



Parent-Student Handbook

2022-2023

St. Stanislaus Kostka CAQN
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SAINT STANISLAUS KOSTKA CATHOLIC ACADEMY OF QUEENS

61-17 Grand Avenue, Maspeth, New York 11378

Phone: (718) 326-1585 Fax: (718) 326-1745

www.ststanscaqn.org

WELCOME LETTER FROM THE PRINCIPAL

Dear Parents, Guardians and Students,

Welcome to **St. Stanislaus Kostka CAQN** and the 2022-2023 academic year! We are pleased to provide you and your children with a team of professionals dedicated to the highest standard of Catholic education and care of your child/children.

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

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

This Handbook will be distributed 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 Monday, September 12, 2022.

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

Sincerely,



Principal Mangone

DIRECTORY

Administrators:

Principal: Catherine Mangone

Education Director Early Childhood Program: Joan Forgione

Pastor: Monsignor Joseph Calise

Board of Directors:

Chairperson: Denise Gander

Vice-Chair: Michael LoCascio

Treasurer: Barbara Caraturo

Members: Jacqueline Abramaitis, Vincent LaPuma
Diane Marzuillo, Jolanta Neubauer
Kenneth Rudzewick

Faculty:

EARLY CHILDHOOD

3K A

Mrs. Marina Marinelli, Ms. Marysol Palaguachi

3K B

Mrs. Katarzyna Dawidowski, Mrs. Clara Vasquez

3K Floater

Mrs. Rita Buckley

PreK A

Mrs. Karolina Cuske-Kolodziejski, Mrs. Giuseppa Maniscalchi

PreK B

Mrs. Irene Pina, Mrs. Julia Loeffel

PreK C

Mrs. Ann-Marie Luciano, Ms. Denise Conway

PreK Floater

Mrs. Jolanta Witanowski

Enrichment (3K and PreK)

Mrs. Edyta Mazurski

Aides

Mrs. Deborah Colotti, Mrs. Sina Giglia

KINDERGARTEN – GRADE 8

Kindergarten A: Mrs. Kim Borenstein

Kindergarten B: Ms. Rachael Fitzpatrick

Grade 1 A: Mrs. Sharon Sperruggia

Grade 1 B: Ms. Lori Mangone

Grade 2: Miss AnnMarie Pistone
Mrs. Annette Siguenza

Grade 3: Mrs. Jeniffer Campanella

Grade 4: Mrs. Maria Marrocco

Grade 5: Mr. James Jurgens

Grade 6: Mrs. Susan Beechel

Grade 7: Mr. Christopher Wein

Grade 8: Mrs. Rosemarie Rosen

SPECIAL SUBJECTS

Art/Technology: Mr. Sean Curran

Music: Ms. Bianca Zelaya

Physical Ed: Mr. Robert Feliciano

Spanish: Ms. Jennifer Zambrano

STREAM: Mrs. Stefanie Giordano

STAFF

Administrative Assistant: Denise Galasso

Tuition Assistant: Benita Brucia

Food Manager: Barbara Lauri

Lunch Aide: Susan Capitelli

Lunch Aide and Before School: Kathy Szymanski

After School: Debbie Colotti

Custodian: Vlad Cano

ACADEMY OVERVIEW

A. Mission Statement

Our mission at St. Stanislaus Kostka Catholic Academy of Queens is to ensure that all students receive an education which meets the highest academic standards and fosters a strong moral compass, all in an inclusive and nurturing environment that celebrates diversity, fosters lifelong learning, and encourages spiritual growth. As we look to Christ as our model, the faculty, staff, students and families work in concert to instill the necessary life skills needed to foster the unique God-given skills, talents and gifts of students, and to help them to become productive and moral members of society.

B. Our Philosophy

The primary purpose of Saint Stanislaus Kostka Catholic Academy of Queens is to teach as Jesus did: with acceptance, respect, sensitivity, compassion, and concern for others, so that we can promote peace and justice in our academy, our families, and the greater community. Our academy is dedicated to providing opportunities that will nurture growth through learning in the context of our faith, which includes worship, prayer, sacramental experiences, seasonal devotions and the passing on of faith traditions.

Saint Stanislaus Kostka Catholic Academy recognizes the responsibility of all members -- parents, clergy, teachers, staff, and students -- to be role models for one another by putting our sense of commitment into action in the service of others.

Saint Stanislaus Kostka Catholic Academy is firm in its belief that equity is the key to the success of all learners and we strive to ensure that every student has the support he/she needs to be successful. This means that we, as educators, take into account the social, emotional, economic and academic means of each child and meet him/her where he/she is. Instructional strategies are employed that fit a student's interests and learning style, ensuring that each child is engaged in learning in a way that is best for him/her.

To ensure that the intellectual potential of each student is realized, Saint Stanislaus Kostka Catholic Academy strives to offer an environment that is conducive to learning, thinking, questioning and understanding. Intellectual development proceeds from the presentation of logically ordered subject matter. Through work, play and study, students develop academic excellence by applying higher level thinking skills. Our instructional strategies are designed to meet the needs of individual learners through differentiation and by recognizing the abilities and strengths of each child.

With the Gospel message as our guide, the administration, faculty, staff and students work in concert to exemplify models of values, morals, and respect for one another. Education in the doctrines and practices of the Church is quintessential. Our faith is lived throughout the entire school day and is incorporated into all subjects. Morals and values are nurtured within our academy community. Tolerance and inclusivity are just two of the values which lead to our goal of promoting unity, love, respect and understanding among all people regardless of race, religion or socio-economic group.

Personal growth is on an ever-ascending continuum. Recognizing and reinforcing the unique talents and attributes of the individual engenders both respect for others and self-esteem. The faculty encourages students to confront life and learning with hope and joy in a peaceful, respectful, and socially responsible way. Importance is placed on working to positively impact those around us, and with a sense of responsibility to self, family, friends, property, and society.

St. Stanislaus Kostka Catholic Academy of Queens works to impact the family, neighborhood, and society with hope through Catholic Education.

C. History of the Academy

The history of St. Stanislaus Kostka CAQN began, surprisingly enough, during the Great Depression. The parishioners of St. Stan's parish would not be deterred from building a school for their children. The original building, housing eight classrooms, was planned to accommodate six hundred and fifty pupils. The full eight grades were in operation by February, 1934 with an initial enrollment of 188 students. By 1956, the enrollment of the school had increased to 800 students. The education of these children was put in the hands of the Sisters of St. Joseph, who used the top floor of the school as their convent in the early years.

Many years have passed, but St. Stanislaus Kostka has continued to provide students with a faith-based Catholic education. The "school" became an "academy" in 2018. The building has undergone many renovations and changes throughout the years. It currently supports both an Early Childhood Program (3K and 4K) as well as Kindergarten – grade 8 classes.

D. 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.

E. Religious Formation

RELIGIOUS FORMATION

One of the main purposes of our existence as a Catholic school is the religious formation of our students. Because you are the primary educators of your children, we need your cooperation in guiding their religious growth.

Children are primarily influenced by example. Faith may be taught, but it is better shared and experienced. Here are some opportunities to share your faith and provide for your child's religious formation.

SERVICE: Show children how good it feels to serve others. Make it easy for them to help and use their skills. Support school activities by actively joining and volunteering for committees and special events.

CELEBRATIONS: Family events, holidays, and special church observances are chances to focus on the spiritual nature of life. They are good times to share family and cultural traditions.

BIBLE: Read age-appropriate Bible stories to your child. There are many children's and young people's editions available.

CHURCH: Encourage participation and join with your child in church activities. Sunday mass is an integral part of our faith. Attend mass with your child/children.

FAMILY PRAYER: Praying together is an important way to share your faith. Encourage praying aloud, or silently, at the start or end of the day, mealtime—anytime.

The basics are important. Cooperation is necessary in these areas:

- **Attendance at mass on Sundays and Holy Days.**
- Knowledge of basic prayers—the Sign of the Cross, the Our Father, and the Hail Mary.
- Parental involvement in the Sacramental programs for a child preparing to receive a sacrament. Sacraments are to be received at your home parish unless a request is made to do otherwise.

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 Academy. The Handbook summarizes policies and contains general guidelines and information. To the extent that anything in this Handbook conflicts with applicable law, the applicable law governs. Further, this Handbook may be changed from time to time during the academic year. An up-to-date version can be found on the Academy website and parents/guardians are expected to regularly check that version to be aware of any changes. If you have any questions on this Handbook or otherwise, please contact the Principal.

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

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

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

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

C. Inclusion of All Other Faiths

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

III. ACADEMICS

A. Academic Expectations

The Academy expects its students to perform to the best of their ability. Teachers evaluate students' progress on a regular basis with quizzes, tests, homework, class participation, behavior in the classroom, and class presentations. After a test is graded, it will be sent home for a parent/guardian to review and sign. A parent/guardian's signature indicates that the parent/guardian is aware of the student's progress. Parents can monitor student progress through the use of the FACTS Student Information System.

B. Curriculum & Assessments

NYS Testing

Students in grades 4, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and Math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

Terra Nova Testing

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

i-Ready Assessment

i-Ready is an online program for reading and mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your teacher(s) to meet your student exactly where they are and provides data to increase your student's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction.

The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item a student sees is individualized based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions. The purpose of this is not to give your student a score or grade, but instead to determine how best to support your student's learning.

C. Religious Education

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

D. Homework

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

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

Additionally, the time allotments for other homework, not including reading, are *approximately* as follows:

Homework is given every day, Monday – Thursday, and on Fridays at the discretion of the teacher. All teachers expect students to study, review, and read for pleasure on the days when written homework is not given.

All written homework is to be reviewed, signed by a parent or guardian, and returned to school the next day.

A student at St. Stan's never has "No Homework." Often students feel no written homework means "No Homework." Students should spend time each day reading and studying in addition to time spent on written homework.

SUGGESTED HOMEWORK TIME FRAME

Kindergarten: approximately 15 minutes daily

Grade 1: approximately 30 minutes daily

Grades 2 & 3: approximately 45 minutes daily

Grades 4-6: approximately 60 minutes daily

Grades 7 & 8: approximately 90 minutes daily

If your child is regularly spending more than this amount of time on homework, please speak to his/her 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** and students must know and understand how grades are determined, and are encouraged to reach out to each student's teacher or teachers.

- Letter Grades are given in First and Second Grade.
- Numerical Grades are given in Grades 3 – 8.
- Passing Grade is 70.
- Lowest grade to be received is an F for students in grades 1-2. The degree of failure will be interpreted for the parent at the Parent/Teacher Conference.
- Progress Codes will be used to assess students in Foreign Language, Technology, Art, Music and Physical Education. They are considered Special Subjects.
- At any time during the school year, a parent may and should log on to FACTS SIS to review their child's current progress using their username and password. Progress reports are issued at the midpoint of each trimester. Report cards are issued at the end of each trimester in December, March, and June.
- A parent or guardian must meet with their child's teacher to receive a copy of the report card in December and March. The school calendar will specify the date and times that the teachers are available to meet with the parents and guardians.
- If a parent is unable to attend a Report Card Conference on a specified day, he/she is to advise the teacher in writing beforehand to make another appointment to meet with the teacher.

HONOR ROLL CRITERIA

The grades listed below are the benchmarks for placement on the Honor Roll.

GRADES 3 –8

Principal's List: Average of 97 or above in each academic subject

First Honors: Average of 93 or above in each academic subject

Second Honors: Average of 85 or above in each academic subject

Honorable Mention: Average of 81 or above in each academic subject

Effort Award: Earned by those students who, in the estimation of their teachers, are working to their full potential.

Students must also meet or exceed standards in all **Special Subject** areas and in the area of **Growth and Development, including conduct and effort**. This criterion requires a Progress Code of 3 or 4. **A Progress code of 1 or 2 in these areas excludes a student from placement on the Honor Roll, regardless of grades.**

Perfect attendance will not be awarded this year. It is difficult to penalize a child for not attending school when the absence may be mandated by the need for quarantine.

ACADEMIC PROBATION

Students who exhibit repeated academic failure and/or excessive behavior problems may be placed on academic probation. Consequences may include academic contracts, summer school, outside counseling, or a full academic evaluation. Re-registration will not be accepted for students on academic probation until a review has been undertaken by faculty and administration.

PROMOTION/RETENTION/SUMMER SCHOOL POLICY

The students are expected to do their very best at all times. Attendance at summer school is mandatory if a child:

- Fails any of the major subjects.
- Scores 1 year or more below grade level on Standardized testing in Reading, Math or Language Arts. (Terra Nova)
- Is not fluent in English.

Children attending summer school are not given grade placements until the successful completion of their courses. A student who fails three or more subjects may be retained. If a student is in danger of being retained, the following procedures are to be followed:

- The *parents* will be notified by the end of the 2nd trimester of the possibility of retention.
- Meetings will be set up between the teacher and the child's *parents*. At these meetings, methods of remediation will be discussed and agreed upon. These methods will involve both the academy and home environment, so it is mandatory that there is parental cooperation and input.
- The final decision about a student's retention will be made by the first week of June by the principal and teachers in consultation with the parent.

For 8th graders: Failing one or more subjects may result in the loss of graduation privileges. Diplomas and transcripts may be withheld until summer school is successfully completed.

F. Make-Up Work

Students are required to make up all classwork, homework, and tests missed during any absence. It is the **student's responsibility** to obtain information on missing assignments. This work must be completed within a week of the student's return to school. Teacher discretion will be used in the acceptance of make-up work submitted past the week of the student's return to class.

G. Protecting Instructional Time

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

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.

I. Parent-Teacher Conferences

Parents 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. Dates scheduled for Report Cards are Friday, December 9, 2022 and Friday, March 24, 2023.

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 Academy is as follows: *parents* must complete the Academy application form and provide all required documents. If necessary, an interview will be held. Following an interview (if held) and evaluation of the materials, the *parents* will be notified in writing about whether the Academy is offering the child a position.

Required Documents:

- Proof of home address
- Immunization records as required by NYC and NYS
- Birth certificate
- Medical examination
- Child's Social Security number

Religion is an integral part of our school curriculum, school climate, and the religious formation of our students. All students, including non-Catholic students, are required to study religion and participate fully in all religious observances, retreat days, para-liturgies, liturgies and morning routines. No exceptions will be made.

The following is required of students transferring to St. Stanislaus Kostka Catholic Academy of Queens

- Current and past report cards
- IEP, if applicable
- Standardized test scores
- Interview with the principal
- Letter of recommendation from previous school
- **Six-month probationary period**

St. Stanislaus Kostka Catholic Academy of Queens does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of educational policies, admission policies, or any school-administered programs.

K. Transfers and Withdrawals

If a *parent* wishes to transfer his or her child out of the Academy, a transfer request form must be obtained from the main 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 Academy may disclose a student's cumulative record (*i.e.* permanent record, attendance record, test results) to another school with a legitimate educational interest if a written request is made and when a *parent* has given written permission for the release of the child's records. *Parent* 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 counsellor.

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

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

L. Recommendation for Next Grade Level

The Academy takes the decision as to the promotion or retention of a student extremely seriously. Sometimes, however, testing, diagnosis and actual performance may indicate that a student cannot follow the school's complete course of study. In accordance with NYS Education Law, Assessment and Performance if a student is being considered for retention at the same grade level, teachers will discuss the possibility with the Principal. Although the teacher consults with the Principal, the final decision for retaining a student rests with the Principal. Certain criteria the Principal and teachers may take into account as they consider a recommendation for retention includes that the student has failed to pass major subjects on each grade level and/or has not demonstrated acceptable progress toward mastery of standards, including failure to complete assignments, or repeated low scores in several areas on a report card.

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

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

M. Graduation

A student's graduation is certified when the student has successfully completed the course of study. A failure to complete the Academic Program (ELA, Math, Science, Social Studies, or Religion) may result in mandatory summer school prior to the certification of graduation and the issuance of a diploma.

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

N. Distance Learning

The Academy is prepared to provide distance learning as an emergency short term measure to prevent students from falling behind. A “remote day” may be utilized in place of a weather emergency day.

Distance Learning is **NOT** to be utilized for short term absences or family vacations.

O. Extracurricular Activities

The Academy offers various extracurricular activities. It is expected that participants in extracurricular activities such as the After School program, must follow school policy while engaged in such. 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.

- Participation in all Extracurricular activities is dependent on students maintaining passing grades in all subjects and remaining in compliance with all protocols of the Academy.
- Failure or difficulty meeting academic or behavioral requirements will result in a student’s suspension or dismissal from the activity. The Principal makes the final determination as to participation in an extra-curricular activity.
- When participating in extracurricular activities, including sports or otherwise, students must at all times demonstrate Catholic values. It is expected that students, coaches and fans display respect, civility and responsibility during all events, contests, and/or practices.
- Students who do not abide by the Academy’s policies will lose the opportunity to participate in any extracurricular activity.

P. Recess

With the exception of school-wide events, which may include Mass, daily recess will be provided. If weather permits, the students will attend recess in the academy yard. If not, the auditorium will be used. If a student has any physical limitation which may affect his or her ability to engage in all recess activities, the Academy must be notified in accordance with the Limitations of Physical Activity policy.

Q. Summer School

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

Summer school options will be provided by the Academy at the end of the school year. The Academy will provide a list of local schools which offer a summer term.

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

IV. GENERAL INFORMATION

A. Academy Calendar and Hours

New York State Law currently requires a school calendar to provide 177 days of instruction with 3 professional days. The current academic calendar cites the following days when St. Stanislaus Kostka CAQN will be closed:

Columbus Day	October 10, 2022
Professional Day	November 10, 2022
Veteran’s Day	November 11, 2022
Thanksgiving Recess	November 24 – 25, 2022
Immaculate Conception	December 8, 2022
Christmas Recess	December 23, 2022 – January 3, 2023
Dr. Martin Luther King, Jr. Day	January 16, 2023
Midwinter Recess	February 20 – 24, 2023
Professional Day	March 10, 2023
Easter Recess	April 6 – 14, 2023
Professional Day	May 26, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023

All advanced school closings will be indicated in the school calendar.

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

B. Academy Hours

School hours are from **8:00 AM to 2:50 PM for Kindergarten – Grade 2 and 8:00 AM to 3:00 PM for Grads 3 - 8**, with the exception of early dismissal days. Dismissal for Faculty Meetings will be at 12:30 PM and will be announced on the monthly calendar.

C. Academy Office Hours

The Academy Office will be open each day from 8:00 AM until 3:30 PM. Special arrangements can be made for those who require times outside of the normal schedule.

D. Early Release Schedule –(Half Day)

Early Dismissal takes place on the first Friday of every month due to Academy Staff Meetings. All early dismissal days will be listed on the monthly calendars that are emailed and on the academy website. On these days, dismissal will be at 12:30.

The afterschool program will be available on early dismissal days unless otherwise noted on the school calendar.

Dismissal for Faculty Meetings will be 12:30 PM on:

Wednesday, September 7, 2022
Friday, October 7, 2022
Wednesday, November 23, 2022
Friday, December 9, 2022 (12:00 PM Dismissal – Report Cards)
Friday January 6, 2023
Friday, February 3, 2023
Friday, March 24, 2023 (12:00 PM Dismissal – Report Cards)
Friday, April 21, 2023
Friday, May 5, 2023
Friday, June 2, 2023

E. After School Program

The Academy offers an After School program daily (Monday – Friday.) The After School program is an extension of the school day, and students are expected to follow all Academy policies and procedures during After School. Directors of individual activities during 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* 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* or a person previously specified in writing by the *parent*. After school program fees are expected to be paid in full upon being invoiced. Past due balances will result in a student not being allowed to participate in the program until the account is brought up to date.

F. Attendance

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

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the *parents*. 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.

- **All absences from school should be reported by a parent or guardian to the school office by 9 AM on the day of the absence.**
- If the *parent* has not called the school office to report an absence, the school may need to contact them to ascertain a reason for the child's absence.
- **After an illness, STUDENTS MAY ONLY RETURN TO SCHOOL WHEN:**
 - ⇒ THE STUDENT has been FEVER FREE for 24 HOURS
 - ⇒ THE STUDENT HAS NOT VOMITED OR EXPERIENCED DIARRHEA FOR 24 HOURS
 - ⇒ THE STUDENT HAS MET ALL OF THE REQUIREMENTS OF THE COVID PROTOCOLS
 - ⇒ THE STUDENT HAS BEEN CLEARED TO RETURN BY A MEDICAL PROFESSIONAL

- Students are required to make up all classwork, homework, and tests missed during any absence. These must be completed when the student returns to school but within a week of their return. It is the student's responsibility to obtain information on missing assignments.
- All communicable diseases **MUST** be reported to the school office immediately. A child absent 3 or more days or having a serious illness may not be readmitted to class without a doctor's note.
- When a child has been absent, a written excuse is required from his or her *parents*. 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.
- If the school does not receive an absence note within 3 days, the absence is recorded as **illegal** in the school register of attendance.
- **When a student returns to school after three consecutive days of absence, he/she is REQUIRED to present a note, dated and signed by a physician, which must include the dates of the absences, reason for the absence, and permission to return to school.**
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office. **Excessive irregular attendance may warrant notification to proper authorities. Excessive absence is a factor in determining educational neglect.**
- 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.

Attendance in school increases student success. Subjects are taught in sequence and require the understanding of each concept in the order presented. Therefore, students are expected to attend school each day, unless they are ill. Extended vacations are recorded as illegal absences. In instances where a child must be absent due to a family emergency, the absence should be limited to 5 days or less.

The parents of students who miss 20 days of school will be required to meet with administration. Students who miss 40 days of school and have not met periodically with the school administration are in jeopardy of retention.

It is the parent's responsibility to notify school administration of extenuating circumstances that mandate excessive absence. A conference will be set up with the school administration and teachers, in which alternative education plans will be determined.

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, plans should be made for when 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

A student who arrives after the time set by the Academy for the beginning of the day will be marked late. Excessive lateness will result in detention for the student. Continued excessive lateness will result in a meeting between the Administrator and *parents*.

- Any student who arrives after 5 minutes after scheduled entrance times (after 8:05) will be considered late.
- If there is a reason for lateness to be considered excused (doctor's appointment, etc.) a student must present a note to the teacher within 24 hours. The student will still be marked late but it will not count against them for detention purposes.

Pre-K for All and Kindergarten

- Parents are asked to be especially diligent in getting their children to school on time as lateness seriously disrupts the class routines and schedules that are so important in the younger grades.
- Students who arrive to school late must be brought to the office so that a staff member can bring the child to class.
- Pre-K students who are late 3 or more times in a month will be reported to the city, as per PreK for All regulations.

H. Arrival and Dismissal Policy

The Academy offers an Early Drop-Off Program each day. The Early Drop-Off Program is available as early as 7 AM. The cost of this supervision is \$6.00 per day. Registration for the Early Drop-Off Program is \$25 for the year.

Arrival for classes begins at **7:50 AM**. *Parents* are to drop children off at their designated entrance with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Academy present. We strongly encourage *parents* to drop their children off at 7:50, as the earlier time gives students the opportunity to prepare for the day and socialize with their peers.

At the end of the school day, the students will be dismissed at their designated location.

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

Students who proceed home on their own, either by walking, bicycle, or otherwise, must do so as safely and directly as possible and submit written authorization signed by the *parent* to the Academy. Students must obey all traffic and trespassing laws, and cross at designated crosswalks. Students in grades **K – 4** will not be permitted to travel home from the Academy without a parent, guardian or other authorized adult or another pre-arranged travel accommodation (such as a school bus). In the case of a younger student traveling home with an older student, such as an older sibling, the Academy must receive written authorization from a *parent*. The Academy reserves the right not to 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.

Note:

- Be on time to pick up your child at dismissal.
- In case of emergency, please notify the office that you will be late.
- Children who are not picked up on time must be picked up from the school office or the After School Program.
- Children who have not been picked up within 15 minutes of their dismissal time will be sent to the After School Program and the *parent* will be charged the daily rate for the service.
- Children who are brought to the office at dismissal on a continual basis (2 or more times in a month) will be immediately placed in the After School Program and the *parent* will be charged the daily rate for the service.

At dismissal time parents are requested to:

- Clear the yard and area around the school as quickly as possible.
- Keep doorways and gateways clear and free from obstruction.
- Make sure driveways of neighbors' homes are not blocked
- Leave pets home to avoid injury to pets and students.
- Keep their children with them at all times, especially younger brothers and sisters.
- Never allow students to run around the schoolyard where cars may be moving in and out of parking spots.

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 Academy before the regular dismissal hour, a *parent* or a person authorized by the *parent* must come to the Academy office to pick the student up and escort the student out of the building. *Parents* must provide authorization for their child to be released to an individual other than a *parent*.

J. Use of Academy Grounds

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

K. Dress Code

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

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

Uniform Policy:

GIRLS:

Grades 1-4

Navy pleated drop-waist jumper
 White Peter Pan collar shirt
 Navy button-down sweater (optional)
 Navy knee-high socks or tights
 Navy blue or black uniform shoes

Grades 5-8

Navy pleated skort or skirt, no higher than 3" above the knee
 White Oxford shirt
 Yellow V-neck pullover embroidered sweater vest (MANDATORY)
 Yellow V-neck long sleeve pullover sweater (optional)
 Navy tights
 Navy blue or black uniform shoes

Winter uniform (OPTIONAL)

Between **December and March** girls may wear navy blue slacks with a blue vest (K-4) or a yellow vest (5-8) in place of the jumper, skort or skirt.

BOYS:**Grades 1-4**

Navy pleated pants
 White Oxford button-down collar shirt
 Navy V-neck sweater vest (MANDATORY)
 Navy button-down long-sleeve sweater (optional)
 Navy tie and socks
 Black uniform shoes
 Black belt

Grades 5-8

Khaki pleated pants
 White Oxford button down collar shirt
 Navy V-neck sweater vest (MANDATORY)
 Navy button-down long-sleeve sweater (optional)
 Navy tie and socks
 Black uniform shoes
 Black belt

Gym Uniform: Boys and Girls

Blue embossed sweatpants and sweatshirt
 White sneakers and socks
 White mesh polo shirt embossed with St. Stan's CAQN emblem may be worn either in place of or in addition to the sweatshirt

Summer Uniform for Boys and Girls (OPTIONAL):

- May be worn September to October 7th, and May 15th through the end of June
- Blue uniform shorts embossed with St. Stan's CAQN emblem.
 White mesh polo shirt embossed with St. Stan's CAQN emblem.
 White ankle socks
 White sneakers

BOYS & GIRLS: 3K and 4K (OPTIONAL) and Kindergarten (MANDATORY)

Blue sweatpants embossed with St. Stan's CAQN emblem
 Blue sweatshirt embossed with St. Stan's CAQN emblem.
 White polo embossed with St. Stan's CAQN emblem
 Blue uniform shorts embossed with St. Stan's CAQN emblem

ALL STUDENTS:

- Hooded sweatshirts are not permitted.
- Hats may not be worn while in the building.
- Plain white undergarments should be worn under the uniform blouse or shirt.
- If for any reason a child cannot be in full uniform, "dress up" regulations apply. A note must be sent to the teacher explaining WHY the child is out of uniform and include WHEN the student will be back in uniform.
- The school fleece may be worn in the classroom **during winter months**, but any other jacket or sweatshirt may **NOT** be worn as part of the school uniform.
- Grade 8 students are permitted to wear the Senior Class sweatshirt in place of the school fleece.

Note:

- ⇒ Uniforms should always be kept clean and neat.
- ⇒ Random uniform inspections will take place to ensure compliance with Academy rules.
- ⇒ Any child deemed dressed inappropriately by school personnel, or in violation of the dress code, may be required to call home for a change of clothes or may be suspended from class.
- ⇒ Dress Code also applies to all after school activities such as dances.

N.U.T CARDS = No Uniform Today Cards:

- Can be obtained in a variety of ways (i.e.: through fundraiser efforts, as a raffle prize, as a reward for service, etc...).
- Cannot be purchased.
- Students using N.U.T. cards should follow dress down or dress up procedures.
- Must be given to the homeroom teacher on the day of use.
- **May NOT be used on days when students know they are attending church or performing in an assembly.**
- Expire at the end of the school year.

L. Grooming Code

- Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes.
- Facial hair is not permitted
- **Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.**
- Boys' hair must be neatly trimmed and above the collar line.
- No make-up, lip gloss, nail polish of any color other than clear, nor artificial nail tips are permitted.
- Jewelry should be kept to a minimum. Students may be asked to remove excessive jewelry. For safety, earrings may NOT be hoops or extend below the earlobe.
- No facial or body piercings are 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, locs, 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 or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)

N. Field Trips

Written permission must be obtained from **parents** of students who wish to go on scheduled trips. Information to the **parents** 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** 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 related treatments, a trained individual needs to be present on a field trip. This can include a **parent**, a designated family member to ensure care in the case of an emergency, or the school nurse *if* the nurse is attending the field trip. Given the needs of the Academy, the Academy cannot guarantee that the nurse will attend the trip. If a trained individual of the Academy cannot

attend the field trip, it is the responsibility of the *parent* to provide a trained individual to accompany the student on the field trip. Any adult accompanying the student must complete Virtus training and background checks prior to accompanying the student.

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

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 Academy. Students who damage, lose, or deface Academy property shall be required to pay for the damage or loss. Desks, lockers, and any other area on Academy property where students store items are deemed the property of the Academy and subject to searches by academy authorities to protect the safety of all.

P. Books and Supplies

All assigned books must be properly covered. Hard covered text books are to be covered with “book socks” or paper covers. 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 program and are soft-covered should be covered using 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.

Q. Telephone Use to Call Parent/Guardian/Custodian

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

R. Personal Property

The Academy 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 tablets, phones, etc.

S. Announcements

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

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 Academy. Further, *parents* may not distribute, either through their child or otherwise, any unofficial material.

STUDENT EXPECTATIONS AND BEHAVIOR

A. Discipline Policy

The Academy may need to enforce 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 goal, 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*.

By enrolling a child in the Academy, the *parent* agrees to be supportive of the rules and regulations that the Academy deems as critical in the spiritual, academic and behavioral growth of the child.

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

At times, however, teachers will refer classroom discipline issues to the administration of the Academy. This is likely to include chronic minor problems listed above, or major problems, including chronic lateness, verbal abuse of a teacher, signs of disrespect to a teacher or another adult on the staff, fighting, vandalism, stealing, physical, sexual, or verbal harassment or bullying of a fellow student, violent behavior, smoking, or the possession of drugs, drug paraphernalia, cigarettes, lighters, matches, stink or smoke bombs, chemicals/irritants, alcohol, dangerous items or a weapon. 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* 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* will be notified. Likewise, the possession of drugs or alcohol by a child may be reported to the police. The Academy reserves the right to expel the child due to such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the *parents* are called. The Academy 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 Academy that student behavior is exemplary both on and off school grounds. A student always represents the entire academy community. Therefore, the Academy reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

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

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure of an academy. It is a training that develops self-control and character. Discipline is the key to good conduct and proper consideration of other people. Without discipline, it is impossible for teaching or learning to take place.

When a student does not follow academy regulations, he/she must face the consequences of his/her behavior. The consequences differ depending on the severity of the misbehavior and the number of occurrences of the misbehavior. There must also be logical consequences of the misbehavior. A student who behaves in a manner that contradicts academy policies may face the following consequences:

- A warning from the teacher, principal or academy staff personnel that the misbehavior must stop before an infraction is issued.
- Letter or disciplinary form sent home detailing the student's misbehavior to the *parent*.
- Detention—according to the demerit system or as deemed necessary by academy personnel. When detention is assigned the *parent* will receive a detention notice from academy personnel or a phone call detailing the time and place detention is to be served.
- Suspension— for serious incidents that involve disrespect or violent behavior. Suspension will be **immediate**. A note explaining the reason and course of action to be followed will be relayed to the parent. During a period of suspension, a student is required to complete all projects, classwork, homework, and obtain notes missed during the period the child was suspended. Students may not return to class until all work is completed.
- Possession of a weapon, or anything which could be used as a weapon of any kind, as well as intentional physical violence against another human being, will not be tolerated. Any infraction against this rule may result in **immediate expulsion**.
- Verbal, Internet, phone, or written threats made that affect the physical or emotional well-being of any individual are taken seriously. The academy will contact the families of those involved so they may take appropriate action through local authorities.
- Students are to refrain from using or bringing narcotics, vape, tobacco or alcoholic products to school. Students doing so may face expulsion.
- Any action performed while wearing a school uniform, whether on school premises or not, at anytime of the day, will be dealt with as an in-school action.

- Violation of any of the disciplinary codes contained in this handbook, on, but not limited to the vicinity of the academy, may result in disciplinary action. This includes any participation in gang-related activities.

Note: If a child's behavior does not improve after repeated warnings and disciplinary actions, the student may be asked to find an alternate learning environment.

DEMERIT SYSTEM

In an effort to keep the students faithful to their responsibilities, there is a demerit system for any misbehavior or infraction of an academy or classroom rule for grades 3 - 8.

Infractions:

- ⇒ incomplete homework
- ⇒ out of uniform
- ⇒ nail polish
- ⇒ unexcused repeated lateness
- ⇒ running in the schoolyard
- ⇒ unprepared for class
- ⇒ chewing gum
- ⇒ disruptive class behavior
- ⇒ calling out
- ⇒ use of improper language
- ⇒ littering on academy grounds

5 Infractions = 1 Demerit

Instant demerit:

- ⇒ Physical violence
- ⇒ Inappropriate touching
- ⇒ Vandalism
- ⇒ Disrespect to school personnel (as determined by teacher)
- ⇒ Disrespect to other students (as determined by teacher)
- ⇒ Truancy
- ⇒ Forgery
- ⇒ Cheating
- ⇒ Plagiarism

Note: Truancy is considered a very serious offense. Students deemed as truant may receive up to 10 hours of detention as a consequence for their actions.

CONSEQUENCES:

1st Demerit = 1-hour detention

2nd Demerit = 1-hour detention and Parent/Teacher Conference

3rd Demerit = 1-hour detention and Parent/Teacher/Principal Conference

4th Demerit = 1-hour detention

Contract Conference,
Parent/Teacher/Principal Conference
In school suspension

5th Demerit = Parent/Principal Conference regarding alternate learning environment

Notes:

- Students who continually miss homework may receive detention at the teacher's discretion. Students may also need to attend extra help classes before, during or after school, as a consequence of failing grades.
- Students who receive 3 or more demerits may be denied further participation in activities such as:
 - ⇒ Field Day
 - ⇒ Aquinas
 - ⇒ Student Leadership

- ⇒ Newspaper
- ⇒ Yearbook
- ⇒ Choir
- ⇒ Performing Arts Players
- ⇒ Field Trips
- ⇒ Teacher designated activities

- **8th grade students** may be excluded from graduation ceremonies if they are not maintaining proper standards of discipline.

All students are expected to strive toward excellent behavior at all times. Behavior problems 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 Academy. If behavioral issues persist, the Academy may request a conference with the parent. Failure on behalf of a *parent* to attend a conference may result in the child staying home until the *parent* and student attend the conference with the Academy administrator.

Student Responsibilities

It is the student's responsibility to maintain a positive attitude towards school and to behave in a positive way towards people in the academy.

Students will:

- Treat each person with respect, courtesy, empathy and kindness.
- Respect the rights and privileges of others.
- Obey all school regulations.
- Come to school well-groomed and in full uniform (see uniform regulations).
- Come to school on time.
- Come to school prepared every day with all the materials needed to be able to complete and participate in all lessons.
- Abide by the authority of teachers, staff, and adult volunteers.
- Follow all protocols for mask wearing and distancing when mandated.
- Pass quickly and quietly in the halls and on the staircases.
- Do all schoolwork and homework to the best of his/her ability.
- Help keep academy property free from damage and vandalism.
- Accept responsibility for his/her actions and accept the consequences of his/her behavior.
- Cooperate with academy authorities investigating serious infractions against school policy. Failure to do so may result in disciplinary actions.

In addition to these items, students are to refrain from:

- Chewing gum at any time or in any place on school premises.
- Using improper language.
- Littering on academy grounds.
- Leaving their classroom without a pass.
- Fighting with or striking another person.
- Loitering in the vicinity of the academy.
- Making threats of any nature. Verbal, physical or written (paper, on social media, by email or text) threats can result in suspension or, depending on the severity of such an action, expulsion.
- Conduct, whether inside or outside of the academy, that may be detrimental to the academy or the safety of other students and staff.
- Any other behavior deemed inappropriate by academy personnel.

Resolving School Issues

- Problems that arise during the school day should always be brought to the attention of the classroom teacher first, as most issues can be resolved simply with their help.
- No situation can be resolved unless it is brought directly to the personnel involved. For example, if your child was involved in an incident at lunch, the teacher who was on lunch duty should be contacted. If an incident occurs during a Special Subject, the special subject teacher needs to be contacted. For situations such as this, that arise outside of the regular classroom, the teacher can still provide assistance, either by speaking to the involved parties, recommending who you can speak to, or what your next step should be.

- In the event that a problem has not been resolved after speaking with the academy personnel involved, the next step would be to bring the matter to the attention of the administration. You can write, e-mail, or call the office for assistance.
- **Parents are not to question or approach other students or their parents/guardians regarding disciplinary matters involving their children. Such matters are to be dealt with through academy personnel only.**
- **Parental discussions regarding issues with staff or administration should never take place when students are present.**

B. Anti-Bullying Policy

The academy 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, academy employees and volunteers have a right to a safe and healthy school environment. All members of the academy 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 academy 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** 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 an academy community member may result in disciplinary action, even if done outside of Academy premises or using devices not owned or controlled by the Academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

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

- Loss of use/privileges of academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and/or legal action by the academy, 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 ACADEMY PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on academy premises.

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 Academy's property, the following items are NOT allowed at any time but not limited to the following:

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

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. 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.

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

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

B. Parental Communication

Regular communication between the Academy and the **parents** is a crucial component of a child's academy experience. Scheduled parent teacher conferences allow teachers and **parents** to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A **parent** 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** who is refused such a meeting should notify the Principal. If a **parent** seeks to meet with the Principal, he or she must contact the **Main Office** to set up an appointment.

Additionally, the Academy may communicate with the **parent** in many ways, including:

Email, SMS, phone messages and posts through the FACTS Family Portal

Email communications:

Teachers are expected to respond to an email within a 24-hour period, excluding weekends. Emails received between a Friday afternoon/evening to Sunday evening will be responded to by Monday, 8:00 PM.

Communication must always be respectful and expressive of specific concerns.

Communications must always originate from an @ststanscaqn.org account and be directed to an @ststanscaqn.org.

Teachers will never email a parent from a private account. Parents should be suspect of any email that does not originate from an @ststanscaqn.org.

- **School Website and Social Media** The Academy website can be found at: ststanscaqn.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 Academy will send hard copy information home with your children. Please check your child's backpack *daily* for any information sent home by the Academy.
- **Class Ambassadors:** Each class will be represented by a Parent Class Ambassador. The ambassador will communicate with all members of the class through the class email (parentsclassof202_@ststanscaqn.org).

Parental Responsibilities

Good discipline originates in the home. The academy cannot replace good parenting. The parent or guardian is the first teacher of the child and should develop good behavior habits and proper attitudes toward school in their child. It is most important that *parents* teach the child respect for authority, for the rights of others, and for private and public property. It is expected that parent work cooperatively with and support the administration and staff of the school.

A parent/guardian should:

- Know their child's grade and the name of their child's teacher(s).
- Remember to always refer to the faculty as Miss...Ms... Mrs.... Mr...as a sign of respect
- Have the academy phone number saved in their cell phone to know if the academy is trying to call.
- Check FACTS SIS regularly for important and up-to-date information.
- Schedule and enforce a set bedtime for each child, especially on school nights.
- **Make sure children get to school on time and attend school regularly.**
- Provide a nutritious breakfast for the child every morning.
- Make sure that lunches and snacks brought from home are nutritious. Bags should be clearly marked with the child's name and class.
- Make every attempt to ensure that students are not interrupted during the school day. No student is to be called to the phone or office while school is in session without the expressed consent of the administration.
- Teach children to be organized and responsible for their own belongings.
- Be on time to pick up children at dismissal.
- Make sure that all information on your child's record is up-to-date and accurate. Any change of address, telephone, or work numbers should be sent in writing to each child's classroom teacher. Please make sure that emergency numbers are accurate. In case of an emergency, it is important that the academy has the correct information.
- Bring allergies and special medical conditions to the attention of the homeroom teacher. Such notification should be done in writing with a copy sent to the school nurse and the administration. Such records must be updated each school year, and proper forms filled out by your child's doctor.
- Attend parent meetings and parent-teacher conferences whether held in person or virtually.
- Support school fundraising efforts.
- Refrain from smoking anywhere around the academy building.
- **Understand that parent behavior including inappropriate/vulgar language in and around the school building sets an example for all children in the academy. A parent who interferes with the daily function of the academy in a disruptive manner may be asked to transfer their child.**
- Work with the academy in carrying out recommendations made in the best interests of the child. This would include disciplinary measures, need for academic or psychological evaluation, and the need for retention in a grade.
- Talk to children about academy activities
- Encourage children to be enthusiastic about school work!
- Help children schedule sufficient time for home study!
- Provide a suitable, quiet place to study at home, at a regularly scheduled time!
- Provide pencils, pens, paper, books, ruler, etc.
- **Set limits regarding the use of phones, video games, computers and TV time!**
- Suggest the following when told there is no written homework:
 - Reading: a continuous assignment for everyone-including magazines, newspapers, and books chosen for enjoyment.
 - Reviewing: class notes, arithmetic processes, grammar usage, spelling, etc.
 - Research: science or other long-term projects that have been assigned.
- **Keep Track of Student Progress:**

Attend an orientation meeting in September – (mandatory for *parent*.) If a *parent* cannot attend the meeting, he/she should arrange to meet with the teacher at a mutually agreed upon time.
check for regularly updated grades on FACTS SIS
review mid-trimester progress reports
review Trimester Progress Report cards
attend parent/teacher conferences at the request of the teacher (these conferences may be conducted virtually when necessary)
request a parent/teacher conference (these conferences may be conducted virtually when necessary)

C. Proximate Preparation for the Reception of Sacraments

Diocese of Brooklyn

Secretariat for Evangelization and Catechesis

Proximate Preparation for Reception of Sacraments Program

Handbook Format

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

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

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

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

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

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

THOSE TO BE CONFIRMED

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

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

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

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

SPONSORS

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

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

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

What this means:

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

Session One (3 hrs)

Preparation of the Candidates

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

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

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

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

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

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

What this means:

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

Session Two (3 hrs)

The Liturgical Calendar and Advent Season

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

Celebrating Christmas

Advent is the period of preparation and waiting for the coming of the Lord. It begins the fourth Sunday before Christmas and it lasts until the 24th of December. As in many other Christian churches, Advent is observed in Catholicism too and is related to a range of preparatory Christmas practices.

Some of them are to make an Advent wreath, to keep an Advent calendar and pray a daily devotional, as well as to set up Christmas decorations and erect a Christmas tree.

Christmas is an extraordinary event for the Catholic Church. It signifies the birth of the savior who is coming (in flesh) to meet people in the world. The Catholic Church designates the four weeks preceding Christmas as Advent. It is a preparatory period of a major event where the Lord is coming as a King and Savior.

According to the Catholic tradition, Christmas is not a one-day celebration, but it is a longer festive period that can last up to 22 days. It is also connected to other holidays that are celebrated in the winter period of the year.

What this means:

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

Session Three (3 hrs)
The Liturgical Seasons of Lent/Easter/Pentecost

This third Session should be held on the first Sunday of Lent. It stresses the importance of the Lenten practices of prayer, self-sacrifice, and charity as a means of preparing for the renewal of **Baptismal promises** at Easter. The intention of the Session is to present a liturgical/spiritual understanding of Lent, provide examples of how the Domestic Church may pray and sacrifice together, present cultural elements of the Easter celebration, and illustrate how the spirit of Pentecost is found in each sacrament 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, when children have opportunities to experience a wedding ceremony, provide them with 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

D. Home Academy Association (HAA)

Every Academy is encouraged to establish a Home Academy Association. Its purpose is the educational enrichment of *parents* and teachers. The goal of the Home Academy Association is to foster a more clear understanding of the mutual responsibilities of *parents* and teachers regarding the education of the students.

An added responsibility of the Home Academy Association will be to assist in the fundraising efforts of the Academy. In an academy, it is done in coordination with the Board of Directors of the academy. No organization may hold title to accounts nor have access to funds raised for the Academy. All financial transactions must be approved by the academy Board of Directors.

E. Homework

As a partner in education, parents' role in homework is vital. *Parents* 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 Academy and are often a quality way to involve students in furthering their school community. Any fundraising program should have the approval of the Principal, and should be organized and executed so that the Academy's educational program is not interrupted.

Fundraising helps us to keep tuition as low as possible for everyone. We appreciate the help each family offers by participating in fundraisers run by the Academy and Home Academy Association (HAA).

This year we will reinstate the Point System that had been so successful in the past. Each family will be responsible for activities totaling 15 points. Points can be earned by volunteering for an academy event, doing lunch duty, donating prize items for raffles, etc. Any family who does not meet the 15 point requirement will be charged \$20 per point.

In addition, the **annual St. Patrick's Day Raffle (20 tickets @ \$5each) is a mandatory fundraiser.**

Participation in the annual Chocolate Sale and Walk/Dance-athon though not mandatory, are strongly encouraged and appreciated.

G. Volunteering, Chaperoning & VIRTUS Training

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

I. Contacts with Media

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

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

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. If a *parent* chooses to exclude their child, the *parent* must provide written notification to the **Main Office**.

Parents 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* 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 Academy functions.

VI. 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 Academy. Any exemptions to the immunization requirements must be approved by the Academy with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

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

B. Health Services

The Academy has a nurse on staff to assist students with medical needs throughout the school day.

C. Illness and Medical Conditions

The following provides an overview of various medical conditions and illnesses, the Academy's policy on how it handles such illnesses and conditions, and *parent* 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* must notify the Academy of any documented allergies that a student may have.

Policy on nuts and other allergens: Please inform the Main Office and your child's teacher of any allergens.

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

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

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

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

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

If a child is at risk of anaphylaxis, the *parent* MUST notify the school and inform it of the risk. Additionally, the *parent* must 1) inform the Academy whether the student can self-administer epinephrine, 2) supply the Academy with two epinephrine devices in their original packaging; and 3) replace the device 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* 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* becomes aware of a lice infection at home, the child should not be sent to school. Please inform the school via telephone. **The Academy does not pay for lice treatment regardless of where exposure may have occurred.**

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

D. Administering Medication

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

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

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

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

E. Administering Epinephrine

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

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

- to notify the academy 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 academy if the child/student is capable of self-administration of the epinephrine device
- to supply the academy 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.

F. 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.

G. 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.

H. Accommodations

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

I. Emergency Services in the Event of a Serious Injury

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

J. Limitations of Physical Activity

Students at the Academy will be enrolled in physical education classes. To the extent a student has a physical disability or issue which may impair his or her ability to engage in the class, or which may make the class unsafe, the *parents* must notify the Academy at the beginning of the academic 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.

K. Counseling Services

The Academy has a part-time counselor available to all students. Parental permission is required for services after the first three sessions.

L. Wellness Policy

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

M. Breakfast/Lunch Program

The Academy has now secured the service of DOE Food Program. Breakfast and lunch will be provided for all those who request the service. Students may continue to bring their own lunch from home. No soda or candy is permitted. The Academy will not be responsible for heating food for students.

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.

N. Accident Policy

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

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

VII. 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 Academy community.

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

Respect One's Self

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

Respect Others

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

Protect One's Self and Others

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

Respect Intellectual Property

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

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

Security of Technology

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

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

content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor and report the security breach immediately to a system administrator, teacher or the principal. Additionally, member of the academy community shall not:

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

Administrative Rights (To monitor use of technology)

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

Personal use of Social Media (Teachers, Students)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium. All references to academy personnel, students and/or any member of the 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 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 academy in whole or part on any personal posts and/or communication is prohibited.

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

The acknowledgement of the Acceptable Use Policy to be signed by **parents** 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 you will be provided 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** communicate any concerns regarding their child. **Parents**, 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** 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 Academy policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the Academy access to the device and the information on the device to ensure compliance with policy and the safety of the school.

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

Smart Watches are NOT permitted in the academy.

Academies 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 Academy 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 Academy 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 Academy-community members. Therefore, the Academy 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 Academy community.

VIII. SAFETY

A. Commitment to Safety

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

B. Emergency Drills

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

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 academies may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. Decisions will be made by the Administrator as to the use of Remote Education for a daily school closing.

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 at St. Stanislaus Kostka Church and *parents* should meet them at that location. The Academy utilizes the academy gmail to notify *parents* directly about the crisis.

E. Reporting Concerns Regarding School Safety

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

F. Visitors

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

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

G. Video Surveillance/Photographs

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

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

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

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

IX. 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* can take to keep their children safe, which we recommend *parents* consistently and regularly review with their children. This includes:

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

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

B. Child Lures Prevention Program

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

Each program provides teachers with the resources to facilitate appropriate conversations. *Parents* 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 Academy is committed to providing for its students an atmosphere and school zone free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment is a direct violation of the Catholic faith as it signifies a lack of respect for other persons.

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

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

F. Child Reporting Abuse to Parents

If a student reports any form of abuse at the Academy to his or her *parent*, the *parent* 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* is uncomfortable going to the Principal, he or she may go directly to the Office of the Superintendent.

X. SIGNS OF SUICIDE (SOS) PREVENTION PROGRAM

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

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

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

XI. TUITION AND FINANCES

A. School Tuition Policies

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

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

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every Academy

B. Tuition and Other Fee Schedules

The Academy 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.

2022 – 2023 Tuition and Fee Schedule

Registration K – 8 (new students)	\$245 per child
Early Re-registration (must be paid before February 26 th , 2022)	\$185 per child
Re-registration	\$210 per child

Registration and Re-registration Fees are non-refundable.

Tuition Grades K – 8

	Catholic	Non-Catholic
1 child	\$4,900	\$5,500
2 children	\$8,050 (\$4025 per child)	\$8,850 (\$4425 per child)
3 children	\$10,650 (\$3550 per child)	\$11,550 (\$3850 per child)

In order to qualify for Catholic tuition, a copy of the child’s Baptismal certificate must be submitted.

The first tuition payment for the 2022-2023 school year is due by July 1st. Payment for the school year will be completed by April 30, 2023. A late payment fee of \$50 will be charged to your account if any tuition payment is not received on time.

General Fee K - 8	\$300 per child
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Please note:

Tuition covers expenses such as teacher salaries, benefits, and utilities for the operation of the school building. General Fee covers expenses such as computer and internet fees, religion books, testing (Terra Nova and State), paper supplies, student insurance, and Lab up keep.

Pay in FULL by July 1st and get a 5% discount!

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

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

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

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 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 Board of Directors for an academy.

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

E. FACTS

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

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 academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

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

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

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

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

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

XII. TRANSPORTATION

A. Bus Procedure

While students are being transporting to and from the Academy, it is expected that they will uphold the behavior expectations of the Academy as well as rules set forth by the bus driver or Bus Company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

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

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

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

XIII. RECORDS

A. Change of Information

For student safety, it is imperative that *parents* alert the Academy to any changes in address or phone number. *Parents* must also provide the Academy 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* or by the school that the student will be transferring to. The academy office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, *parents* may contact the Office of the Superintendent to receive further assistance in this matter.

C. Authorization to Release Records

Academies may not release the records of students without the written consent of the *parents* 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 have the right to inspect any and all material which is part of their child's permanent record. Academies require *parents* to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy administrator, or qualified delegate, will be present.

ACKNOWLEDGEMENT OF RECEIPT

FOR PARENTS/GUARDIANS

I acknowledge that I have received and read the Parent-Student Handbook 2022-2023 and all subsequent forms (“Handbook”).

I have read and understood the contents of this Handbook, and will act in accord with these policies and procedures. I have explained the contents of this Handbook to my child. I agree that I am responsible for my child’s adherence to the policies in this Handbook.

I understand that this Handbook supersedes any other previously issued handbook and personnel manual and that all previous versions are hereby revoked.

I understand that the Academy reserves the right to add, amend, modify, or discontinue any of the policies and procedures as set forth in the Handbook at any time, with or without notice.

Policies relating to the COVID-19 virus, where applicable, 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 2022-2023, have discussed its contents with my parent/guardian, and agree to abide by all its terms.

Print Student Name: _____

Student Signature: _____

Date: _____

Print Student Name: _____

Student Signature: _____

Date: _____

ELECTRONIC SIGNATURE AUTHORIZATION 2022-2023

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

I authorize the Academy to accept my electronic signature.

Print Name: _____

Signature: _____

Date: _____

ABSENT NOTE FORM 2022-2023

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)?

Yes

No

Acknowledgement of Acceptable Use Policy 2022-2023

Parent/Guardian

As the parent/guardian of a student at St. Stanislaus Kostka CAQN, 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 Academy is designed for educational purposes. I am aware that it is impossible for the Academy to restrict access to all controversial materials and I will not hold the Academy responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of academy's technology resources is not in the academy setting. I hereby give permission for my child to use the academy's technology resources and certify that I have reviewed this information with my child.

A form must be submitted for each child in your family.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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: _____

MEDIA AUTHORIZATION AND RELEASE 2022-2023

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 Academy, 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.

A form must be submitted for each child in your family.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Print Name of Child: _____ Grade: _____

If you are choosing to opt out of this policy, the Academy MUST receive the signed acknowledgement below and return it to the Principal by the first day of school. A form must be submitted for each child in your family.

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

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Print Name of Child: _____ Grade: _____

IMMUNIZATION INFORMATION

2022-23 School Year New York State Immunization Requirements for

School Entrance/Attendance

NOTES: Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent. Dose requirements **MUST** be read with the footnotes of this schedule.

2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³		Not applicable		1 dose
Polio vaccine (IPV/OPV) ⁴	3 doses		4 doses or 3 doses if the 3rd dose was received at 4 years or older	
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose		2 doses	
Hepatitis B vaccine ⁶	3 doses		3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years	
Varicella (Chickenpox) vaccine ⁷	1 dose		2 doses	
Meningococcal conjugate vaccine (MenACWY) ⁸		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses			Not applicable
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses			Not applicable

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (boosted) dose of DTaP vaccine is not required.
 - c. For children born before MV2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the final dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (OPV3) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7, 8 and 9: 10 years; minimum age for grades 10 through 12: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (boosted) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at www.health.ny.gov/prevention/immunization/schools.

For further information, contact:

**New York State Department of Health
Bureau of Immunization
Room 649, Corning Tower ESP
Albany, NY 12237
(518) 473-4437**

**New York City Department of Health and Mental Hygiene
Program Support Unit, Bureau of Immunization,
42-09 28th Street, 5th floor
Long Island City, NY 11101
(347) 396-2433**

New York State Department of Health/Bureau of Immunization
health.ny.gov/immunization