

REVISED: September 2020

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

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

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Vision Statement

Our Lady of Perpetual Help Catholic Academy will be a leader in educating the youth of the 21st century to adapt and adjust to the changing educational landscape. By utilizing all new forms of technology and focusing on the whole student we will be forming faith-filled, well-rounded students with a solid basis in leadership.

Values Statement -

Excellence - Strive to provide the very best academic instruction to all our students.

Holiness - Building a personal relationship with Jesus Christ.

Integrity - Having honest and sound moral principles.

Community - Developing a nurturing and supportive environment.

Discipline - Following rules of law and understanding their importance.

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: \$65 per child re-registration, \$390 per child book fee (PreK-8), \$75 per child computer fee (K-8), \$70 per child lunchroom maintenance fee (1-8), \$175 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 1:00 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; hair should be neat and clean. 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 dangling or flashy earrings are allowed. If more than one hole is pierced, use the lowest hole 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.

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.)

No hoods on hooded sweatshirts are to be worn on school premises. They are not part of the gym uniform nor have they ever been. I request that hoods not be worn in the yard. There is a gang in South Ozone Park whose primary recognition sign is wearing hoods in all temperatures, even above 32 degrees. They are called "The Hood". Wearing hoods gives the signal that gang members are associated with this school and they can come into the schoolyard, even if they do not attend our academy. This is why we request that children wear hats if they are cold in the morning when the weather is above 32 degrees. If sweatshirts are worn outside when the weather is above 32 degrees hoods should not be worn, even if the sweatshirt is worn. Of course, when weather is below 32 degrees all hats and hoods may be worn because then it is appropriate.

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 Seventh Grades
NYS Math	Fourth, Sixth, and Seventh 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 2020

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
23

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 2020

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 and 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.

3.4 Parental Expectation of Adherence to School Policy

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

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

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

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

Section 4- Catholic Identity

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

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

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

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

Section 5- Student Behavior

5.1 – Conduct - See page 7

5.2 School rules – see page 8

5.3 Diocesan Anti-Bullying Policy

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

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

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

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to 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.

5.4 Diocesan Cyber Bullying Policy

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

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

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

5.5 Diocesan Acceptable Use Policy

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

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

Respect One's Self

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

Respect Others

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

Protect One's Self and Others

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

Respect Intellectual Property

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

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

Security of Technology

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no

responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto school/academy property, whether it is lost, stolen, damaged, or confiscated.

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

Administrative Rights (To monitor use of technology)

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

Personal use of Social Media (Teachers, 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.

Section 6- General Procedural Information

6.1 Dress Code

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

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

See page 5

6.1a Dress Down Days

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

- Appropriate length skirt, shorts or dress – no shorter than 3” above the knees
- No torn 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

6.1b Grooming Code

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

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

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate jewelry is allowed. Two bracelets may be worn at a time. 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.

6.2 Attendance Policy

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, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

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

· When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.

· When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.

· Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.

· Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

6.2a Lateness

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

6.3 School Calendar

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

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

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

6.3a) School Hours – see page 4

6.3b) Before Care & After Care – see page 4

6.3c) School Office Hours – 8 to 3 p.m.

6.3d) Early Release Schedule – see page 4

6.4 Releasing of Students

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

6.4a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the academy or

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

6.5 Field Trips

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.

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

6.6 Birthday Policy

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have brought to school or have been provided by the school.

6.7 Lost and Found – located on the first floor

6.8 Responsibility for Valuables

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

Section 6- Transportation

6.1 Bus procedures

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

disregard bus procedures and rules are at risk of losing their access to bus transportation.

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

6.2 Use of Other Vehicles

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

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

Section 7- Student Records

7.1 Change of Address/Phone Number

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

7.2 Educational Records Requests

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

7.3 Authorization to Release Records

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

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court

order, etc.

: Please note health records are the property of the Department of Health.

7.4 Review of a Child's Official Records

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

Section 8- Health and Nutrition

8.1 Medical Requirements

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

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

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

8.2 Administering Medications at School

School nurses may administer over-the counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses

may administer prescription medication that has been prescribed by a physician but must be provided with

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

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

8.2a Administering Epinephrine

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

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

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

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

8.2b Administering Epinephrine on Field Trips

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

8.3 City & State Health Services

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

8.4 Limitations of Physical Activities – see page 14

8.5 Breakfast/Lunch Program – see page 13

Section 9 Parental Obligations

9.1 Parental Involvement

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

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

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

9.2 Fundraising – All families are responsible for raising \$500 (net) in fundraising. Included in this amount is a mandatory purchase of one box of chocolate. Any amount not raised must be paid by May 31, 2021.

9.3 Parent Teacher Association (PTA) - Home Academy Association (HAA)

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

An added responsibility of the Home School Association will be to assist in the fundraising efforts of the academy or parish school. In the school, this is done in coordination with the administration. In an academy, it is done in coordination with the board of directors of the academy. No organization may hold title to accounts nor have

access to funds raised for the academy or parish school. All financial transactions must be approved by the pastor/academy board of directors.

9.4 Volunteering, Chaperoning & Virtus Training

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

· The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.

· The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.

· All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

Section 10- Safety

10.1 Emergency Drills

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

10.2 School Closings

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

10.3 Procedures for Visitors

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

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

10.4 Video Surveillance Cameras

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

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

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

Section 11 Instruction

11.1 Grading Policy – see page 11

11.2 Homework Policy – see page 10

11.3 Protecting Instructional Time

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

11.4 Reporting Student Progress

11.4a 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.

11.4b 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.

11.4c 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.

11.4d TerraNova Testing

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

Section 12-Internet Use

12.1 Option C

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

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

12.2 Communications with Teachers

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any

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

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

Section 13-Finances

13.1 School Tuition Policies

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

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

· Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.

· Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.

· Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.

· A Tuition Assistance Committee will be in place at every school/academy

13.2 Tuition and other fee schedules

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

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

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

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

13.3 Resources for Tuition assistance

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

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: www.futuresineducation.org/scholarships. 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.

13.4 Tuition Assistance Committee

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

· The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.

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

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

13.5 FACTS

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

13.6 Tuition Delinquency

· By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

· Students will not be permitted to attend class at the start of the trimester should any balance be past due.

· No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.

· In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.

· All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

Section 14-Safe Environment

14.1 Reporting Inappropriate Behavior with Children to Principal

14.2 Children reporting to their parents

14.3 Child Lures Prevention Program

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

14.4 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.

14.5 Signs of Suicide (SOS) Prevention Program

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

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

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

Section 15- COVID-19

**All health related policies and procedures have been adopted from the regulations published by the NYC Department of Education in partnership with the NYC Board of Health.*

15.1 Hygiene and Health Requirements

15.1a Face Coverings

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 during outdoor times and while eating.

15.1b Social Distancing

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.

15.2 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.

15.2a Health Screenings

Parents/ legal guardians will be asked to check student temperatures and screen students for symptoms prior to their arrival to school grounds. In the event that parents/ legal guardians are unable to do so, school staff members will be designated to complete health screenings. It is asked that all parents/ legal guardians are vigilant in temperature and symptom screenings for their children for the safety of other students as well as staff members. School staff will also perform random temperature screenings for both students and staff members using no-touch thermometers.

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.

15.3b 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 14 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 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

15.4 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.

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:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

15.3 School Closures

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning as long as it is safe to do so. Academies and parish schools will follow guidance from local Board of Health officials as well as directives from the City of New York to ensure student safety.

Per the New York City Department of Education “In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentages of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above threshold is just one trigger for closing schools but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.”

In the event of positive cases reported within the school community, the following procedures will be followed per NYC Test & Trace Corps and DOHMH Investigations:

<u>Number of Cases</u>	<u>During Investigation (at least 24 hrs)</u>	<u>After Investigation</u>
<u>One confirmed case in a classroom</u>	<u>Close classroom with positive case, transition to remote learning</u>	<u>Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days</u>
<u>At least two cases linked together in school, same classroom</u>	<u>Close classroom with positive cases, transition to remote learning</u>	<u>Classroom remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days</u>
<u>At least two cases linked together in school, different classrooms</u>	<u>Close school building, transition to remote learning</u>	<u>Classroom or each case remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days. Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)</u>
<u>At least two cases linked together by circumstances outside of school</u> <u>(e.g., acquired infection by different setting and source)</u>	<u>Close school building, transition to remote learning</u>	<u>School opens after investigation; Classrooms remain closed for 14 days</u>
<u>At least two cases, not linked but exposure confirmed for each outside of school setting</u>	<u>Close school building, transition to remote learning</u>	<u>School opens after investigation; Classrooms remain closed for 14 days</u>

<u>Link unable to be determined</u>	<u>Close school building, transition to remote learning</u>	<u>Close school for 14 days</u>
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15.4 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.

Addendum to Handbook	37
Assembly & Dismissal.....	4
Attendance.....	31
Attendance Policy.....	34
Consent to Photograph, Film or Videotape a Minor	33
Aquinas.....	15
Books.....	14
Demerit System.....	8-9
Detention	9
Discipline.....	7
Dress Code.....	5
Drug Policy.....	2
Field Trips.....	12
Fire Drills.....	15
Goals.....	2
Graduation.....	16
Home-School Association.....	17
Homework.....	9-10
Honor Roll.....	11
Inappropriate Parent Behavior.....	9
Infractions.....	7
Insurance.....	16
Internet Policy.....	2, 20
Internet Permission Form.....	20, 21
Library.....	14
Lunch.....	13
Medications.....	16
Mission Statement.....	1
Official Drug Policy.....	2
Parent-Teacher Consultations.....	12
Phone calls	12
Physical Education.....	13
Privacy Clause.....	17
Registration and Re-registration.....	2-3
Releasing Pupils.....	12
Report Cards.....	11
Retention.....	16
Scholarships.....	3
School Activities.....	15
School Auditorium.....	4
Testing.....	11
Transportation.....	15
Tuition.....	3
Uniform.....	6

The 2020 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 _____

