



Parent / Student Handbook 2019-2020

St. Adalbert Catholic Academy
52-17 83rd Street
Elmhurst, NY 11373
718-424-2376
www.stadalbertca.org

Mr. Thomas Morris, Principal
Father Miroslaw Podymniak, Pastor
Lorraine Casey, Board Chairperson

Admission and Registration Policy

St. Adalbert 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 school. Catholic schools treat all people equally with no discrimination on the basis of race, gender, national origin, age (in accordance with the law) and disability, if, with reasonable accommodation on the part of the school, the disabled student's needs can be met.

The following are required for registration:

- Birth certificate
- Baptismal certificate
- Immunization history
- Registration fee

Those applying for entrance into grades 1 through 7 must also bring:

- Copy of most recent report card

According to Diocese of Brooklyn guidelines:

- Nursery students must be 3 years old on or before December 31st of the year they are enrolling
- Pre-Kindergarten students must be 4 years old on or before December 31st of the year they are enrolling
- Kindergarten students must be 5 years old on or before December 31st of the year they are enrolling

Arrival and Dismissal

Nursery: Children may arrive and enter in the Gym at 7:30am. At 7:50am, the 84th Street Door is used for drop-off. All students must be in school by 8:00 am. Students will be dismissed at 2:30pm at the back 84th Street door.

Pre-K: Children may arrive and enter in the Gym at 7:30am. At 7:45am, the lower PreK door will be used for drop-off. All students must be in school by 8:00 am. Students will be dismissed at 2:20pm. Students registered for Religion Class will be dismissed at 2:55pm. The lower PreK door is used for both dismissals.

Grades K-8:

All K-8 students may enter through the Gym door starting at 7:30am. Dismissal will take place at the times and places listed below:

- Kindergarten will dismiss at 2:50pm in the main school yard
- Grade 1 will dismiss at 2:55pm in the main school yard
- Grades 2-5 will dismiss at 3:00pm in the main school yard
- Grades 6-8 will dismiss at 3:00 pm through Main Building Doors on 83rd Street

The school grounds are not playgrounds. Students will NOT be allowed to RUN or PLAY in the schoolyard during dismissal.

No ball playing, bicycles or scooters are permitted at any time.

Please do not park in the Staff Parking Lot or double-park your car. This creates a hazardous situation for our students and everyone involved. When dropping off students in the morning, please refrain parking from a three-car width space in front of the general walkways for vehicles that are simply dropping off their students.

Attendance

Student Absence

Regular attendance at school is mandatory and is essential for student success. Students are responsible for all classwork and homework that is covered during the time of absence. For absences please inform the school (718-424-2376) before 10am. A secretary will call the homes of absentees after 10am to confirm the absence.

Students who have a fever or other contagious illness should be kept at home. In addition, students must be free of fever for 24 hours before returning to school.

The day your child returns to school he/she must bring a note explaining the absence, dated and signed by a parent. If an absence note is not received, your child's absence is recorded as illegal. An absence of more than three consecutive days requires a doctor's note explaining the reason for the absence along with the medical clearance for the student to return to school. Vacations taken while school is in session are considered illegal by state law and must be noted as such on school records.

Students are expected to make up missed work within a time frame established by their teacher(s).

Students who are released early because of illness must be signed out at the office by a registered parent(s) or person duly authorized by a registered parent(s). We strongly encourage all medical appointments be made during non-school hours.

Lateness

It is essential to success in school that students arrive on time. Chronic lateness can influence acceptance into both public and Catholic high schools. Students who regularly arrive late may be subject to disciplinary action.

After School Programs

The After School program is available to all students in grades Nursery through 5 from dismissal until 6:00pm. The program provides students the opportunity to complete homework, have a snack, and engage in a variety of leisure activities. **If a child is picked up after 6:00pm, a late fee will be charged. Please call the After School number, 718-424-2376 Ext 222 if you are going to be late** All Handbook rules apply to the After School Program.

Birthdays

Students are allowed to bring in treats for birthdays. However, a student must wear their regular uniform unless they are exempt through their Gym uniform (regular Gym day or GUT card) or on a Dress Down Fundraiser Day as listed on the monthly calendar. Children in any grade are not permitted to distribute invitations to parties unless every student in the class is invited.

Cell Phones and Smart Watches

Students are never permitted to use their cell phones/smart watch in the school building without permission from a member of the administration or faculty. Cell phones/smart watches must be turned off before the student enters the building, and must remain off until the student has exited the building at the end of the day. Cell phones/smart watches of students must be turned into the teacher each day, who will secure the phones. Bringing the phone/smart watch to school and failing to turn it/them in, will subject the student for a consequence. If you need to contact your child during the school day, please call the school office or the After School Program and the message will be delivered. If a student uses a phone/smart watch during the school day without permission, the phone/watch will be confiscated and the parent will be contacted to come and pick up the device.

Child Abuse Laws

Under New York State law, all teachers are “*mandated reporters*” and are legally required to report any suspected case of child abuse or neglect. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If any mandated reporter suspects abuse or neglect, he or she, by law, must make a report to the proper agency.

Code of Conduct

Children have the right to learn. Teachers have the right to teach. The students of St. Adalbert Catholic Academy are expected to follow the teachings of Jesus and conduct themselves in a Christian manner. This includes demonstrating respect for oneself, others and property.

Cooperation between home and school is essential in implementing discipline. The Administration and Faculty reserve the right to discipline any child who infringes upon the rights of other students, faculty and staff. Each situation will be judged independently, and disciplinary action taken will be appropriate to the child’s age/maturity, the nature of the offense, and the child’s previous disciplinary record. The principal is the final recourse in all disciplinary situations.

The following is a partial list of actions are deemed inappropriate and may be subject to disciplinary action:

- Bullying (see policy below)
- Cyberbullying (see Appendix B)
- Disrespect of administration, faculty, staff or other students
- Destroying/defacing academy property

- Cheating/Plagiarism
- Possession of a dangerous object/weapon/sharp object or any item considered a threat to the personal safety of students or school personnel
- Possession of items that cause distraction-including “poppers” & noise makers
- Causing disorder on church or academy property
- Improper language
- Use or possession of drugs/alcohol on church or academy property
- Any serious or inappropriate behavior in direct opposition to the school philosophy and/or policy
- Any action or behavior deemed inappropriate by a member of the administration or faculty.

Anti-Bullying Policy

St. Adalbert Catholic Academy strictly complies with the anti-bullying policy of the Diocese of Brooklyn. Please see this policy in Appendix A.

Suspensions/Expulsion

Suspensions or expulsions may occur for, but not limited to, the following offenses: carrying a weapon, stealing, physical fighting, bullying, academic dishonesty, leaving school without permission, defacement or destruction of school property, consumption or distribution of alcohol, smoking, selling use or possessing drugs, and truancy.

The procedure for suspensions is as follows:

- 1) Parents will be notified by telephone of the child’s offense.
- 2) A conference will be held with the student, parents, teacher and administrator.
- 3) If a suspension is given, students will be either in the care of the parent or in the care of the administrator.
- 4) The final decision rests with the administrator.
- 5) Subsequent suspensions may result in a student’s expulsion.

Communication

Parents are encouraged to communicate with their child’s teacher. However, it is necessary to arrange an appointment either by phone, email or in writing. Parents and teachers can arrange a time that is mutually convenient. .

Family Information

Emergency cards must be filled out with an address, home phone number, work phone number, cell phone number and emergency number. In the event of a change of address, or any of these phone numbers, please notify the office immediately.

Monthly Calendar

On the last week of every month, the next month’s calendar will be posted on the school website under the Calendar section.

Option C

is the student information system used by our school. Parents of students in grades K-8 will be given a user name and password so they can access their child's grades in each subject. For parents in Nursery & PreK, your account gives access to receive communication. It is the parents' responsibility to monitor Option C regularly and contact the teacher with any concerns. Option C also implements the **Parent Alert** system. The system is used to communicate with parents via email, text or phone. These communications should be read or listened to when received.

Computer Use Policy

See Appendix A

Emergency Closing

The closing of school due to snow or other emergency is usually a local decision. There are many ways to find out if school is closed:

- St. Adalbert will always follow closing decisions made by the NYC Department of Education
- Parents will receive a parent alert through Option C via phone, email and/or text.
- Notification will be placed on our website www.stadalbertca.org

Field Trips

These trips are planned as part of the curriculum and it is ideal for all children to attend. They usually require transportation and admission fees, which are not included in the tuition or activity fee. It is the right of the school to deny a student attendance on a trip, if the student fails to meet academic or behavioral requirements. No student will be permitted attendance on a trip without written permission from parent/legal guardian. Chaperones will be chosen by lottery. All chaperones must be Virtus trained.

Fundraising Activities

All school families are expected to participate in all fund-raising activities which take place during the school year. Funds raised help to defray the expenses that arise during the year so we can maintain our high quality of education.

Health

Immunization

The New York City Department of Health requires all children from Nursery through Grade 8 to have a complete physical examination before entering school. In addition children must be immunized according to age specifications against the following diseases:

- Diphtheria
- Tetanus
- Polio
- Whooping Cough
- Measles
- Mumps

- Rubella
- Hib (Influenza Type B)
- Chicken Pox
- Hepatitis B
- Pneumococcal (For students born after 1/1/2008)
- Tdap (for students in 6th grade)
- Meningococcal (for students in 7th grade)

Information on age specific requirements may be obtained from the Department of Health.

Communicable Diseases

Parents must report communicable diseases to the school office. These include, but are not limited to measles, mumps, chicken pox, scarlet fever, rubella, head lice, hepatitis, tuberculosis, whooping cough (pertussis), Fifth's disease or meningitis.

Illness in School

If your child becomes ill while in school, we will attempt to make the contacts indicated on your Emergency Contact Card. It is necessary for the child to be signed out by the adult who will be taking him/her home.

Administration of Medication

If a student must take medication during school hours, the parent and the child's doctor in accordance with New York City and State requirements must fill out authorization forms. Only a school nurse can administer medication. School personnel are not permitted to administer medication.

Homework

Homework is an essential part of the instructional program and reinforces learning and serves as a means for clarifying and reinforcing material learned in class. **Homework must have a purpose related to current learning and NOT be busy work or a burden on students, teachers or parents.** Students are required to complete all homework and it is expected that parents or guardians sign completed homework. In many cases, homework will not be graded and "marked" as to wrong answers by the teacher, but, rather the teacher will review the homework and students will "self-correct" during class to ensure full student understanding. Students who are absent are still responsible for homework, projects/reports and independent reading. If your child has difficulty with the entire assignment, then please write a note to your child's teacher. It is not acceptable for parents to do the majority of work on an assignment to receive a higher grade.

Children will have homework on most nights of the week. Students in grades 3-8 will be given an assignment book which must be purchased for a fee of \$3.75. Students should use the assignment book to write all assignments. Parents should check the assignment book nightly to see that all assignments are completed and done well.

In grades 3 through 8, grade deductions may be made for missing homework at the discretion of the teacher.

Plagiarism will not be tolerated. Any information downloaded from the Internet must be properly cited. Students handing in plagiarized reports will be given a 0 and will be asked to redo the assignment. Repeated offenses may result in further disciplinary action up to and including suspension or expulsion.

If your child is absent from school and would like the day's assignments, please call the school office (718-424-2376) before 10am to give the teachers time to adequately prepare the work.

After School

Every effort will be made to be sure that your child's homework is completed. Our After School workers will follow the same guidelines listed above. After School workers will not be able to reteach the day's lesson, nor tutor individual students. .

Honors

Honors are awarded at the end of each marking period to recognize academic achievement. Any student in grades 5 through 8 who achieves an average of 90 or above in every subject is eligible for honors. Candidates for honors must also have a 3 or above in all personal progress areas and an 80 or above in Spanish.

IESP (Individual Student Education Program)

Parents must provide the school with a copy of a student's IESP. Not all recommendations may be accommodated. The parent and administration will meet to determine how the IESP will be implemented in the classroom. Speech and SETTS services are available on site.

Lunch

Students are to bring their lunch with them to school each morning (except for pizza days). If the student forgets lunch, kindly bring the lunch to the Main Office with the student's name indicated as early as possible so that the student can get the lunch before the respective lunch period. Pizza money is due each Wednesday. Pizza slices are \$2 a slice. No money will be taken on Thursday.

Parents are NOT to bring "special lunches" (McDonalds, Burger King, etc) to the Main Office to be given to the student.

Children are not permitted to run or play ball during recess. They may not walk or run on the ramp or the nearby steps.

Parental Responsibilities

Parents are the first teachers of their children and need to help them to develop good habits and behavior. Parents need to: - recognize that the teacher takes the place of the

parent while the child is in school. recognize that the teacher and parents are partners in the education of the child. Parents should regularly monitor OptionC to track their students academic progress. Parents should make sure their students are dropped off on time for school and should not neglect their student in terms of their education.

Personal Property

While respect for property is taught and encouraged, St. Adalbert Catholic Academy is not responsible for valuables lost or damaged during the school day.

Photography

Photographs of students will be taken throughout the year and may be used in advertising or newspaper stories. All parents are asked to submit a form in September giving or denying permission for the publication of photographs.

Report Cards / Parent Teacher Conferences

Report cards are distributed three times a year in December, March and June. Evaluation is based on classwork, homework, independent study, projects, class participation and tests. We will utilize OptionC to sign-up for Conferences. Parents must pick up their child's report card in person for the first trimester on the designated day. If a parent is unable to attend, arrangements must be made to pick up the card after the designated day and time. For the second trimester, conferences will take place at either the parent's request or the teacher's request. All other report cards may be picked up at the school office without a conference. All tuition accounts must be in good standing for the report card to be issued.

Retention and Summer School

Students who receive final failing grades for any major subject areas will be required to attend summer school at the student's NYC DOE zoned summer school site, a Diocesan Summer School site, or receive private tutoring (we do NOT conduct summer school). The student must provide Saint Adalbert Catholic Academy with a report card indicating that the class/classes have been successfully completed before promotion to the next grade. If the student does not attend summer school, the student will be retained ("held-over") or discharged.

Safety Policy

The safety of our students and staff is a primary concern for our school. To this end, we have implemented a variety of measures to insure safety :

- A Crisis Plan has been developed according to Diocesan guidelines.
- Visitors to our school, including parents, must sign in with the secretary, and will be asked to wear a Visitor's badge.
- Throughout the school day entrances are monitored by security cameras and a security guard will monitor the front entrance and regularly inspect the grounds.
- ALL New York State schools MUST complete 12 EVACUATION DRILLS (formerly known as "fire drills") per school year with 8 drills conducted by November 30th annually. As such, we will begin to conduct fire drills beginning the first full

week of school with a goal of completing 4 drills by the end of September and the remaining 4 drills by mid-November. In addition, lock down drills will be conducted periodically throughout the school year

SONYC

Students in grades 6-8 may participate in the free SONYC After-School Program. This program ends at 6:00 pm and follows the same conduct rules found in this handbook.

Spiritual Development

It is part of the mission of the Catholic School to develop the faith life of our students. All Catholic baptized students will receive the following sacraments:

Eucharist and Reconciliation--	2 nd Grade
Confirmation	-- 8 th Grade

We encourage and expect all Catholic students to fully participate in the Liturgy on Saturday Evening/Sunday and Holydays of Obligation. As the primary educators of their children, parents are encouraged to accompany their children to Mass on these days.

Mrs. Page coordinates all of the Sacramental programs of the parish. She may be reached at the Office of Faith Formation at 718-533-8227.

Standardized Testing

Terra Nova standardized testing is administered to every student from grades 3-8 in October. Results are distributed to parents in December with the report card.

New York State testing is administered yearly as follows:

Grade 4:	English Language Arts—April	Math—May	Science—May/June
Grade 6:	English Language Arts—April	Math—May	
Grade 7:	English Language Arts—April	Math—May	
Grade 8:	Science—May/June		

Any student who scores a Level 1 or 2 must be remediated the following year. Any student who scores a Level 1 must be retested at the end of the following year.

Textbooks and Workbooks

All hard-covered texts must be covered. Book covers should include identifying information in case of loss. All student textbooks are the property of the school and should be treated with care. Books that are lost or damaged are the responsibility of the student. Students that lose or damage their textbooks will be charged the full amount to replace them. Extra textbooks will not be given to students.

Transportation

Metro Cards and Yellow Bus Service is available for any student who meets age and distance requirements. Please contact the school office for more information. The school cannot recommend nor be responsible for any other transportation services utilized by parents to bring their children to and from school.

Tuition and Fees

The tuition schedule and tuition policy for the school is distributed to parents in the spring. Any parent with a question or concern about tuition is asked to contact Mrs. Morelli in office at 718-639-7371

- If in arrears, the student may not participate in class trips, receive report cards, diplomas and school records will be held until financial obligations are met in full.
- Failure to comply with the tuition policy may result in the student not being allowed to return to the classroom and/or school until all balances are satisfied.

Additional Yearly Fees:

- Re-Registration fee of \$150.00 per student (non-refundable/non-deductible)
- \$100 Mandated Service Hours Fee (Or worked off through volunteer hours)

Uniform

The school uniform confirms a child's attendance at St. Adalbert Catholic Academy. When wearing the school uniform students should remember that they are a reflection of themselves, their parents and the school they attend. Their behavior should be a credit to their families and to the school community.

	SUMMER UNIFORM Sep- Oct 31 & May 1 through June	REGULAR UNIFORM November 1- April 30	WINTER UNIFORM Once colder weather arrives
GIRLS	White Polo Shirt Khaki Shorts Black Uniform Shoes White Crew Socks Black Uniform Shoes	Gr K-5 White Blouse, tie Grey School Sweater or Fleece Plaid Jumper Gr 6-8 White Polo Shirt Grey Vest Plaid Skirt Maroon Socks Black Uniform Shoes	White Turtleneck Grey Vest Grey Pants White Socks
BOYS	White Polo Shirt White Crew Socks Black Uniform Shoes	Gr K-5 White Shirt/ Plaid tie Gr 6-8 White Shirt/ Maroon tie Grey Uniform Pants White & Black Socks Black Uniform Shoes	White Turtleneck Grey Pants White or Black Socks Black Uniform Shoes

Gym Uniform:

Students wear their gym uniform to and from school. Sneakers must be worn on gym days. No jewelry may be worn on gym days.

All the above items may be purchased online at www.flynnohara.com, by phone at 800-441-4122 or at the store: Flynn and O'Hara, The Shops at Atlas Park, 80-40 Cooper Avenue, Lower Level, Bldg 4 Glendale, NY 11385 718-894-6561

Girls from Nursery through Grade 8 are NOT permitted to wear the following:

- Make-up including shiny Chap-stick*
- Nail polish or fake nails*

- Bracelets
- Earrings larger than a dime or dangling earrings
- Any piercings other than a single piercing in each ear for an earring
- Hair carvings
- Unnatural hair colors including ombre
- More than one color of hair
- Anything deemed inappropriate or contrary to school or diocesan policies by a member of the administration or faculty

**Girls may be asked to remove any of the items listed above in school.*

Boys from Nursery through Grade 8 are not permitted to wear the following:

- Earrings
- Long hair below the collar or that obstructs vision
- Hair bindings or ties used to separate longer hair
- Inappropriate hair designs or colors
- Dyed hair colors
- Hair carvings
- Anything deemed inappropriate or contrary to school or diocesan policies by a member of the administration or faculty

On days when the high temperature is under 32 degrees or when it is snowing, students are allowed to wear their Gym uniforms for added warmth

When there is inclement weather, students who wear boots to school must change into their school shoes.

Dress Down Days

Monthly, we will be having a Dress Down Day Fundraiser where the students will be permitted to wear their own clothes. We ask parents to be mindful of the fact that the children will still be attending classes on these days, and therefore must be dressed appropriately. The following are not permitted: high heels, tank tops, tight pants or leggings, short skirts or “short” shorts or inappropriate logos/designs. All blouses must cover the stomach both while standing or sitting. All other prohibited clothing, items, accessories, makeup, jewelry, hair color etc. previously listed are also strictly forbidden. If there is a clothing item in question, please check with the principal before wearing. Students that do not follow these regulations may forfeit their ability to dress down in the future.

NOTE: A student may always opt to wear the School Uniform on a dress down

Volunteering/Virtus Training

Any parent/grandparent who wishes to volunteer at school activities or attend field trips must be Virtus trained. Trainings will take place in the fall of each year. In the event that a parent cannot attend the St. Adalbert training, a list of local trainings can be found at www.virtus.org.

Each family of students in grades K-8 are expected to complete 20 hours of volunteer time during the school year. This can include volunteering by doing lunch duty, helping at fundraisers, and more. Requests for volunteers will be sent home from the academy or from the Home Academy Association.

Families of students in Nursery and Pre-K are not required to complete 20 hours of volunteer time but are encouraged to volunteer and become part of the school community.

Appendix A

Anti-Bullying Policy

St. Adalbert Catholic Academy strictly complies with the anti-bullying policy of the Diocese of Brooklyn.

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: Bully, 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.

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, messaging sites, blogs, instant messaging, text messages, cell phone, or webcam. This would also include distribution of and forwarding such messages. This generally constitutes cyberbullying.

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 will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred, the child who bullied is subject to any and all consequences per the school's disciplinary code and policies.
- Parents are advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling may be made if deemed necessary.
- The principal will follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate may be subject to disciplinary action.

Appendix B
Acceptable Use Policy for Technology
Academies and Parish Schools within the Diocese of Brooklyn

1. Purpose:

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

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

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

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

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

2. Scope of Use:

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

3. **Definitions of Technology:**

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
 - Cell Phones, Smart Phones
 - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
 - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
 - Portable Entertainment Systems (gaming systems, audio/video players)
 - Recording Devices (digital or analogue audio/video/photo capture devices)
 - Any other convergent technologies (Social Networking, email, instant messaging, etc.)
- c. The Diocese of Brooklyn requires all Academies and Parish Schools to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on Academy 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 Resurrection Ascension Catholic Academy community.”

4. **Responsibilities of User:**

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

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

As part of this compliance, I-Safe, an Internet Safety Curriculum, has been implemented in all Academies and Parish Schools as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Academy community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

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

- **Respect One's Self**
 - Public names should be appropriate
 - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- **Respect Others**
 - Be mindful of comments, posts, photos or any content directed toward or including others
 - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- **Protect One's Self and Others**
 - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
 - Cite sources when using any content not originally authored by you

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

5. **Security of Technology:**

The Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto Academy 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/system 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.

6. Technology Use Guidelines:

a. Appropriate Use/Educational Purpose

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

b. Communications (Teachers/Parents/Students)

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

- Teacher Academy web page
- Teacher Academy email
- Teacher Academy phone #
- Teacher created, 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 from the Principal.

Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of Academy or system employees
- Harm the goodwill and reputation of the 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/or threatening or obscene material.

d. 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 Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

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

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

All references to Academy 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. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the 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.

h. Technology Use Outside of School or School-Owned Devices

In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a 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.

7. Policy Violations:

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

- Academy 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 AUP

NOTE:

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

Appendix C

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

1. **Purpose:**

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

2. **Scope of Use:**

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

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

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

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

for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.

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

4. **Responsibilities of the Academy:**

In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a 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.

- Monitoring of communications of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them

- Educate students on cyber-bullying to encourage them to identify bullying behavior, avoid exhibiting the behavior and keep themselves from being the victim of bullying behavior.
- Provide guidance and counsel students on both sides of the conflict.

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

5. Responsibility of Students:

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

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

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

Protecting Others from Cyber-Bullying

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating

- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian
- If it involves members of the Academy community, inform the school as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

Identifying Cyber-Bullying

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

7. Policy Violations:

Violation of this policy in whole or in part may result in any or all 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

Saint Adalbert Catholic Academy

Parent and Student Handbook Agreement (2019-2020) GRADES K-8

We have read and agree to be governed by the policies and procedures set forth in the **2019-2020 Saint Adalbert Catholic Academy Parent and Student Handbook**.

I also understand that should I violate this policy, my privileges may be revoked and I may be subject to disciplinary action as stated in this Handbook.

YOU DO NOT HAVE TO COMPLETE A SEPARATE FORM FOR EACH STUDENT-Please use this Form if you have 1-3 children attending Saint Adalbert Catholic Academy.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Student Name (Please Print)

Student Signature

Date

Student Name (Please Print)

Student Signature

Date

Student Name (Please Print)

Student Signature

Date

You will be provided a copy of this page at the start of the school year. Please return this COMPLETED PAGE to your OLDEST (or only) child's HOMEROOM TEACHER AT THE START OF THE SCHOOL YEAR. THANK YOU!

A full copy of this HANDBOOK (in PDF Format) is posted on the school web site under ABOUT. Copies are also available in the Main Office for REVIEW and consultation or clarification.

Saint Adalbert Catholic Academy

Parent and Student Handbook Agreement (2019-2020) GRADES K-8

We have read and agree to be governed by the policies and procedures set forth in the **2019-2020 Saint Adalbert Catholic Academy Parent and Student Handbook, the Acceptable Use Policy for the Internet and Electronic Devices Contract, Tuition Payment Requirement Policy, Anti-Bully (Power of One) Pledge And Photography Approval.**

I also understand that should I violate this policy, my privileges may be revoked and I may be subject to disciplinary action as stated in this Handbook.

YOU DO NOT HAVE TO COMPLETE A SEPARATE FORM FOR EACH STUDENT-Please use this Form if you have 1-3 children attending Saint Adalbert Catholic Academy.

Parent/Guardian Name (Please Print)/ Parent/Guardian Signature _____ Date

Student Name (Please Print)/Student Signature _____ Grade _____ Date

Student Name (Please Print)/Student Signature _____ Grade _____ Date

Student Name (Please Print)/Student Signature _____ Grade _____ Date

PHOTOGRAPHY APPROVAL: I allow school photographs of my child(ren) to be posted on the **academy and parish web sites** and to be included in general purpose local newspaper articles acknowledging school celebrations, service activities and other school-wide events. I understand that NO student names or other personal information will be provided with any photographs.

Parent Signature: _____

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