the regulations published by the CDC, NYC DOHMH and NYS DOHMH NYC. (August 2021)

## **Section 17 - Cyber-Bullying Policy for**

Parish Schools and Catholic Academies within the Diocese of Brooklyn  
September 2022

### **1. Purpose:**

One of the main duties of the schools and academies within the Diocese of Brooklyn is to provide a safe environment for our students. With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24x7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. The Diocese of Brooklyn, in an attempt to harness the good and discourage and protect from the bad, has developed the following policy and guidelines to govern cyber-bullying.

### **2. Scope of Use:**

This policy applies to the use of technology both inside and outside of the school/academy. When personal outside use of a technology violates this policy in whole or in part, these actions may be subject to disciplinary measures found within.

### **3. Definitions of Cyber-Bullying:**

The following are types of cyber-bullying that can occur. This is not a comprehensive list of every action that can be deemed cyber-bullying, and items may be removed or added without prior notice. This listing is adapted from the New York State Department of Justice Definition of Cyber-Bullying.

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group

2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else’s name. Considerable damage can be done through this time of attack to the victim’s reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).
6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 8<sup>th</sup> grade?” or “Who do you love to hate?”
12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves
13. **Images and Videos** - Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play
15. **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.

#### 4. Responsibilities of the School/Academy:

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to a school/academy community member may result in disciplinary action, even if done outside of school/academy premises or using devices not owned or controlled by the school/academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

- Monitoring of communications of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them
- Educate students on cyber-bullying to encourage them to identify bullying behavior, avoid exhibiting the behavior and keep themselves from being the victim of bullying behavior.
- Provide guidance and counsel students on both sides of the conflict.

School/Academy administrators, faculty and staff are responsible to ensure activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may seem like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something much larger that has been going on.

## **5. Responsibility of Students:**

As a member of the Diocese of Brooklyn community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their school/academy community. The following are guidelines to help students protect themselves and others and recognize situations and how to handle them.

### **Protecting Yourself from Cyber-Bullying and Cyber-Attacks**

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook or Twitter), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your school/academy community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

### **Protecting Others from Cyber-Bullying**

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian
- If it involves members of the school/academy community, inform the school as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

### **Identifying Cyber-Bullying**

It is important to understand that not all undesirable interactions on the internet are cyber-bullying. By definition, bullying is a recurring behavior. Repeated attacks through email, forum posts, instant or text messages or the like constitute cyber-bullying. A single incident, while not condoned or accepted, is not cyber-bullying; unless it is ultimately deemed to be the first in a string of attacks. The instant transfer and duplicative nature of digital mediums expands the threat of cyber-bullying and must be considered in its identification. If an act deemed to be inappropriate is

conducted even once, but is that shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence and must be handled as such.

## **7. Policy Violations:**

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the school/academy principal:

- Loss of use/privileges of school/academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this AUP

## **Section 18 - Acceptable Use Policy for Technology**

Parish Schools and Catholic Academies within the Diocese of Brooklyn  
September 2022

### **1. Purpose:**

Throughout the years, the Catholic Academies and Parish Schools within the Diocese of Brooklyn have maintained a steadfast dedication to educational excellence and Catholic culture rooted in faith, service, and personal responsibility. The Diocese of Brooklyn is committed to provide programs that enable all students to develop effective communication skills while striving for academic excellence.

The Diocese of Brooklyn is dedicated to the utilization of technology today to produce moral, innovative, and creative leaders for tomorrow.

Existing and emerging digital technologies present new opportunities and challenges for our Catholic Academy and Parish School communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to school/academy technology resources. Outside or personal uses may be governed by this policy as well, where applicable.

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources that follow these guidelines.

1. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.
2. Students will use school/academy owned technology for appropriate learning purposes under the supervision of the principal and classroom teacher.
3. Students, employees, and visitors will use school/academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

## 6. Scope of Use:

The technology vision for the Catholic Academies and Parish Schools within the Diocese of Brooklyn is such that its use supports the Catholic Church's overall mission. We are aware that the digital world allows 24 hour access, anywhere, anytime. This policy applies to the use of technology inside school/academy but may in certain instances apply to personal use outside of the school/academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes in the rights of others in the school/academy community or otherwise violates all or part of this AUP, then these may be subject to disciplinary measures found within.

## 7. Definitions of Technology:

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
  - Cell Phones, Smart Phones
  - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
  - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
  - Portable Entertainment Systems (gaming systems, audio/video players)
  - Recording Devices (digital or analogue audio/video/photo capture devices)
  - Any other convergent technologies (Social Networking, email, instant messaging, etc.)
- c. The Diocese of Brooklyn requires all schools and academies to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the {SCHOOL/ACADEMY} community.”

## 8. Responsibilities of User:

The schools and academies of the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that schools and academies create a policy addressing the following:

- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them

As part of this compliance, an Internet Safety Curriculum must be implemented in all schools/academies as of Fall 2018. All students are required to participate in this program to educate and empower them to make their internet

experiences safe and responsible. Parish Schools and Catholic Academies within the Diocese of Brooklyn are also required to implement the Diocesan Cyber-Bullying Policy published in the Administrative Manual. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior and protect them from being the victim of such behavior as well. The students, faculty, administrators, staff, and school/academy community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within the Diocese of Brooklyn are expected:

- **Respect One's Self**
  - Public names should be appropriate
  - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
  - Avoid seeking out and/or viewing inappropriate content
  - Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges
- **Respect Others**
  - Be mindful of comments, posts, photos or any content directed toward or including others
  - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
  - Do not perpetuate inappropriate content by sharing it with or sending it to others
  - Warn others of potentially disturbing or harmful content that should be avoided
- **Protect One's Self and Others**
  - Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
  - Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources
- **Respect Intellectual Property**
  - Cite sources when using any content not originally authored by you

Members of Catholic Academy and Parish School communities must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Catholic Academy or Parish School you are associated with without the expressed permission of the principal.

## 9. **Security of Technology:**

The Catholic Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, member of the school/academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or school/academy computers or computer systems.
- Download or install any software application without prior authorization.

## **10. Technology Use Guidelines:**

### **a. Appropriate Use/Educational Purpose**

It is the policy of the Catholic Schools and Academies of the Diocese of Brooklyn that technology be used to support learning and enhance instruction. Technology will be used in a responsible, efficient, ethical, and legal manner, consistent with the moral teachings of the Roman Catholic Church.

### **b. Communications (Teachers/Parents/Students)**

Electronic and/or Digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only school/academy sanctioned communication methods. These methods include:

- Teacher school/academy web page
- Teacher school/academy email
- Teacher school/academy phone #
- Teacher created, school/academy approved, educationally focused networking sites

Student addresses, telephone numbers and email addresses are provided to faculty solely for use in contacting parents about student academic performance. This information may not be used for any other purpose by faculty or staff without the explicit permission of the Principal.

## **Examples of Unacceptable Uses of Technology**

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying policy.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity.

- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school/academy or system employees
- Harm the goodwill and reputation of the school/academy or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**d. Administrative Rights** (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

**e. Personal use of Social Media (Teachers, Students)**

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium.

All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

**f. Vandalism**

Vandalism is defined as any malicious attempt to damage and/or destroy hardware or software systems, or the information of any other user. This includes, but is not limited to, the creation, distribution, proliferation or conspiracy of malicious software. If equipment is damaged in the course of actions taken by an individual, whether on or off campus use, that individual assumes all responsibility for any and all damages and associated costs thereof.

**g. Technology Use Outside of School/Academy or School/Academy-Owned Devices**

*In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a school/academy community member may result in disciplinary action, even if done outside of school/academy premises or using devices not owned or controlled by the school/academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.*

**Policy Violations:**

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the school/academy principal:

- Loss of use/privileges of school/academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.

- Compensation for damages, both physical and punitive, incurred due to actions in violation of this AUP
  - a. Device Usage** – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.
  - b. Video/Audio Conferencing** – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
  - c. File Transfer/Submission** – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectional material, malicious content or any other such transmissions is a violation of this policy.
  - d. Learning Platforms** – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom, Pearson(Saava) Realize, iReady and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.

**Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.**

**NOTE:**

Students will not be given access to school/academy technology without an appropriately completed and signed acknowledgment form on file in the school/academy office.

**TELECOMMUNICATIONS USE AGREEMENT**

***Signature Page***

I have read the 2022 – 2023 Telecommunication Use Agreement and agree to comply with the policies/procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**OUR LADY OF HOPE CATHOLIC ACADEMY**  
**ACADEMIC DISHONESTY POLICY**

The following policy was developed to give our students and parents a guide to follow that insures academic and ethical excellence as well as academic integrity. The following criteria will be explained in an age-appropriate manner by your child's teacher. Also, please review with your child.

Examples of Academic Dishonesty include, but are not limited to:

- \*Copying assignments from other students or giving your assignment to someone else to copy from. (Whether in school or at home.)
- \*Looking at another student's test/quiz or allowing someone to look at your test/quiz.
- \*Talking, signaling, and/or passing information during a test/quiz.
- \* Obtaining or seeing a test, quiz or answer key before the assessment.
- \*Discussing or providing information about a test/quiz with students who have not yet completed the assessment.
- \*Possession or use of unauthorized materials obtained from any source, including notes written on small papers or written on any body parts or clothing.
- \*Retaining, copying, possessing, using or circulating previously given examinations, assignments, workbooks, notebooks or projects.
- \*Use of teacher's editions or answer keys at home or in school.
- \*Sending, receiving, or using information or use of any electronic device, such as computers, cell phones, PDA's, calculators or programmable watches during any assessment.
- \*Changing an answer after work has been graded, then presenting it as correct.
- \*Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own ***without proper citation***.
- \*Allowing another person (including parents) to do your work, and then submitting the work as your own.

\*Falsifying or inventing information or data and/or the citations.

\*Allowing a partner or other group members to do all of the work and putting your name on it or putting a group member's name on a project when he/she did not do any work.

\*Turning all or part of a paper (including artwork or pictures) retrieved from the internet.

### **STUDENT CHECKLIST TO AVOID ACADEMIC DISHONESTY**

\*Always complete and hand in your own work.

\*Understand the assignment so you are not tempted to discuss it outside of school.

\*Always cite your sources and have a bibliography. Keep track of where you found your information. (Check Purdue Owl for help)

\*Always be an active member in your group and if someone is not cooperating inform the teacher.

\*Complete the assignment early so you are not tempted to cheat at the last minute.

\*IF YOU ARE NOT SURE HOW TO AVOID ACADEMIC DISHONESTY, ASK YOUR TEACHER.

### **PARENT CHECKLIST TO AVOID ACADEMIC DISHONESTY**

\*Allow your child to do his/her own work (including homework and projects).

\*Do not save older siblings' work to help your child.

\*Do not use answer keys or teacher's editions to assist your child.

\*IF YOU ARE NOT SURE HOW MUCH TO ASSIST YOUR CHILD IN STUDYING OR COMPLETING HIS/HER WORK, ASK YOUR CHILD'S TEACHER.

Please understand that the above policy is designed to be fair to all students as well as allowing your child to learn how to become an independent student.

## **CONSEQUENCES OF ACADEMIC DISHONESTY**

1<sup>ST</sup> Offense: The student will receive 50% of the grade and an after-school detention.

Any additional offenses will each result in: The student receiving a grade of 0% and an after-school detention.

In addition, the student will not have the opportunity to receive ANY extra credit to help him/her after the infraction.

\*Thank you to the Kuss and South Charlotte Middle School's Plagiarism/Cheating policy.

**ACADEMIC DISHONESTY POLICY**

**TO BE SIGNED BY PARENT/GUARDIAN AND STUDENT**

Academic dishonesty in any form is unacceptable in any form and is unacceptable at Our Lady of Hope Catholic Academy.

I have read the policy and will adhere to it.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**PHOTO-VIDEO RELEASE**

***Signature Page***

To whom it may concern:

I hereby give permission for my child/children:

---

---

---

---

to be photographed or videotaped at Our Lady of Hope Catholic Academy. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of Hope Catholic Academy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Code of Conduct and Consequences**

**Family Name:** \_\_\_\_\_

Our family has read the school Code of Conduct and Consequences provided as well as the Parent / Student Handbook. We understand their purpose is to maintain a respectful and pleasant learning environment for our students and the school. By signing below, I and each of my children, agree to abide by these policies and accept the consequences should a rule be broken.

**Parent's Signature:** \_\_\_\_\_

**Child / Students' Signature:**

Signature: \_\_\_\_\_ Class: \_\_\_\_\_

Signature: \_\_\_\_\_ Class: \_\_\_\_\_

Signature: \_\_\_\_\_ Class: \_\_\_\_\_

Signature: \_\_\_\_\_ Class: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

As some of our books are on loan from the Board Of Education, we need parents to sign the following paper so that we have your official request on file. Please complete the form below. We have made it as simple as possible; only one per family needs to be completed.

Thank you for your cooperation.

**Parent/Student Handbook**

***Signature Page***

I have read the 2022 – 2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO Mr. Giuseppe Campailla by October 15, 2022.**