

Parent/Student Handbook

Parent-Student Handbook 2023-2024

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Saint Luke School

16-01 150th Place

Whitestone, NY 11357

WELCOME LETTER FROM THE PRINCIPAL

Dear Parents, Guardians and Students,

Welcome to Saint Luke School and the 2023-2024 school year! We are pleased to provide you and your family with a faculty and staff dedicated to the highest standard of Catholic education and care of your children.

As parents of children enrolled in our parish school, you also serve as a **partner** in education. As partners, parents, faculty and staff will work together to ensure the academic, social, spiritual, and emotional growth of your children while they attend our school. I welcome working with you to ensure the success of your child and all the students at Saint Luke.

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

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

At the end of this handbook are various documents for you to review and sign, as well as an Acknowledgement of Receipt of this handbook. Please sign and return all these documents by September 15, 2023.

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

Sincerely,

Mrs. Jan Brunswick, Principal

DIRECTORY

Administrators: Mrs. Jan Brunswick, Principal jbrunswick@slswhitestone.org

Mrs. Linda Mezie, Assistant Principal
lmezie@slswhitestone.org

Teachers: All teachers' emails are first initial, last name followed by
@slswhitestone.org

Parish Pastor: Fr. John Costello

School Secretary: Mrs. Lisa Reyes lreyes@slswhitestone.org

Tuition Secretary/Bookkeeper: Mrs. Joan Bateman
jbateman@slswhitestone.org

PARISH SCHOOL OVERVIEW

Mission Statement

As a Christ-centered environment, the mission of Saint Luke School is to guide its learners and educators in a safe, supportive, and nurturing atmosphere, while being faithful to the Gospel. We empower our SLS community to achieve their personal best; spiritually, emotionally, academically, socially, and physically. We instill this through our Christian witness, our outstanding curriculum, and by embracing opportunities to serve in our school, our parish, and our community.

Our Vision

Our vision is to nurture our community to develop and sustain their relationship with God, who is Father, Son, and Holy Spirit. Together we will continue to live the core values of the school; respect, kindness, and personal best, both now and for generations to come. We strive to empower our Saint Luke community to acquire, demonstrate, and value knowledge and skills that will support them as lifelong learners.

History of the Parish School

In 1910, four Dominican sisters and a lay teacher opened Saint Luke School in the basement of the church. The first year the registration was 120 children in grades one through six, led by Sister Anatolia. The first graduating class of 1913 had thirteen students. On October 29, 1916, a brand-new school building was dedicated at a ceremony officiated by Bishop Charles McDonnell. By the 1950s, the school grew to one of the three largest Catholic elementary schools in the Diocese of Brooklyn, with a student body of more than 2,500 students.

For 100+ years, St. Luke School has remained dedicated to nurturing the growth and development of the whole student: intellectually, spiritually, emotionally, and physically. Our mission is to continue to acknowledge our obligation to guide our

children in the manner called for by Christ in His Gospel, educating the whole person; body, mind and spirit, for his/her eternal community.

Saint Luke school now boasts an enrollment of approximately 340 students, beginning with Terrific Twos, our vibrant program for two year olds and continuing to Eighth Grade. We are proud to say we have over a 90% retention rate, which is a testament to the outstanding academic and Catholic education that students receive. We are also very proud of our dedicated and nurturing faculty of over 30 teachers and support staff who go above and beyond to ensure the success of each student.

Over the past several years, Saint Luke School has made numerous changes and began initiatives to keep up with the changing times and population. These initiatives include:

- Updated Science Lab
- Morning extra help sessions with teachers
- Improved Wi-Fi and class sets of Chromebooks and Kindles
- Reading Specialist to provide support to our students
- Improved Art, Music, and Library program including a digital library
- Google classroom used in Grades N-8
- Special Education services including SETSS, OT, Speech, and Guidance
- Varied enrichment and after school programs which can include Robotics, Chess, Band, Yoga, and Cooking
- Updated playground
- Spanish taught in Grades Pre-K-8
- Vibrant parent organization (SLPO)
- Early morning and after care
- Family events (Family Reading Night, Happy Birthday Jesus Breakfast, Family Fitness Day)
- Parent visiting days
- TAC (Technology Across the Curriculum) course for Grades 6-8
- School newspaper
- Artist of the Week and Students of the Month featured
- Regents courses offered for Grade 8

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.

I. PURPOSE OF THIS HANDBOOK

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

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

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

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

II. CATHOLIC IDENTITY

A. 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

B. Adherence to Catholic Doctrine

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

C. Inclusion of All Other Faiths

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

III. ACADEMICS

A. Academic Expectations

The Parish School expects its students to perform to the best of their ability. Teachers evaluate students' progress on a regular basis with quizzes, tests, homework, presentations, participation, behavior in the classroom, and preparedness. After a test is graded, it will most often be sent home for a parent/guardian to review. In addition, test and other performance grades are posted to the FACTS SIS.

B. Curriculum & Assessments

NYS Testing

Students in grades 4, 5, 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, Math, and Science 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.

C. Religious Education

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

D. Homework

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

ALL students are expected to read independently for an allotted amount of time per day (or, in the case of lower grades, to be read to). Additionally, the time allotments for other homework, not including reading, will be given by the individual teacher. Please keep in mind that each child works at a different pace and the time frame for completing homework for one student may be different than that for another. Homework must be done at home and may not be done at school, with the exception of students who attend the After-School program.

E. 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. Teachers provide an overview of grades at the Parish School during the Meet the Teacher conference. In addition, this information is listed on each teacher's Google Classroom page.

F. Make-Up Work

Students are expected to make up any missing assignments in a timely fashion as determined by the teacher.

G. Protecting Instructional Time

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

H. Progress Reports & Report Card Schedule

Parents will receive report cards three times a year, at the end of each trimester. Parents 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 and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

Academic Awards

Students who meet both the academic and behavioral expectations, are eligible for academic awards. As a faith based school, our behavioral standards and expectations are held to just as high of a standard as our academic requirements. The expectation is that all of our students will work to their fullest potential as well as adhere to our behavioral policies, including respect for oneself and others. Therefore, the above criteria will be strictly enforced. In Grades 6-8, where the demerit system is enforced, conduct as well as the number of demerits received, can impact the students receiving Principal's List or other academic awards. Receiving four or more demerits in one trimester (Grades 6-8) or having numerous behavioral infractions (Grades 4 and 5) will result in the student not receiving the Principal's or other Awards for that period.

Awards: Grades 4-8

Principal's Award (each trimester):

Any child in Grades 4-8 who has attained an overall grade average of 95% or above (not including Spanish) and has **NOT** received a 1 in a special subject or personal progress/conduct in a trimester is eligible to receive this award. Students must also achieve a 90% and above in Spanish. For Grades 6-8, any student who received more than 4 demerits in the trimester or who was suspended, is not eligible for this award.

June Awards: Grades 4-8

Outstanding Achievement (June only):

Awarded to any child in Grades 4-8 who has attained an overall average of 95% or above in all major subject areas (not including Spanish). This award is based on each subject's year average. Any child who has **NOT** received a 1 in a special subject or personal progress/conduct is eligible to receive this award. Students must also achieve a 90% and above in Spanish. For Grades 6-8, any student who received more than 4 demerits in any trimester or who was suspended in any trimester, is not eligible for this award.

Honor Roll (June only):

Awarded to any child in Grades 4-8 who has attained an overall average of 90% or above in all major subject areas (not including Spanish). This award is based on each subject's year average. Any child who has **NOT** received a 1 in a special subject

or personal progress/conduct is eligible to receive this award. Students must also achieve a 90% and above in Spanish. For Grades 6-8, any student who received more than 4 demerits in any trimester or who was suspended in any trimester, is not eligible for this award.

I. 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.

J. Admission Policies

Roman Catholic schools in the Diocese of Brooklyn base their educational purpose and all their activities on the Christian teaching of the essential quality of all persons as rooted in God's love. The process for admission to the Parish School is as follows: parents/guardians must complete the Parish School application form and provide all required documents. If necessary, an interview will be held. Following an interview (if held) and evaluation of the materials, the parent/guardian will be notified about whether the Parish School is offering the child a position.

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

K. Transfers and Withdrawals

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

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

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

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

L. Recommendation for Next Grade Level

The Parish School takes the decision whether to promote or retain a student extremely seriously. Sometimes, however, testing, diagnosis and actual performance may indicate that a student cannot follow the school's complete course of study. In accordance with NYS Education Law, assessment and performance of a student who

is being considered for retention, will require that teachers discuss the possibility with the principal. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal. Certain criteria the principal and teachers may take into account as they consider a recommendation for retention include; that the student has failed more than one major subject and/or has not demonstrated acceptable progress toward mastery of standards, including failure to complete assignments, or repeated low scores in several areas on a report card. Excessive absences may also prevent a student from being promoted.

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

M. Graduation

At the discretion of the Principal, the Parish School has the right not to certify a student's graduation or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract, such as failure to meet financial obligations, excessive absences, infractions against the school's code of conduct, anti-bullying policy or violations of the policies of the Parish School and those set forth in this Handbook.

N. Distance Learning

Remote learning is not available at this time.

O. Extracurricular Activities

The Parish School offers various extracurricular activities. Similar to the After-School program, students are expected to follow school policy while engaged in any extracurricular activity. Participation in these activities is a privilege, and students are expected to fulfill their obligations in the classroom as a priority to any extracurricular activity. Failure or difficulty meeting academic or behavioral requirements will result in a student's suspension or dismissal from the activity. The Principal makes the final determination as to participation in an extra-curricular activity. When participating in extracurricular activities, including sports or otherwise, students must at all times demonstrate Catholic values. It is expected that students, coaches and fans display respect, civility and responsibility during all events, contests, and/or practices. Students who do not abide by the Parish School's policies will lose the opportunity to participate in any extracurricular activity.

P. Recess

Daily recess will be provided on most days. If weather permits, the students will attend recess on the school playground. If not, the school gym, recess room, or a classroom will be used, when available. If a student has any physical limitation which may affect his or her ability to engage in all recess activities, the Parish School must be notified.

Q. Summer School

In accordance with NYS Education Guidelines a student in grades 2-8 who has received a final failing grade in mathematics or language arts will be required to attend mandatory summer school in the low performing content areas. Summer school may also be recommended due to poor performance on standardized tests or in the classroom. Excessive absences during the school year may result in the child being required to attend summer school. The final determination as to whether a student must attend summer school rests with the Principal. Summer school options include non-Title 1 services, NYC DOE summer program, Catholic school summer school programs, and private tutoring for a pre-determined, required number of hours. In cases in which tutoring is allowed for the remediation, it must be provided by a qualified teacher and approved in advance by the principal. The summer school report

card must be submitted to the principal before September 1. Failure to attend summer school when required will result in retention at the same grade level or discharge of the student. It is the parent/guardian's responsibility to provide documentation that summer school has been successfully completed.

IV. GENERAL INFORMATION

V. Parish School Calendar and Hours

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

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

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the Parish School will be closed. Schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar. The Academic calendar can be found on the Parish School's website. To the extent any changes are made, the website will be updated.

B. School Hours

School hours for K-8 are from 8 am to 3 pm, with the exception of early dismissal days, which conclude at 12 pm. Nursery and Pre-K students are dismissed separately, a few minutes prior to the other grades.

C. School Office Hours

During the school year, the school office is open from 7:30 am until 3:30 pm, Monday through Friday.

D. Early Release Schedule – (Half Day)

Dismissal on half days is at 12 pm.

E. Before/After School Program

The Parish School offers a Before and After-School program. This occurs daily from 7-8 am (Before Care) and from 3 pm until 6 pm (Aftercare). Both programs are an extension of the school day, and students are expected to follow all Parish School policies and procedures during the programs. Teachers and staff working during Before and After School may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents/guardians are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent/guardian or a person previously specified **in writing** by the parent/guardian. Before and After school program fees are expected to be paid in full via the FACTS portal. Past due balances will result in a student not being allowed to participate in the program and/or report cards being withheld until the account is brought up to date.

F. Attendance

The Parish School has developed our attendance policy in accordance with New York State Education Law. This comprehensive attendance policy will help us uphold the philosophy and mission statement of our Parish School. 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 as well as to the Diocese.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office as well as to the Diocese.
- 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 as well as the Diocese and often, child protective service agencies.

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

G. Lateness

Any student who arrives after 8:10 am will be marked late.

H. Arrival and Dismissal Policy

Early arrival begins at 7 am. Parents/guardians are to drop their children off at the main doors with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Parish School present. We strongly encourage parents/guardians to drop their children off at early arrival time, as the additional time gives students more time to prepare for the day and socialize with their peers. For safety reasons parents/guardians and visitors are required to sign in at the security desk. At the end of the school day, the students will be dismissed from the three front entrances on 150th Place.

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

Students who proceed home on their own, either by walking, bicycle, or otherwise, must do so as safely and directly as possible and submit written authorization signed by the parent/guardian to the Parish School. They must obey all traffic and trespassing laws and cross at designated crosswalks. Students in grades Nursery-Grade 5 will not be permitted to travel home from the Parish School without a parent, guardian or other authorized adult or another pre-arranged travel accommodation (such as a school bus). In the case of a younger student traveling home with an older student, such as an older sibling, the Parish School must receive written authorization from a

parent/guardian. The Parish School reserves the right to not release the student(s) to travel home on their own, either by walking or otherwise, if it deems that is not in the best interest of the students.

I. Early Release

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

J. Use of School Grounds

Unless students are formally registered for before or after school programs, including Parish School extracurricular activities, the school does not have staff available to supervise students present on the school grounds outside the general school hours. In addition, students and parents should refrain from playing/loitering/walking on school property or on the neighboring properties.

K. Dress Code

The purpose of a uniform is a means of consistency and neatness 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. Any form of dress considered by the administration or staff to be distracting or disruptive in appearance and/or detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean and neat. No ripped, torn, or defaced item may be worn. **A visual check of uniforms will be performed each morning by the teachers. Violations of the uniform code are taken seriously.** If a child is not properly dressed, a demerit may be issued to the student (Grades 6-8) and/or a parent may be called to bring a change of clothes/uniform.

WINTER/FALL UNIFORM

GIRLS:

Nursery, Pre-Kindergarten and Kindergarten

- SLS blue or white short or long sleeved polo (Kindergarten), SLS yellow t-shirt (Nursery) or red t-shirt (Pre-K) and sweatpants (SLS shorts may be worn from 5/1 to 10/31)
- White socks
- Sneakers

Grades 1-5

- Jumper
- White or blue short/long sleeve polo with SLS logo **OR** white short/long sleeve open collar blouse
- Navy blue knee socks/opaque tights

- Navy uniform pants (**not leggings**) may be worn in cold weather
- If necessary, a navy sweater or SLS hoodie ONLY
- Black, rubber sole lace-up or buckle (Mary Jane) shoe, maximum 2" heel

Grades 6-8

- Skirt (maximum length 2" above the knee)
- White or blue short/long sleeve polo with SLS logo **OR** white short/long sleeve open collar blouse
- Navy sweater vest
- Navy blue knee socks/opaque tights
- Navy uniform pants (**not leggings**) may be worn in cold weather.
- If necessary, navy sweater or SLS hoodie ONLY
- Black, rubber sole lace-up shoe, maximum 2" heel.

BOYS:

Nursery, Pre-Kindergarten and Kindergarten

- SLS blue or white short or long sleeved polo(Kindergarten), SLS yellow t-shirt (Nursery), SLS red t-shirt (Pre-K) and sweatpants (SLS shorts may be worn from 5/1 to 10/31)
- white socks
- sneakers

Grades 1-8

- Navy uniform slacks
- Short or long sleeve white or blue polo with SLS logo
- If necessary, navy sweater/sweater vest or SLS hoodie ONLY
- Navy blue, black or white socks - 'no show' socks are not permitted
- Black, rubber sole/lace-up shoe, or all black sneaker

BOYS AND GIRLS SUMMER UNIFORM

Optional from May 1-October 31

Grades 1-8 Girls and Boys

- Navy uniform knee length shorts (boys)
- Navy skort (girls)

- Short sleeve blue or white SLS polo with school logo
- Navy blue or white crew socks/knee socks - 'no show' socks are not permitted
- Black, rubber sole/lace-up shoe, or all black sneaker

NOT PERMITTED

- Sweatshirts (other than school issued) or High school sweatshirts by 8th grade only
- Boots or shoes with platform soles
- No show socks
- Makeup (including eyeshadow, eyeliner, mascara, and lip gloss)
- Colored nail polish
- Fingernails longer than average length
- Acrylic Nails or Tips
- Hanging earrings
- “Fad” haircuts, shaved hair designs, hairstyles, accessories, or unnatural hair colors
- Jewelry (see exceptions below) *
- Facial hair (mustache, beard)
- Boys are not permitted to wear earrings
- Boys' hair should not be below the collar
- Watches (smart watches are also not permitted)

ACCEPTABLE JEWELRY

- *Girls only - small post earrings (one per ear).
- *Boys and Girls - a watch and a religious medal or cross on a thin chain may be worn.

Physical Education Uniforms - Grades PK-8

There are two required Physical Education uniforms:

1. Shorts and T-Shirt with logo of school, white socks and sneakers.

2. Sweat suit with logo of school and sneakers.

Gym sneakers must be lace-up or velcro. NO slip-on, backless, or platform shoes allowed.

** Uniform info and a link to the supplier (Flynn O'Hara) can also be found on the website under the "Admissions" tab

and the "Parents" tab

L. Grooming Code

- Hair must be a natural color, clean, neatly combed, not totally covering the ears or eyes. **Hair must be a natural color. Streaking and highlighting are permitted, provided they are natural in color.**
- Facial hair is not permitted

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

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

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

M. 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, ripped, or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No inappropriate 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 (unless a long shirt is worn with it) or skinny jeans
- *** Parents will be called to drop off appropriate clothing if a child attends school inappropriately dressed.

N.U.T Cards (No Uniform Today) /Dress Down Days

N.U.T. cards may be issued throughout the school year for various reasons. The same rules apply when using a NUT cards as to scheduled dress down days. Non-complying students will notify parents to bring the regular school uniform or a change of appropriate clothes. All N.U.T. cards must be used by date indicated on card and may not be used on First Fridays or days when the class is attending Mass.

N. 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 on Volunteering, Chaperoning & VIRTUS training for further information about this process.

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

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

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

O. Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the Parish School. Students who damage, lose, or deface Parish School property shall be required to pay for the damage or loss. Desks and any other area on Parish School property where students store items are Parish School property and subject to searches by school authorities to protect the safety of all.

P. Books and Supplies

All assigned books must be properly covered. Contact paper is NOT to be used to cover any books obtained under the New York State textbook loan. Books that are not part of this loan and are soft-covered should be covered in contact paper. Each child is responsible for keeping his or her books in good condition. Books that are lost or defaced become the liability of the student and his or her parents. Students are responsible for providing supplemental materials listed on the yearly supply list for use in the classroom. Teachers will provide specific information regarding labeling books.

Q. Telephone Use to Call Parent/Guardian

If a parent/guardian needs to reach a student, he or she must call the Main Office at 718-746-3833. **Under no circumstances should a parent/guardian or child call or text each other during school hours from a cell phone or laptop.**

R. Personal Property

The Parish School is 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 iPads, tablets, phones, etc.

S. Announcements

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

T. Fliers and Informational Brochures

Students may, upon approval by the Principal, distribute, at reasonable times and places, unofficial material, including petitions, buttons, or other insignia. However, all such material must be in accordance with the teachings of the Roman Catholic Church. Failure to comply will result in confiscation of the material and possibly disciplinary action. Further, any such material may not be obscene, libelous, contain indecent or vulgar language or content, advertise a product not permitted to minors by law, constitute insulting or fighting words the purpose of which is to injure or harass other people, or present a high likelihood of causing a disruption at the Parish School. Further, parents/guardians may not distribute, either through their child or otherwise, any unofficial material.

V. STUDENT EXPECTATIONS AND BEHAVIOR

A. Student Behavior and Code of Conduct

The Parish School Student Code of Conduct is as follows:

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

B. 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.

C. Anti-Cyber Bullying Policy

In accordance with New York State Law on Cyber-Bullying, inappropriate, defamatory, or content found to be injurious to a Parish School community member may result in disciplinary action, even if done outside of Parish School premises or using devices not owned or controlled by the 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 Parish School principal:

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

D. 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.

E. Impermissible Items

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

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

The presence of any of these items can lead to disciplinary action, up to and including suspension. The presence of alcohol, drugs, or weapons is a criminal offense and the police will be notified.

F. Discipline Policy

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

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

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

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

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

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

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

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

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

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

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

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

G. Respect for Life

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

VI. EXPECTATIONS AND OBLIGATIONS OF PARENTS/GUARDIANS

A. 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. 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 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 Parish School community. Failure of parents to act in a manner compatible with the values of the Parish School may result in student dismissal.

B. Proximate Preparation for the Reception of Sacraments

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

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

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

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

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

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

THOSE TO BE CONFIRMED

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

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

the baptismal promises.

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

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

SPONSORS

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

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

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

What this means:

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

Session One (3 hrs)

Preparation of the Candidates

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

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

Sacrament of Penance: It is important for the Reception of First Penance, First Holy Communion, and Confirmation that the candidates be “properly disposed” (**Canon**

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

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

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

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

What this means:

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

Session Two (3 hrs)

The Liturgical Calendar and Advent Season

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

coming of the Messiah. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Celebrating Christmas

Advent is the period of preparation and waiting for the coming of the Lord. It begins the fourth Sunday before Christmas and it lasts until the 24th of December. As in many other Christian churches, Advent is observed in Catholicism too and is related to a range of preparatory Christmas practices. Some of them are to make an Advent wreath, to keep an Advent calendar and pray a daily devotional, as well as to set up Christmas decorations and erect a Christmas tree. Christmas is an extraordinary event for the Catholic Church. It signifies the birth of the savior who is coming (in flesh) to meet people in the world. The Catholic Church designates the four weeks preceding Christmas as Advent. It is a preparatory period of a major event where the Lord is coming as a King and Savior. According to the Catholic tradition, Christmas is not a one-day celebration, but it is a longer festive period that can last up to 22 days. It is also connected to other holidays that are celebrated in the winter period of the year.

What this means:

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

Session Three (3 hrs)

The Liturgical Seasons of Lent/Easter/Pentecost

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

Lenten Devotions

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

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

Holy Week

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

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

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

What this means:

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

Session Four (1 1/2hrs)

Sacraments and Family Life

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

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

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

Receiving the Sacraments

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

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

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

Sacramentals

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

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

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

Living the Faith

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

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

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

What this means:

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

Session 5 (1 1/2hrs)

The Celebration of the Sacraments

This fifth (final) Session should take place on a **weeknight** before the ritual celebration of the sacraments. The presentation highlights the nature of the particular sacrament to be celebrated. The intention of the Session is to present a liturgical/spiritual understanding of the particular ritual, explain the flow of the ceremony, and present cultural elements of Eucharistic celebration that may be

particular to the Diocese or parish, i.e., presentation of candidates, style of clothing acceptable for participants, and specific elements of conduct that are allowed.

The Celebration of the Christian Mystery:

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

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

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

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

What this means:

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

C. Parental Communication

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

A parent/guardian may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, and never in a hallway, on the street, or another public place. A parent/guardian who is refused such a meeting should notify

the Principal. If a parent/guardian seeks to meet with the Principal, he or she must contact the Main Office to set up an appointment.

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

- Email, SMS, phone messages and posts through the FACTS Family Portal
- School Website and Social Media
- Weekly Parent Update (sent via FACTS each Friday)
- The Parish School website can be found here: slswhitestone.org This website does not require a login and is accessible to the public. Various announcements may be made on the school website, such as emergency school closing, snow days, and other important information. The website will also contain various resources, such as the academic calendar.

Information Sent Home with the Children: Occasionally, teachers or administration at the Parish School will send hard copy information home with your children. Please check your child's backpack *daily* to check for any information sent home by the Parish School. School notices are available online via the Family E-envelope section of the school website. It is the responsibility of each school family to view postings. New posts are added on Tuesdays and Fridays. Any organization wishing to send something home through the e-envelope system must have the information in the school office a week before posting. **All communications must be approved by the principal.** Please be sure that your email address stays current with the school office.

D. Home School Association (SLPO)

Every 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. SLPO meetings will be held a minimum of three times per year.

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

E. Homework

As a partner in education, parents' role in homework is vital. Parents/guardians or another caretaker should remain available to assist students with homework and ensure that all homework is completed.

F. Fundraising

Fundraising activities are beneficial to the Parish School and are often a quality way to involve students in furthering their school community. Any fundraising program should have the approval of the principal, and should be organized and executed so that the Parish School program is not interrupted. Families are asked to participate in as many fundraisers as possible. Tuition does not cover the cost of a Catholic education, therefore, fundraisers are an essential part of maintaining a Catholic school.

G. 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

H. Custody and Guardianship Orders

Parents must provide accurate custodial information to be kept on file at the 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 Parish School 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 Parish School 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.**

I. Contacts with Media

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

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

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. **If a parent/guardian chooses to exclude their child, the parent/guardian must provide written notification to the Main Office.** Parents/guardians who do not object must fill out the media authorization release form, attached at the end of this Handbook. Please be advised that, if a parent/guardian does not fill out this form, the child may be excluded from certain

group photographs or otherwise taken in connection with the school day or other Parish School functions.

VII. HEALTH AND WELLNESS

A. 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 Parish School. Any exemptions to the immunization requirements must be approved by the 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 and Pre-K; Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

Health Services

School Nurse

The New York City Department of Health, if the City budget allows, provides a school nurse for public and non-public schools. It is the nurse's responsibility to maintain all health records. He/she is available to assess unexpected illness and injuries and make appropriate referrals. The City of New York, Department of Health and Department of Education prohibit the unauthorized distribution of medication, including aspirin, to students. The School Nurse will supervise the administration of parent/physician authorized medication to students (only written authorization is valid).

B. Illness and Medical Conditions

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

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

- **Keep your child home if they are sick**
- **Practice good hand hygiene (wash hands)**
- **Practice good respiratory hygiene (cover coughs and sneezes)**

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

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

Clearance to Return: In certain instances, the Parish School may require medical clearance for the child to return to the Parish School. If requested, the medical clearance note must specifically state that the child may return to the Parish School 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 Parish School 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.

Contagious Illness: To the extent a child has a contagious illness, please notify the Parish School 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, schools 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 Parish School whether the student can self-administer epinephrine, 2) supply the Parish School 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 Parish School 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 Parish School 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 Parish School 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.

C. 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 Parish School reserves the right to call 911 in any case of a medical emergency.

D. Administering Epinephrine

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The 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 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.

E. 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.

F. 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.

G. Accommodations

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

H. Emergency Services in the Event of a Serious Injury

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

I. Limitations of Physical Activity

Students at the Parish School will be enrolled in physical education classes. To the extent a student has a physical disability or issue which may impair his or her ability to engage in the class, or which may make the class unsafe, the parents/guardians must notify the Parish School at the beginning of the school year or as soon as the issue arises. A written doctor's recommendation may be required. Further, a student will be required to attend the physical education class for the instructional component and observation, and to complete an alternative assignment or to complete missed activities when physically able to participate.

J. Counseling Services

A part time guidance counselor is provided by PDHP (Program for the Development of Human Potential). Referrals may be made by a teacher, parent, or the principal. The school may request that a child be seen by the counselor up to three times without parental consent. The counselor is always in communication with parents regarding any visits. The counselor may also provide referrals to outside resources.

K. Wellness Policy

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

L. Breakfast/Lunch Program

The school provides an optional hot lunch for all students in Grades K-8 from a local vendor. Parents may choose to order lunch for their child on a monthly basis, for any number of days. Fees are separate and must be paid in advance. Leftovers may not be brought home and refunds are not issued for absences. Students may also bring lunch from home. Please ensure that your child has healthy options that he/she enjoys. If lunch is forgotten, the school will provide crackers or cereal. There are no facilities for heating food. During lunch, whether in the classroom or, if the case may be, a lunchroom, each child is expected to remain in his or her seat until dismissed. Each child is also responsible for keeping his or her area clean. Respect and obedience are to be shown at all times to those who are supervising lunch.

M. Accident Policy

If a student is seriously injured, the parent/guardian will be notified by the Parish School as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student. If an accident results in a medical condition/injury, the Parish School is authorized to render reasonable first aid if such direct medical assistance would, in the opinion and judgment of the Parish School, minimize the severity of the student or injured person's condition. The Parish School may secure a professional diagnosis and/or treatment if such action, in the opinion and judgment of the Parish School, appears to be reasonably warranted. The Parish School, its staff, and the Parish School officials shall be held harmless from any liability, costs or expenses associated with any treatment of first aid provided (including, but not limited to the cost of transportation), and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents.

VIII. TECHNOLOGY

A. 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 Parish School 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 Catholic 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 Parish School 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/Parish School property, whether it is lost, stolen, damaged, or confiscated.

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

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

Administrative Rights (To monitor use of technology)

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

Personal use of Social Media (Teachers, Students)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, Tik Tok, 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. The Parish School reserves the right to take disciplinary action for activity that occurs on social media or otherwise on the internet, if deemed, in the sole discretion of the Parish School, in the best interest of the Parish School.

Parents/guardians for all students must sign this Acceptable Use Policy which effectively gives permission for their child to use the internet and the Parish School's technology resources for educational purposes and also understands and accepts the Parish School's guidelines.

The acknowledgement of the Acceptable Use Policy to be signed by parents/guardians and, where applicable, students, is attached to the end of this Handbook.

B. FACTS Family Portal

The FACTS Family Portal will be your one-stop destination to view student academic information, school announcements, school calendar and your FACTS payment plan and incidental billing information. You will conveniently be able to access all this information in one centralized location, eliminating the need for multiple log-ins. Once the FACTS Family Portal is set up your child(ren) 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.

C. Communications with Teachers

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

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

D. Electronic Devices

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

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

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

E. Parent/Guardian Monitoring of Child's Non-School Devices

Today more than ever young individuals need guidance from their parents to help navigate the technological world, create boundaries, and filter out inappropriate content. There are multiple consumer products, including some at no cost, which parents/guardians can secure for monitoring and controlling their child's access to technology. Specifically, products for mobile and cellular services include, but are not exclusive to, Apple Screen Time, Google Family Link, Qustodio and OpenDNS Family Shield. The Parish School expects parents/guardians to equip their child's personal electronic devices, including cellular devices and tablets, with parental controls if not already in place. The Parish School expresses no preference or recommendation for any specific product but expects that parent/guardians utilize such a product to monitor their child's electronic activity. Further, as Catholics, we all have an obligation to our fellow Parish School-community members. Therefore, the Parish School expects that parents/guardians will notify the school if activity on a

child's personal electronic device threatens the health and/or safety of any member of the Parish School community.

IX. SAFETY

A. Commitment to Safety

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

B. Emergency Drills

Per New York State laws, 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.

C. 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 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.

D. Crisis/Emergency Information

Should a crisis require evacuation from the school building, the students will be brought to a safe place located in the church or church parking lot and parents/guardians should meet them at that location. The Parish School utilizes the FACTS Management system to notify parents/guardians directly about the crisis.

E. Reporting Concerns Regarding School Safety

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

F. Visitors

All visitors must be admitted to the building by school staff. Visitors should proceed to the security desk 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 security desk, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

G. Video Surveillance/Photographs

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

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

Students are prohibited from making any and all recordings (including audio and video) on school grounds or at a school-sponsored event, regardless of whether such event is on school grounds. This prohibition applies to the recording of a class or school event through the use of a personal electronic device, including, but not limited to, cell phones, smart watches, iPads, tablets, laptops, and/or iPhones. The school may, in its sole discretion, authorize the recording of a class or school event; however such recording may only be done with the prior consent of the Principal.

X. SAFE ENVIRONMENT

A. Safe Environment Protocol & VIRTUS training

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

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

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

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

B. Child Lures Prevention Program

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each Parish School from Grades K-8. 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.

C. 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.

D. 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.

E. Sexual Harassment

The Parish School 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 Parish School 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.

F. Child Reporting Abuse to Parents

If a student reports any form of abuse at the Parish School 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.

XI. SIGNS OF SUICIDE (SOS) PREVENTION PROGRAM

SOS Signs of Suicide (SOS) is a universal, school-based prevention program used in some schools 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.

XII. TUITION AND FINANCES

A. School Tuition Policies

The success of our Parish School relies on the commitment of our families to make Catholic education a financial priority. The Parish School 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 Parish School 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 Parish School.

- 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.
- Schools 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 Parish School and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every Parish School

B. Tuition and Other Fee Schedules

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

Tuition rates may be found on our website under "Admissions." Discounts are given for siblings and full year payments.

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 Parish School 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 Parish School to prepare necessary information and settle accounts. No student records will be forwarded to another Parish School 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.

C. 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.

D. Tuition Assistance Committee

The Tuition Assistance Committee (where applicable) 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.

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. The response from the pastor would be final.

E. FACTS

FACTS is a tuition management company designed to make tuition collection simpler for families as well as for parish schools and academies. There will be one FACTS record per family, and each student must be listed separately. This provides valuable details about the charges and discounts each student is receiving. In turn, this provides the Parish School 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.

F. 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 Parish School and resolve the delinquency through a payment schedule approved by the Parish School 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 and tuition 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 Parish School. 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 due date, prior to graduation. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.

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

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

XIII. TRANSPORTATION

A. Bus Procedure

While students are being transported to and from the Parish School, it is expected that they will uphold the behavior expectations of the 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. While students are being transported to and from their parish school, it is expected that they will uphold the behavior expectations of the 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.

The bus company we use is:

Lorissa Bus - (718) 276-7100

B. Use of Other Vehicles

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

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

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

XIV. RECORDS

XV. Change of Information

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

B. 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.

C. Authorization to Release Records

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.

D. 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. 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 Parish School administrator, or qualified delegate, will be present.

School Closures

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

The decision to close a school is based on various factors, adherence to NYC Health Department guidance, and cooperation with the NYC Health Department.

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 Google Classroom, iReady, Think Central, 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.

Please Note:

- The Office of the Superintendent ~Catholic School Support Services reserves the right to implement more restrictive safety and health protocols than the mandatory NYC or NYS DOHMH protocols.
- These guidelines, policies and protocols are subject to change as information is received from the CDC and city and state health agencies.

Acceptable Use Policy for Technology

Parish Schools and Catholic Academies within the Diocese of Brooklyn

September 2022

1. **Purpose:**

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

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

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

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

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

2. **Scope of Use:**

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

3. **Definitions of Technology:**

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or

analog content. It also encompasses the communication protocols used in relation to such content.

- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
 - Cell Phones, Smart Phones
 - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
 - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
 - Portable Entertainment Systems (gaming systems, audio/video players)
 - Recording Devices (digital or analogue audio/video/photo capture devices)
 - Any other convergent technologies (Social Networking, email, instant messaging, etc.)
- c. The Diocese of Brooklyn requires all schools and academies to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.

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

4. Responsibilities of User:

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

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

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

- **Respect One’s Self**
 - Public names should be appropriate
 - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.

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

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

5. **Security of Technology:**

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

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

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

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

6. **Technology Use Guidelines:**

A. Appropriate Use/Educational Purpose

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

B. Communications (Teachers/Parents/Students)

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

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

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

C. Examples of Unacceptable Uses of Technology

Users are not to:

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

d. Administrative Rights (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Academies and Parish Schools within the Roman Catholic

Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

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

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

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

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

F. Vandalism

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

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

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

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

7. Policy Violations:

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

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

8. **Distance Learning:**

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

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

September 2022

1. **Purpose:**

One of the main duties of the schools and academies within the Diocese of Brooklyn is to provide a safe environment for our students. With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24-7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. The Diocese of Brooklyn, in an attempt to harness the good and discourage and

protect from the bad, has developed the following policy and guidelines to govern cyber-bullying.

2. Scope of Use:

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

3. Definitions of Cyber-Bullying:

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

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).
6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term "happy slapping"
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as "Who is the ugliest person in 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 School/Academy:

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

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

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

5. Responsibility of Students:

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

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook or Twitter), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your school/academy community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you

- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

Protecting Others from Cyber-Bullying

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

Identifying Cyber-Bullying

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

7. Policy Violations:

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

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

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 Parish School 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, will be provided as part of a supplement to this Handbook.

Print Name: _____

Signature: _____

Date: _____

Name of Child(ren) and Grades:

FOR STUDENTS 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.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

ELECTRONIC SIGNATURE AUTHORIZATION

*If a parent/guardian chooses to sign any form electronically, the following **MUST** be submitted beforehand to the Parish School with an original, and not electronic, signature:*

I authorize the Parish School to accept my electronic signature.

Print Name: _____

Signature: _____

Date: _____

ABSENT NOTE FORM

Student's Name: _____

Student's Class: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Doctor's Note Attached (circle one)? **Y** **N**

ACKNOWLEDGMENT OF ACCEPTABLE USE POLICY

Parent/Guardian

As the parent/guardian of a student at the Parish School, I have read the Acceptable Use policy and agree to abide by its terms, and to ensure my child abides by its terms. I understand that computer and internet access at the Parish School 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 Parish School 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.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Name of Student: _____

Grade: _____

Name of Student: _____

Grade: _____

For Students Grades 6-8

I have read the Acceptable Use Policy in this Handbook.

Student Name: _____ Student Signature: _____

Student's Grade: _____ Date: _____

Student Name: _____ Student Signature: _____

Student's Grade: _____ Date: _____

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian by the Parish School, Roman Catholic Diocese of Brooklyn, and/or Department of Education and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "Parties").

I hereby grant the Parties the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to the Parties any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by the Parties. I hereby agree to release, indemnify and hold harmless the Parties from any and all claims, demands, actions or causes of actions, loss, liability, damage, or cost arising from this authorization.

Print Name: _____

Signature: _____

Date: _____

Name and Grade of Child: _____

If you are choosing to opt out of this policy, the Parish School MUST receive the signed acknowledgement below and return it to the Principal by the first day of school:

I have read the Media Authorization and Release Policy and am choosing to opt out.

Print Name: _____

Signature: _____

Date: _____

Name and Grade of Child: _____

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