

REVISED: AUGUST 2018

**OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
HANDBOOK FOR PARENTS AND STUDENTS**

September, 2018

Dear Parents/Guardians:

The principles of Catholic education form the basis for this Handbook of Practices and Policies for Our Lady of Perpetual Help Catholic Academy. We, as teachers, believe in creating caring and nurturing learning environments in which children can reach their optimal potential.

We accept the responsibility of this ministry to foster spiritual, intellectual and emotional development of the young people entrusted to our care.

Most of the policies outlined in this Handbook have been in effect for years. This handbook makes it easier for you, the parent/guardian, to assume your vital role in the overall education of your children. The quality of the relationship between the home and the school will depend in large measure on your cooperation in regard to these guidelines.

This Handbook is meant to clarify general operational procedures. These procedures are expected to be followed in our school for smoothness of operation.

We recognize the need to keep channels of communication open to serve your child's best interest.

We recognize the need for the home and the school to each accept and reinforce the part of the other in the life of your child.

The faculty and I thank you for the privilege of being partners in your child's education.

Parent-School Agreement must be signed by both parents.

This school does not discriminate on the basis of race or creed. Where space is a problem, preference will be given to Catholic and parish children.

Sincerely in Christ,

Mrs. Frances DeLuca
Principal

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

MISSION STATEMENT

The mission of Our Lady of Perpetual Help Catholic Academy is the development of Christian values emanating from the teachings of Jesus Christ. The principal, teachers, students, and parents experience the Gospel-centered message through the power of prayer, building a personal relationship with God, creating a strong Catholic identity for our students, and, in a broader sense, building the family of God, the Church. Our Lady of Perpetual Help Catholic Academy is committed to the development of the whole child. The spiritual, academic, physical, and emotional growth of each child is nurtured within a child-centered, supportive environment based on truth. As a school of academic excellence, learning experiences are created with the uniqueness of each child in mind.

Our Lady of Perpetual Help Catholic Academy Board of Directors

Jonathan Mangar	Board of Directors - Chair
Frank DelBagno	Board of Directors - Vice Chair
Richard Fogal	Board of Directors - Secretary
John Barry	Board of Directors - Treasurer
Linda Fogal	Board of Directors
Jonathan Mangar	Board of Directors
Tony Harilall	Board of Directors

GOALS

The priests, principal and faculty of Our Lady of Perpetual Help Catholic Academy are convinced that the Catholic school is the most effective means available today to instruct young people who may grow to adult life as mature members of our faith. Therefore, we adopt the following goals:

1. To instill basic Christian values such as self-respect, self-discipline, self-sacrifice, respect for the rights of others and honesty.
2. To teach updated Catholic doctrine.
3. Present the full understanding of the parts and meaning of the Mass through lessons, participation at class Mass and on First Friday of the month.
4. Stress Bible - both Old and New Testament.
5. Encourage continued cooperation among home - school - parish.

OFFICIAL DRUG POLICY FOR OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Any student found pushing (selling or giving) drugs to others will be asked to leave the school immediately.

Any student found in possession of or using drugs such as alcohol, nicotine, marijuana, cocaine, crack or anything suggesting the use of drugs will result in immediate expulsion from Our Lady of Perpetual Help Catholic Academy. During that time, we are mandated to call local police.

Any teacher found in possession of or using a controlled substance or giving the same to another will be dismissed from service.

INTERNET POLICY

Internet services are designed to guide users to vast resources. If a student is found to have misused Internet services for purposes of threat or any form of misconduct, this will result in immediate expulsion from Our Lady of Perpetual Help Catholic Academy. We are mandated to call police.

WEAPON POLICY FOR OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Any student found to have in their possession a gun, knife or instrument that can be used as a weapon will immediately face expulsion from Our Lady of Perpetual Help Catholic Academy. We are mandated to call local police.

REGISTRATION

First graders must be 6 years old by December 31. Kindergarten must be 5 years old by December 31. Pre-Kindergarten must be 4 years old by December 31. Pre-K (3 year old program) must be 3 years old by December 31.

1. Birth certificate
2. Baptismal certificate
3. Proof of residence (electric bill, etc.)
4. Immunization record-all city immunization requirements must be met for admission.
5. Parent-School Agreement must be signed by both parents.

This school does not discriminate on the basis of race or creed. Where space is a problem, preference will be given to Catholic and parish children.

RE-REGISTRATION

Re-registration for the next school year takes place in February. The following fees are due at this time: \$50 per child re-registration, \$350 per child book fee (PreK-8), \$50 per child computer fee (K-8), \$50 per child lunchroom maintenance fee (1-8), \$150 per child testing/grading activity fee (K-8). All outstanding monies such as contributions (where applicable), fundraising and hours for the current year must be satisfied by June 1. Required tuition pre-payment for the upcoming school year is due by August 15. All payments must be made before a child can have a permanent seat in a classroom. Pre-payment will not be accepted for the new school year until all obligations for the previous year are met.

TUITION

The annual tuition is paid in installments. The pre-payment is due on or before August 15. Any prior balance from the previous school year will be deducted from this pre-payment. The balance should be paid in monthly installments starting October 15 and ending April 15. Payments in advance on a quarterly, semi-annual or annual basis is acceptable. Delinquent accounts will be handled at the discretion of the Tuition Review Board Committee. Delinquent tuition accounts may prevent re-registration of your child at the school. Families will be notified in advance of any increase in annual tuition. Such increases will proportionately increase the pre-payment and/or monthly payments. Any payment made after May 15 will only be accepted in money order or certified check.

SCHOLARSHIPS

As the cost of educating a student at our academy is greater than the tuition being paid for each child by the parent, our current tuition for all students is already being subsidized by donations from our alumni.

Additional scholarships such as the Bishop's Scholarship and Angel Program Scholarships are available through the Diocese of Brooklyn. All parents should fill out the FACTS application form yearly in order to qualify for such scholarships by going to their website futuresineducation.org.

Special-need scholarships are available to students at our school when documentation verifying need is submitted to our Tuition Review Board.

ASSEMBLY AND DISMISSAL

Pre-Kindergarten.....8:00 a.m. - 2:00 p.m.
Kindergarten..through Grade 8.....8:00 a.m. - 3:00 p.m.

Students who arrive after the 8:05 bell has rung must enter by way of the front door and obtain a late pass for entrance into class. Grades 7 and 8 - 8:05 a.m.

Parents who bring children to school by car are to drop them off at the far side of 111 Avenue at 114 Street and allow the crossing guard to cross them to the building. No car is to go through the police line or back down 114 Street to avoid going through the police line. **Double parking is against the law** and not safe for our children. Continuous offenders will be asked to remove their children from our school immediately.

****The school bus stops at the corner of 111 Avenue and 114 Street and cars are not permitted to stop there. IT IS A DANGER TO CHILDREN TRYING TO BOARD THE BUS AND IT ALSO OBSTRUCTS THE CROSSING GUARD’S VISION.**

On the First Friday of each month all classes are dismissed at 12:00 p.m. Parents are asked to wait for children away from the schoolyard. Arrange to meet them across 111 Avenue or at Linden Blvd. During inclement weather please listen to radio station WCBS to find out about school closings. Please do not call the rectory or school on such occasions. For emergency closings we have set up a phone relay system to notify you. The safety of your child is a priority for us; therefore, students must not assemble in the schoolyard before: 7:55 a.m. - 7 & 8 grades; 7:55 a.m. - K - 6 Grade; 7:55 a.m. - Pre-K 3 & 4 yr. olds – 8:00 a.m. - front entrance only after 8:05 a.m. if student is late to line up downstairs.

SCHOOL AUDITORIUM

Due to safety reasons, children will line up daily in the auditorium. Children may not arrive at the school prior to 7:55 a.m. unless they are participating in the Breakfast Program. This program begins 7:35 a.m. At 7:55 a.m., students will be permitted to enter the auditorium where a teacher on duty. The sound of the bell means SILENCE. Walk to lines and proceed to classrooms in silence. When dismissed, children must go directly home - no playing or loitering in the schoolyard.

DRESS CODE

Wearing of the complete uniform is the responsibility assumed by the parent when the child is registered for school.

No make-up or nail polish is to be worn at any time. Extremes in hair styling (too long, too short, fad styles, anything that simulates a Mohawk hairstyle, which is uneven hair throughout the whole head) of both boys and girls will not be permitted. Hair that is excessively long or worn below the collar is not acceptable. **Students who are not in compliance with the Dress Code will be held out of class and will be sent home.** Hair must be neatly groomed. Cutting or shaving up and under the hair, shaving the entire scalp, cutting lines, designs, mushroom style cuts, multiple parts and the like are not permitted. Artificially colored, dyed or bleached hair is not permitted. Hair extensions are not permitted, except for medical reasons. A student may not get a haircut with a barber clip shorter than a #2 clip, including any portion of the haircut. Spiking, hyper-slicked, or fad haircuts will not be permitted. **Boys' hair must be cut around the ears so that ears show; NO BRAIDS OR LONGER HAIR PULLED BACK TO LOOK SHORT. Boys must have hair in back cut above collar length.**

If a female student is going to wear earrings, she may only wear earrings that are a simple stud or small loop worn in the earlobe only. No other body piercing is permitted. Rings are limited to one per hand, covering one finger. Male students are not permitted to wear stud earrings.

Months of September and June - no ties - white shirt opened at the neck - top button only. Summer uniforms may be worn in September till October 15 and again after the Easter vacation break. Uniform school pants for girls grades 1-8 may be worn after October 15.

Cardigan sweaters in the uniform color only may be worn by students. No pullovers.

Girls' skirts (all grades) are to be **NO MORE** than one-half inch above the knee at all times.

If boots are worn in the winter time, school shoes must be brought to school and boots are to be changed in the classroom. Shoes *only* in the classroom.

Jewelry is never permitted to be worn with the uniform. Girls who have pierced ears may wear posts. No dangling or flashy earrings are allowed. If more than one hole is pierced, use the lowest hole only. Nose rings may not be worn to school.

Pins and fancy belt buckles are not to be worn. Wrist watches may be worn but it is the student's responsibility to provide a safe place for their belongings especially during gym. (Faculty members will not be responsible for personal belongings or money. Students carry pocketbooks at their own risk.)

UNIFORM

Neatness and good grooming is essential at all times. The school uniform is to be worn by the whole student body (excluding Pre-K and K).

GIRLS:

- Uniform: plaid jumper - grades 1 to 6
 emblem on left side
 plaid skirt - grades 7 and 8
 burgundy weskit
- Summer Uniform: light blue jumper - grades 1 to 6
 white knee socks or white tights
 light blue skirt & weskit - grades 7 and 8
 white tights
- Blouse: All grades - white* - must be tucked in
- Socks: All grades knee length - burgundy**
 tights - all grades - burgundy**
- Shoes: All grades - black - approved styles.
 Grades 1-6 must have ties or straps.
- Winter Uniform: Navy twill pleated pants and white turtleneck with embroidered school logo. Slipover Sweater vest (all 3 must be worn together).

BOYS:

- Uniform: pants - slate gray - all grades
- Summer Uniform: pants - slate gray and white golf shirt
 with OLPH emblem
- Shirt: All grades - white* - must be tucked in
- Tie: plaid - grades 1 to 6
 junior band - grades 1-2-3
 prep band - grades 4-5-6
 burgundy - grades 7 and 8
 Top shirt must be closed and tie worn to the collar.
- Belt: black 1 1/2" wide
- Socks: dark***
- Shoes: black - leather or vinyl, approved style
- Winter Uniform: Turtleneck with embroidered school logo and sweater vest.
- Please note: Hats are not part of the school uniform and may not be worn with the uniform.

* Short sleeves or long sleeves, however, long sleeves may NOT be rolled up to substitute for short sleeves.

** Socks and tights should be purchased at uniform company to insure continuity of color.

*** Children who have submitted a doctor's note about a foot problem that requires white socks are to observe the following: either (a) thin white cotton socks under dark ones or (b) socks that have white feet and dark tops (sold in larger department stores.)

DISCIPLINE

Self-discipline is the Christian ideal which our students are encouraged to achieve. In order to promote reliable future members of our society, we must help instill in our children a sense of responsibility for actions taken. Appropriate behavior should be praised, while inappropriate behavior must be corrected immediately. In order to form proper habits and attitudes, rules of conduct must be emphasized. Obedience to all authority, courtesy at all times, respect for all people and property, and a sense of honesty and trustworthiness are among the values which must be imparted to our students.

Discipline must be fostered in the home. This in turn will be carried into the classroom. Any student who deliberately mars or destroys school property, e.g. walls, desks, etc., is subject to suspension and must pay the expense involved in the repairing of the damage. **Any physical fighting or act of violence, including inappropriate internet misuse either in school or from outside computers toward enrolled students, will result in immediate expulsion.** As children are encouraged not to touch other children good or bad (hugging, kissing, striking, tugging at another's coat, etc.) will result in a demerit being issued. What appears to be an innocent touch to one child can be considered offensive to another. Any student throwing anything anywhere in the vicinity of the school, classroom, or lunchroom will be suspended.

Students changing classrooms between periods must do so quickly and orderly. Pushing, running or loitering is forbidden. Students should move on the right side of the corridor, depending on the direction in which they are moving. The center of the corridor should be left open for the easy passage of faculty members and visitors. Courtesy, attention, silence and scholarly attitude should be the rule of every student of Our Lady of Perpetual Help Catholic Academy. This is to ensure the maximum amount of learning for all children of the class.

Gum chewing is prohibited. During lunch students are expected to speak in a quiet tone to other students. The general deportment of the students should be orderly at all times. They are expected to keep the classrooms and halls clean by discarding papers in the specified containers.

Beepers, cellular phones, radio headphones, CD players and electronic games are not permitted in school. They will be removed from the student and a parent will have to come to school to receive them.

Students who consistently misbehave, receive demerits, or have been suspended will not be permitted on class trips.

DEMERIT SYSTEM

A demerit system has been established in Grades 1-8 as a communication between teacher and parents in order to inform a parent of a child's inappropriate behavior. All demerits are to be signed by the parent. Whether it is signed by the parent or not is not relevant to whether the demerit remains. The demerit will stand because it is issued based on a teacher giving prior notice to the student several times and no correction of the behavior occurred by the student. The system attempts to correct behavioral actions deemed unacceptable for our children's development. All teachers will use demerit forms. These discipline notes will be kept in the teachers' binder. If patterns of misbehavior arise, parents will be called in for conference with the Principal, Teacher, Guidance Counselor, etc. If children/teacher/staff/principal are endangered by your child's behavior, parents will be called immediately and there will be suspension or expulsion of the student. The number of demerits will be recorded on the child's report card.

Any student who has two demerits will be asked to serve detention and a parent meeting will be requested. Any student who receives 3 or more demerits during any time of the year will be asked to transfer out of Our Lady of Perpetual Help Catholic Academy. Demerits will result in the student not being able to be part of our honor roll system which stresses excellence in all areas, academic as well as personal development.

DEMERIT SYSTEM

SAMPLES OF SOME POSSIBLE INFRACTIONS

MISCONDUCT - GENERAL
 TOUCHING ANOTHER STUDENT FOR ANY REASON
 DISRUPTION IN CLASS, LUNCHROOM OR SCHOOLYARD
 FORGING PARENT'S SIGNATURE ON TESTS OR SCHOOL DOCUMENTS
 IMPROPER LANGUAGE
 LYING TO TEACHERS AND STAFF MEMBERS
 CHEWING GUM
 DISRESPECT FOR AUTHORITY
 MISCONDUCT IN HALLS
 MISCONDUCT DURING TRAVEL TO CHURCH
 MISCONDUCT DURING FIRE DRILLS
 FIGHTING
 DISRUPTION IN ASSEMBLIES
 DISRUPTION DURING RELIGIOUS CEREMONIES
 DAMAGE TO SCHOOL OR ANOTHER STUDENT'S PERSONAL PROPERTY
 CHEATING OR COPYING HOMEWORK

DANGEROUS CONDUCT (INSIDE OR OUTSIDE CLASSROOM)
OUT OF THE CLASSROOM WITHOUT A PASS
HAVING ELECTRONICS AT SCHOOL
STUDENTS GOING INTO ANY PART OF THE SCHOOL BUILDING
WITHOUT TEACHER/STAFF SUPERVISION

These infractions, because of their serious nature, will be dealt with immediately. Any teacher may demerit a student found exhibiting improper behavior at any time. CONDUCT, IN ANY WAY, UNBECOMING TO A CATHOLIC SCHOOL STUDENT WILL NOT BE ACCEPTED AT OUR SCHOOL.

CHILDREN RECEIVING THREE OR MORE DEMERITS WILL BE ASKED TO TRANSFER OUT OF OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

INAPPROPRIATE PARENT BEHAVIOR

At **no time** is a parent to address a student of the school, other than their own child, regarding a situation that has occurred with their child. Parents must meet with the homeroom teacher, and an appointment may be set up, if you wish, with the parent of that child. Adults must not approach children directly for any reason.

From time to time, situations occur where children act inappropriately. When demerits are given, it is a communication between the parent and teacher, so that the teacher, who is acting in place of the parent, may inform the parent of their child's inappropriate behavior or breaking of a school rule. It is imperative that, as role models to children, adults exhibit appropriate behavior toward teachers, students, and other adults. If unkind behavior is exhibited, at any time, toward a child, teacher, or other adult, your child will lose the privilege of attending our school. As adults, there is absolutely no reason for unkindness as we address other parents or teachers regarding a situation that has occurred either in or out of school.

DETENTION

Detention period is a time when the student is assigned to stay after school for any infraction of proper student behavior, including lateness, improper uniform, and missed homework. Deficiencies will be given for these infractions.

Notice is given one day prior to detention and repeated again on the day of detention.

Individual teachers who assign detention to students will give notice the day before it will be held.

A pupil who fails to do an assignment will be penalized unless he has a legitimate written excuse accepted by the teacher.

TESTING

Testing and appraisal are integral parts of the teaching and learning process.

Readiness	First Grade
CTB/McGraw Hill Terra Nova	Third to Eighth Grades
NYS Reading & Language Arts	Fourth, Sixth, and Eighth Grades
NYS Math	Fourth, Sixth, and Eighth Grades
Religion Test	First through Eighth Grades
NYS Science	Fourth and Eighth Grades

REPORT CARDS

Report Cards are distributed directly to parents, by appointment, according to the trimester indicated on the Diocesan School Calendar.

The ratings on the reports should be carefully analyzed by parents, who are urged to consult the teacher if there is an obvious deficiency in any subject or character trait. Please be mindful that assessment is a comprehensive judgment of a student arrived at after using many tools of measure:

- day-to-day class work
- homework assignments based on classroom instruction
- independent work and/or study
- written tests

** Coding interpretation is presented at the beginning of the Report Card. The final exam is part of the third trimester mark and the fourth column is an average of the three trimesters.

HONOR ROLL

PRINCIPAL’S LIST - ALL A+ - 97-100 - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 97 in each subject.

FIRST HONORS - A+ & A’s (93-96) - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 93 in each subject.

HONORABLE MENTION - All A's, B+'s (89-92) - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 89 in each subject.

PARENT-TEACHER CONSULTATIONS

Consultations between parents and the teacher are encouraged. Please make an appointment by note ahead of time. No teacher will be summoned from a classroom to meet with a parent. In order to maintain the good order of the school, at no time may a parent go to a classroom unannounced nor is a child to be called for during school hours. A child taken from school during school session must be signed out by a parent or guardian.

According to the Buckley Amendment, non-custodial parents may request academic information about their child.

Improper parent behavior toward any member of school faculty, staff or personnel will result in the involved student's transfer out of Our Lady of Perpetual Help Catholic Academy

RELEASING PUPILS

In general, pupils are not permitted to leave the school during school hours. A child may be released from school only to parents.

Under NO circumstances shall a child be released to an unidentified person. Parents and authorized persons are to report to the School Office to pick up children prior to regular dismissal.

In case of illness, a pupil will be released to a parent or authorized person. Parents and authorized persons are to report to the school office for the child. Requests by parents for early dismissal may be granted for sufficient reason. Attendance at a funeral of a relative only is allowed. Doctor and dental appointments should be made after school hours.

PHONE CALLS

Phone calls to the home when a child is ill will be done either by the school nurse or by the secretaries. Due to the extreme workload in the school office, **ONLY EMERGENCY** calls will be permitted to our office and from the students to home.

FIELD TRIPS

Field trips may be scheduled by the faculty for educational purposes to enhance

the learning experience. As part of the curriculum, these field trips are mandatory. The trip must be appropriate to the student's age/grade. Written permission must be obtained from you if your child is to go on a scheduled trip. A sample field trip form is shown on page 17 of this Handbook.

Because appropriate behavior is important at all times, especially during field trips, any student with an unsatisfactory conduct grade in their report card may be excluded from a class field trip till improvement of conduct is apparent.

No student with two demerits will be permitted on a school trip.

LUNCH

A non-mandatory hot lunch program is available to all children at the free, reduced or full-price amount, depending on meeting application criteria. Payment for the lunch program must be received by the due date or no lunch will be sent by the Board of Education for that student.

The lunch fee is collected each year during registration for the following year. This fee covers lunchroom maintenance and supervision. **MISCONDUCT IN THE LUNCHROOM WILL RESULT IN THE STUDENT'S LOSS OF THE LUNCHROOM USE.**

Repeated misconduct in the lunchroom such as speaking during silent reading time, not having a reading book for silent reading time, changing seats without teacher permission, or other inappropriate conduct will result in the student serving one week's lunch detention.

Repeated offenses will result in the student being asked to eat lunch at home for the remainder of the year.

No student will be permitted to leave the cafeteria without a teacher escorting him/her out of the cafeteria.

No pizza parties or McDonald's food will be permitted during the lunch period.

PHYSICAL EDUCATION

Physical education is an important part of the training of our boys and girls. All classes have some kind of physical exercise daily, and grades 1 through 8 have a formal 30 to 45 minute period each week.

Students must wear black or white sneakers ONLY and the OLPH gym uniform--T-shirt (not school team or kindergarten school shirt) and shorts for spring and summer, gym uniform sweatsuits--sweatpants and sweatshirt for fall and winter months.

A student will be prevented from taking gym if not in the right uniform, and a demerit will be issued for more than one occurrence of not being in proper uniform.

Doctor's advisement alone will excuse a student from a total gym program. Parent's notes for medical reasons will result in modified gym involvement; attendance in gym class in uniform) is mandatory.

On gym days refrain from wearing jewelry including wrist watches.

ATTENDANCE

The education law of New York State requires minors from 7 to 16 years of age to be in attendance at an approved school for full time instruction.

Parents of students in grades 1 through 8 must telephone the school office (843-4184) before 9:30 a.m. on each day of absence. This will also be followed by a written excuse to the class teacher. The Diocesan Office considers a total of 5 days or more to be excessive absence. In case of contagious disease (chicken pox, strep throat, etc.) a doctor's note is required for admission to class. After any absence a child must have a written note from the parent explaining the absence.

BOOKS

An annual fee is collected during re-registration for the following school year covering various consumable books, standardized testing. Diocesan assessments.

As with everything else, there is an increase in the cost of the school books. Children should be trained to realize the value of books and how to care for them. All books must be covered and kept clean (no writing on covers). Children will have to pay for any school books damaged or lost.

LIBRARY

Under the Federally funded Title IVB law, now Chapter II, educational books are available to our students

- a) Each student borrows books or magazines for a period of one week.
- b) There is a fine of \$1.00 for a book not returned on time. This is to be paid at the next library class. This will allow students to be able to become responsible towards material that must be brought back to the library.
- c) Students will have to pay for any books lost or damaged:
 Hardcover: \$7.00 Paperback: \$3.00
- d) Encourage your children to read every day for enjoyment and knowledge.

SCHOOL ACTIVITIES

Student Council: Strives to instill a sense of responsibility and school spirit among members of the student body. The four officers: President, Vice-President, Secretary and Treasurer are elected from seventh and eighth grades. Each class in grades 4, 5 and 6 elects one representative and grades 7 and 8 elect two representatives to serve on the Student Council.

School Newspaper: Each class has a reporter who contributes information and the seventh grade acts as the staff.

Altar Servers: Open to boys and girls in grades 4 through 8 who prove themselves worthy of serving God's altar.

Sports Club: Open to boys and girls in grades 2 through 4 in order to learn basic skills of different sports and play structured games.

Drama Club: Open to boys and girls in grades 5 through 8, allowing them to improve self-esteem by learning and performing plays.

AQUINAS PROGRAM

Students in the sixth, seventh and eighth grades who will be part of the Aquinas Enrichment Program must be first recommended by their classroom teacher. An overall average of 93%, no grade less than 90%, and no demerits is required for this enrichment program.

FIRE DRILLS

State law mandates at least 12 fire drills a year. Students must leave the building quickly and in silence so as to insure swift evacuation without injury.

TRANSPORTATION

The school does not provide transportation. The school bus is regulated by the New York Board of Education Bureau of Pupil Transportation. School bus transportation is allowed for Kindergarten through sixth graders only who reside a half mile or more from school as determined by the Bureau of Transportation guidelines. The school does not determine eligibility.

INSURANCE

Insurance forms covering accidents 24 hours, in or out of school, will be available to all students at the beginning of each school year. It is the decision of the parents to avail themselves of this coverage, however, the Diocese recommends it.

MEDICATIONS

Prescription drugs must be entrusted to the nurse's office with directions from the parent (in writing) for its use by the child. The medication will be held in the nurse's office. The child must take the medication in the presence of an administrator or nurse according to directions.

NON-PRESCRIPTION MEDICATIONS WILL NOT BE ADMINISTERED BY THE SCHOOL. A DOCTOR'S NOTE MUST ACCOMPANY THE PRESCRIPTION. THE PRESCRIPTION MUST BE IN ITS ORIGINAL CONTAINER. ALL PARTICULARS MUST BE IN THE DOCTOR'S NOTE. Students who submit an EPI PEN must submit 2, one for the nurse and one for the teacher. In the event of a school trip or 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 student for the purpose of epi-pen administration, if necessary.

RETENTION

The most common reason for retention is difficulty in learning to read and reading comprehension. Some children will always read below average level of achievement of the grade in which they are placed. Nevertheless, they can move along with their grade if they meet the standards for that particular grade. However, if the child is incapable of meeting the standards and the reading level is below grade level, retention will be enforced.

***Summer school may be used as reinforcement but does not assure promotion.

Promotion is based on a total evaluation of a student's growth in all areas of development

***Summer school may also compensate failures on the PEP Tests.

GRADUATION POLICY

All students successfully completing Grade 8 are expected to receive a diploma because they are entitled to it. However, participation in public graduation exercises is an honor and a privilege from which a student may be excluded if the student consistently fails to behave as a mature Christian with consideration for fellow students, teachers and members of the school community. All finances must be settled before Graduation and/or events associated with Graduation.

HOME-SCHOOL ASSOCIATION

This organization is an active one, vital to the school's well-being. Inasmuch as all students benefit from Home-School activities, all parents are expected, as members, to share their abilities and talents with others for the good of their children.

PRIVACY CLAUSE

All documents submitted to Our Lady of Perpetual Help Catholic Academy remain part of the child's permanent record. These documents will be provided to other schools upon official request. Other documentation needed for court cases must be subpoenaed by an official court for release.

“...Among all the agencies of education the school has a special importance. By virtue of its very purpose, which it cultivates the intellect with unremitting attention, the school ripens the capacity for right judgment, provides an introduction into the cultural heritage won by past generations, promotes a sense of values, and readies for professional life...”

The Doctrine of Vatican II

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
FIELD TRIP PERMISSION FORM

Name of Student: _____

Grade of Student: _____

Teacher's Name: _____

Grade Taught by Teacher: _____

Date of Trip: _____

Departure Time: _____

Destination of Field Trip: _____

Educational Reason for the Trip: _____

Expected Time of Return: _____

Mode of Transportation: _____

Lunch & Snack Expectations: _____

Cost of Field Trip: _____

Identification of Any Special Features & Events Associated with the Field Trip:

Special notes about child (i.e. Allergies, Necessary Medications): _____

(over)

I/we, the parent(s)/guardian(s) of _____
request that Our Lady of Perpetual Help Catholic Academy allow my/our child to
participate in the Field Trip stated above. In consideration for making the arrangements
for this field trip, we hereby release and save harmless the Academy and all its
employees from any and all liability arising to my/our child as a result of this trip.

Parent/Guardian Signature: _____

Date: _____

Updated Emergency Contact: _____

Parent Name: _____

Cell Phone: _____

Work Phone Number with Extension Number: _____

Email Address: _____

I would be willing to chaperone (Yes or No) _____

Please check if you wish your child not to participate in the Field Trip:

____ My child will not be going on the above-stated trip, and I understand that he/she
is expected in school.

Parent/Guardian Signature: _____

Acceptable Use Policy for Technology
Academies and Parish Schools within the Diocese of Brooklyn
August 2018

1. Purpose:

Throughout the years, the 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 Academy/Parish School communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to Academy/Parish School technology resources. Outside and/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 Academy/Parish School owned technology for appropriate learning purposes under the supervision of the principal and/or classroom teacher.
3. Students, employees, and visitors will use Academy/Parish School technology in accordance with all policies and procedures of the Diocese of Brooklyn.

2. Scope of Use:

The technology vision for the 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 the Academy/Parish School but may in certain instances apply to personal use outside of the Academy/Parish School. When personal outside use of a technology causes a disruption to teaching, harms or interferes with the rights of others in the Academy/Parish School community or otherwise violates all or part of this AUP, these users 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 Academies and Parish Schools to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

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

4. **Responsibilities of User:**

The Academies and Parish Schools within 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 Academies and Parish Schools 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, I-Safe, an Internet Safety Curriculum, has been implemented in all Academies and Parish Schools as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Academy/Parish School 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.
- **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
- **Protect One's Self and Others**
 - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
 - Cite sources when using any content not originally authored by you

Members of the Academy/Parish School community 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 Academy/Parish School without the expressed permission of the principal.

5. **Security of Technology:**

The all 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 Academy/Parish School property, whether it
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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/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, member of the Academy/Parish School community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or Academy/Parish School 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 Academies and Parish Schools within 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 Academy/Parish School sanctioned communication methods. These methods include:

- Teacher Academy/Parish School web page
- Teacher Academy/Parish School email
- Teacher Academy/Parish School phone #
- Teacher created, Academy/Parish School 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 from 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 and cyber-bullying policies.
- 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 Academy/Parish School or system employees
- Harm the goodwill and reputation of the Academy/Parish School 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/or threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

The Academy/Parish School reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the 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 Academy/Parish School personnel, students and/or any member of the Academy/Parish School community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the Academy/Parish School 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. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the Academy/Parish School 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.

h. Technology Use Outside of School or School-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 Academy/Parish School principal:

- Academy/Parish School 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

NOTE:

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

Cyber-Bullying Policy for
Academies and Parish Schools within the Diocese of Brooklyn
August 2018

1. **Purpose:**

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

2. **Scope of Use:**

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

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

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

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person.

This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.

5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).

6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.

7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.

8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message

9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”

10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs

11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 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.

4. **Responsibilities of the Academy/Parish School:**

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

- 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.

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

5. **Responsibility of Students:**

As a member of the Diocese of Brooklyn community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their Academy/Parish School 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 Academy/Parish School 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 Academy/Parish School 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 necessarily cyber-bullying. 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 then shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence and must be handled as such.

7. Policy Violations:

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

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

**OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
INTERNET POLICY**

Parent/Guardian & Student Permission Form:

My son/daughter _____ has my permission to access Our Lady of Perpetual Help Catholic Academy's Internet services. I understand that my son/daughter will be help accountable for all activities including, but not limited to, the content of materials sent by mail, news, or any other means using his/her student account privileges. I also understand that my son/daughter must abide by the Internet and newsgroup etiquette guidelines and that use of the system will be for educational purposes only. Misuse of the Internet services for purposes of threat of any form of misconduct will result in expulsion from Our Lady of Perpetual Help Catholic Academy.

I agree not to hold Our Lady of Perpetual Help Catholic Academy nor any of its employees responsible for the performance of the system or the content of any material accessed through it.

Name of Parent/Guardian (Please Print)

_____ **Phone (Work)** _____

Address _____ **Phone (Home)** _____

SIGNATURE OF PARENT OR GUARDIAN: _____

SIGNATURE OF STUDENT _____ **GRADE** _____

Consent to Photograph, Film or Videotape a Minor

This document gives Our Lady of Perpetual Help Catholic Academy along with the Diocese of Brooklyn and its communications arm, DeSales Media Group, permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

Permission is granted for:

Name of Student: _____

Grade of Student: _____

1. The academy/parish school may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. Classroom, clubs, field trip, competitions, and school events.

2. I authorize the academy/parish school to use photographs or video of the student listed above for:

- a. Parish School/Academy Website and Social Media Page**
- b. Parish School/Academy Marketing Materials e.g. Brochures, Flyers, Billboards as well as television, digital and print advertisements**
- c. Futures in Education Promotion (Diocesan Scholarship Organization)**
- d. Promotion of Catholic Education within the Diocese of Brooklyn**

3. I understand that by giving this authorization, Our Lady of Perpetual Help Catholic Academy along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

Signature of Parent/ Guardian: _____

Date: _____

ATTENDANCE POLICY

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY 111-10 115 Street, S. Ozone Park, NY 11420

Our Lady of Perpetual Help Catholic Academy has developed our Attendance Policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our academy, as is stated in our handbook.

The elements of our Comprehensive Attendance Policy are as follows:

1. Objectives:

- a. To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- b. To establish a practical mechanism for Our Lady of Perpetual Help Catholic Academy to provide accountability of all students throughout the school day.
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

2. Strategies to Meet Objectives:

- a. Use of the daily register of attendance (Option C).
- b. Use of recording system for excused or unexcused absence for a day or portion of.
- c. Use of a recording system for tardiness or early departure.
- d. Use of a recording system for each scheduled day of instruction.
- e. Use of dates for entries and withdrawal of enrollment.

3. When Attendance Will Be Recorded:

- a. Daily at all elementary levels
- b. Special subject teachers will be informed of any student absences by homeroom teacher

Determination of which absences are excused and which are not and a coding system:

a. Excused absences shall include:

Type of Absence:	Code:
sickness	S
sickness or death in family	F
required to be in court	P
approved high school or college visits	P
Quarantine	P
excused absence, part of day	X
attendance at health clinics	P
religious observance	P
others noted in attendance register	

b. Unexcused Absence shall include:

Type of Absence:	Code
unlawful detention	O
Truancy	T
Suspension	Su
Vacations	V

5. Description of School Policy Regarding Attendance and Course Credit:

Schools within the Diocese of Brooklyn believe that student attendance in school increases student success. In order for each student to develop their personal talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

Therefore, students who miss 45 days of school, and have not met periodically with school administration, are in jeopardy of retention.

At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

6 Description of Incentives/Sanctions to be Used:

- a. Perfect Attendance Award given according to school policy
- b. Regular attendance determines promotion.
- c. Excessive irregular attendance warrants notification of proper authorities.

7. Description of Notification of Parents: (Policy Listed in Handbook):

- a. Parents notify school for absence and/or tardiness
- b. In grades 6-8 or where attendance is questionable, school will contact parent.
- c. Students who are tardy must report to the office.
- d. A written excuse must be completed by the parents
- e. If an excuse is not received within 2 days, the absence is recorded as unexcused.
- f. Unexcused absences/tardiness is recorded in school register of attendance.
- g. A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs out the student to be released.

8. Description of the Development Process for Intervention Strategies:

Personnel keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and the pattern. If the problem or pattern continues, the school administration will notify proper authorities.

9. Identification of the Person to Review Attendance Records and Initiate Action.

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The 2018 Handbook for Parents and Students can be read online at our website: www.olphcatholicacademy.org

After reading the Handbook for Parents and Students, please have your child return the signed sheet below to the homeroom teacher.

I have read the Student Handbook and I will help my child(ren) to obey the rules and to follow the regulations of Our Lady of Perpetual Help Catholic Academy.

PARENT SIGNATURE_____

I have read the rules in the Student Handbook and I fully intend to observe them and to follow the regulations.

STUDENT SIGNATURE_____

GRADE_____

