

**Our Lady of Sorrows
Catholic Academy**
"With God All Things Are Possible"

Parent-Student Handbook
2022-2023

www.olscorona.org

35-34 105th Street
Corona, N.Y. 11368
(718) 426-5517



Mr. Francis Serpico
Principal

Table of Contents

Principal’s Welcome 3

Academy Overview/Purpose of Handbook 4

Academy Information 5

General Information 6

Bell Schedule 7

Catholic Identity 8

Attendance 9

Academics 11

Discipline 14

Dress Code/Uniform Ordering 22

Safety/Security 23

Safe Environment 25

Health and Wellness 27

Parent Communication/Involvement 31

Tuition 33

Records/Admissions/Withdrawal 37

General Information 38

Supplemental Diocesan Information 41

Covid Information 62



OUR LADY OF SORROWS CATHOLIC ACADEMY

35-34 105 STREET · CORONA, NY 11368 · 718-426-5517 · FAX: 718-651-5585

www.olscorona.org

Mr. Francis P. Serpico, Principal

September 2022

Dear Parents, Guardians and Students,

Welcome to Our Lady of Sorrows 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 through our facts program. Hard copies of the Handbook will only be given upon request. It will also 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 Monday, September 19, 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,

Mr. Francis P. Serpico, M.S. Ed

ACADEMY OVERVIEW

Our Lady of Sorrows Catholic Academy is a Nursery through 8th grade Catholic Elementary School under the Diocese of Brooklyn and Queens.

The mission of Our Lady of Sorrows Catholic Academy is to honor our Blessed Mother and to provide a strong Christian foundation that promotes kindness, humility and academic excellence for all students in our richly diverse

Our curriculum follows the Diocesan Religion curriculum, and other subjects are aligned with the New York State Common Core Learning Standards, New York State Social Studies Frameworks, the International Standards for Technology in Education, and New York State standards for Science and the Arts. We learn all of these things in a variety of ways, show what we know through tests and performance, and view all of it through the lens of our Catholic Faith.

We participate in the standardized Terra Nova tests in Grades 3 – 8, and our 4th, 6th, and 8th graders participate in the New York State testing program. The information from these tests ensures that we are teaching our boys and girls what they are expected to know, and assists us in developing instruction that meets the needs of our students.

PURPOSE OF THIS 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 on our website, 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.

ACADEMY INFORMATION

Website: www.olscorona.org

Phone: (718) 426-5517

Fax: (718) 651-5585

Principal: Mr. Francis Serpico

Pastor Rev. Manuel J. Rodriguez

Administrative Assistants: Ms. Jeanette Felix

Ms. Grisel Ocampo

UPK Director: Ms. Marianne Badalamenti

Board of Directors: Rev. Manuel J. Rodriguez - Our Lady of Sorrows Church

Rev. Gabriel J. Toro - Blessed Sacrament Church

Dr. Thomas Chadtudzo, Chairman

Sr. Filippa A. Luciano

Ms. Angelica Taveras

Ms. Teresa Alonso

Mr. Enrique Lugo

Mr. Alan Kidder

Ms. Carolina Mique

Ms. Ingrid Alvarez

Teachers

3K for All	Ms. Cynthia Ortiz	Grade 4	Mrs. Diana Grant
3K for All	Ms. Jennifer Collado	Grade 5	Ms. Maria Diaz
PreK for All	Ms. Jessica Whitehurst	Grade 6	Ms. Capello
PreK for All	Ms. Arlinda Pervizaj	Grade 7	Ms. Scala
		Grade 8	Ms. Condo
Kindergarten	Ms. Stacy Nieves	Art	Mr. Jeffery Whitehurst
Kindergarten	Ms. Hebe Pascal	Spanish	Ms. Noram Rivera
Grade 1	Mrs. Vanessa Richards	Music	Ms. Cynthia
Grade 2	Ms. Diane Calle	PE	Mr. Leibniz Scottborgh
Grade 3	Ms. Brenda Caraballo	Technology	Mr. Jeffery Whitehurst

GENERAL INFORMATION

School Hours

School hours are from:

8:00am to 3:00pm - Monday, Tuesday, Thursday, and Friday

8:00am to 2:00pm - Wednesday

School Office Hours

The main office is open from 7:30am to 4:30pm on regular school days.

Early Release Schedule (Half Day)

Early release schools hours are from 8:00am to 12:30pm

Early Drop Off and After School Program

The Academy offers an Early Drop Off and After School program. Early Drop Off is Monday to Friday starting at 7:15am for \$5.00 per week. This occurs Monday to Friday as well, the After School Program will be offered on full school days and most early dismissal days unless otherwise indicated. The After School program is directed by the Father Billini Association. The program runs throughout the school year from 3:00pm to 6:00pm. It consists of homework assistance and various activities. The After School Program fees are \$150.00 monthly, \$60.00 weekly, or \$15.00 daily.

Academy Calendar and Hours

New York State Law currently requires a school calendar to provide 177 days of instruction with 3 professional days and cites the following holidays when schools may not be in session:

Columbus Day	Second Monday in October
Veterans Day	Eleventh Day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day in December
New Year's Day	First Day in January
Dr. Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth	Nineteenth day in June

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

The Academic calendar can be found on the Academy's website. To the extent any changes are made, the website will be updated.

BELL SCHEDULES

REGULAR CLASS SCHEDULE

Grades 4 to 8

Period 1 – 8:15 – 9:15 am

Period 2 – 9:15 – 10:15 am

Period 3 – 10:15 – 11:15 am

Period 4 – 11:15 – 12:15 am

Period 5 – 12:15 – 1:00 pm

Period 6 – 1:00 – 2:00 pm

Period 7 – 2:00 – 3:00 pm**

***The last five minutes of period 8 will be devoted to closing prayer and preparation for dismissal*

EARLY DISMISSAL SCHEDULE

Period 1	8:15 - 9:00 am
Period 2	9:00 - 9:45 am
Period 3	9:45 - 10:30 am
Period 4	10:30 am - 11:15 pm
Period 5	11:15 am - 12:00 pm**

***The last five minutes of period 8 will be devoted to closing prayer and preparation for dismissal*

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

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.

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.

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.

ATTENDANCE

The Academy has developed our attendance policy in accordance with New York State Education Law. This comprehensive attendance policy will help us uphold the philosophy and mission statement of our Academy.

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 **15 truancy days, retention is a strong possibility** and Principals will contact the local district office to alert the truancy officer.

Doctor or dental appointments should be scheduled for after regular school hours. Family vacations should not be planned for days when school is in session. Rather, students receive vacation time throughout the year. Teachers are not required to give assignments in anticipation of family vacations, and are not required to give make-up tests for absences due to vacation trips.

Arrival and Dismissal Policy

Arrival for grades Kindergarten through eighth begins at 7:30 am and 8:15 am for Pre-K 3 through Pre-K 4. Parents/guardians are to drop their children off at assigned arrival door with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Academy present. We strongly encourage parents/guardians to drop their children off at early arrival time, as the additional time gives students more time to prepare for the day and socialize with their peers. *For safety reasons visitors are required to sign in at the Main Office.*

At the end of the school day, the students will be dismissed at assigned dismissal locations.

Morning arrivals/afternoon dismissals will be coordinated as follows:

<u>Arrival</u>	<u>Dismissal</u>
<u>Main Entrance</u> Kindergarten through Fourth Grade	<u>Garden Entrance</u> Grades 5 and 6
<u>Cafeteria Entrance</u> Fifth through Eighth Grade	<u>Main Entrance</u> Grades 1 and 4
<u>Parking Lot Side Entrance</u> Pre-k 3 and Pre-K 4	<u>Cafeteria Entrance</u> Grades 2, 3, 7, and 8
	<u>Parking Lot Side Entrance</u> Grades Pre-K 3, Pre-K 4, and Kindergarten

The Academy will not release a student to any adult that is not known to it as a parent, guardian, or custodian. If a parent/guardian sends another individual to pick up his or her child, the parent/guardian must notify the Academy in writing at least 24 hours in advance.

Students who proceed home on their own, either by walking, bicycle, or otherwise, must do so as safely and directly as possible and submit written authorization signed by the parent/guardian to the Academy. They must obey all traffic and trespassing laws, and cross at designated crosswalks. Students will not be permitted to travel home from the Academy without a parent, guardian or other authorized adult or another pre-arranged travel accommodation (such as a school bus).

In the case of a younger student traveling home with an older student, such as an older sibling, the Academy must receive written authorization from a parent/guardian. The Academy reserves the right to not release the student(s) to travel home on their own, either by walking or otherwise, if it deems that is not in the best interest of the students.

Early Release

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the Academy before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the Academy 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.

Lateness

A student who arrives after 8:10 am for Kindergarten through Eighth Grades and 8:25 am for Pre-K 3 and Pre-K 4 will be marked late. Detention will occur on the third lateness.

Protecting Instructional Time

Maintaining school schedule and structure is of the utmost importance during the school year. As academies 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.

Make-Up Work

Students are expected to make up work missed while they were absent. Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work. A zero will be given for work that has been required by the teacher and has not met guidelines for make-up work. When an absence occurs, it is the student's responsibility to inquire about, complete, and return assignments. The following is offered as a timeline for make-up work:

1 day absence	day following return to school
2 day absence	2 days after return to school
3 day absence	3 days after return to school
4 day absence	4 days after return to school
5 day absence	5 days after return to school

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.

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.

Homework

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 key to a student's academic success!**

ALL students are expected to read independently for 20 minutes per evening (or, in the case of lower grades, 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.

Homework must be done at home and may not be done at school, unless completion takes place in our before and after school programs.

Grades

The determination of grades is the responsibility of each individual teacher. Parents/guardians and students must know and understand how grades are determined, and are encouraged to reach out to each student's teacher or teachers.

The following is an overview of grades at the Academy:

A+	97-100	D+	74-76
A	93-96	D	70-73
B+	89-92	F	Below 70
B	85-88		
C+	81-84		
C	77-80		

Honor Roll Grade 1-8

Principal List.....	100-97
1st Honors.....	93-96
2nd Honors.....	85-92

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.

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.

Recommendation for Next Grade Level

The Academy takes the decision whether to promote or retain a student extremely seriously. Sometimes, however, testing, diagnosis and actual performance may indicate that a student cannot follow the school's complete course of study. In accordance with NYS Education Law, Assessment and Performance if a student is being considered for retention at the same grade level, teachers will discuss the possibility with the Principal.

Although the teacher consults with the Principal, the final decision for retaining a student rests with the Principal. Certain criteria the Principal and teachers may take into account as they consider a recommendation for retention includes that the student has failed to pass major subjects on each grade level and/or has not demonstrated acceptable progress toward mastery of standards, including failure to complete assignments, or repeated low scores in several areas on a report card.

A student who receives a final failing grade in religion will NOT be promoted.

If a student completes all requirements for promotion or graduation, and there has been no recommendation or approval to retain the student, a parent/guardian or family cannot self-select that the student be retained.

Graduation

At the discretion of the Principal, the Academy has the right not to certify a student's graduation 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.

Summer School

In accordance with NYS Education Guidelines a student who has received a failing grade in reading, mathematics, and language arts in three marking periods of the report card will be required to attend mandatory summer school in the low performing content areas. Summer school may also be recommended due to poor performance on standardized tests or in the classroom. Excessive absences during the school year may result in the child being required to

attend summer school. The final determination as to whether a student must attend summer school rests with the Principal. Students will attend mandated summer school.

The summer school report card must be submitted to the Principal before September 1. Failure to attend summer school when required will result in retention at the same grade level or discharge of the student. It is the parent/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and approved in advance by the Principal.

Curriculum & Assessments

NYS Testing

Students in grades 4, 6, 7, and 8 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.

Terra Nova Testing

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

DISCIPLINE

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.

Student Expectations/Behavior

All students are expected to strive for 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.

Please note that all Academy expectations for appropriate behavior extend to all off campus activities sponsored by the school, including but not limited to field trips and related transportation (e.g. bus service).

Expectations of Parents/Guardians

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. 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.

Cell Phones/Electronic Devices (*New Policy for the 2022-2023 School Year*)

Students should bring their school issued/approved electronic devices to school (e.g. chrome books, calculators) on a daily basis. ***All other electronic devices, such as but not limited to I-Pads & Apple watches, must be left at home.*** The Academy is not responsible for valuables that are lost or damaged.

It is understood and accepted that many students carry cell phones to and from school as a means of communicating with their families to ensure safety and security.

Due to the enormous distraction to the educational process during the instructional day, however, ***student cell phone use will be restricted during the school day.*** Phones will be collected by period 1 homeroom teachers as follows:

- Students will place their phones in a box as teachers pass by their desks.
- The lock boxes will be locked and placed in a secured teacher closet for the entirety of the regular school day (8:15 AM – 3:00 PM).
- At the end of period 8, homeroom teachers will remove the portable lock box from their secured closet and ask students to retrieve their phones.
- ***Any students found in possession of an unauthorized electronic device (such as a cell phone, I-Pad, Apple watch, etc.) during the regular school day will have the device confiscated by the Principal. A parent/guardian will be required to come to school to pick up the unauthorized item and a disciplinary consequence may be issued.***

If a parent/guardian needs to reach a student, he or she must call the Main Office 718-426-5517. Similarly, if a student seeks to call his or her parent, the student must make the request to the Main Office 718-426-5517. ***Under no circumstances should a parent/guardian or child call or text each other during school hours from a cell phone.***

Discipline Policy

The Academy may need to involve disciplinary measures from time to time. The purpose of disciplinary measures are 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 one self, other persons, and those in authority.

The administration will handle disciplinary matters in a variety of ways depending on the frequency and/or severity of an incident. Consequences will include the following: student/Teacher conference, student/Principal conference, parental contact, parental conference, counseling, detention (lunch & after school), loss of privileges, suspension. In the most extreme cases, police notification and expulsion may need to be considered should a matter be deemed criminal.

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.

For serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism, incidents of drugs/alcohol 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.

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.

Students must conduct themselves, at all times, in a courteous manner in accord with Catholic principles. To that end, and also in the interest of safety of the students and protection of the Academy's property, the following items are NOT allowed at any time but not limited to the following:

1. White-out or any type of permanent marker
2. Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals or any kind.
3. Gum
4. Alcohol or drugs of any kind, and matches or lighters, and drug paraphernalia
5. Laser pointers, knives/box cutters, scissors, or any type of weapon
6. Any type of toy weapon
7. Nail files
8. Energy drinks and caffeine
9. Extreme jewelry, more than two wristbands or bracelets, dangling earrings, or hoop earrings larger than the size of a dime
10. Makeup of any kind, including lipstick and nail polish

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.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the Academy. Students who damage, lose, or deface Academy property shall be required to pay for the damage or loss.

Desks, lockers, and any other area on Academy property where students store items are Academy property and subject to searches by school authorities to protect the safety of all.

All assigned books must be properly covered. Contact paper is NOT to be used to cover any books obtained under the New York State textbook loan. Books that are not part of this loan and are soft-covered should be covered in clear contact paper. Each child is responsible for keeping

his or her books in good condition. Books that are lost or defaced become the liability of the student and his or her parents. Students are responsible for providing supplemental materials listed on the yearly supply list for use in the classroom.

Cafeteria

During lunch, whether in the classroom or, if the case may be, a lunchroom, each child is expected to remain in his or her seat until dismissed. Each child is also responsible for keeping his or her area clean. Respect and obedience are to be shown at all times to those who are supervising lunch.

Detention Procedures

Lunch Detention (*Conducted during a student lunch period*)

- Students will purchase lunch/snacks and receive an escort to a designated area where they will be supervised by a staff member.
- The student(s) will eat, then spend the remainder of the lunch period engaged in homework completion and/or quiet study.

After school Detention (*Conducted from 2:00 – 3:00 pm, Wednesday*)

- Parents/guardians will be notified, via phone call or Letter, of an after school detention assignment.
- Detention will be assigned the Wednesday after the contact with a parent/guardian has been made.
- Students will receive escort to the designated detention room at dismissal (2:00 pm).
- The student(s) will spend the assigned time engaged in homework completion and/or quiet study.

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 conduct an investigation 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.

A. Sexual Harassment

The Academy is committed to providing for its students an atmosphere and school zone free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment is a direct violation of the Catholic faith as it signifies a lack of respect for other persons.

Any student who believes that he or she is being sexually harassed, or a parent/guardian who was informed by their child that the child was sexually harassed shall immediately report this information to teacher and to the Principal. A student/parent who is uncomfortable reporting the alleged harassment to a teacher or Principal may report it directly to the Office of the Superintendent. Any information shall be treated as confidential, to the extent permitted by law. All claims of sexual harassment will be investigated in an appropriate manner under the supervision of the Office of the Superintendent. No student will be subject to any retaliation or disciplinary action on the part of the Academy for reports of sexual harassment made in good faith.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

A comprehensive Diocesan policy on bullying can be found in an addendum at the back of this handbook

Our Lady of Sorrows Catholic Academy Positive Behavior Matrix

	Classroom/ Special Areas	Hallway	Cafeteria	Playground	Bathroom	Arrival & Dismissal	Emergency
Be Respectful	-Respect adults	-Silence	-Inside voices	-Respect all staff	-Respect Privacy	-Use quiet voices	-Listen
	-Respect others' ideas	-Maintain personal space	-Respect adults in charge	-Respect property	-Appropriate language	-Keep personal space	-Stay silent
	-Enter/exit quietly	-Respect adults in charge	-Appropriate language	-Speak appropriately		-Respect adults	
	-Raise hand	-Keep hands at side	-Clean up after yourself				
	-Appropriate language						
	-Respect property						
Be Safe	-Use materials appropriately	-Walk quietly	-Enter/exit quietly	-Follow directions	-Wash hands with soap	-Follow directions	-Be alert
	-Walk	-Face forward	-Always walk	-Hands & feet to self	-Use sink appropriately	-Walk	-Find adult if not with class
	-Inside voices	-Keep outside doors closed	-Wait your turn	-Use equipment properly	-Walk	-Enter/exit quietly	-Follow directions
	-Follow directions	-Stay to the right	-Stay in your seat	-Dress for weather		-Mind your belongings	-Remain calm
	-Keep chair on floor always	-Stay in line					-Stay silent
		-Be alert					
Be Responsible	-Be on time	-Report problems to adult	-Be neat and clean	-Line up orderly & quietly	-Sign out of classroom	-Report problems to adult	-Report problems to adult
	-Be prepared	-Stay together	-Bring what you need	-Report problems to adult	-Keep bathroom clean	-Listen to adults	
	-Be an active listener	-Follow directions	-Report problems to adult	-Return equipment	-Report problems to adult		
	-Do your work	-Know stopping points			-Flush		
	-Be neat and clean				-Return promptly		
Be Caring	-Use kind words	-Smile and wave	-Make room for others	-Play fair	-Use kind words	-Be friendly	-Be honest
	-Be honest	-Lend a helping hand	-Use good table manners	-Include others		-Smile	-Be helpful
	-Help others	-Be aware in doorways	-Use kind words	-Use kind words		-Say hello and goodbye	
						-Use kind words	

Dress Code

The Academy 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 which is considered by the Administration 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. Parents/guardians will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents/guardians and the Principal will be made.

Uniform Ordering

Flynn & O'Hara ~ www.flynnohara.com

The Shops at Atlas Park; 8000 Cooper Avenue, Lower Level (accessible from North Garage)

Glendale, NY 11385; Phone 718-326-2704

A. Grooming Code

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

- Facial hair is not permitted
- **Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.**

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

Nothing in this policy is meant to prevent a student from attending school with an ethnic hairstyle in connection with his or her race, heritage, or national origin, including, but not limited to, braids or twists.

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 or tight 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 polish (including gels/French manicures)
- No hoop earrings or excessive jewelry
- No jeggings, leggings or skinny jeans

NUT card redemptions will typically be honored on most days throughout the school year. As some exceptions will exist, please check the school calendar for specifics.

SAFETY/SECURITY

Safety of the students is the Academy’s number one concern and we maintain a high standard of safety. This requires that the Academy complete periodic drills and exercises and that all members of the community are trained in our safety standards. In order to maintain a safe environment, the Academy requires cooperation across the board including the administration, teachers, staff, and, of course, parents. We must ensure safety is practiced in hallways, when passing during class, while on staircases, when using restrooms, during recess and physical education, during after school programs and extracurricular activities, when outside the school building, during arrival and departure, and in connection with parent parking.

Emergency Drills

Per New York State laws, academies 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.

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 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.

Crisis/Emergency Information

Should a crisis require evacuation from the school building, the students will be brought to a safe place located at Our Lady of Sorrows Church and parents/guardians should meet them at that location. The Academy utilizes email, phone, and FACTS SIS to notify parents/guardians directly about the crisis.

Reporting Concerns Regarding School Safety

Students, parents/guardians and staff must report all dangerous and potentially dangerous situations and/or events directly to an administrator at the Academy.

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.

Lunch bags/boxes that are brought to the school after the day begins **must** be left at the office. All lunch must be labeled with the name of the student and grade. NO glass bottles, NO soda, and NO fast food may be brought in for lunch.

Video Surveillance/Photographs

Academies within the Diocese of Brooklyn are authorized to use video camera surveillance on Academy 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.

The Academy recognizes that parents/guardians will often want to document their student's life at the Academy, including by taking pictures or video recordings. The Academy asks parents/guardians to exercise caution, however, and be mindful of not taking pictures of other children without the express consent of those children's parents/guardians. Parents/guardians and students are not permitted to take pictures or make recordings of any type, including but not limited to audio and/or video recordings, on school grounds without express consent of the Principal.

Students are prohibited from making any and all recordings (including audio and video) on Academy grounds or at an Academy-sponsored event, regardless of whether such event is on Academy grounds. This prohibition applies to the recording of a class or Academy event through the use of a personal electronic device, including, but not limited to, cell phones, smart

watches, iPads, tablets, laptops, and/or iPhones. The Academy may, in its sole discretion, authorize the recording of a class or Academy event; however such recording may only be done with the prior consent of the Principal

SAFE ENVIRONMENT

Safe Environment Protocol & VIRTUS training

All teachers, staff and volunteers must complete VIRTUS training and a background screening which is administered by the Diocese of Brooklyn.

There are additional steps parents/guardians can take to keep their children safe, which we recommend parents/guardians consistently and regularly review with their children. This includes:

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

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

Custody and Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the Academy. 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 Academy 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, the 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.**

Counseling Services

The Academy utilizes the services of the Brooklyn diocese, PDHP, the Program for the Development of Human Potential to assist with the social and emotional needs of our students.

Additionally, the Academy is seeking a collaborative program with Dr. Carmen Jimenez to supplement the PDHP with the services to further support the emotional wellness needs of our students.

Child Lures Prevention Program

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each Academy. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics.

Each program provides teachers with the resources to facilitate appropriate conversations. Parents/legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

Child Abuse Laws

Under NYS law, teachers are all **mandated reporters** and are legally required to report any suspected case of child abuse or neglect to the proper agency. The teacher will make a judgment that the child may be presenting signs of abuse or neglect. If the mandated reporter makes such a judgment and suspects abuse or neglect, in addition to reporting to the proper agency, the reporter must also notify the Principal.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. However, if a teacher learns of something that could impact the health or safety of a student or any person, the teacher has the responsibility to share the information with the Principal. Further, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

Child Reporting Abuse to Parents

If a student reports any form of abuse at the Academy to his or her parent/guardian, the parent/guardian must notify the Principal. Any information shall be treated as confidential, to the extent permitted by law. This will permit the Principal to investigate the situation and will ensure that the alleged abuse or harassment does not occur to other students. If a parent/guardian is uncomfortable going to the Principal, he or she may go directly to the Office of the Superintendent.

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
- Raise of awareness of self-harm behaviors, such as cutting and burning

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.

HEALTH AND WELLNESS

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. Any exemptions to the immunization requirements must be approved by the Academy 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.

Health Services

OLSCA nurse is on staff to assist students with medical needs.

Illness and Medical Conditions

The following provides an overview of various medical conditions and illnesses, the Academy's policy on how it handles such illnesses and conditions, and parent/guardian requirements. This list is not meant to be exhaustive but rather explanatory. In the case of any other illness or medical condition, or if there are any questions, please contact the Principal. **The policies in this section may be altered or superseded by policies in light of COVID-19.**

Parents are reminded of the NYC Department of Health Core Practices for reducing illness in school:

- **Keep your child home if they are sick**
- **Practice good Hand Hygiene (wash hands)**
- **Practice good Respiratory Hygiene (cover coughs and sneezes)**

Allergies: Parents/guardians must notify the Academy of any documented allergies that a student may have.

Policy on nuts and other allergens: Can be found here.

Asthma: Parents/guardians are required to notify the Academy of the medical needs and protocols of any student who has asthma or a related condition.

Clearance to Return: In certain instances, the Academy may require medical clearance for the child to return to the Academy. If requested, the medical clearance note must specifically state that the child may return to the Academy and resume all activities including gym and playground. Clearance notes will likely be required for severe illness, including hospitalizations and ER visits, surgical procedures, head injuries, cardiac/respiratory concerns, fractures, sprains, or significant changes in a child's health state which may impact physical activities. Contagious Illness: To the extent a child has a contagious illness, please notify the Academy as soon as possible so that we may alert others who came in contact with your child. We also may be required to notify the Department of Health. A student with a contagious illness should not arrive for school. This applies even if the parent/guardian has not received confirmation that the child's illness is contagious, but the child is exhibiting signs of a possible communicable disease, such as a suspicious skin rash, suspicious open wounds, redness of the eyes with intense itching/burning and a thick drainage, painful, reddened sore throat, and a constant cough accompanied by other symptoms. Students with a contagious illness should remain home from school until a doctor advises that he or she is no longer contagious and can resume normal activities.

Diarrhea/Vomiting: Students who are exhibiting vomiting and/or diarrhea should not arrive for school. Rather, they should stay home until they are free from symptoms for at least 24 hours.

Epinephrine: Severe allergic reactions leading to anaphylaxis are a life-threatening and time sensitive medical emergency. Therefore, and in accordance with New York State and City Departments of Health recommendations, Academies will work with local health providers to receive training on the administration of epinephrine. For more information, see the administering epinephrine policy below.

If a child is at risk of anaphylaxis, the parent/guardian MUST notify the school and inform it of the risk. Additionally, the parent/guardian must 1) inform the Academy whether the student can self-administer epinephrine, 2) supply the Academy with two epinephrine devices in its original

packaging; and 3) replace the devices when it expires, has been used, or shows any other signs of defect, such as discoloration.

Fever: If your child has a fever of 100 degrees or over, he or she must stay home. Your child may not return to school until they are fever free *without* Tylenol, Motrin or Advil for at least 24 hours.

Lice: To the extent a student contracts head lice, he or she must stay home from school until the parent/guardian has treated the condition in accordance with the New York City Department of Health Regulations. This is to protect the health and safety of all students and staff given the highly likelihood that others can also contract head lice. In any cases where a student is infected, a letter will be sent out to the entire class. The student's name will not be revealed. If a parent/guardian becomes aware of a lice infection at home, do not send your child to school. Please inform the school via telephone. The Academy does not pay for lice treatment regardless of where exposure may have occurred.

Mobility: As a matter of safety, and in accordance with all applicable laws, the Academy may not be able to accommodate in-person learning for a child who is immobile, such as a child who is utilizing crutches or in a cast. The Academy will endeavor to provide a reasonable accommodation whenever possible, but must ensure the safety of the student and all other students and be in accord with fire safety laws. Distance learning may be provided as an alternative solution.

Administering Medication

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.

The Academy reserves the right to call 911 in any case of a medical emergency.

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 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 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.

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.

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.

Accommodations

Students requiring medical accommodations throughout the school day (including physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from his or her licensed medical provider stating the need for such accommodation each academic year. The Academy will attempt to provide the accommodation in accordance with all applicable laws, and will inform the parent/guardian if it is unable to do so. If the Academy is unable to do so, it may withdraw the child's enrollment in accordance with law.

Emergency Services in the Event of a Serious Injury

In the event of a serious injury, the Academy may call 911 and an ambulance may take the child to the hospital. The ambulance staff will determine the hospital based upon the severity of the emergency. A staff member will accompany the child in the ambulance and the parent/guardian will be notified to meet the child at the hospital. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any emergency services and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents/guardians.

Limitations of Physical Activity

Students at the Academy will be enrolled in physical education classes. To the extent a student has a physical disability or issue which may impair his or her ability to engage in the class, or which may make the class unsafe, the parents/guardians must notify the Academy at the beginning of the school year or as soon as the issue arises. A written doctor's recommendation may be required. Further, a student will be required to attend the physical education class for the

instructional component and observation, and to complete an alternative assignment or to complete missed activities when physically able to participate.

Wellness Policy

The Academy meets minimum federal and state standards for goals of physical education, nutrition and healthy environments in schools.

Accident Policy

If a student is seriously injured, the parent/guardian will be notified by the Academy as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an accident results in a medical condition/injury, the Academy is authorized to render reasonable first aid if such direct medical assistance would, in the opinion and judgment of the Academy, minimize the severity of the student or injured person's condition. The Academy may secure a professional diagnosis and/or treatment if such action, in the opinion and judgment of the Academy, appears to be reasonably warranted. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any treatment of first aid provided (including, but not limited to the cost of transportation), and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents.

PARENT/GUARDIAN 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 Main 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, classdojo, School Website and Social Media**

The Academy website can be found here: www.olscorona.com

- 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.
- Occasionally, the Academy may 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.

PARENT/GUARDIAN INVOLVEMENT

Home Academy Association (HAA)

Every Academy is encouraged to establish a Home Academy Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home Academy 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 Academy Association will be to assist in the fundraising efforts of the Academy. 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. All financial transactions must be approved by the pastor/academy board of directors.

Fundraising

Fundraising activities are beneficial to the Academy and are often a quality way to involve students in furthering their school community. Any fundraising program should have the approval of the Principal, and should be organized and executed so that the Academy program is not interrupted.

All Our Lady of Sorrows Catholic Academy families are encouraged to participate in all of our fundraising endeavors. In order to avoid significant increases in tuition, we need to meet high fundraising goals. Your understanding, participation, and cooperation in contributing to our fundraisers is expected and of the utmost importance. Participation in the following fundraisers is **MANDATORY**: Walk-a-thon (Grades PK-3 – 8), Candy Sale (2 boxes per family Grades PK-3 – 8), and Field Day (Grades K - 8).

Volunteering, Chaperoning & VIRTUS Training

Adults who wish to volunteer or chaperone 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.

TUITION AND FINANCES

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 Academy.

Tuition and Other Fee Schedules

El costo de re-registro 2022-2023 es:

\$175.00 por estudiante \$300.00 para familias con más de 1 hijo

Tarifa de tecnología \$100 por estudiante

Grados K – 8

	Annual
1 Estudiante	\$5,190
2 Estudiantes	\$7,560
3 Estudiantes	\$9,370

Si más de 3 niños de la familia cada niño adicional tiene que pagar \$1,915

TODAS LAS MATRÍCULAS Y COBROS DEBEN PAGARSE EN SU TOTALIDAD ANTES DEL 1 DE MAYO DE 2023

The cost of re-registration 2022-2023 is:

\$175.00 per student \$300.00 for families with more than 1 child

Technology fee \$100 per student

Grades K – 8

	Annual
1 Student	\$5,190
2 Students	\$7,560
3 Students	\$9,370

If more than 3 children in the family each additional child has to pay \$1,915

ALL TUITION FEES AND CHARGES MUST BE PAID IN FULL BY MAY 1, 2023

Academies 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.

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. 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.

Tuition Review Board

The Tuition Review Board consists of members appointed by the Academy Board. The purpose of the Tuition Review Board is to assist in all matters relating to the collection of school tuition payments, and will recommend changes and improvements regarding the School Tuition Program. The Tuition Review Board maintains procedures for dealing with all delinquent accounts.

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 Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the Tuition Review Board would be final.

FACTS

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies. 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.

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 canceled 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.

For all grades, in order to participate in school activities and field trips, all financial accounts are to be current and up to date.

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.

RECORDS, ADMISSIONS, WITHDRAWALS

Change of Information

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

Educational Records Request

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.

Authorization to Release Records

Academies 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.

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 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 administrator, or qualified delegate, will be present.

Custody and Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the Academy. 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 Academy 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, the 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.**

A. 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.

Our Lady of Sorrows Catholic Academy has a revolving registration program whereby students who presently attend the school are automatically re-enrolled if they fulfill the requirements of the school and follow appropriate registration procedures with their payment.

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 the new school. 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.

GENERAL INFORMATION

Announcements

Informational announcements are handled through the Academy's P.A. system. Students must courteously listen when a message is presented over the P.A. system, especially when prayers are recited.

Bus/Transportation Procedures

While students are being transported to and from the Academy, it is expected that they will uphold the behavior expectations of the Academy 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.

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

The Academy does not assume liability for transportation not operated by it, such as Ubers, car service, private buses or van services.

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.

Contacts with Media

Throughout the academic year, the Academy may take pictures or videos and release personal information about students for promotional purposes. This might include:

- where a special event or program at the Academy is covered by a newspaper or television station, resulting in student interviews and pictures;
- award-winning students who may have their names and photos published in a local newspaper; or
- if the Academy posts pictures of school activities on webpages and social media.

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet.

If a parent/guardian chooses to exclude their child, the parent/guardian must provide written notification to the OLSCA Main Office.

Extracurricular Activities

The Academy offers various extracurricular activities. Like the After School program, students are expected to follow school policy while engaged in any extracurricular activity. Participation in these activities is a privilege, and students are expected to fulfill their obligations in the classroom as a priority to any extracurricular activity.

Failure or difficulty meeting academic or behavioral requirements will result in a student's suspension or dismissal from the activity. The Principal makes the final determination as to participation in an extra-curricular activity.

When participating in extracurricular activities, including sports or otherwise, students must at all times demonstrate Catholic values. It is expected that students, coaches and fans display respect, civility and responsibility during all events, contests, and/or practices.

Students who do not abide by the Academy's policies will lose the opportunity to participate in any extracurricular activity.

Field Trips

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return.

Field trips are considered an extension of the school day and the code of conduct and anti-bullying policy will apply. All disciplinary rules pertaining to students equally apply to students during school field trips. Students who engage in poor behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may lose the privilege of attending field trips. Individual teachers in consultation with the Principal reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, violation of the code of conduct or poor behavior, or violation of school policy.

All medications given on field trips must comply with the Administering Medication policy. For a student with prescription medication and/or medical necessary related treatments, a trained individual needs to be present on a field trip. This can include a parent/guardian, a designated family member to ensure care in the case of an emergency, or the school nurse *if* the nurse is attending the field trip. Given the needs of the Academy, the Academy cannot guarantee that the nurse will attend the trip. If a trained individual of the Academy cannot attend the field trip, it is the responsibility of the parent/guardian to provide a trained individual to accompany the student on the field trip. Any adult accompanying the student must complete Virtus training and background checks prior to accompanying the student.

The Academy reserves the right to cancel school-sponsored field trips at any time and for any reason, including inclement weather and safety risks.

Fliers and Informational Brochures

Students may, upon approval by the Principal, distribute, at reasonable times and places, unofficial material, including petitions, buttons, or other insignia. However, all such material must be in accordance with the teachings of the Roman Catholic Church.

Recess

With the exception of school-wide events, which may include Mass, daily recess will be provided. If weather permits, the students will attend recess in the OLSCA Parking Lot. If a student has any physical limitation which may affect his or her ability to engage in all recess activities, the Academy must be notified in accordance with the Limitations of Physical Activity policy below.

Use of School Grounds

Unless students are formally registered for before or after school programs, including Academy extracurricular activities, the school does not have staff available to supervise students present on the school grounds outside the general school hours.

SUPPLEMENTAL
DIOCESAN
INFORMATION

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.”¹ 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.² 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
- A family Advent/Christmas project will be presented

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 have 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

Cyber-Bullying Policy for Parish Schools and Catholic Academies within the Diocese of Brooklyn (As of September, 2021)

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.

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.

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 8th 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.

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.

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.

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

Parish Schools and Catholic Academies within the Diocese of Brooklyn: Technology/Acceptable Use Policy (As of September 2021)

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.

2. **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.

3. **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 community.”

4. **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.

5. **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.

6. **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.

c. **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.

It is further recommended that administrators refrain from personal social media communication with students, parents, and school/academy staff, and teachers and school/academy staff with students, parents, and administrators. It is the professional responsibility of all educators to ensure that professional and personal activities are kept separate. Please consult your local handbooks for further policies and guidelines.

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

8. Distance Learning:

Distance learning which is facilitated by a Parish School or Catholic Academy within the Diocese of Brooklyn is bound by all parts of this AUP. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

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 objectionable 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.

A. FACTS Family Portal

The FACTS Family Portal will be your one-stop destination to view student academic information, school announcements, school calendar and your FACTS payment plan and incidental billing information. You will conveniently be able to access all this information in one centralized location, eliminating the need for multiple logins. Once the FACTS Family Portal is set up the school will notify you with some simple instructions on creating log-in credentials. Once you create your user profile, you will be able to access the FACTS Family Portal from any device, including your smart phone whether it is an Apple or Android device.

B. 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, 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.

Parents and teachers should not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

C. Electronic Devices

Electronic devices, although useful and helpful tools in many ways, must only be used appropriately by faculty, administration, staff and students. The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of Academy policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the Academy access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences.

Schools are not responsible for the loss, theft or damage to electronic devices.

XIV- 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)

Contingency policy in the event that mandates become required during the 2022-2023 school year)

14.1 Hygiene and Health Requirements

14.1a Face Coverings

In accordance with the NYS DOHMH order, all Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable mask should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them while eating.

There is no outdoor NYS DOHMH face mask policy currently.

14.1b Social Distancing

Because of the importance of in-person learning, schools will implement physical distancing to the extent possible within their structures but should not exclude students from in-person learning to keep a minimum distance requirement.

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

In general, CDC recommends people who are not fully vaccinated maintain social distance of at least 6 feet from other people who are not in their household. However, several [studies](#) from the

2020-2021 school year show low COVID-19 transmission levels among students in schools that had less than 6 feet of physical distance when the school implemented and layered other prevention strategies, such as the use of masks.

Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing to reduce transmission risk. A distance of at least 6 feet is recommended between students and teachers/staff in classrooms. Outside of the classroom setting a distance of six feet social distance should be maintained between students and between students and teachers/staff.

Some extracurricular activities such as contact sports, playing a wind instrument or singing may require a social distance of 12 feet.

14.1c Cohorting

Students are assigned to a cohort. Cohorting means keeping people together in a small group and having each group stay together throughout an entire day. Cohorting can be used to limit the number of students, teachers, and staff who come in contact with each other, especially when it is challenging to maintain physical distancing, such as among young children, and particularly in areas of moderate-to-high transmission levels. The use of cohorting can limit the spread of COVID-19 between cohorts but should not replace other prevention measures within each group.

14.2 Health Policies

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.
-

14.2a Health Screenings

Parents/ legal guardians will be asked to monitor and screen students for flu like symptoms prior to their arrival to school grounds. Any student displaying a cold, allergy or flu like symptom should stay home until a healthcare provider submits a note that the student can safely return to in person instruction.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills,

- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion, or runny nose,
- Nausea or vomiting,
- Diarrhea.

14.2b Daily Health Screening Questionnaire

Parents/legal guardians will be required to complete for each of their children the Daily Health Screening Questionnaire each day. Students who do not have a completed Daily Health Screening Questionnaire will be kept in a supervised location until their parent/legal guardian can complete the Daily Health Screening Questionnaire or pick up the student from school.

Students who have a YES answer to any of the Daily Health Screening Questionnaire questions are to stay home.

14.3a Students Excluded from In-Person Learning

School-based staff and students **cannot** report to school if they have:

- Been knowingly in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 10 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 10 days.
- Traveled internationally or domestically without being in compliance with the NYS DOHMH Travel Advisory.

COVID-19 Parent Handbook Addendum- Effective: January 6, 2022

Travel Advisory Guidelines:

Revised International and Domestic Travel Advisory Guidelines:

Out of precaution at this time the Elementary schools within the Diocese of Brooklyn will require all Faculty, Staff and Students to follow the CDC Travel guidelines for vaccinated and non-vaccinated individuals for **International Travel**

This will apply to **ALL** International and Domestic Travel.

All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to show a negative COVID-19 test result **no more than 1 day** before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

International Travelers

Fully Vaccinated

- Get tested with a COVID-19 [viral test](#) 3-5 days after travel.
- Find a [U.S. COVID-19 testing location near you](#).
- Self-monitor for [COVID-19 symptoms](#); [isolate](#) and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements after travel.

If You Are NOT Fully Vaccinated

In addition to the recommendations above:

- Stay home and self-quarantine for a full 5 days after travel.
- If Your Test Result is Positive [Isolate](#) yourself to protect others from getting infected.
- Learn [what to do](#) and [when it is safe to be around others](#).

If You Recovered from COVID-19 Recently

If you recovered from a documented COVID-19 infection within the past 90 days (regardless of vaccination status), you do NOT need to get a test 3-5 days after travel. People can continue to test positive for up to 90 days after diagnosis and not be infectious to others. You also do not need to self-quarantine after travel. If you develop [COVID-19 symptoms](#) after travel, [isolate](#) and consult with a healthcare provider for testing recommendations.

Domestic Travel:

Quarantine is not required following Domestic Travel. All Domestic travelers should adhere to the following recommendations:

- Monitor your child for COVID-19 symptoms; isolate and contact your Healthcare provider if your child develops symptoms.
- Keep your child home if they are sick and experience any COVID-19 symptoms, including fever, chills, new cough, new loss of taste or smell, and new shortness of breath, even if the symptoms are mild.
- Mild symptoms such as a runny nose or backache have been mistaken for other illnesses and have turned out to be COVID-19.
- Call the school to report any illness or positive test results for COVID-19.

Please Note: These guidelines are subject to change as the pandemic continues to evolve and information is shared by city and state agencies.

Schools within the Diocese of Brooklyn reserve the right to implement COVID safety and health guidelines above the required city and state requirements.

14.4 Returning to School after Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

14.5a Contact and Trace Protocols:

- Principal or School Designee will confirm that the individual has tested positive for COVID-19 (molecular or antigen) and not a COVID Antibody Test.
 - Parents/ legal guardians or Faculty/Staff are asked to send a copy of their positive test result through a secure method to the appropriate school administrator.
- The Principal or School Designee will send the COVID Report to Tom Chadzutko and Joan McMaster
- Principal or School Designee will confirm that the individual was in school during the infectious period.
 - The infectious period is two days before the onset of symptoms or two days before the positive test date if no symptoms. (Not the date of receiving the test results)

For Example: If an individual has symptoms and/or tests positive without symptoms on September 4, the infectious period begins on September 2.

- Principal or School designee will Identify the students, faculty and staff who had close contact with the person with COVID-19 during their infectious period. Both vaccinated and unvaccinated individuals are to be included in the identification of close contacts.
 - In school settings, a close contact is someone who has been within 6 feet for 10 or more minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face mask use or the presence of plexiglass or other barriers. **Exception:** Per CDC guidance, in the classroom setting, students sitting 3 to 6 feet from a student with COVID-19 do not need to quarantine if they and the student with COVID-19 wore masks correctly and consistently. **This exception applies only to students and not to staff.**

Please Note:

- All students in a Nursery, Pre-Kindergarten and Kindergarten class will be considered close contacts and subject to quarantine protocols.
- During classroom Mask Breaks, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.

- During Lunch or Snack Time, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.
- During some sports, singing and the playing of wind instruments, if students are less than 6- 12 feet social distance, depending on the activity, from a COVID positive individual they may be considered a close contact and subject to quarantine protocols.
- All students riding the school bus with a COVID positive individual are considered close contacts and are subject to quarantine protocols.
- Principal or School designee will call the Deputy Superintendent to review the infectious period, close contact identification and the next steps for notifications and reporting of positive COVID-19 cases.

14.5b Notification of Close Contacts:

- Close Contacts are **only** to be notified by the Office of the Superintendent-Catholic Schools Support Service communication letters issued by the Deputy Superintendent.
 - We respect the privacy of our students, faculty, and staff, and do not disclose the identity of the person who has tested positive for COVID -19 or other identified close contacts
- Close contacts who fall into one of the quarantine exception categories (fully vaccinated or having had COVID-19 in the last three months) do not need to quarantine and can come to school provided they have no symptoms or tested positive for COVID-19. (Exception: positive cases within the same household)
- Close contacts who do not fall into one of the exception categories must quarantine for 10 days after the date they last had contact with the person who has COVID-19 or on Day 5 of their quarantine, the person may take a lab-based molecular COVID19 test (PCR test), and with a negative result, return to attending school in person after Day 7. **PLEASE NOTE: If a whole class/cohort/pod are required to quarantine the Day 5 PCR Testing Option would not apply.**
- Close contacts who are not fully vaccinated and reside in the same household as a positive individual if the positive individual cannot self-isolate are required to quarantine for 10 days from the last date of contact. Last date of contact for non-vaccinated individuals residing in the same household as a positive individual is defined by the NYC DOH as 10 days from the symptom onset or date of the positive test.

Example: Symptom onset or positive test date is September 1, add 10 days until September 11. Add 10-day quarantine until September 21, individual can return on September 22.

14.5c Quarantine for Students and Staff Identified as Close Contacts to Someone with COVID-19

- In the event there is a positive case in a classroom, students or staff identified as close contacts may be asked to quarantine due to exposure to COVID-19. Students or staff who are:
 - At least 12 years old, fully vaccinated* and not showing symptoms may continue to attend school in person. Out of an abundance of caution, these students are encouraged to take a COVID-19 test three to five days after exposure.
 - At least 12 years old, fully vaccinated* and showing symptoms will be directed to quarantine for 10 calendar days.
 - Unvaccinated will be directed to quarantine for 10 calendar days. On Day 5 of their quarantine, students or staff may take a lab-based molecular COVID-19 test (PCR test), and with a negative result, return to attending school in person after Day 7. Schools should verify negative test results. (Unless the entire class/cohort/pod is out for quarantine)
 - Fully recovered from laboratory-confirmed COVID-19 in the past three months and show no symptoms of COVID-19 since the current exposure may continue to attend school in person. Three months is measured from the date a person first had COVID-19 symptoms or, if they had no symptoms, the date of their first positive diagnostic test.
 - An individual is fully vaccinated two weeks after a single-dose vaccine or second dose of a two-dose vaccine, where the vaccine has received emergency approval from the FDA or World Health Organization.
 - All individuals identified as close contacts to someone with COVID-19 must continue daily symptom monitoring through Day 14. If symptoms occur, they should isolate themselves, contact their health care provider, get tested for COVID-19 and must not attend school.
 - It is recommended that schools require proof of vaccination or previous (recent) positive test from individuals who are exposed but exempt from quarantine. This information should be collected using the same standard protocols that are used to collect and secure other immunization or health status information from students

14.5d Submit Positive Case and Close Contact Information to the NYC DOHMH

- Principals or School Designee are to Submit information on all positive cases to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form. <https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>

- If there are no close contacts just the positive case information is submitted using the COVID-19 Facility Exposure Form
- If there are identified close contacts both the positive case and close contacts information are submitted using the COVID-19 Facility Exposure Form.
- Principals or School Designee are to Submit information on close contact information to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form. <https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>
 - The contact list for the individual who has COVID-19 should include people's first and last names, phone numbers, and date of last contact with the person. Dates of birth and addresses may be helpful but not necessary to include.
 - If the Principal or School designee has trouble submitting the contact list using the COVID-19 Facility Exposure form, contact the NYC Health Department for help at facilities@health.nyc.gov.
 - Fully vaccinated individuals who are considered close contacts should be included in the close contacts spreadsheet.

14.6 Returning to School After Isolation, Quarantine or Calling Out Sick:

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

For Reference:

Isolation refers to individuals who have tested positive for COVID-19 through a molecular or antigen COVID-19 test.

Quarantine refers to individuals who have been identified as close contacts by the NYC DOHMH or NYC Test & Trace Corps.

- A person who has completed quarantine **does not** need a doctor's note to return to school if they show no symptoms of COVID-19 and did not test positive for COVID-19.
- A person who has completed isolation **does need** a doctor's note stating they can safely return to in person instruction. The NYC DOH does not recommend a negative COVID-19 test after isolation as an individual can continue to test positive for many weeks or months after infection even though they are no longer contagious
- A person, faculty, staff, or student, who has called out sick with COVID-19 symptoms is required to submit proof of a negative COVID-19 PCR test in addition to a doctor's note indicating they can safely return to in person instruction.
- A person, faculty, staff, or student, who has called out sick for any reason other than COVID-19 symptoms is required to submit a doctor's note indicating they can safely return to in person instruction.

- Contacts of someone in quarantine do not need to stay home unless the quarantined person develops symptoms of COVID-19 or tests positive for COVID-19 (becomes a case).

14.7 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning if it is safe to do so. Academies and parish schools will follow guidance from city and state health agencies to ensure student safety.

If there are multiple confirmed cases of COVID-19 in different classrooms, the school administration will follow the NYC DOHMH guidance on excluding any students, faculty or staff who meet the definition of a close contact. The cases are likely to be independent introductions of COVID-19 to the school from the community, rather than due to COVID-19 transmission within the school. **Schools considering whether to close will first discuss options with Deputy Superintendent, Office of the Superintendent~ Catholic Schools Support Services who will consult with the NYC Health Department, which will work collaboratively with the school to keep schools open for in person instruction whenever possible.**

The decision to close a school is based on various factors including the number of cases over time and their distribution across grades and classrooms, the size of the school, the ability of the school to exclude people who need to be isolated and quarantined in a timely manner, adherence to NYC Health Department guidance, and cooperation with the NYC Health Department.

14.8 Distance Learning

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- **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.
- **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.
- **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 objectionable material, malicious content or any other such transmissions is a violation of this policy.

- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom, 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.

Distance Learning should be made available to students who have been identified as close contacts by the NYC DOHMH, NYC Test and Trace Corps and are subject to quarantine protocols.

Please check with the School Principal for the Distance Learning Policy at your school.

Please Note:

- The Office of the Superintendent ~Catholic School Support Services reserves the right to implement more restrictive safety and health protocols than the mandatory NYC or NYS DOHMH protocols.