

**ST. PATRICK  
CATHOLIC ACADEMY**

*Catholic Education  
at its finest since 1863!*

**PARENT-STUDENT  
HANDBOOK**

**Revised September 1, 2023**

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## DIRECTORY

**Principal: Kathleen Curatolo**  
**Pastor: Fr. Brian Dowd**  
**Board Chairperson: Romeo Petric**

**A full staff directory can be found on our school website.**

## OUR MISSION

The mission of St. Patrick Catholic Academy is to lead by example as Christ did when teaching, learning and serving.

*St. Patrick Catholic Academy admits students of any race, color, religion, nationality or ethnic origin to receive all rights, privileges, programs and activities generally accorded or made available to students at the Academy.*

## CATHOLIC IDENTITY

Nurturing each child's spiritual life is an integral part of the education that students receive at St. Patrick Catholic Academy. Our faculty honors the legacy of the Sisters of St. Dominic, who ministered to the students of St. Patrick School for over 100 years, by continuing to impart their charism of truth, prayer, study, common life, mission and praise in our teaching of our Catholic faith.

Each day at St. Patrick Catholic Academy begins with the faculty and students participating in Morning Prayer at 8:00 a.m. in Bruschi Auditorium led by the pastor. Students pray, sing a religious hymn; say the Pledge of Allegiance and sing a patriotic song. Classes attend the parish Mass every week and participate in First Friday Mass as a school community each month. Special seasonal Liturgies and Prayer Services are planned throughout the academic year to provide students with the opportunity to deepen their appreciation of the value of Holy Sacrifice of the Mass and devotions of our Catholic Faith. During Advent and Lent students are offered the opportunity to receive the Sacrament of Penance, and participate in service projects.

Each Catholic family must be registered in a Catholic parish. Parents, as the first teachers of their children, are partners with our faculty in modeling for our students the importance of becoming active members of the faith community of their parishes by

attending Sunday Mass.

The study of Religion is a requirement for all students in all grades; and Religion is taught school-wide during the first period of the day.

### **SACRAMENTAL PREPARATION**

The Religion Program at St. Patrick Catholic Academy includes the preparation for the Sacraments of Penance and Holy Communion in the Second Grade and Confirmation in the Eighth Grade. The Sacramental Program is coordinated by the Parish School of Religion of St. Patrick Church.

### **EDUCATIONAL PHILOSOPHY**

The intellectual development of students at St. Patrick Catholic Academy is nurtured in a caring and encouraging atmosphere that addresses their individual learning styles. The goal of all instruction at St. Patrick Catholic Academy from Nursery to Grade Eight is to prepare our students to meet the academic requirements of high school and college as well as the challenges of the future. We recognize that today's students must be equipped with the intellectual tools and abilities to meet the demands of an ever-changing world.

**Students at St. Patrick Catholic Academy will learn to: trust in God, become independent, and think critically. We are a “work hard, play hard” school.**

### **SCHOOL/PARENT PARTNERSHIP**

The philosophy of St. Patrick Catholic Academy is fulfilled in partnership with parents/guardians of our students. We recognize and respect that parents are the primary educators of their children. A family's participation in the life of St. Patrick Catholic Academy is two-fold: the student is a member of our academic community and the parent/guardian accepts its programs, rules, and regulations. Administration, faculty and parents work cooperatively to ensure success for our students and spirited support for our Academy.

Parents acknowledge and agree to be respectful of the Academy, its employees, Board of Directors and the Pastor in all the of the parents' contacts regarding the Academy or a student whether in person, writing or through social media.

Failure of a parent to abide by these acknowledgements and agreements may result in the suspension or expulsion of a student from the Academy.

### **HOME ACADEMY ASSOCIATION**

The Home Academy Association of St. Patrick Catholic Academy is the organization that

represents the parents of our student body in the life of our school community. The work of our Home Academy Association is multi-faceted. The Executive Board coordinates fundraising events that foster pride and enthusiasm for St. Patrick Catholic Academy, as well as raise funds.

Mandatory requirements for each family include: an annual membership fee and an annual teacher gift fee. We welcome volunteers and attendance at school spirit and fundraising events.

### **TUITION AND FEES POLICY**

There is a one-time, non-refundable application fee for candidates for acceptance to SPCA. The non-refundable registration fee is paid annually for all students.

Tuition is paid through FACTS, a tuition management company. Tuition is billed in ten monthly installments from July to April. All tuition and fees must be paid in full by April of each school year.

The Activity Fee is per family. The Activity Fee will be used to pay for student in-school activities. For example, on October 6<sup>th</sup> the students will have a laser show at no additional cost to parents since you paid the activity fee. For the Early Childhood Pajamboree and Breakfast with Santa, only parents will pay for breakfast not students! And so on . . . . .

The Supply Fee covers the cost of Religion books, class art supplies and crafts, Scholastic News and novels.

All families must participate in the mandatory candy sale in September.

Distribution of progress reports, report cards, re-registration for the subsequent school year and participation in graduation exercises are dependent upon payment of all tuition and fees.

Situations may occur during the academic year resulting in a family's experiencing difficulty in meeting its tuition obligation. Please contact the principal if this occurs.

### **ACADEMY CALENDAR**

Please see the website for the complete school calendar. New York State Law currently requires a school calendar to provide 177 days of instruction with 3 professional days.

### **SCHOOL HOURS**

1. Fourth Avenue doors open at 7:30 AM. with faculty supervision. **It is strongly suggested that your child(ren) arrive by 7:45 AM to have time to unpack and set up**

**for the school day.**

2. Nursery students enter through the 97<sup>th</sup> Street doors closest to Fourth Avenue.
3. Morning Prayer begins at 8:00 AM.
4. Fourth Avenue doors are closed promptly at 8:00 AM.
5. Students arriving after 8:00 AM must enter via the Office Door across from the green cottage and will be marked late.
6. Visitors must ring the Office doorbell during the school day.
7. The Fourth Avenue doorbell will not be answered at any time during the school day.

Full Day Nursery and Grades Prek to 8

8:00 AM – 3:00 PM

Half Day Nursery

8:00 AM – 11:30 AM

(All Nursery students will be dismissed at 12:00 PM on half days.)

### DISMISSAL

Classes are dismissed as a group by each teacher. Teachers will not release children to anyone other than an adult that the parent/guardian has authorized to pick up the children. The school office must be notified if someone other than a usual caretaker will be picking up your child. Parents of older children who are permitted to walk home unaccompanied by an adult must notify the office.

Nursery                      97<sup>th</sup> Street Doors

Pre-K                        97<sup>th</sup> Street Door

Kindergarten            97<sup>th</sup> Street Door

Grades 1-4                4<sup>th</sup> Avenue Auditorium Doors

Grades 5-8      Exit through the ramp in the auditorium and out to the driveway between the school and the rectory

### EXTENDED DAY PROGRAM

The hours of our Extended Day Program are dismissal to 6:00 PM. Parents may use the Extended Day Program each day or on an occasional basis. We strongly suggest that all parents register their children in the Extended Day Program to provide themselves with the option in case an emergency situation occurs.

The Registration Fee for the Extended Day program is \$35.00. The Extended Day Fee will be set in April for the subsequent school year.

The Extended Day Program ends promptly at 6:00 p.m. Parents habitually arriving after 6:00 p.m. will no longer be able to participate in the Extended Day Program.

Extended Day charges are billed weekly for your convenience. All charges for Extended Day are due upon receipt of the invoice. A late fee will be incurred if you are late picking up your child(ren).

Participation in these programs will be terminated for repeated lateness or non-payment of charges.

## **UNIFORM REQUIREMENTS**

The St. Patrick Catholic Academy uniform is an integral part of our school community identity. The wearing of a school uniform instills in students the importance of dressing appropriately as well as fostering good grooming habits. Parents will be contacted if students are not in proper uniform to bring the correct uniform. Students may not use

Free Dress Down Passes on First Fridays, Holy Days and 8<sup>th</sup> Grade Graduation.

### **FALL/SPRING UNIFORM**

In the fall, this uniform is worn from the first day of school in September until early November. In the spring, this uniform is worn from the beginning of April until the end of the school year. Exact dates will be announced.

#### **NURSERY**

No uniform required.

#### **GIRLS Prek – 8**

Beige uniform shorts or beige uniform pants or beige skirt  
Green uniform golf shirt with school insignia  
White socks  
White sneakers

#### **BOYS Prek –8**

Beige uniform shorts or beige uniform pants  
Green uniform golf shirt with school insignia  
White socks  
White sneakers

### **WINTER UNIFORM**

This uniform is worn from early November until the beginning of April. Exact dates will be announced.

#### **NURSERY**

No uniform required.

#### **GIRLS Prek- 4**

Blackwatch uniform jumper  
White uniform cotton/polyester blouse with Peter Pan collar  
Navy sweater with school insignia optional  
Navy blue knee socks or tights  
Totally black sneakers: No colored stripes or soles  
Or black rubber- soled shoes may be worn  
Navy uniform slacks (optional) – December to March only

#### **GIRLS GRADES 5-8**

Blackwatch uniform kilt ( knee length)  
Green uniform golf shirt with school insignia  
Navy sweater with school insignia optional

Navy blue uniform knee socks or tights  
Totally black sneakers: No colored stripes or soles  
Or black rubber-soled shoes may be worn  
Navy uniform slacks (optional) – December to March only

**BOYS: Prek –8**

Navy blue uniform slacks  
Green uniform golf shirt with school insignia- long or short sleeve  
Navy sweater with school insignia optional  
Navy socks  
Totally black sneakers: No colored stripes or soles  
Or black rubber-soled shoes

**GYM UNIFORM**

SPCA navy t-shirt or current year fundraising t-shirts  
Navy blue uniform shorts  
Navy blue sweatshirt with school insignia  
Navy blue uniform sweatpants

**DRESS CONSIDERATIONS**

Make-up is not appropriate for students.  
Students may wear one pair of non-dangling earrings to prevent injury.  
Be mindful of appropriate outfits on Dress Down Days.  
Sweatshirts sold by HAA may be worn in school.

**ATTENDANCE / HEALTH POLICIES**

Acceptance requirements for students attending St. Patrick Catholic Academy are:

Nursery	Three Years of Age by December 31 <sup>st</sup>	Fully Toilet Trained
Pre-Kindergarten	Four Years of Age by December 31 <sup>st</sup>	
Kindergarten	Five Years of Age by December 31 <sup>st</sup>	

All students must be current on all required immunizations. There are no exceptions.

**ATTENDANCE**

The Attendance Policy of St. Patrick Catholic Academy has been developed in accordance with New York State Education Law. This comprehensive attendance policy upholds the philosophy and mission of St. Patrick Catholic Academy. The objectives of this program ensure the maintenance of records verifying the attendance of all children which establishes a means to provide accountability for all students throughout the school day and to ensure pupil attendance at all scheduled periods of instruction.

It is mandatory that children attend school every day. Absence from school is a detriment to student progress.



Parents are required to inform the school office by 8:30 a.m. to report a student's absence. An email/absent note signed by a parent or guardian is required for all students upon return to school following an absence. The absent note is required in addition to the phone call for the absence to be recorded as a legal absence. Absences of five or more consecutive days require a physician's note. Students may return to school after being fever-free for 48 hours.

### **Illness and Medical Conditions**

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

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

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

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

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

Clearance to Return: In certain instances, the Academy may require medical clearance for the child to return to the Academy. If requested, the medical clearance note must specifically state that the child may return to the Academy and resume all activities including gym and playground. Clearance notes will likely be required for severe illness, including hospitalizations and ER visits, surgical procedures, head injuries, cardiac/respiratory concerns, fractures, sprains, or significant changes in a child's health state which may impact physical activities.

Contagious Illness: To the extent a child has a contagious illness, please notify the Academy as soon as possible so that we may alert others who came in contact with your child. We also may be required to notify the Department of Health. A student with a contagious illness should not arrive for school. This applies even if the parent/guardian has not received confirmation that the child's illness is contagious, but the child is exhibiting signs of a possible communicable disease, such as a suspicious skin rash, suspicious open wounds, redness of the eyes with intense itching/burning and a thick drainage, painful, reddened sore throat, and a constant cough accompanied by other symptoms. Students with a contagious illness should remain home from school until a doctor advises that he or she is no longer contagious and can resume normal activities.

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

Epinephrine: Severe allergic reactions leading to anaphylaxis are a life-threatening and time sensitive medical emergency. Therefore, and in accordance with New York State and City Departments of Health recommendations, Academies will work with local

health providers to receive training on the administration of epinephrine. For more information, see the administering epinephrine policy below.

If a child is at risk of anaphylaxis, the parent/guardian **MUST** notify the school and inform it of the risk. Additionally, the parent/guardian must 1) inform the Academy whether the student can self-administer epinephrine, 2) supply the Academy with two epinephrine devices in its original packaging; and 3) replace the devices when it expires, has been used, or shows any other signs of defect, such as discoloration.

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

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

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

### **Administering Medication**

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

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

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

### **Administering Epinephrine**

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

program.

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

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

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

### **Administering Epinephrine on Field Trips**

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

### **City & State Health Services**

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

### **LATENESS**

Students are required to enter the school building by 8:00 a.m. Once a student enters the building, he or she is not permitted to leave unless signed out and picked up by a parent, guardian or adult authorized by the parent or guardian. Lateness is recorded on the permanent record card. Chronic lateness will require a conference with the student's parent/guardian. Chronic lateness and/or chronic leaving school early will impede students in grades 5-8 from receiving honors.

### **EMERGENCY CONTACT INFORMATION**

Parents are required to submit updated emergency cards each year. Parents will be notified immediately of a student's illness or injury. In such cases, the student will be cared for by the school nurse or a staff member until the parent arrives. If deemed necessary, an ambulance will be called. If the parent has not arrived to accompany the child in the ambulance, a staff member will accompany the child and meet the parent at the hospital.

### **Change of Address or Telephone Number**

Please inform the office immediately of changes. It is imperative that we have accurate information to ensure your child's health and safety.

## **BUILDING SAFETY**

During the pandemic, visitors may not enter the building. Faculty and staff ensure that all doors close securely behind them and do not permit anyone to enter as they leave.

## **LUNCH**

Parents of students in all grades must provide students with a healthy lunch and in Nursery to Kindergarten, a healthy mid-morning snack. Please note the following regulations regarding Lunch:

- No glass bottles are permitted
- Soda and sugary drinks are not permitted

St. Patrick Catholic Academy HAA sponsors a weekly lunch starting at the end of September. Participation is voluntary. Parents will be informed of the weekly cost in September.

St. Patrick Catholic Academy does not permit pizza, McDonald's, etc. parties for birthday celebrations. Birthday policies are set by the homeroom teachers.

## **DISCIPLINE POLICY**

The Discipline Policy at St. Patrick Catholic Academy is in support of our goal to develop in our students respect for others, self-respect, self-discipline and responsible and ethical behavior. We expect behavior and procedures that enable our students to grow in their understanding of self and of their Catholic Christian responsibility to others. Infractions of disciplinary rules are divided into two categories:

Classroom Infractions to be handled by the teachers.

- Gum chewing
- Improper uniform or appearance
- Failure to complete homework, projects or class assignments
- Failure to return signed test papers or notices
- Academic dishonesty: cheating, plagiarism
- Behavioral disruptions

School Policy Violations to be handled by the Principal.

- disrespectful behavior towards a teacher, staff member or parent volunteer
- fighting
- use of inappropriate language or gestures
- inappropriate behavior outside of school property when the student is wearing a St. Patrick Catholic Academy uniform
- possession of drugs, alcohol, tobacco, vape pens, e-cigarettes or weapons

- The Police will always be called in the case of a weapon.
- stealing
- truancy
- forgery
- bullying
- sexual harassment
- misuse of technology/social media
- destruction of school property

## ELECTRONIC DEVICES

### **Cell Phones**

We realize many students carry cell phones to provide a connection to the parent as they travel to and from school. Before entering the school building, cell phones must be turned off. If you need to contact your child, or your child needs to contact you, those calls must be made and received in the office. Students are permitted to carry cell phones on class trips but they must be off so students can follow the directions of the teachers and chaperones.

If a student fails to abide by these requirements, the cell phone will be confiscated and returned only to the parent.

### **iPads**

School iPads are provided to students in Grades K through 5. Students in Grades 6 through 8 bring in their own iPads from home.

### **Social Networking Sites**

The Administration of St. Patrick Catholic Academy strongly advises against allowing your child to participate in internet social networking sites. Ultimately it is a parent's decision. If a parent allows his or her child to participate in these sites, the parent must assume responsibility for this decision.

When a student's personal outside use of a technology causes a disruption to teaching/ learning, harms or interferes in the rights of others in the Academy community or otherwise violates policies stated in this handbook, then the student may be subject to disciplinary measures.

As a 501(C) 3 non-profit, the name of our school, St. Patrick Catholic Academy cannot be used in connection with digital fundraising sites (Ex. *Go Fund Me.*) All school fundraising efforts must be initiated by the Home Academy Association and the Principal.

## ANTI-BULLYING / HARASSMENT 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. 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 is defined as a pattern of intentional harassment/intimidation, hurtful acts (physical, verbal, written, cyber) committed by one or more persons towards another person or persons.

**Reporting Procedures:**

- Student, parent/guardian, other students, academy staff who believe that bullying has occurred should report the incident to the Principal.
- The Principal will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred, the child who bullied will be subject to disciplinary action.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Counseling will be made available 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.

## **DISCIPLINARY MEASURES**

Students will take responsibility for their actions. All disciplinary actions will be fairly determined for all parties involved and age appropriate at the discretion of the principal. Consequences could involve counseling sessions, notification of parents, suspension or expulsion. Suspension occurs when the student is not permitted in the school building. Expulsion is the permanent dismissal of a student from St. Patrick Catholic Academy.

## **ACADEMIC PROGRESS**

The school year is divided into trimesters. Parents receive a Report Card at the end of each trimester in December, March and June. In addition, Progress Reports are distributed in October, the mid-point of the first trimester to review a student's progress to date. In addition, teachers inform parents on a regular basis of students' progress or lack of progress throughout each trimester. Subsequent Progress Reports will only be distributed to students lacking progress in any subject area.

Please visit Class Dojo for Nursery through 3<sup>rd</sup> grade and Google Classroom for 4<sup>th</sup> through 8<sup>th</sup> grade regularly to check postings of assignments, homework and other school information.

## GRADING POLICY FOR GRADES 3-8

Chosen percentages for local grading policy:		
	Range	School's Policy
Tests/Quizzes	50% - 70%	55 %
<b>Classwork/Participation</b>	5% - 30%	25
<b>Homework</b>	5% - 20%	10
<b>Projects/Portfolios</b>	5% - 30%	10

**TOTAL = 100 %**

The rationale for the policy is that tests and classwork genuinely reflect student work.

### Grades

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

The following is an overview of grades at the Academy:

**Nursery, Pre-Kindergarten and Kindergarten will utilize the following grading system to identify progress for each area:**

- 4: Meeting grade level expectations with distinction
- 3: Meeting grade level expectations
- 2: Progressing toward meeting grade level expectations
- 1: Not meeting grade level expectations
- X: Student is receiving this service

**Grades 1 through 8 will utilize the levels included above and alpha/numeric grades as indicated below:**

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

**For social emotional learning/ personal progress and religion report card evaluations.**

- G: Area of Growth
- A: Area of Strength

## ACADEMIC AWARDS

We encourage all students to put forth their best effort in all they do. All academic assessments and measurements are considered to earn academic awards. Students who achieve academic excellence will be recognized with the following awards:

Grades 5 - 8

### PRINCIPAL'S LIST

97% and above in all subjects

4 in personal progress grades, A's in Special Subjects

**No more than 3 absences and 1 lateness in a trimester to receive honors.**

### FIRST HONORS

92% or above in all subjects

3 or 4 in personal progress grades, A's in Special Subjects

**No more than 3 absences and 1 lateness in a trimester to receive honors.**

### SECOND HONORS

88% and above in all subjects

3 or 4 in personal progress grades, A's or B's in Special Subjects

**No more than 3 absences and 1 lateness in a trimester to receive honors.**

**It is strongly suggested that your child(ren) arrive by 7:45 AM to have time to unpack and set up for the school day.**

## PROMOTION POLICY

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

**Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.**

Failure of three or more subjects, New York State Exam scores and i-Ready scores are considered in the decision to retain a student. Possible summer school attendance or retention will be indicated on the Second Trimester Progress Report to alert parents/guardians of this possibility.

## GRADUATION POLICY

Nursery and Prekindergarten CELEBRATE the completion of the school year. Graduation occurs at the end of Kindergarten and Eighth Grade after satisfactorily completing the course of study. The Eighth Grade Valedictorian must be a student at St. Pat's for at least three years. Participation in graduation exercises is dependent upon payment of all tuition and fees.



## TESTING PROGRAM

i-Ready diagnostic assessments are given three times during the school year and digital instructional enrichment/support lessons are completed by the students throughout the year. All mandated New York State ELA & Math tests are administered throughout the year in Grades 4, 6 and 7. Grades 5 & 8 take NYS Science. Grade 8 will take the Algebra I and Living Environment Regents exams in June.

Results of the Diocesan Testing are available at the end of the First Trimester. Parents are informed of their child's achievement on New York State tests as scores become available. Regents scores are available when graded. i-Ready results are sent home with the progress report in October and June.

## NATIONAL JUNIOR HONOR SOCIETY

The traditions and guidelines of the National Junior Honor Society are leadership, service, character, scholarship, and citizenship. Each person has an obligation to use his or her talents, skills, and knowledge for the betterment of others. This is the cornerstone of Honor Society service, projects, and activities.

Membership is open to seventh and eighth graders who have been nominated by the SPCA faculty. The academic requirement set by the National Council is based on a student's scholastic achievement: report cards, i-Ready scores, NYS ELA and Math scores, and exemplary personal progress grades. **All academics count!** Eligible students are considered based on leadership, service, character, and citizenship. Membership is reviewed annually to maintain NJHS standards.

## CHRISTIAN SERVICE

We seek to instill in the children of St. Patrick Catholic Academy the virtues of charity, kindness, and courtesy exemplified in the life of St. Vincent de Paul. All students are members of our Junior St. Vincent de Paul Society. Charitable drives are sponsored throughout the school year in conjunction with the Parish Chapter of the St. Vincent de Paul Society. Christian Service Projects take place during Advent and Lent.

## CLASS TRIPS

Age appropriate field trips are planned by faculty members upon approval of the Academy Principal. When needed, parents invited to volunteer as chaperones must be Virtus trained. Students must have submitted a signed school permission slip to participate.

## EMERGENCY SCHOOL CLOSINGS AND PROCEDURES

Emergency school closings are announced via a SPCA TEXT alert system. If the New York City Public Schools are closed, ALL Catholic schools and academies within the Diocese of Brooklyn are also automatically closed. Please note that the Academy may close school even if the NYC DOE schools remain open. Remote instruction will take place on snow days and in other emergency situations.

### **CRISIS MANGEMENT PLANS**

Closed circuit security cameras are located at all entrances, hallways and stairwells throughout the school building. A security guard is present in the building for 5 days of the week.

Each school in the Diocese of Brooklyn is required to annually update its Crisis Management Plan. This plan outlines procedures for evacuation and lockdowns during an emergency situation. A copy of the plan is sent to the local firehouse and police station.

### **Crisis/Emergency Information**

Should a crisis require evacuation from the school building, the students will be brought to a safe place located on-site at St. Patrick's Church or off-site at Fontbonne Hall Academy and parents/guardians should meet them at that location. The Academy utilizes Parent Alert System to notify parents/guardians directly about the crisis.

### **Acceptable Use Policy for Technology**

#### **Parish Schools and Catholic Academies within the Diocese of Brooklyn**

##### **1. Purpose:**

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

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

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

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources

that follow these guidelines.

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

- **Scope of Use:**

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

- **Definitions of Technology:**

- 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.
- 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.)
- The Diocese of Brooklyn requires all schools and academies to publish the following statement on web portals, in student/parent handbooks, faculty / staff handbooks, agendas, etc.:

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

ACADEMY} community.”

- **Responsibilities of User:**

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

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

As part of this compliance, an Internet Safety Curriculum must be implemented in all schools/academies as of Fall 2018. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. Parish Schools and Catholic Academies within the Diocese of Brooklyn are also required to implement the Diocesan Cyber-Bullying Policy published in the Administrative Manual. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior and protect them from being the victim of such behavior as well. The students, faculty, administrators, staff, and school/academy community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

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

- **Respect One’s Self**
  - Public names should be appropriate
  - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
  - Avoid seeking out and/or viewing inappropriate content
  - Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges
- **Respect Others**
  - Be mindful of comments, posts, photos or any content directed toward or including others
  - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
  - Do not perpetuate inappropriate content by sharing it with or sending it to others

- Warn others of potentially disturbing or harmful content that should be avoided
- **Protect One's Self and Others**
  - Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
  - Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources
- **Respect Intellectual Property**
  - Cite sources when using any content not originally authored by you

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

- **Security of Technology:**

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

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

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

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

- **Technology Use Guidelines:**

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

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

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

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

- Teacher school/academy Class Dojo or Google Classroom
- Teacher school/academy email
- Teacher school/academy phone #
- Teacher created, school/academy approved, educationally focused networking sites

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

c. Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying policy.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school/academy or system employees
- Harm the goodwill and reputation of the school/academy or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use

of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

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

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

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

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

f. **Vandalism**

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

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

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

- **Policy Violations:**

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

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

- **Distance Learning;**

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

- **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, Pearson(Saava) Realize, iReady and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.

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

**NOTE:**

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

**Cyber-Bullying Policy**  
**for**  
**Parish Schools and Catholic Academies within the Diocese of Brooklyn**



### **1. Purpose:**

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

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

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

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

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

- **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
- **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.
- **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
- **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.
- **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).
- **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.
- **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.
- **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar

message

- **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”
- **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
- **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 8<sup>th</sup> grade?” or “Who do you love to hate?”
- **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves
- **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*.
- **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play
- **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.

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

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

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

School/Academy administrators, faculty and staff are responsible to ensure activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent

exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may seem like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something much larger that has been going on.

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

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

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

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

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

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

## **6. Identifying Cyber-Bullying**

It is important to understand that not all undesirable interactions on the internet are cyber-bullying. By definition, bullying is a recurring behavior. Repeated attacks through email, forum posts, instant or text messages or the like constitute cyber-bullying. A single incident, while not condoned or accepted, is not cyber-bullying; unless it is ultimately deemed to be the first in a string of attacks. The instant transfer and duplicative nature of digital mediums expands the threat of cyber-bullying and must be considered in its identification. If an act deemed to be inappropriate is conducted even once, but is that shared and transmitted repeatedly over a digital medium, that act crosses into a case of cyber-bullying even if it was the first/only occurrence and must be handled as such.

## **7. Policy Violations:**

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

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

## **FACTS FAMILY PORTAL**

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

## **CUSTODY & GUARDIANSHIP ORDER**

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

## **VIDEO SURVEILLANCE & PHOTOGRAPHS**

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

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement. Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

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

## **SAFE ENVIRONMENT**

### **Child Lures Prevention Program**

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

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

### **Child Abuse Laws**

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

## **Confidentiality**

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

## **Sexual Harassment**

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

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

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

## **Child Reporting Abuse to Parents**

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

## **SIGNS OF SUICIDE (SOS) PREVENTION PROGRAM**

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

- Decrease suicide and suicide attempts by increasing student knowledge and

- adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health
- Raise of awareness of self-harm behaviors, such as cutting and burning

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

### **RECORDS**

- **Change of Information**

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

- **Educational Records Request**

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

- **Authorization to Release Records**

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

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

- **Review of a Child's Official Records**

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

### **PROGRAM FOR THE DEVELOPMENT OF HUMAN POTENTIAL (PDHP)**

PDHP, the Program for the Development of Human Potential, operates under the auspices of the Department of Education, Diocese of Brooklyn. It is funded primarily by the NYS Office of Alcoholism and Substance Abuse Services and other state and federal grants. PDHP provides alcohol, substance abuse and gambling prevention services to the Catholic elementary and high schools in Brooklyn and Queens.

It provides:

- educational presentations to students utilizing evidence-based curricula
- discussion groups led by teacher facilitators
- counseling
- assessments
- family therapy in our two field offices
- referrals to community mental health clinics
- faculty and parent workshops
- crisis counseling to the schools

## **St. Patrick Catholic Academy Parent/Student Signature Page**

### **FOR PARENTS/GUARDIANS**

I acknowledge that I have received and read the Parent-Student Handbook and all subsequent forms ("Handbook"). I have read and understood the contents of this Handbook, and will act in accord with these policies and procedures. I have explained the contents of this Handbook to my child. I agree that I am responsible for my child's adherence to the policies in this Handbook. I understand that this Handbook supersedes any other previously issued handbook and personnel manual and that all previous versions are hereby revoked. I understand that the Academy reserves the right to add, amend, modify, or discontinue any of the policies and procedures as set forth in the Handbook at any time, with or without notice. Policies relating to the COVID-19 virus, where applicable, may be provided as part of a supplement to this Handbook.



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Parent's Signature

Date

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Print Name

Name of Child(ren) & Grades : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR STUDENTS IN GRADES 6-8

I have read the Parent-Student Handbook, have discussed its contents with my parent/  
guardian, and agree to abide by all its terms.

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Student's Signature

Date

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Print Name

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Student's Signature

Date

---

Print Name

## **Acknowledgment of Acceptable Use Policy Signature Page**

### **Parent/Guardian**

As the parent/guardian of a student at the Academy, I have read the Acceptable Use policy and agree to abide by its terms. I understand that computer and internet access at the Academy is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold the Academy responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

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Parent's Signature

Date

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Print Name

Name of Child(ren) & Grades : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR STUDENTS IN GRADES 6-8

I have read the Parent-Student Handbook, have discussed its contents with my parent/  
guardian, and agree to abide by all its terms.

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Student's Signature

Date

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Print Name

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Student's Signature

Date

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Print Name