

SCG ~ STL



Catholic Academy

*Student / Parent Handbook*

*Revised June 2017*

## Table of contents

	<u>Page</u>
Letter to Parents	3
Welcome to Students - Student Rights and Responsibilities	4
Parent Rights and Responsibilities	5
The History, Future, Mission Statement and Academy Logo	6
Facts about our Patronesses – St. Catherine of Genoa St. Thérèse of Lisieux	7-8
Religious Education Program	9
Academic Program, Assessment and Reporting Student Progress	10
Grading System, Honors, Testing and Homework Policy, Promotion and Retention	11
School hours, Arrival, Dismissal, Attendance Record	12
Dress Code	13
Safety Issues, Additional Programs	14
Discipline Procedures Parent/Teacher Conferences	15
General Information: Payment of fees, Peanut Free Environment, Open House meetings, Calendars/notices, Field Trips, Birthdays	16
Medication, Telephone Messages, Personal Property, Cell Phones and Electronic Devices, Technology Policy, School Closings and Emergency School Closings	17

APPENDIX
----------

Diocesan Anti-Bullying/Harassment Policy	Appendix 1	18
Photo/Video Tape Permission	Appendix 2	19
Emergency Form	Appendix 3-3A	20-21
The Children's Internet Protection Act (CIPA)	Appendix 4	22
Technology Usage Policy	Appendix 6	23-26



Welcome to  
St. Catherine of Genoa ~ St. Thérèse of Lisieux  
Catholic Academy

*Dear Parents,*

*We welcome and thank you for entrusting your children to us. Their growth and development are our first priorities. We want to nurture your children in all aspects of growth and development: spiritual, social, moral, emotional, physical and academic.*

*As Catholic educators, we believe that you, the parent, are the primary educator. A strong bond between home and school will assure your children a successful school career. This joint effort can only strengthen an understanding of the educational process.*

*In an effort to assist you in this educational process, we present this handbook. We believe this information will be beneficial to you and your children in their educational journey.*

*We thank you for choosing St. Catherine of Genoa ~ St. Thérèse of Lisieux Catholic Academy. Your choice indicates your high regard for the religious development and academic progress of your children.*

*As your children mature, we are confident they will appreciate your financial sacrifices and value the strong educational foundation you have provided.*

*God's Peace,*

*Mrs. Jeanette Charles  
Principal*

*"When God sees the soul...he binds it to himself with a fiery love." St Catherine of Genoa  
"Do ordinary things with extraordinary Love." St. Thérèse of Lisieux*

Welcome Students! We are happy that you are a member of our school community. Our wish for you is that you strive to BE the BEST person you can be, and that you strive to DO your BEST!

Our expectations of you will help and encourage you to be the BEST you can possibly be. Here is what we expect:



- We expect you to pray, work and study hard.
- We expect you to be respectful of others. Treat parents, teachers, classmates, and school staff as you would like them to treat you.
- We expect you to be responsible for your work and your actions.
- We expect honesty. Telling the truth is always the best policy.
- We expect you to avoid teasing, bullying, using put-downs and name calling. Try to understand what others are feeling.
- We expect you to listen to directions and follow them.
- We expect you to persevere. A big word that means keep trying.
- We expect you to be accountable for your actions.
- We expect you to keep your hands, feet and objects to yourself.

We recognize the following as Student Rights:

- Students have the right to a Religious education steeped in Roman Catholic values, traditions and dogma.
- Students have the right to be nurtured in religious and academic pursuits.
- Students have the right to an excellent education.
- Students have the right to be treated with respect by teachers and fellow students.
- Students have the right to a safe and clean learning environment.
- Students have the right to express their opinions and ideas in a respectful manner.
- Students have the right to respectfully question their marks.

We recognize the following as Student Responsibilities:



- Students must be on time for school and all classes.
- Students must be prepared for all classes: pens, pencils, etc,
- Student must complete and hand in all assignments on time.
- Students need to make up homework assignments, even if they are absent when the work is assigned.
- Students must be respectful to one another, and all adults.
- Students must be in complete clean uniform.
- Students must wear complete clean gym uniform on gym days.
- Students must be respectful of school property.
- Students are not permitted to reenter the building after being dismissed.
- Students must use respectful language at all times.
- Students are not allowed to display any outward signs of affection.
- Students must maintain proper hygiene at all times.
- Students are expected to uphold the integrity of the academy while wearing the school uniform at all times.
- Students who take the bus must remain in the designated area at all times.
- Students that take the bus will be escorted to the designated are and must remain there until they board the bus.
- Students are not permitted to change from their school uniforms into casual attire on school property.

As a member of our school community, we count on you to clean up the messes that you make or see in the lunchroom, classrooms, hallways and corridors. This is our building and we all want to be proud of it.

We recognize the following as Parent Rights:

- To be treated with courtesy and respect by school personnel.
- To know that your child is in a safe learning environment.
- To know what is expected of the child in the educational program, in attendance and in behavior.
- To know what is being taught and how the information is being presented.
- To be informed about the child's progress in a timely manner.
- To request an interview with the teacher and/or administrators.
- To receive responses to notes or phone calls in a timely manner.
- To be informed when the child experiences difficulty whether it is a serious academic, health or social/emotional issue.

We recognize the following as Parent Responsibilities:

- To send the child to school on time, well rested and well fed, in clean uniform and ready to learn.
- To ensure that the child attends school regularly.
- To monitor and sign homework, projects and tests.
- To work in partnership with school personnel when the child is experiencing a difficulty in academic, health or social/emotional issues.
- To maintain open lines of communication with school personnel.
- To volunteer time, skills or resources when they are needed.
- To respond to communications from the school in a timely manner and attend parent meetings.
- To provide the school with updated contact information such as: address, home/cell/work phone numbers and emergency contacts.
- To pay tuition and fees on time.

We recognize the following as Teacher Rights:

- To be treated with courtesy and respect by administration, parents and students.
- To expect parents to respond to teacher inquiries, calls and concerns about their children.
- To expect parents to keep assigned appointments

We recognize the following as Teacher Responsibilities:

- To provide a living example of the Gospel values we teach.
- To prepare lessons, classrooms, and schedules for the benefit of their students.
- To treat each child with respect and enthusiasm.
- To treat parents with respect and courtesy.

# St. Catherine of Genoa ~ St. Thérèse of Lisieux Catholic Academy

## History

This Academy is a new creation of two long established parish schools, St. Catherine of Genoa, located on Albany Avenue, and St. Thérèse of Lisieux – Little Flower School, located on Avenue D. St. Catherine of Genoa School began in 1923 and St. Thérèse of Lisieux School began in 1941.

## Our Beginning and our Future

St. Catherine of Genoa ~ St. Thérèse of Lisieux Catholic Academy proudly opened its doors for the first time on September 7, 2011. We are a rich blend of the best of the two parish schools. Our community is made up of experienced administrators, highly gifted teachers, students and families from every Island of the Caribbean and other countries.

We will strive to maintain and enrich our commitment to provide an enduring Catholic education for our students while we constantly work to enhance our long standing record of academic excellence. To the best of our ability, we will foster your child's spiritual, emotional, social and academic growth.

## Mission Statement

In the spirit of our Patronesses, St. Catherine of Genoa and St. Therese of Lisieux, we are inspired to provide an education deeply rooted in the Gospel message of Jesus Christ where Catholic values prepare each student to live a life of faith and integrity.

- We challenge each child to effect change through a life committed to service.
- We strive to develop in each child an awareness of and a willingness to actively respond to social justice issues.
- We commit ourselves to fostering excellence in academic studies and ongoing personal growth so that each child may reach his/her full potential.
- We value our role in supporting families as we journey together in nurturing the faith life, and developing the academic growth of their children.

## The Academy Logo



This Logo was created to represent both St. Catherine of Genoa and St. Thérèse of Lisieux.

The Flame represents the quote from St. Catherine of Genoa that is used on our letterhead:  
“When God sees the soul...he binds it to himself with a fiery love.”

The Cross represents the love of Christ that both women shared.

The Rose represents St. Thérèse of Lisieux's belief that she was “God's Little Flower”.

**St. Catherine of Genoa - (1447-1510), Mystic  
Feast Day: September 15<sup>th</sup>**

**Patron of Brides, Childless Couples, Difficult Marriages, and Widows**

Catherine Fieschi was the youngest of five children born in Genoa to an aristocratic family. Her father, a former viceroy of Naples, died when Catherine was 14; two years later, for political and financial reasons, her brother arranged her marriage to Giuliano Adorno, a member of a rival family. The marriage was not a happy one, and for ten years Catherine alternated between seclusion and social activity; there were no children.



When she was 26, Catherine experienced a religious conversion. At about the same time (it's not clear which came first), her husband became bankrupt. Catherine began a life of social work. She would go into Genoa's slums to help the sick and poor. For the first few years of this work, Catherine, the sheltered aristocratic woman, had great difficulty in overcoming her physical repugnance at dealing with the very poor and the very ill.



In 1490, Catherine became the director of a hospital, and worked successfully to improve the institution's financial situation. In 1493, the plague came to Genoa, killing up to 80% of those who stayed in the city. Catherine supervised those Genoese and cared for the dying. In 1496 her husband died and she resigned her position as director, although she continued working full time until 1499, when her health began to fail.

During the ten years before her death, Catherine wrote "*Trattato del Purgatorio*", describing her beliefs about Purgatory: she saw a place of joy rather than a place of physical suffering. She also wrote what would become the first part of "*Dialogo Spirituale*": a witty conversation embodying the internal conflict she had undergone between her spiritual goals and her bodily desires. It was also during this period that she accepted, for the first time, a spiritual director, her successor as head of the hospital; it was he who would write her life story.



A group of followers gathered around her in the last years of her life; some wrote down her words when they were with her, others recorded what they remembered after her death. Her closest disciple, the young nobleman, Ettore Vernazza, whom she had met during the plague, gathered these notes, which would become the last two parts of *Dialogo*. Some years after Catherine's death, her writings, with those of her confessor and her followers were published together; it is this that you will find online as her *Life and Doctrine*.

Quotes from St. Catherine of Genoa:

"When God sees the soul...he binds it to himself with a fiery love."

"God stands before us with open arms to receive us into His glory."

"We must not wish anything other than what happens from moment to moment, all the while, however, exercising ourselves in goodness."

Books to read:

*Dialogues on the Soul and the Body* by St. Catherine of Genoa

*Treatise on Purgatory* by St. Catherine of Genoa

Websites:

<http://www.newadvent.org/cathen/03446b.htm>

[http://www.ccel.org/c/catherine\\_g](http://www.ccel.org/c/catherine_g)

[http://en.wikipedia.org/wiki/Saint\\_Catherine\\_of\\_Genoa](http://en.wikipedia.org/wiki/Saint_Catherine_of_Genoa)

## St. Thérèse de Lisieux (1873-1897), Doctor of the Church

Feast Day – October 1<sup>st</sup>

Patron of Florists, Missionaries, Aviators



Marie-Françoise-Thérèse Martin was born on January 2, 1873, in Alençon, Normandy. She was the ninth and last child of Louis and Zéle Martin, a deeply religious couple. They lost two girls and two boys to infant deaths, so the family consisted of five girls. Upon her mother's death the family moved to Lisieux, Normandy. On December 25, 1886 Thérèse, had a religious experience that she described as "conversion".

In the town of Lisieux there is a Carmelite convent for cloistered nuns and one by one each of her sisters entered the cloister. Thérèse was left to care for her father who suffered his first stroke.

At the age of fifteen, Thérèse wanted to enter Carmel. She first met with the Bishop, and then went to Rome to beg the Pope. When she went to meet the Pope, she wore her hair up to appear older than she was. During a general audience with Pope Leo XIII, she asked him to allow her to enter Carmel at 15, but the Pope said: "Well, my child, do what the superiors decide."

She entered Carmel on April 9th, 1888. Finally she was with her sisters again. On September 8, 1890, she took her vows and was given the name Sister Thérèse de 'L Enfant Jésus et de la Sainte Face. (Sister Thérèse of the Child Jesus and the Holy Face.)



Thérèse lived the ordinary life at Carmel in an extraordinary way – her "little way" as she would call it. The "little way" was a life of kindness and charity to all. When she became ill with influenza in 1894, her sisters asked her to write about her life - they knew she was near death. Thérèse was so sure of God's love for her she called herself "God's Little Flower" and promised to send a "shower of roses" after her death.

She died on September 30, 1897. In 1898, her sisters published her story, "The Story of a Soul". She was canonized a Saint in 1925. In 1997 Thérèse was declared a Doctor of the Church by Pope John Paul II. Louis and Zéle Martin were canonized on October 18, 2015.

Quotes from St. Thérèse of Lisieux:

"Without love, deeds, even the most brilliant, count as nothing."

"I will spend my heaven doing good upon the earth."

"Do ordinary things in an extraordinary way."

Books to read:

*The Journey of a Soul* - Autobiography

*St. Thérèse of Lisieux ~ Her Last Conversations* by John Clarke

*Maurice and Thérèse* by Rev. Patrick Ahern

Movies:

**Thérèse Movie** – Director - Leonardo Defilippis

**The Miracle of St. Thérèse** – Director – Andre Haquet

Websites:

<http://www.squidoo.com/therese>

<http://www.ewtn.com/therese/therese.htm>

[http://www.catholic.org/saints/saint.php?saint\\_id=105](http://www.catholic.org/saints/saint.php?saint_id=105)





### Religious Education Program:

As Roman Catholic educators we follow the outlined Religion Curriculum of the Diocese of Brooklyn. All children baptized Roman Catholic and those baptized in other Christian faiths receive the same religious instruction. Students from Pre-K through Eighth Grade participate in daily religion classes and prayer.

All students, Roman Catholics and other Christians, participate in various religious experiences including Mass, prayer services and charitable outreach. Values/Virtues of the month are highlighted through the year. Recognition is given monthly to those students who strongly demonstrate the value.

### Parental Involvement:

The role of the parent is very prominent in the faith development of the child. You set the example and share in your child's faith journey.

It is important that you register in your home parish because that is where your child will receive the Sacraments. Your parish is the community your child knows as the worshipping community for your family. Along with your parish, we assist you in preparing your child for the Sacraments.

Immediate preparation of the Sacraments, should be done in the parish where the child will receive the sacrament for the first time. This should be the home parish. While we provide Religion classes, your child will need to participate in your parish's program for the preparation of the Sacraments – example: attend parent meetings and attend Mass with your child.

### Catholic Sacraments:

(For Roman Catholic Christians)

**Sacraments of Reconciliation** (Penance) and **First Eucharist** (First Communion)

The Diocesan norm for the reception of these sacraments places it in Second Grade.



**Sacrament of Confirmation** The Diocesan norm for the reception of this sacrament places it in Eighth Grade.

### Rite of Christian Initiation for Adults (RCIA):

#### **(For Christians of other faiths)**

We invite Christians of all denominations, to explore the richness of the Catholic faith through prayer, liturgical experiences, and scripture study. This program is meant specifically for adults interested in learning more about the Catholic faith and is a way for them to receive the **Sacraments of Baptism, Eucharist and Confirmation** and to become active participants in the fullness of the Catholic faith.



The **RCIA Program** also provides an opportunity for baptized Catholics to complete their religious journey, by receiving sacraments they may not have received. If you are a member of St. Thérèse of Lisieux parish, the group meets on Sundays, after the Sunday Mass. Join us! If you belong to another parish but are interested in learning more about the Catholic faith, ask us and we will direct you to the person in your parish who is responsible for this program.

### Rite of Christian Initiation for Children (RCIC):

RCIC is for children ten or older who may wish to know more about the Catholic faith and journey toward their own initiation into the Catholic faith. For more information call or speak to someone in school. We will be honored to assist you.

### Academic Program:

Students follow the New York State Common Core and the guidelines from the Office of the Superintendent of Catholic Education. The approved curriculum guidelines include the following areas: religion, reading, math, science, health, social studies, language arts, physical education, and technology. Spanish is taught as a second language beginning in Fourth Grade.

Curriculum goals and New York State Standards of Learning are achieved through the creativity of our faculty.

### Assessment:

In addition to classroom tests, quizzes, projects and oral reports, our students participate in essay contests, spelling bees, math competitions, and other academic endeavors sponsored by the Office of Catholic Education, the City of New York and local organizations. This variety gives students more opportunities to excel.

**NOTE:** Within the Diocese of Brooklyn, NY State tests are part of our core academic program at grades 4, 6 and 8.

- The state test results provide valuable feedback to teachers and parents about student progress to identify where a student excels and can be challenged to go deeper into the subject matter, or where the student needs extra support or practice.
- There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and Math test results are not logged onto student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

The following is a list of the NYS tests we administer:

**Grade 4** NYS English/Language Arts Test, NYS Math Test and NYS Science Test

**Grade 6** NYS English/Language Arts Test and NYS Math Test

**Grade 8** NYS English/Language Arts Test, NYS Math Test and NYS Science



**Terra Nova Standardized Tests** are given once a year, usually in the fall, for Grades Three through Eight. These tests measure Language Arts and Math skills. Parents receive a copy of the results with the December report card.

### Reporting Student Progress:

We use a student information system called Option C. Parents receive a user name and password in order to check on their child's progress throughout the year.

Progress Reports are sent to parents of students in all grades about five weeks prior to Report Cards. We want you to know your child's academic progress so a renewed effort can be made before the trimester is over. Check our website and calendar for dates.



Report Cards: Report Cards are distributed in December, March and June.

Parent Conferences are held in December and March for parents/guardians ONLY. As the primary educator, we wish to speak with YOU about your child.

In June, report cards are **sent home with the student** the last week of school.

Award Information: Honor Certificates are given out for each trimester report cards.

Other Awards are given to contest winners and for student service: lunchroom assistants, altar servers, office assistants, and teacher assistants.





**Grading System:**

Pre-K and K to be determined

Grades 1-4 use letter marks

Grades 5-8 use numerical marks

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

F = 69 and below

NOTE: 65 is the lowest mark we record. Your child's mark may actually be lower.

**Honor Roll Criteria for Grades 1 through 8:**

HONOR	MARK	PROGRESS CODE
Principal's List	A+'s & A's	E/G - Conduct, Effort, Homework, Personal Progress, Gym, Computer, Art, Spanish, Lateness - no more than 3 per trimester
1ST Honors	A+'s, A's & 1 B+	E/G - Conduct, Effort, Homework and Personal Progress E/G +1 S - Gym, Computer, Art, Spanish Lateness-no more than 3 per trimester
2ND Honors	B & Above	E/G - Conduct, Effort, Homework, and Personal Progress E/G + 1 S - Gym, Computer, Art, Spanish Lateness - no more than 3 per trimester
Effort Award	All Passing Marks	E/G/S - Conduct, Effort, Homework, Personal Progress, Gym, Computer, Art, Spanish Lateness - no more than 3 per trimester

**Testing and Homework Policy:**

- Students should study each subject every night to be prepared for quizzes or test.
- Homework should be complete for each subject area on a daily basis.
- Students are responsible to complete assignments even when sick. Check the website to get all assignments. Assignments handed in late do not receive full credit.
- NOTE: There will be no homework package for vacations that do not coincide with the school calendar. VACATIONS OUTSIDE OF the school calendar vacations are considers illegal absences.



**Cheating is unacceptable. This includes:**

- Copying another student's homework.
- Writing answers on a piece of paper or referring to your notebook during a test/quiz
- Copying answers from another student.
- Copying material found on the internet and claiming it as your own.
- Using unauthorized or handheld devices.
- Forging a parent's signature is considered cheating.

Note – the above list is NOT all-inclusive. Cheating will result in zero with no chance of changing that mark.

**Promotion Policy:** Students who have demonstrated an understanding of skills in each subject area will be promoted. Note: Pre-K students must be 5 to go to Kindergarten. If your child is not 4 when entering Pre-K, he/she will remain in Pre-K until he/she is age appropriate for the following September Kindergarten class.

**Summer School:** Will be recommended to a student at the discretion of the teacher and after consultation with the parent. A student must attend Summer School if she/she fails 2 subjects at the Final Grade on the report card.

**Retention Policy:**

Grades Pre-K - 3: Students who experience a high level of difficulty in reading and math skills.

Grades 4 - 8: Students who fail 3 major subjects.

Parents are notified of this during parent teacher conferences during the year.

Report Cards will be marked **POSSIBLE RETENTION.**

School Hours: The school building opens at 7:30 AM

Arrival: 7:30 AM – students go directly to auditorium.



Dismissal:

- 11:50 AM – HALF DAY SESSIONS Parents need to notify van drivers of half days. Ask for an extra calendar to give to your driver.
- 3:00 PM – FULL DAY SESSIONS – Children are dismissed in the big yard in nice weather only. In bad or cold weather dismissal is in the auditorium – Parents please wait on the stage.

Transportation: The Department of Education (DOE), Office of Pupil Transportation provides:

- Metro Cards: Criteria – Distance and student age determines full or half fare cards.



- Free Bus Service: Children using the free bus are NOT entitled to Metro cards.

Pre-K, Seventh and Eighth Graders are not eligible for this service.



Private Van Services: Parents who hire van drivers need to inform the driver of dismissal times. Make sure the person is reliable, and comes on time for dismissal. Students who are not picked up on time will be put in After School Program. Families will be charged for the time. We do not endorse any private bus service.

Attendance Record: There are 180 school days - 177 Instructional Days.

Due to a loss of instruction, children who are **absent or late** for 30 days stand the chance of retention in the current grade.

Lateness: All students are marked late at 8:10 AM. Grades 5 - 8 begin classes at 8:15 AM. Grades PreK - 4 begin classes at 8:30 AM.

Absences: Please call school to say the child is not coming in that day. This informs us not to expect your child and assures us that you, the parent, are aware of where your child is that day.

Note: Students are responsible for missing work even when absent.

Absence Notes: When children return to school after an absence, an absent note is **required** for all students who are not present on a school day. The note must include the day/dates of absence and the reason for the absence. If we do not receive a note, the absence is marked as an illegal absence and noted in the attendance register as truant.

Absence Due to Illness: Once we receive an absence note absence is marked legal.

Absence Due to Family Plans: Family vacation or trips during school time are marked illegal.

Children should not come to school for the following instances:

- If a child has a fever, the child should remain home for at least **24 hours**.
- If a child has a skin rash, Ring Worm, Pink Eye, Lice or anything contagious, the child CAN NOT be in school.



For any contagious illnesses, a doctor's note is required before the child returns to school.

- If a child is not completely immunized according to the NYS Department of Health they CAN NOT be in school.

Three consecutive days of absence requires a doctor's note to return to school.

**Dress Code: EVERY PIECE OF THE UNIFORM MUST HAVE THE SCHOOL LOGO ON IT.** Uniforms are from Ideal Uniform Company. ONLY School sweaters, school sweatshirts, or school jackets may be worn in the building. Ideal also supplies school shoes.

School and gym uniforms should be kept neat and clean.

Complete Main or Gym **Uniform** is to be worn with pride each day - for it is a privilege.

All 1<sup>st</sup> to 8<sup>th</sup> Grade boys must wear belts.

All girl's skirts or jumpers must be knee length.

Sneakers are not to be worn in place of school shoes.

Students must change from boots, etc, into school shoes.

Dress Uniform								
	All Year	Winter White Long/Short Sleeve Golf Shirt or Turtleneck With Logo	Fall/Spr Long/Short Sleeve Golf Shirt With Logo	Fall/Spr Black Bermuda Shorts With Logo	Bl,G,B Tights or knee socks	Black Shoes	OPTIONAL Polar Fleece Bl, G, B With Logo	OPTIONAL V-Neck Pullover Sweater Bl, G, B With Logo
PreK & K Boys & Girls	Black Elastic Waist Pants	Yes	Yes	Yes	Black socks	Velcro closure	Yes	Yes
1-4 Girls	Plaid Bib Jumper	Yes	Yes	Yes	Yes	Yes-no ballet flats	Yes	Yes
5-8 Girls	Plaid Skirt	Yes	Yes	Yes	Yes	Yes-no ballet flats	Yes	Yes
1-8 Boys	Black Dress Pants	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Color Code: Bl =Black, G = Grey, B=Burgundy

Gym Uniform					
	Bl or G Sweatshirt With Logo	Bl or G Sweatpants With Logo	Bl or G T shirt With Logo	Fall/Spring Bl Mesh Shorts With Logo	Sneakers
PreK & K Boys & Girls	Yes	Yes	Yes	Yes	Velcro closure
1 - 4 Girls	Yes	Yes	Yes	Yes	Yes
5 - 8 Girls	Yes	Yes	Yes	Yes	Yes
1 - 8 Boys	Yes	Yes	Yes	Yes	Yes



Hats: Caps or any head-gear are not worn during school hours.

Hair:

- Boys and Girls are expected to have their hair groomed and neat at all times; Students with hair locs (dreadlocs) are expected to have the hair neatly banded (tied to the back) at all times.
- Students are not permitted to have highlights (hair color) other than their natural hair color.

Nails: Acrylic nails, nail polish or gel polish cannot be worn in school at any time.

Jewelry: Is to be kept at a minimum. Valuable jewelry should never be worn to school.

- No bracelets at any time may be worn.
- Girls are allowed to wear post earrings only.
- Boys are not allowed to wear any earring.



Makeup:

- No makeup of any kind including but not limited to sparkle lip gloss.

Security: All parents/visitors must sign in and go directly to the office. When leaving the building, please sign out. No one is permitted to the classrooms for the safety of the children.

School Alarm: Our school is alarmed and we have a digitalized surveillance for the safety of all who enter our building.

All doors to school are locked except the side door (enter from the small school yard). Students are told not to open any other door unless a teacher is present.

CMP (Crisis Management Plan): The State of New York requires all schools to have a crisis management plan in case of extreme emergencies. We submit this plan to the Office of the Superintendent in the Diocese of Brooklyn, the police and fire departments. This CMP is reviewed three times each year. It includes an evacuation plan as well as an in-house plan.

For this reason it is very important that parents update phone numbers as frequently as needed.

Updated Contact Information: Being able to contact parents during school time is essential to the child's safety at all times. The more phone numbers, emails, and emergency people to contact we have, the safer your child is during each school day.

Additional Programs:

- ASP – After School Program: This program provides snack, play time, homework help, arts and crafts and trips during the school year. The program runs from 3:00 PM until 6:00 PM each full school day. This program is open to students from other schools.
- PSW – Play Study Win – a DOE free After School Program for Grades 6-8 - 3:00PM -5:30PM.
- Title 1 - DOE teachers provide remedial reading and math for students in need. Children who qualify move to the Title 1 room for these services
- Title 1 - DOE also provides a counselor for those students in the Title 1 Program.
- Resource Room Teachers - DOE teachers assist students who have IESPS
- Speech Therapist - DOE teacher provides speech or speech/ language assistance.
- The Department of Health (DOH) - Provides a full time nurse.
- The Program for The Development of Human Potential (PDHP) - Provides a counselor two days a week.

Department of Education Nutrition Program: Hot lunch is free for all but parents must fill out the online lunch application provided by the DOE.



## Discipline Policies:

Positive Approaches to Discipline: Teachers encourage students to do their best. Praise is given in a variety of ways: Stickers, smiley faces, virtue of the month, being picked to be class messenger or buddy to someone who needs help, and extra playtime.

Discipline Procedures: To provide an organized and positive learning environment for all students, we expect students to behave appropriately at all times: in the classroom, yard, during lunch, dismissal, school trips and travelling to and from school in the academy uniform.

In fairness to each child in the class, we will not allow one student to disrupt teaching-learning time or damage the reputation of the academy. Classroom rules are established by the teacher and students. Most infractions are dealt with within the classroom. In the case of severe or constant disruption the parent/guardian will be involved with both the teacher and administration.

## General Procedures:

- 1st step – The teacher speaks directly with the child. The child may receive a Time Out Period or lose play time at lunch.
- 2nd step – The teacher will contact the parent. Planning together can be very effective.
- 3rd step – The principal and the child meet. Usually this helps resolve difficulties.
- 4th step – The principal, parent and child meet. A behavioral contract may be signed.

## Verbal or Physical Conflicts/ He Said/She Said Situations and Fighting in School:

Resolving conflicts must be done with respect for each person. This is a life skill that we teach on a daily basis in a variety of ways. Fighting, whether verbal or physical is not permitted. The option is always there to walk away or speak with a teacher or administrator. **Students involved in a fight are equally responsible and will be suspended** – regardless of grade. Students involved in a conflict, he said/she said situation or fight will meet with the counselor to assist them in resolving the conflict.

Suspension: Can be either in-school (children are not permitted in their classroom) or they will be suspended at home and not permitted on school grounds.

The type of suspension depends on the severity of the incident. In severe cases, the suspension will become part of the child's record.

Expulsion: The safety of all students is most important to us. A student who jeopardizes his/her own safety and well being, or the safety and well being of others will be asked to leave the academy.

## Causes for Immediate Dismissal - include but are not limited to:

- Students who create a dangerous situation.
- Students who bring in objects that can cause harm.
- Bullying or threatening another student.
- Cyber bullying by any electronic device: cell phone, ipads, desk/laptops, chromebooks and any other device.

Parents will be notified immediately of the situation and will meet with the principal.

Communication between school and home: Stay informed. Help your child become organized by establishing a place in your home where he/she can put all notices.



## 1. Guidelines for Parent/Teacher Conferences:


Conferences are held in the morning before classes start, or after school.

Conferences are held in the school building. The schoolyard is not an appropriate place for a serious discussion about your child. Conferences are NOT conducted during class time.

2. Open House Meetings: is another way of communication. At the beginning of each school year we hold a meeting for parents to meet their child's teacher. Teachers outline what the students will be learning during the year as well as individual class requirements.
3. The website is another means of communication. Teachers post homework on their class page and administration uses the website to post important notices and reminders. The Parent Association, SPA reports on their events and fundraising. Parents should check the website frequently.
4. Option C is the student information system that we use. Parents can log on to access their child's progress in school.
5. Teachers and administration provide a parent alert and notification system that will send email and text messages.

General Information:

Payment of Fees:

 All tuition and fees are expected to be paid on time. All monies coming into school should be in an envelope that is clearly marked with your child's name, grade and the name of the fee. Ex: John Doe - K-1-Tuition Payment.

**Note:** Putting the principal's or teacher's name on the envelope delays the recording process.

Peanut Allergy Alert: We have students highly allergic to peanuts. To ensure their safety, we ask parents not to send anything made with peanuts to school.



Calendar and Notices:

- In September you will receive a tentative yearly calendar. (This calendar is subject to change)
- Our monthly calendar is posted on the website. We suggest you print it out and put it on your refrigerator so you can refer to it regularly.

- We send home notices on a weekly basis, if you are not receiving information on a weekly basis, call us.
- Many of our notices are sent through the Option C parent alert text message.

Parent Requested Early Dismissal: Doctor and other appointments should be scheduled outside of school hours. If there is a need to pick up a child early, the parent must write a note stating the reason for early dismissal and the time you intend to pick up the child. An adult must sign the child out at the school office when the child is picked up.

Field Trips: To broaden the learning experience class trips are scheduled on a regular basis. The cost depends on the destination and bus fees. All students attending must have a signed permission slip.

**Field trips are privileges, not rights.** A teacher may refuse to take a child on a trip for behavioral reasons. In these rare cases, the child will be placed in another classroom for the day. Field trips are planned by the teachers who will request chaperones if needed.

**NOTE: To ensure the safety of our students, the Diocese of Brooklyn requires that any adult who acts as a chaperone must be Virtus trained.** This training is provided in the early fall at the academy.

Birthdays: Students from Pre-K to Eighth Grade may dress up or dress down on their birthdays.

Classroom Birthday Party: (Pre-K and K ONLY) Invitation to home parties may not be distributed in school unless the invitation goes to the entire class.

Send a note to the teacher at least a week prior to date of the party. Cupcakes or individual bags of treats – NO PIZZA, NO CAKES, NO PEANUTS. Parties are scheduled at a time that is least disruptive to teaching and learning time. It is a class party, brothers and sisters do not attend. In-school birthday celebrations are not permitted in First to Eighth Grade.



Medication: We cannot provide aspirin or other medications. All medication must be sent to the nurse's office. It must be in a bag with your child's name on it, the correct dosage and times to be given. A doctor's note may be required.



EPI PENS/Asthma Pumps – if your child needs an EPI PEN or Asthma Pump, please send in two. One will be with your child at all times the other will be held in the nurses' office.

Telephone Messages: In emergencies we will deliver a message to your child immediately. Please talk with your child before the school day begins so they know what to do, and where to go after school.

Personal Property: We are not responsible for your child's personal property: Money, games, phones or any handheld devices. These items do NOT belong in school. They will be confiscated and returned ONLY to a parent.



Cell Phones, and Other Wireless Devices: Students are not permitted to use cell phones, apple or technological devices in the building. These items must be turned off prior to entering the building and summoned to teachers upon arrival in the classroom. Any student who is found with these items on their person during the day, will have it confiscated and a parent must meet with the Principal to have it returned. NOTE: Technological watches should not be worn at any time in school.



Technology – Acceptable Use Policy: (See appendix 6)

Students and parents sign an Acceptable Use Policy each year so both the Academy and family understand the correct and proper use of technology.

**Students, parents and teachers who have websites or post information to a website such as but not limited to [myspace.com](http://myspace.com); [facebook.com](http://facebook.com); [ratemyteacher.com](http://ratemyteacher.com), snapchat, instagram, twitter, etc - that portray the**

Academy, or any member of the school community in a negative light or threatens any individual will be held accountable. Such actions may lead to expulsion from the Academy.

School Closings: All closings will be posted on the website and our phone system. You will receive a text or email from the Option C Parent Alert System. The Academy is closed for all Catholic Holy Days of Obligation, National Holidays and Diocesan or school-wide professional days.

Emergency School Closings: In extraordinary circumstances such as: extreme weather conditions, public crisis or equipment failure, the school may have to close.

Extreme weather conditions – If the NYC public schools are closed, we are closed. We may make a local decision to close our school for the safety of students and teachers. If we know in advance, you will receive notice.

We advise parents to ALWAYS check the emails/text messages, call school or check the school website. Messages will be left on both the school phone and website.



Look for this friendly snowman on our website.

## APPENDIX 1 - DIOCESE OF BROOKLYN ANTI-BULLYING /HARASSMENT POLICY



### **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,. This would also include forwarding such messages if received. This generally constitutes cyber bullying

### **Reporting Procedures:**

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

**APPENDIX 2 - PERMISSION TO PHOTOGRAPH OR VIDEO TAPE STUDENTS**

**Student Photography Consent Form**

Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_

SCGSTL would like to take photographs/make a video recording of your child/children for promotional purposes. These images may appear on printed publications, in the media, on video and/or on our website, or all four locations.

Your permission is needed before any photographs are taken of your child/children. Please answer the questions below and then sign and date this form. Kindly return the form to the school office by \_\_\_\_\_.

For each question, circle one answer.

- |   |     |    |
|---|-----|----|
| 1. May we take photographs of your child?                                 | Yes | No |
| 2. May we use your child’s image on our printed promotional publications? | Yes | No |
| 3. May we send out your child’s image with our press releases?            | Yes | No |
| 4. May we use your child’s image on our website?                          | Yes | No |
| 5. May we record your child’s image on our promotional videos?            | Yes | No |

I have read and understood the conditions of use for this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Conditions of Use**

1. The parental consent is valid until August 31st of the school year. The consent will automatically expire at this time.
3. We will not include details or full names of any child or adult in any image of video, on our website or on printed publications.
4. We may use group or class images with general labels, such as “Creating a Science Experiment” or “Making Christmas Decorations”.

**APPENDIX 3 – EMERGENCY FORM**

ST. CATHERINE OF GENOVA~ST. THERESE OF LISIEUX CATHOLIC ACADEMY FAMILY  
MEDICAL AND EMERGENCY FORM

List children in the family who attend SCGSTI. Update home, work, emergency contact phone # each time numbers change.

Child's <u>Last Name</u> then First Name	Class	Date of Birth	Age	Child's Cell Phone #
1.				
2.				
3.				

Check One. Address below is new as of _____ Address below is the same as last year.	Home Phone/s _____ _____
Child/ren Address: _____ Apt.#                      City                                      Zip	

**PARENT/GUARDIAN INFORMATION:** These people have full responsibility for the children & must be called first in emergencies. The children LIVE with the following people.

___ Mother    ___ Guardian (Relationship to child) _____			
First and Last Name used at work:			Date of Birth:
Work	Ext.	Cell	
Email Address:			
___ Father    ___ Guardian (Relationship to child) _____			
First and Last Name used at work:			Date of Birth:
Work	Ext	Cell	
Email Address:			

If you are single, divorced or separated but YOU WANT the other parent to be involved in school matters, please provide contact information.

First and Last Name	Home Phone:
Address:	Cell Phone:
Apt #                      City                                      Zip	

I know that the Student/Parent Handbook is on the school website under the drop down button called Parents/Guardians. I know it is my responsibility to read and follow the guidelines, rules and regulations cited in the Student/Parent Handbook. I know that my children who are in Grades 4-8 need to be aware of the guidelines, rules and regulations as well. **MUST SIGN BELOW.**

PARENT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 3 A- EMERGENCY FORM CONTINUED**

1. Child's Name \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ No known medical conditions. OR Please list ANY medical conditions that we should be aware of:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If the child is allergic to many things and more space is needed, please attach a loose leaf paper.  
 NOTE: Children with EPI Pens or asthma pumps should carry one and give one to the Nurse.

1. Child's Name \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ No known medical conditions. OR Please list ANY medical conditions that we should be aware of:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If the child is allergic to many things and more space is needed, please attach a loose leaf paper.  
 NOTE: Children with EPI Pens or asthma pumps should carry one and give one to the Nurse.

1. Child's Name \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ No known medical conditions. OR Please list ANY medical conditions that we should be aware of:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If the child is allergic to many things and more space is needed, please attach a loose leaf paper.  
 NOTE: Children with EPI Pens or asthma pumps should carry one and give one to the Nurse.

**PLEASE LIST PEOPLE TO CONTACT IN CASE OF EMERGENCIES**

Name of Contact Person	Home Phone	Work Phone	Cell Phone
1. _____ Relation to Child:			
2. _____ Relation to Child:			

**AT DISMISSAL MY CHILDREN GO HOME IN THE FOLLOWING WAY:**

Please check: \_\_\_\_\_ My child can walk home \_\_\_\_\_ uses public transportation \_\_\_\_\_ uses free yellow bus **OR:**

My child is Picked up daily by: Home Phone	Home Phone	Work Phone	Cell Phone
Name			
Private Van Driver: Name:			

## **APPENDIX 4 – CIPA COMPLIANCE STATEMENT**

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.

- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

(a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.

**Acceptable Use Policy for Technology  
Catholic Schools and Academies of the Diocese of Brooklyn**

**1. Purpose:**

Throughout the years, the Catholic Schools and Academies 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 SCG~STL Catholic Academy communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to school 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 SCG~STL Catholic Academy owned technology for appropriate learning purposes under the supervision of the principal and classroom teacher.
3. Students, employees, and visitors will use SCG~STL Catholic Academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

**2. Scope of Use:**

The technology vision for the Catholic schools and academies in the Diocese of Brooklyn is such that it's 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 but may in certain instances apply to personal use outside of the SCG~STL Catholic Academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes in the rights of others in the SCG~STL Catholic Academy community or otherwise violates all or part of this AUP, then these may be subject to disciplinary measures found within.

**3. Definitions of Technology:**

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
  - Cell Phones, Smart Phones, Chromebooks, ipads
  - 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 SCG~STL Catholic Academy community.”

#### **4. Responsibilities of User:**

The schools and academies of the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards. I- Safe, an Internet Safety Curriculum, has been implemented in all schools/academies 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 school community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

We will use 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 to:

##### **• 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 SCG~STL Catholic 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 SCG~STL Catholic Academy without the expressed permission of the principal.

#### **5. Security of Technology:**

The schools and academies of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto SCG~STL Catholic 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 SCG~STL Catholic Academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or SCG~STL Catholic 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 SCG~STL Catholic Academy sanctioned communication

methods. These methods include:

- Teacher SCG~STL Catholic Academy web page
- Teacher SCG~STL Catholic Academy email
- Teacher SCG~STL Catholic Academy phone #
- Teacher created, SCG~STL Catholic 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 copy written 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 SCG~STL Catholic Academy or system employees
- Harm the goodwill and reputation of the SCG~STL Catholic 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 SCG~STL Catholic Academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Catholic Schools and Academies of the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

**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+, Snapchat, or any other such medium.

All inappropriate references to SCG~STL Catholic Academy personnel, students and/or any member of the SCG~STL Catholic 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 SCG~STL Catholic 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 Cyber bullying, inappropriate, defamatory, or content found to be injurious to a SCG~STL Catholic Academy community member may result in disciplinary action, even if done outside of SCG~STL Catholic Academy premises or using devices not owned or controlled by the SCG~STL Catholic 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 SCG~STL Catholic Academy staff, and teachers and SCG~STL Catholic 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. 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 SCG~STL Catholic Academy principal:

- Loss of use/privileges of SCG~STL Catholic Academy technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the SCG~STL Catholic Academy, civil authorities, and/or other involved parties.
- Compensation for damages incurred due to actions in violation of this AUP

**NOTE:**

Students will not be given access to SCG~STL Catholic Academy technology without an appropriately completed and signed form on file in the school office. This form is on the bottom of the first page of the Emergency.