SLCA

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Family Handbook
2022-2023

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St. Leo Catholic Academy's Philosophy

St. Leo Catholic Academy is a Catholic elementary school in Corona, Queens, New York, founded by the Grey Nuns of the Sacred Heart in 1924. Ninety-seven years of scholarship, leadership and service is the educational and spiritual foundation upon which this school community plans its future. Connection with its past helps the school community to carry out its mandate to bring the light of knowledge and faith to a needy world.

The principal, in a spirit of collegial and collaborative leadership, along with the pastor, board of directors and faculty and staff, implement the curriculum mandated by New York State and the Diocese of Brooklyn. The mission, therefore, is to provide academic, social and spiritual knowledge which reflects the Catholic faith within a structured and disciplined school environment.

We are committed to excellence. We strive to provide programs to help each student become an educated, morally responsible, caring and productive member of society. We foster a love of neighbor. The academy's credo, "Seeing Christ in One Another", comes to life daily in respect for one another and is displayed in simple acts of charity, kindness and acceptance of varying points of view.

We are working with young students at crucial stages in their development; therefore, we seek to provide a challenging educational experience both during and after school. We are cognizant of the multiple learning styles of students and attempt to address these through differentiation of instruction. St. Leo Catholic Academy addresses difficult problems and recognizes the possibility of failure as an acceptable risk. We involve parents, students, staff and the community in shared decision-making, and we also encourage students to assume responsibility for their own learning. Cohesion between school and community presents a positive and manageable model for students to follow.

St. Leo Catholic Academy is a dynamic community. It is constantly evolving and recreating itself in response to the challenges faced by the students in their daily lives. It also develops by capitalizing on the variety of gifts brought to it by each of its diverse members.

St. Leo Catholic Academy's Mission

Inspired by St. Leo the Great and rooted in our Catholic faith,
St. Leo Catholic Academy's mission is to foster spiritual development, academic excellence, responsibility to self, and service to others.
We believe that the courage and devotion of St. Leo the Great will provide a model for Catholic education and remind us of our call to love and serve others by seeing Christ in each other.

Academy Policies

Admission

St. Leo Catholic Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the academy. St. Leo Catholic Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs.

New registrants must provide the following:
- Child's Birth certificate
- Child's Baptismal Certificate (if baptized in a Roman Catholic Church)
- Child's Social Security card
- Child's Up to Date Immunization Records
- Report Card from Last Grade
- Proof of Address (gas or electric bill or lease)

Additional items for incoming 3rd-8th grade students:
Standardized Test Results
First Penance/Communion Certificate (if Roman Catholic)

All new applicants will complete an interview with the principal during the registration process.   Students transferring from another Catholic school must have a zero balance and the recommendation of their previous school's principal.

Re-registrants must have a zero balance by September for their child to attend classes.

Registration is not complete until parents and students have signed the Family Handbook agreement. Additionally, new admissions will be probationary for their first trimester of attendance, pending successful compliance with all handbook policies. Continued enrollment in St. Leo Catholic Academy is contingent on full cooperation with all handbook policies.

After School Program

Our After School Program begins on Monday, September 19 and will operate every day that school is in session including on Half days. The program runs from dismissal until 6:00 PM. Registration for the program is $10 per child and must be completed before a child can attend.   Payment is required the Friday before each week the child will attend.

Students will receive a snack and homework help.   Parents must fill out a separate emergency form for the After School program which includes contact information for that time of the day, along with a list of approved adults who may pick the child up from the program.

For students not picked up by 6:00 PM, a late fee of $10.00 for every 15 minutes should be given to the teacher who has to remain with your child. If the late fee is not paid, then $20/15 minutes will be added to

your After School bill. Students who are repeatedly not picked up by 6:00 PM will no longer be allowed to attend the After School Program.

Delinquent payments or inappropriate conduct may result in dismissal from the After School Program.   All handbook rules apply during the program.

Alcohol, Drugs, and Weapons Policy

Bringing to school or being under the influence of, alcohol or drugs is grounds for immediate dismissal from St. Leo Catholic Academy, as is bringing to school a weapon of any kind.

Attendance

Absences

Regular and punctual attendance is a requirement for all students. All parents must call the office before 9:00 AM if their child is going to be absent. For an absence to be excused, the student must provide an absence note documenting a valid reason for the absence upon his/her return.

Valid reasons for an absence are: child's illness; family emergency; religious observation; doctor's appointment that could not be scheduled outside of school time. Absences of three days or more due to illnesses require a doctor's note for the child to be excused.

Unexcused absences include, but are not limited to: oversleeping; vacation; inability to secure child care; early dismissal day. An early dismissal day is still considered a full day of school, and a child absent on an early dismissal day will be marked for one full day absent.

Latenesses

School begins at 8:00 AM. for grades K through 8.

Students enter through the front doors only. Students arriving after 8:00 AM must stop at the security desk to sign in with the security guard on duty at the door, or from the office if the guard is not at his desk.

To be considered on time for school, all students must be in the school building by 8:00am. Students arriving after that time will be marked late and their names entered in the late arrival book. Students who are late seven times or more in a trimester will not be eligible for the honor roll.

PLEASE DO NOT DOUBLE PARK ON ANY STREET SURROUNDING THE SCHOOL OR IN THE PARKING LOT.

PLEASE DO NOT MOVE THE POLICE BARRICADES ON 49TH AVENUE. THEY ARE THERE FOR EVERYONE'S SAFETY.

PK3 and PreK For All

This year, arrival will be at **8:30 AM**. They will enter through the 48th Street entrance. Students arriving after 8:30 AM must go around to the main entrance, and must receive a late pass from the security guard on duty at the door, or from the office if the guard is not at his desk.

Birthdays

Students may dress down for free on their birthday. If the birthday falls over the weekend or over vacation, the child may dress down on the day that school reopens.

Birthday celebrations during instructional time are not permitted. Parents of students in PK3 through Grade 3 who wish to distribute treats for their child's birthday must arrange to do so with the classroom teacher at least one day in advance. These celebrations will be during snack time. Parents must drop off the treats at the arrival time of the students.

Treats must be simple, individually wrapped, prepackaged goods. We are a peanut-free school. No candles are allowed. These celebrations should not be a replacement for a birthday celebration outside of school, and should not be longer than fifteen minutes.

Bullying/Harassment Policy

The Diocesan Bullying/Harassment Policy is as follows:

Purpose:

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

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

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

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred, the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

At St. Leo Catholic Academy, the policy above is fully implemented on the local level through the following procedures:

- **Any incident of bullying or violence may result in dismissal from St. Leo Catholic Academy.**
- An incident of violence or bullying will receive, at minimum, an automatic In-School Suspension along with an Incident Report.
- An in-school suspension is used as a consequence for bullying and violence. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given.
- Additionally, any incident of a student using the internet/social media to harass, insult, or bully another student will be fully investigated and may result in dismissal from St. Leo Catholic Academy
- An act of physical aggression, in which a student harms another person's body or property, will result in an automatic In-School Suspension. If a child retaliates with violence, they will also receive an In-School Suspension.
- Any act that may make a student physically and/or emotionally unsafe is subject to our bullying policy. This includes all acts that occur outside of school and online.
- An act of retaliation will be treated with the same consequence as the initial act of bullying or violence. Students must report bullying immediately, **not retaliate**.
- Gossip, including reporting bullying to peers and repeating insulting comments or gossip, before or instead of reporting the incident to an adult, is also an act of bullying that is subject to the policies above.
- There is no such thing as "play fighting" or "just joking around" at SLCA.   Hands must be kept to themselves at all times and comments must always be respectful and appropriate.

It is the responsibility of the administration to make final determination if bullying has occurred. That final determination is non-negotiable and does not require parental agreement or consent.

Catholic Identity

St. Leo Catholic Academy is, first and foremost, a Catholic school. By choosing to enroll your child at SLCA, it is understood that they are required to participate in all prayers and religious activities. Students are required to attend mass, but may only participate in the sacraments of Holy Communion and Reconciliation if they have received the appropriate sacrament of initiation.

We foster a climate of respect for all religions practiced by the families of St. Leo Catholic Academy, and we expect the proper respect of our academy's Catholic identity to be shown by all students through participation in the required religious exercises noted above.

Cell Phones & Electronics

Students are never permitted to use their cell phones in the school building. It must be turned off as they enter the school building. Every morning, the classroom teacher will collect the cell phones and lock them in the school office. They will be distributed at dismissal. If a child needs to make a phone call using their cell phone, they must first receive permission from a staff member.

No other electronic devices (iPods, iPads, tablets, PDAs, gaming systems, etc.) other than school-issued devices may be used in the school building.

Any child found using a cell phone or electronic device, other than that distributed by the academy, will have it collected by the principal, member of the faculty, or staff member. For the first offense, it will be returned to the child at the end of the *following* school day. For the second offense, it will be returned to the child *one full week* after it is collected. For the third offense, it will be returned on the last day of school.

St. Leo Catholic Academy assumes no responsibility for lost, damaged, or stolen electronics that were not given to the teacher in accordance with school policy.

Students who attend the After School program must also give their electronics to the teacher on duty, and will have them returned when they are picked up from the program.

Communication

Effective communication between parent and teacher is necessary for every student to succeed. At St. Leo Catholic Academy, we primarily use digital communication, and it is the preferred method of correspondence between parents and the academy. Parents should check their child's Google Classroom, their own email and the academy website regularly, as paper communication will be limited.

Parents may use e-mail to communicate, or may choose to make a phone call or set up an appointment through the office. Parents should expect a response within one school day of a phone call or written note.

Meetings with teachers must be scheduled in advance and take place in the office or virtually. It is never appropriate for parents and teachers to discuss issues when in earshot of students or other parents/teachers.

Teachers are not permitted to have such discussions in these places, and are following school policy when they refuse to do so.

Additionally, parents are permitted in the building by appointment only. If there is an emergency, parents must report to the school office first, and they will receive assistance from there.

Parental notes or phone calls regarding sensitive issues should be handled with discretion. Please send such notes to the teacher or staff member in a sealed envelope, and make phone calls about sensitive issues outside the earshot of the students.

Concerns should be handled at the most local possible level. Persons with concerns about a situation with a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the principal be contacted.

Similarly, a situation with the principal should be addressed with the principal. Only after such attempts have failed should the concerned party contact the Board of Directors chairperson, who can be reached through a mailbox in the school office.

Conduct

Students are expected to demonstrate good conduct at all times. Good conduct can best be described as demonstrating respect for yourself, others, and property.

Students who demonstrate poor conduct may be subject to disciplinary action, including but not limited to: Incident Reports; parental phone calls; removal from extracurricular activities; in-school suspension; and dismissal from St. Leo Catholic Academy.

See also: **Incident Reports**

Contracts

Daily contracts may be used as an additional tool to improve a student's academic performance and personal progress. The decision to place a student on contract will be made jointly by the teacher, parent and administration. Responsibility for having the contract signed lies solely with the student on contract. However, the teacher is required to staple a new contract into the child's folder at the beginning of each week and to keep completed contracts on file.

For a contract to be effective, parents should discuss their child's progress as indicated on the contract before signing it each night. The need for a student contract will be reassessed regularly.

Counseling and Intervention

SLCA provides counseling services through an on-site Title I counselor five days a week. These professionals can help a child who is struggling with an issue, provide skill development in a group setting, and help facilitate the evaluation process.

If a student indicates that they have or wish to engage in self-harm, the student will immediately be required to undergo an outside psychological evaluation. Clearance from this outside organization will be required for the student to return to class.

Additionally, students and families also have the opportunity to receive counseling services through the office of the Program for the Development of Human Potential. Interested parents may contact the regional office at (718) 849-2200. For outside counseling through PDHP, fees are determined on a sliding scale.

Covid Policy and Protocols (see Appendix I in the back of this handbook)

Cyberbullying Policy (see Appendix II in back of this handbook)

Dismissal

This year, dismissal will be at **3:00 PM.** Grades K, 4, 5, 7 and 8 will dismiss on 49th Avenue between the school building and the rectory. Grades 1, 2, 3 and 6 will dismiss on 49th Avenue from the front doors of the school.

PK3 and Prek For All
Dismissal will be at **2:50 PM**. They will dismiss through the 48th Avenue entrance.

No child may be released from the school to someone other than the parent or guardian without **documented written notice**. Children in Grades 5 to 8 may walk home by themselves (and with younger siblings/relatives) if given **written permission** by a parent or guardian.

Students in grades 5-8 may only walk home if written permission is given by the parent or guardian. Students who walk home must do so immediately. For safety reasons, we will not allow loitering on or around school property. Students who do not comply with this policy may be subject to disciplinary action. Students in the After School program or any afterschool activities must report immediately to the teacher on duty and will not be allowed to leave the building under any circumstances.

If a child is not picked up within fifteen minutes of dismissal time, they will be placed in the After School program at the parent's/guardian's expense.

Dress Up/Dress Down

Occasionally, there will be opportunities for students to Dress Up or Dress Down. Please note the requirements below:

   DRESS UP

   Boys:
   - Collared dress shirt with tie/collared polo shirt, leather belt, dress pants, and dress shoes
   - Dress pants must be worn at waist
   - **No jeans, sweatpants, or sneakers are permitted**
   Girls:

- Knee-length skirt or dress with stockings/leggings, flat dress shoes with strap or buckle. No slip-on/open-toe/ballerina/sandals/flip-flops.
- Dress slacks and blouse may also be worn.
- **No jeans, sweatpants, leggings or sneakers are permitted.**

DRESS DOWN

Students must follow these rules carefully, or they will lose the privilege of dressing down.

Boys

- Jeans worn at the waist with a belt, correct fit (not too tight or too loose)
- No messages or designs inconsistent with our Catholic identity (i.e., negative/rude messages)
- Sneakers with socks – no lights, loud designs, or wheels
- If wearing shorts, they must reach the knee when sitting down
- No sleeveless shirts
- Jewelry rules still apply: no earrings permitted and one small religious necklace/bracelet, tasteful watch (SMART WATCHES ARE NOT PERMITTED).
- No hats may be worn inside of the school building

Girls

- Jeans worn at the waist with a belt, correct fit (not too tight or too loose)
- No messages or designs inconsistent with our Catholic identity (i.e., negative/rude messages)
- Sneakers with socks – no lights, loud designs, or wheels
- If wearing shorts or a skirt, must reach the knee when sitting down
- No slip-on/open-toe/ballerina/sandals/flip-flop shoes
- No low-cut or sleeveless tops
- No leggings.
- Jewelry rules still apply: only plain, small post or plain, small hoop earrings are allowed, and a small religious necklace/bracelet, along with a tasteful watch (SMART WATCHES ARE NOT PERMITTED).
- Make-up rules still apply: no eye make-up, lipstick, lip gloss, colored nail polish, nail tips, etc.

Early Drop-Off Program

Our early drop-off program begins at 7:30 A.M for students in grades K-8. Students may eat breakfast at school; breakfast is provided free of charge. They may have a silent reading book with them.

Evaluation

Students in all grades will receive ongoing evaluation throughout the school year in the form of tests, assignments, and teacher observations.

Report Cards will be distributed three times a year. Parents/guardians must meet with the teacher to receive their child's report card in December and March. The final report card will go home with the child on the last day of school. All accounts must be in good standing for report cards to be issued.

Field Trips

Attending a field trip is a privilege given to students.   Parents/guardians must use the official permission slip for their child to attend. Handwritten notes or permission over the phone are not allowed.   A child who is demonstrating poor conduct may be prohibited from attending a field trip. Students who are not going on a field trip are still required to attend school.

Parents may only attend a field trip if they are *VIRTUS* trained.   Chaperones will be assigned on a first come, first serve basis. Meeting the children at the field trip is not permitted.

It is recommended that students with medical conditions, including asthma and allergies that may require the use of an EPI-pen, attend field trips accompanied by a parent or guardian.

Fundraising

When we announce a fundraising event, a letter or flyer will go out explaining the details of that event. We ask that you support our fundraising efforts as much as possible, as their success allows us to keep our tuition and fees at a lower rate. Tuition covers less than 70% of the total cost of educating each child.

Gum

Chewing gum is never permitted on school grounds at any time.

Home Academy Association

A Home Academy Association contributes to the life of our school. Headed by a chairperson and a core committee, overseen by the principal, the HAA is the major fund-raising and support organization of the school, and enhances parental involvement in our school.

The Home Academy Association meets during the year at general sessions to which all parents are invited. All families are expected to participate in the fund-raising events sponsored by this group.

Homework

All homework must be completed on a daily basis. Students will receive a Home Report for two incomplete or missing homeworks. Students who miss more than three homework assignments in one trimester will receive a "1" in homework for that subject area. Parents should sign their children's homework assignments to indicate that they are aware that their child has done their homework.

Returning tests and graded assignments with a parent signature is part of a child's homework grade, and is required in Grades 1-8.

Homework assignments are posted daily on our website – www.StLeoCatholicAcademy.org . The teacher will attempt to contact a parent after the second missing homework, but it is the responsibility of the student to ensure that homework assignments are copied into their assignment pads and completed at home.

Teachers are not required to accept homework assignments after their due date, with the exception of excused absences. Any late assignments accepted are at the discretion of the classroom teacher.

Honor Roll

Students in Grades 1-8 who consistently excel in all areas will be eligible for the Honor Roll each trimester.

The criteria for the Honor Roll is as follows:

Principal's List
1. A combined average of 97 or higher (A+) in all major subject areas, and a 4 or 3 in all special subject areas
2. No grade lower than a 93
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than one Incident Report
5. No more than one Uniform Violation
6. No more than six latenesses

First Honors
1. A combined average of 93 or higher (A) in all major subject areas, and a 4, 3, or 2 in all special subject areas
2. No grade lower than an 89
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations
6. **No more than six latenesses**

Second Honors
1. A combined average of 89 or higher (B+) in all major subject areas, and a 4, 3, or 2 in all special subject areas
2. No grade lower than an 85
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations
6. **No more than six latenesses**

Merit Award
1. A combined average of 85 or higher (B) in all major subject areas, and a 2 or higher in all special subject areas
2. No grade lower than an 80
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations

6. **No more than six latenesses**

Any student with seven (7) unexcused absences and/or latenesses in a trimester will not be eligible for the honor roll.

IESP Procedures & the Evaluation Process

SLCA can accommodate many specifications found in an IESP. For us to do so, the parent must provide a copy of the IESP and meet with the principal to determine if and how the child's needs will be met.

Services currently provided on site include: SETSS, and Counseling. An evaluation may be requested at any time and may be initiated by the parent, the teacher, or the administration.

SLCA strongly recommends that any student who is struggling academically be formally evaluated. Having all of the services that a child is entitled to helps ensure that they reach their God-given potential.

Incident Reports

An Incident Report will be given for a violation of school rules that requires parent notification, including but not limited to: bullying or violence; disrespect of a school community member with their words or actions; destruction, damage or theft of property; academic dishonesty; and dangerous or unsafe activities. Very serious incidents may also result in an In-School Suspension along with the Incident Report.

Please note that parent signature indicates that they have seen the Incident Report, not necessarily that they agree with it. If a parent has a concern regarding and Incident Report, they should still return it signed, and set up a conference with the teacher or staff member who issued the report.

An Incident Report is considered part of the student's local record, not their permanent academic record, and does not follow the child to their next school.

Students should not be made aware of the disagreement that a parent may have with these reports, as this undermines the school's ability to effectively correct student behavior. Disagreement over policies is a discussion for the adults to have outside of the presence and earshot of the students.

Inclement Weather

If in-school classes are not possible due to inclement weather, an announcement will be made on our website: www.StLeoCatholicAcademy.org   Announcements will also be sent through your child's Google Classroom, and parent email.   **If an official "snow day" is declared, all students will transition to remote learning for that day.**

Should school be open on a day of inclement weather, the proper uniform must still be worn. If students wish to wear boots while travelling to and from school, they must bring their school shoes in a plastic bag and change into them upon arrival.

In-School Suspension

An in-school suspension is used as a consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given.

Internet Usage Policy

Children may use the internet in school under direct supervision of the classroom teacher. Accessing e-mail, social networking sites, or anything else unrelated to their academic work is strictly forbidden.

Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and their actions may result in dismissal from St. Leo Catholic Academy.

Jewelry & Makeup

Students may wear one small post earring or hoop earring in each ear and a small necklace or bracelet with a religious symbol. No novelty earrings (plain studs or hoops only.) No other jewelry is permitted, but students may wear a small watch. Jewelry and watch cannot be in neon colors and should not distract from the uniform in any way. Smart watches, i.e., Apple, Samsung, Fitbit, etc. are never allowed in school. No novelty jewelry allowed (i.e. cartoon character earrings). See **Uniform** for further guidelines.

Makeup, lip gloss, nail tips, colored nail polish, rings, bracelets, and anything of similar nature are not allowed. The same policy is in effect on Dress Up, Dress Down, and Gym days.

Clear nail polish is permitted.

Students will receive a Home Report for the first violation and Incident Reports for continued violations.

Lunch

Students in Grades K-2 will eat in their classrooms temporarily; students in Gr. 3-8 will eat in the cafeteria. Students in Grades PK3 and PKFA will regularly eat in their classrooms. A per family lunch room fee is collected annually with the September tuition payment (for K-8). This fee is used to pay for supervision during the three lunch periods.

Students may bring their own lunch or receive the food provided by the hot lunch program. Food brought from home should be simple and not required to be heated up. All students are required to apply for the hot lunch program even if the parent will be sending food from home.

Students should not have food delivered to the school building. Parents are ***not permitted to drop off lunch*** for their child; lunch must be sent to school with the student in the morning.

Students who do not have lunch will be given a school lunch. If you choose to pack a snack with your child's lunch, please make sure it is reasonably sized and not too unhealthy.

You are asked to bring lunches *without peanuts*, because there could be a child in the school with a severe allergy. Because some students may have allergies that they are unaware of, and to ensure proper safety and hygiene, absolutely no sharing of food is permitted.

Lunch Detention

Teachers or staff may issue detention to a student at his/her own discretion for less serious offenses such as but not limited to:
- Gum chewing
- Improper uniform or appearance
- Unprepared for gym, art, computer, music, library, etc.
- Talking in the hallways

Medical Conditions

Parent/guardians need to work closely with the academy's nurse. They should contact the school nurse prior to or at the very beginning of the school year, if a child has allergies or a medical condition. The academy does provide medical services to accommodate such students, with proper doctor documentation/authorization for treatment.

Morning Routines

Christ is the reason for our school, and our Catholic identity defines who we are. Each school day will begin with morning prayers over the PA system or at assembly. Birthday blessings are included in morning prayers. All announcements will follow morning prayers.

Parent/Guardian Cooperation

The education of a student is a sacred partnership between the parents/guardians and the academy.

It is required that parents/guardians are supportive of all school policies and that they cooperate with the administration and with the faculty in the proper academic and behavioral development of their children. Without mutual respect and trust, St. Leo Catholic Academy cannot meet the needs of its students.

To preserve this relationship, all discussions over disagreements must be conducted outside the presence of the students. This prevents the students from getting mixed messages from school and home. No one is permitted to walk through the halls or make unauthorized visits to the classrooms without obtaining a pass.

Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parents/guardians is broken beyond repair.

The decision for a student or family to remain enrolled at St. Leo Catholic Academy is at the sole discretion of the principal.

School Liturgies

Children in Grades K-8 will participate in Mass at least once every school month with their cohort in small groups..

All liturgical celebrations will be held at St. Leo Roman Catholic Church.

Family members are always welcome to attend, and their presence is encouraged!

Supervision

Students must be supervised by an adult on the staff at all times. A student may never enter or remain in a room that does not have at least one adult staff member present. No student may leave the classroom without a partner and explicit permission from their teacher. They must sign out, carry a pass with them while out of the room, and sign in when they return to the classroom.

Technology Policy (see Appendix III at the back of this handbook)

Textbooks/Workbooks

Textbooks are on loan and must be covered. Students must carry their books in a school bag. Workbooks must be covered as well. If a workbook/textbook is lost, the parent/guardian is responsible to pay for a replacement.

Defaced books and property must be paid for.

Tuition & Fees

Tuition is billed in full at the beginning of the school year. However, as a convenience to parents/guardians, tuition may be paid over a ten-month period, beginning in August. Tuition payment plans are set up in the FACTS system. The first tuition payment is due on August 15 or 30th, depending on the payment plan agreement with FACTS. Future tuition payments are due every month, with the final installment due in May.

The school office will be open from 8:30 to 10:30 AM (by appointment only) and from 1:00 to 3:00 PM (by appointment only). Office hours on half-days are from 8:30 to 10:30 AM only, also by appointment.

Families with outstanding tuition may not attend After School programs, field trips, or any additional fee-based activity.   Report cards cannot be issued to families with an outstanding balance.   For returning students to

begin class in September, they cannot have a balance from the previous school year. New students that are transferring from Catholic schools may not have a balance remaining at their previous school.

Uniform

All students must wear the SLCA uniform. The new logo is now mandatory; the old St. Leo uniform will **not** be accepted.

The uniform must be worn correctly and completely. Students will receive a Uniform Violation when they fail to do so. Accumulating more than two violations in a trimester will impact eligibility for honors. Pants must always be worn at the waist.

Boys
- **K-5:** Blue dress pants, heather grey polo shirt, black/navy blue socks, and black uniform dress shoes must be worn daily.
- **6-8:** Blue dress pants, the royal blue polo shirt, black leather belt, black socks, and black uniform dress shoes must be worn daily. No cargo pants or stretch pants are allowed.
- **Gym Uniform:** The SLCA gym uniform may be worn with white socks and white, blue, gray, or black sneakers. No light-up features or neon colors may be worn on sneakers. Boys in Grades 6-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.
- **PK3 and PKFA:** Could follow the K-5 gym uniform, but it is not mandatory.
- **Undershirts**: Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair:** Hair must be worn in a way that is unobtrusive. No designs, highlights, lowlights, streaks, cut-outs, novelty haircuts, and styles that distract from the uniform are allowed. Boys' hair length should be appropriate, and not longer than the top edge of the collar. Hair should not obstruct boys' eyes, nor be of a style that causes boys to brush aside their hair constantly.

Girls
- **K:** Blue dress pants, heather grey polo shirt, black/navy blue socks, and black uniform dress shoes must be worn daily.
- **1-5:** The SLCA uniform must be worn. Jumper, white collar blouse, white, blue or black knee socks, white, blue or black nylon tights, and black uniform dress shoes. The pants and polo shirt are also an option. A black leather belt must be worn with pants.
- **6-8:** Charcoal grey pants and royal blue polo shirt. The royal blue polo shirt may not be worn with navy blue pants. A black leather belt must be worn with pants. Clothes must fit correctly and not be too loose or too tight. No cargo pants or stretch pants are allowed.
- **Dress Shoes:** Must have laces or a strap, must have a rubber sole, and must have a flat heel. NO ballet slippers, slip-on shoes, open-toed shoes, sandals, flip-flops, or boots.
- **Gym Uniform:** The SLCA gym uniform may be worn with white socks and white, blue, or black sneakers. No light-up features or neon colors may be worn on sneakers. Girls in Grades 6-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.

- **PK3 & PKFA:** Could follow the K-5 gym uniform, but it is not mandatory.
- **Undershirts**: Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair Accessories:** Girls may wear the matching hair tie or headband that is available with the uniform. They may also wear simple hair accessories that match the uniform such as small hair ties or plain headbands. Hair should be neatly groomed and unobtrusive.
- **Hair:** Hair must be worn in a way that is unobtrusive. No designs, highlights, lowlights, streaks, cut-outs, novelty haircuts, and styles that distract from the uniform are allowed.

September, October, May, and June only:

- Boys and girls may wear navy blue khaki shorts with the SLCA polo shirt, along with white, blue, gray, or black socks, and white, blue, or black sneakers.
- Students in grades 6-8 may wear the royal blue polo shirt with navy blue (boys) or charcoal grey (girls) khaki shorts.

Days of Inclement Weather

- Students may wear rain boots or snow boots to school, along with their school shoes in a bag. They must change into their regular school shoes when they arrive at school.
- The regular uniform must be worn, regardless of temperature or inclement weather, on all school days.

Pants must be worn <u>at the waist</u>**.** Undergarments must never be exposed at any time.

If there is an extraordinary circumstance in which the uniform cannot be worn completely, please provide the child with a note indicating the reason, and we will waive the Uniform Violation if appropriate.

Students who wear a polo shirt without the SLCA logo are considered out of uniform and will receive a Uniform Violation. Logo polo shirts may be purchased at the Ideal Uniform store.

Students who receive more than two Uniform Violations in a trimester will lose Dress Down privileges for the remainder of the school year.

Volunteers

Parent volunteers are highly encouraged. To volunteer at SLCA and to attend field trips, parents must complete free VIRTUS training and a volunteer orientation session at the school. VIRTUS training is offered twice a year at SLCA, but can also be completed at other sites. If you choose to attend another site, you can find a listing at www.virtus.org under the Diocese of Brooklyn organization. Simply bring your certificate to the school and we will keep a copy on file.

In accordance with Diocesan policy, NO PARENT will be allowed to volunteer or attend a field trip without VIRTUS training.

Appendix I
COVID-19 Protocols for Academies/Schools in the Diocese of Brooklyn
September 2022

*All health-related policies and procedures have been adopted from the regulations published by the CDC, NYC DOHMH and NYS DOHMH NYC. (August 2022)

- Masks are recommended indoors but not required at this time.

- Anyone with symptoms of COVID-19 should stay home for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning to school, symptoms should be improving and you should be fever-free for at least 24 hours;

- Anyone who comes to school with symptoms or who develops symptoms while at the school should be sent home and encouraged to get tested. Symptomatic children or staff who are able to wear a mask should do so while at school. If possible, children with symptoms who cannot wear a mask should be separated from others and provided supervision while waiting to leave school

- Anyone who tests positive for COVID-19 should remain isolated at home for a period of at least 5 days and symptoms should be improving and be fever-free for at least 24 hours before returning to school;

- Anyone who tested positive for COVID-19 and is returning to school between days 5 and 10 should wear a well-fitting mask, up through day 10, if they are able to tolerate one; OR may remove their mask following two negative COVID tests taken 48 hours apart. Children who are unable to wear a mask may still return to school if they do not have symptoms;

- Anyone who has had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period) should wear a mask for 10 days whenever feasible. If they do not have symptoms, they do not need to quarantine and can attend school.

Please Note:

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

14.8   Distance Learning when being used

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

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

Common Sense Strategies to Prevent Covid-19

- Stay home if you feel sick
- Avoid touching your face, eyes, nose, mouth
- Wash hands frequently with soap and water for or use hand sanitizer (60% alcohol minimum)
- Cover any sneezes or coughs
- Wear a mask when indicated as described above

Covid-19 Test Kits -- St. Leo Catholic Academy will send home free Covid-19 test kits from time to time when available for your use. We will notify each family by email when we are going to send home test kits.

Appendix II
Cyber-Bullying Policy for
Parish Schools and Catholic Academies within the Diocese of Brooklyn
September 2022

1. <u>**Purpose**</u>:

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

2. <u>**Scope of Use**</u>:

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

3. <u>**Definitions of Cyber-Bullying:**</u>

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

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).

6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from and online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term "happy slapping"
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as "Who is the ugliest person in 8ᵗʰ grade?" or "Who do you love to hate?"
12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves
13. **Images and Videos -** Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play
15. **Trolling** – Lurking or "trolling" message boards and forums for the purpose of defaming, "flaming", annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the "troll" and "trolls" are often able to act anonymously.

4. <u>Responsibilities of the School/Academy</u>:

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

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

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

5. **Responsibility of Students:**

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

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

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

Protecting Others from Cyber-Bullying

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

6. __Identifying Cyber-Bullying__

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

7. __Policy Violations:__

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

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

Appendix III
Acceptable Use Policy for Technology
Parish Schools and Catholic Academies within the Diocese of Brooklyn
September 2022

1. <u>Purpose:</u>

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

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

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

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

1. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.

2. Students will use school/academy owned technology for appropriate learning purposes under the supervision of the principal and classroom teacher.

3. Students, employees, and visitors will use school/academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

2. <u>Scope of Use</u>:

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

3. <u>Definitions of Technology:</u>

a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.

b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
- Cell Phones, Smart Phones
- Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
- Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
- Portable Entertainment Systems (gaming systems, audio/video players)
- Recording Devices (digital or analogue audio/video/photo capture devices)
- Any other convergent technologies (Social Networking, email, instant messaging, etc.)

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

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

4. <u>Responsibilities of User:</u>

The schools and academies of the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that schools and academies create a policy addressing the following:
- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them

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

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

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

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

5. Security of Technology:

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

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

Additionally, member of the school/academy community shall not:
- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or school/academy computers or computer systems.
- Download or install any software application without prior authorization.

6. **Technology Use Guidelines:**

a. **Appropriate Use/Educational Purpose**

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

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

Electronic and/or Digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only school/academy sanctioned communication methods. These methods include:
- Teacher school/academy web page
- Teacher school/academy email
- Teacher school/academy phone #
- Teacher created, school/academy approved, educationally focused networking sites

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

c. **Examples of Unacceptable Uses of Technology**

Users are not to:
- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying policy.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.

• Use technology for any illegal activity.
• Use of the Internet for commercial gains or profits is not allowed from an educational site.
• Breach confidentiality obligations of school/academy or system employees
• Harm the goodwill and reputation of the school/academy or system in the community.
• Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

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

e. **Personal use of Social Media** (Teachers, Students)
This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium.

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

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

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

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

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

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

7. <u>Policy Violations:</u>

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

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

8. <u>Distance Learning:</u>

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

a. <u>**Device Usage**</u> – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.

b. <u>**Video/Audio Conferencing**</u> – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, "hijacking" a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.

c. <u>**File Transfer/Submission**</u> – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectional material, malicious content or any other such transmissions is a violation of this policy.

d. <u>**Learning Platforms**</u> – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom, Pearson(Saava) Realize, iReady and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.

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

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

FAMILY INFORMATION PAGE

Child's Last Name _____**First Name** _____ **Grade** ___

Date of Birth: _____ **Religion:** _____

Medications (if any): _____**Allergies (if any):** _____

Medical Conditions (if any): _____

In case of an emergency, we will take your child to Elmhurst Hospital
if a parent or emergency contact cannot be reached.

Does Your Child Have an IEP/IESP: ____ **Yes** ____ **No** (If yes, please provide a copy to the school office)

Countries of Origin: _____

Home Language: _____

PARENT INFORMATION

Parent/Guardian #1:

Name _____ **Relationship to Child:** _____

Address:_____

Cell Phone: (____ **)** _____ **Home Phone: (** ____ **)**_____

Place of Work: _____ **Work Phone: (** ____ **)**_____

E-Mail Address: _____ (SLCA office will send e-mails to this address)

I prefer to be contacted by: ____ **Cell Phone** ____ **Home Phone** ____ **Work Phone** ____**E-Mail**
_____

Parent/Guardian #2:

Name _____ **Relationship to Child:** _____

Address:_____

Cell Phone: _____ **Home Phone: (** ____ **)**_____

Place of Work: _____**Work Phone: (** ____ **)**_____

E-Mail Address: _____ (SLCA office will send e-mails to this address)

I prefer to be contacted by: ____ **Cell Phone** ____ **Home Phone** ____ **Work Phone** ____ **E-Mail**

ADDITIONAL EMERGENCY CONTACTS

Name _____ **Phone #:** _____ **Relationship to Child:**_____

Name _____ **Phone #:** _____**Relationship to Child:**_____

Name _____ **Phone #:** _____**Relationship to Child:**_____

DISMISSAL

My child will: _____ **Be picked up by an adult** _____ **Walk home by themselves**

_____ **Take the yellow bus** _____ **Take the public school bus**

_____ **Walk home with siblings/cousins (Names)** _____

Names not on this list that can pick up the child: _____

HANDBOOK AGREEMENT 2022-23

I certify that I have read this handbook and will abide by **all** policies within including bullying/cyberbullying and technology. I understand that the principal has the authority to revise this handbook as needed, and will notify parents of any changes in writing. I understand that failure by families to comply with policies may result in dismissal from St. Leo Catholic Academy.

Student's Name _____ Class _____

Student's Signature (Gr. 1-8)   _____

Parent's Signature (All Grades) _____