



# Parent Student Handbook

2021-2022

Last Updated: September 17<sup>th</sup>, 2021

The Board and Academy Administration retain the right to amend this handbook when necessary in accordance with NYC City Government, Department of Health, NY State Education Department and Diocese of Brooklyn policies, guidelines, regulations, or internal practices.

## **Section 1- Letter from the Administration**

Dear “Partners”,

Welcome to Bay Ridge Catholic Academy and the 2021-2022 school year! As PARTNERS in education, it is vitally important that faculty and parents work as a team to ensure success for all students. I trust that you will embrace this understanding and commit to working together to ensure the spiritual, academic, social and emotional growth of your child or children as they blossom into faith filled young men and women in our Academy.

Periodically throughout the year the contents of this Handbook are reviewed and subject to change. While you may not agree with every section of the handbook, in many instances, content is a State or Diocese mandate.

We look forward to a successful first year as the School Leader of Bay Ridge Catholic.

Mr. Berry

## **Section 2- Introduction**

Handbook contents are a starting point for all decisions made within the school. All policies are also subject to the discretion of the Principal and Board of Directors.

## **Section 3- School Overview**

### **3.1 Brief History of the School**

Launching in September 2020, Bay Ridge Catholic Academy will be a modern academy to prepare students for success in school and life. It will be centered on faith, arts and engineering, and will teach students the skills they will need to succeed in the modern economy.

### **3.2 Mission statement**

Bold

Resilient

Christ-centered

### **3.3 Vision Statement**

Bay Ridge Catholic students are bold in their ideas, questions, and expectations. Bay Ridge Catholic students are resilient in the face of adversity and demonstrate this resiliency through cooperation, optimism, perseverance, and empathy. Bay Ridge Catholic students lead a life that is Christ-centered in motivation for everything we think, say, and do.

### **3.4 Parental Expectation of Adherence to School Policy**

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

*....Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in*

*Jesus Christ reveals his transforming love and truth* (cf. *Spe Salve*, 4). *This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.*

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

#### **Section 4- Catholic Identity**

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are "...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds."

- Diocesan academies and schools strive to emulate the words of Saint John Paul II by:
- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
  - recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
  - welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
  - creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
  - not only promoting and encouraging academically sound individuals, but rejoicing with children

who are spiritually, theologically, and liturgically enlivened and fulfilled

## Section 5- Student Behavior

### 5.1 Conduct

#### **Student Responsibilities – Student School Policies Grades K-8**

In order to create and cultivate an environment of care, concern and respect for others as followers of Jesus, and to ensure a climate of academic success for all students at Bay Ridge Catholic Academy, students are expected to abide by the following policies in ***ALL CLASSES AND DURING ALL SCHOOL ACTIVITIES (to include School Trips):***

- Unless a “Dress Down Day”, Birthday or if the student has a valid “Dress Down Pass”, students are to be in full seasonal uniform at all times. (See Dress Code for Students). **Parents are responsible for their Pre-K 3 to 4<sup>th</sup> Grade child’s personal hygiene and cleanliness. 5<sup>th</sup> to 8<sup>th</sup> Grade students are responsible for their own personal hygiene and cleanliness. Please consider teaching them necessary life skills including how to do their own laundry.**
- Students are required to respect fellow students, teachers and all adults at all times. ● Books must be carried in a book bag and personal belongings may not be left in the classroom overnight (the school will not be responsible for such items). All textbooks must be covered and carefully maintained. A student who destroys or loses a textbook will be responsible for paying for its replacement. Students must come to school prepared to learn every day with adequate supplies, such as pens, pencils, notebooks, etc. These supplies should be replenished as needed. ● All written assignments must be neat and legible. Assignments must be submitted on time  
incomplete assignments are not acceptable. Homework is to be done at home and may not be done in school except for students who attend the Extended-Day program.
- Students are responsible to bring home any materials that we “backpack” home as parent information. Students in grades 5-8 are also to keep their parents informed of their personal and academic progress.
- Students who are absent on the day of a scheduled exam will be given a “make-up” exam. Extra credit assignments may also be requested by students (not parents) ONLY for students who are in jeopardy of failing a subject for the trimester. Extra credit assignments are limited to one per trimester per subject area and are not to be requested to improve a test score or a missing assignment.
- Students are to be on time for school each day.
- A student, who does not consistently demonstrate proper behavior, will not be permitted to attend field trips unless accompanied by his/her parent. Students receiving a “U/1” in personal conduct will not be permitted to attend trips or extracurricular activities under any circumstances.
- Truancy will not be tolerated. The truant student will receive a zero on any and all tests during truancy. The truant will be subject to suspension and forfeit privileges as determined by the Principal.
- Copying homework, plagiarism or cheating on a test (i.e. talking, passing notes, etc.) will result in a zero and a parent conference.
- The throwing of any object in the classroom is strictly forbidden and will be dealt with as a serious infraction of the rules and policies.
- In order to maintain a safe environment, proper behavior is expected in the cafeteria, the GYM, auditorium, library and traffic areas, such as halls, lobbies and stairways.
- Any vandalism or graffiti could result in suspension or discharge and a cost for re-imbursment by the student or of damages to the Academy or Academy property.

## **THE FOLLOWING ITEMS ARE NOT ALLOWED AT ANY TIME**

- Dangling or hoop earrings greater than the size of a dime, more than 2 wristbands, extreme hairstyles (boys' hair should not touch their collars or eyebrows and excessive coloring of hair for girls and boys), hairbrushes (allowed on gym days), lipstick, nail polish, nail tips, make-up. ● White-out or any types of permanent markers.
- Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals of any kind. ● Any **personal electronic devices** not used for learning, (i.e. iPads, iPods, AirPods, e-readers, etc.) games, playing or trading cards, or toys of any kind.
- Cell phones are permitted but ***MUST*** be stored in the classroom during the day and distributed at dismissal (the school is not responsible for any loss or damage). Students in possession of a cell phone during the school day will have their phone confiscated and the parent must pick up the device. Students will be disciplined as determined by the principal. Students caught posting to social media during school hours will face serious consequences including suspension or discharge.
- Students may not chew gum during the school day.
- Cigarettes/tobacco, matches, lighters, laser pointers, knives/box cutters, scissors, nail files, any type of weapon, energy drinks, caffeine, alcohol, drugs, drug paraphernalia, etc. are forbidden on school property or at any school function. Students who violate this policy could be suspended or discharged. **The presence of drugs, alcohol or weapons on school property or at school-related activities is a criminal offense. Police will be notified and the student could be subject to discharge.**

### **5.2 School rules**

Like any organization or community, we must have policies, rules and guidelines. In many schools, these items are conveyed in a negative manner such as “No hats, No cell phones”, etc. Rather *our SCHOOL RULES are stated in a POSITIVE MANNER and are BUILT ON RESPECT. Our Rules are:*

- **Respect Yourself**
- **Respect Others**
- **Respect Property**
- **Be Responsible**
- **Be Safe**

**Live in the image and values of our Lord**

### **5.3 Diocesan Anti-Bullying Policy**

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

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can

affect a student's educational opportunities. The behaviors include but are not limited to: ● *Physical*: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying). ● *Verbal*: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors ● *Written*: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, and 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.

#### **5.4 Diocesan Cyber Bullying Policy**

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

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

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

#### **5.5 Diocesan Acceptable Use Policy**

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

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

##### *Respect One's Self*

- Public names should be appropriate

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

#### *Respect Others*

- Be mindful of comments, posts, photos or any content directed toward or including others
  - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
  - Do not perpetuate inappropriate content by sharing it with or sending it to others
  - Warn others of potentially disturbing or harmful content that should be avoided
- Protect One's Self and Others*
- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
  - Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

#### *Respect Intellectual Property*

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

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

#### *Security of Technology*

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

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

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

#### *Administrative Rights (To monitor use of technology)*

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

#### *Personal use of Social Media (Teachers, Students)*

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

references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

## **Section 6- General Procedural Information**

### **6.1 Dress Code**

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

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

Daily Uniforms are MANDATORY in Grades K-8. The seasonal school uniform is to be worn on all days with the exception of approved “dress down or theme days”, the student’s birthday or if an approved “dress down” pass is provided to the student. Excuses or deviations are made only by the Principal or Vice-Principal. A note from the parent is expected in the office when a student is not in uniform.

#### **6.1a Dress Down Days**

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire: ● Appropriate length skirt, shorts or dress – no shorter than 3” above the knees ● No torn or tight jeans or pants

- No spaghetti strap tanks, midriiffs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No hoop earrings or excessive jewelry
- No jeggings, leggings or skinny jeans
- No sandals, flip flops, or any footwear considered to be a tripping hazard.

If a student wears such clothing as listed above or any other inappropriate clothing or styles as determined by the faculty and the Principal, the student will be removed from class and sent to the main office to place a call to the parent to deliver an appropriate change of clothing. The student will not go to or return to class until appropriate clothes are brought to school and the student changes



into the appropriate clothes.

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

### day. **6.1b Grooming Code**

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- **Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.**

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

### **6.2 Attendance Policy**

Bay Ridge Catholic has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
  - Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

### **6.2a Lateness**

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

### **6.3 School Calendar**

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session: New Year's Day First Day in January

Dr. Martin Luther King, Jr. Day Third Monday in January

Memorial Day Last Monday in May

Columbus Day Second Monday in October

Veterans Day Eleventh Day in November

Thanksgiving Day Fourth Thursday in November

Christmas Day Twenty-fifth day in December

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. Academies and parish schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

### **6.3a) School Hours**

**K-8 8:00am-3pm, UPK 8:00am-2:35pm, Pre-K 3 8:00am-2:15pm.**

### **6.3b) Before Care & After Care**

**Doors open 7:45am. After Care begins at dismissal and ends at 6pm.**

### **6.3c) School Office Hours**

**8:00am-3pm.**

### **6.3d) Early Release Schedule**

**8am-12:30pm K-8 or After Mass, UPK 8:00am-11:35am, Pre K-3 8am-11:15am.**

## **6.4 Releasing of Students**

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

### **6.4a Custody, Guardianship Orders**

Parents must provide accurate custodial information to be kept on file at the academy or parish school. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

## **6.5 Field Trips**

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return. Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

## **6.6 Birthday Policy**

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have

brought to school or have been provided by the school.

### **6.7 Lost and Found**

Lost and found items will be located in the main office.

### **6.8 Responsibility for Valuables**

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

## **Section 6- Transportation**

### **6.1 Bus procedures**

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

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

### **6.2 Use of Other Vehicles**

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

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

## **Section 7- Student Records**

### **7.1 Change of Address/Phone Number**

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

### **7.2 Educational Records Requests**

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

### **7.3 Authorization to Release Records**

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following: ● Other academy or parish school officials who have legitimate educational interests. ● Officials of other academies or parish schools in which the student intends to enroll. ● Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.

- Please note health records are the property of the Department of Health.

#### **7.4 Review of a Child's Official Records**

Parents/legal guardians have the right to inspect any and all material which is part of their child's permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

### **Section 8- Health and Nutrition**

#### **8.1 Medical Requirements**

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

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

#### **8.2 Administering Medications at School**

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

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

#### **8.2a Administering Epinephrine**

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each child in care. For a child with identified allergies or with special health care needs, the academy or parish school must have a copy of an individual health care plan developed

by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis: ● to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises

- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device\* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used \*It is

recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

### **8.2b Administering Epinephrine on Field Trips**

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

### **8.3 City & State Health Services**

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools

### **8.4 Limitations of Physical Activities**

Students under the care of a physician must submit a note from their physician to resume regular activities.

### **8.5 Breakfast/Lunch Program**

Students should eat an appropriate nutrient rich breakfast before attending school. Due to Covid-19, we will require all students to bring their own until further notice. NUTS OR NUT-BASED SNACKS ARE NOT PERMITTED FOR ANY GRADES.

### **Policy on Allergies**

We Are a NUT Aware School! Unfortunately, our school cannot guarantee a nut, milk or "allergen-free" environment. The risk of exposure is always present. Instead, we have an "allergy aware" policy, which empowers everyone. Children with allergies become aware of what they can and cannot eat, and school staff is alert and careful about each student's allergies. As we have students and staff members with SEVERE LIFE THREATENING ALLERGIES, we ask all families to avoid bringing in items such as nut butters, Nutella, or any other nut based products. We ask that you be very aware of any items brought into our school which: may contain nuts/may have been processed or manufactured in a facility which uses/contains nuts. Finally, please remind your children to never share snacks, food, or drinks with anyone.

### **8.6 Wellness Policy**

All students are encouraged to make health choices in meal selection, exercise time, and commitment to personal health.

## **Section 9 Parental Obligations**

### **9.1 Parental Involvement**

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education. Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community.

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

### **9.2 Fundraising**

Fundraising will be required to operate Bay Ridge Catholic Academy. School administration reserves the right to mandate participation in any fundraising activities.

**9.3 Parent Teacher Association (PTA) - Home Academy Association (HAA)** Every academy or parish school is encouraged to establish a Home School Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home School Association is to foster a clearer understanding of the mutual responsibilities of parents/legal guardians and teachers regarding the education of the students.

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

The Principal, Assistant Principal, and Board of Directors will define criteria for Executive HAA Board Membership.

### **9.4 Volunteering, Chaperoning & Virtus Training**

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual

abuse.

- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions. • All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

## **Section 10- Safety**

### **10.1 Emergency Drills**

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

### **10.2 School Closings**

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

### **10.3 Procedures for Visitors**

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

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

### **10.4 Video Surveillance Cameras**

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

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

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

## **Section 11 Instruction**

### **11.1 Grading Policy**

Grading policy is at the discretion of each teacher. The determination of grades is an individual teacher's responsibility due to the difference among ages/grades and special subjects such as Music, Art, Technology, Language and Physical Education (PE). As such, it is imperative that both students and parents know and understand how grades are determined. **General guidelines** are based on the following percentages:

Homework 20% (subject to change based on grade level) Tests/Quizzes 30% (subject to change based on grade level) Projects/Reports 20-30% (subject to change based on grade level) Active Classroom Participation 20-30% (subject to change based on grade level)

### **11.2 Homework Policy**

Homework is meant to reinforce 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.**

#### **Homework Time Suggestion (Rule of thumb 10-20 minutes per grade)**

- K 15 minutes (reading to or by parents)
- Grade 1 20 minutes
- Grade 2 & 3 20-45 minutes
- Grade 4 & 5 45-60 minutes
- Grade 6 45-60 minutes
- Grade 7 & 8 60-90 minutes

Due to Covid-19 and the equity issues caused by the inability to provide homework assistance to students in Aftercare, daily homework is strongly encouraged, but not mandated in grades Pk-3-5<sup>th</sup> Grade. This policy does not apply to long form projects, daily reading goals, and content consumption such as watching videos. This policy may change as our needs continue to change.

### **11.3 Protecting Instructional Time**

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and



family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

#### **11.4 Reporting Student Progress**

##### **11.4a Progress Reports & Report Card Schedule**

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester. Parents/ legal guardians will also receive progress reports during each trimester prior to receiving the report cards. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

##### **11.4b Parent Teacher Conferences**

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

##### **11.4c NYS Testing**

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

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

##### **11.4d TerraNova Testing**

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

## **Section 12-Internet Use**

### **12.1 FACTS**

The FACTS Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through FACTS or email removing the issues of lost or blocked email messages. FACTS Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fund raisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on FACTS to ensure that all contact information is up to date and all options are set correctly.

### **12.2 Communications with Teachers**

Students benefit tremendously when an open line of communication exists between families and

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

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

## **Section 13-Finances**

### **13.1 School Tuition Policies**

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates. These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

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

### **13.2 Tuition and other fee schedules**

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

#### **Tuition for Grades K-8**

- \$5,400 – one child
- \$6,500 – two children
- \$8,640 – three children
- \$11,340 – four or more children

**All students admitted after 8/12/20 must pay an administrative fee due to increased Covid-19 costs. The tuition rate listed above will remain for any contributing members of Our Lady of Angels Parish or Saint Anselm Parish, minus the multi-student discount.**

### **All New Students Will Pay The Following Tuition Rate**

- \$5,900 one child
- \$9,700 two children
- \$12,400 three children

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation. In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled. Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

### **13.3 Resources for Tuition assistance**

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: [www.futuresineducation.org/scholarships](http://www.futuresineducation.org/scholarships) . The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

### **13.4 Tuition Assistance Committee**

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

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

### **13.5 FACTS**

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

### **13.6 Tuition Delinquency**

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

## **Section 14-Safe Environment**

### **14.1 Reporting Inappropriate Behavior with Children to Principal**

Follow all Virtus training requirements.

## **14.2 Children reporting to their parents**

School administration as well as the Diocese of Brooklyn Office of Safe Environment is always reachable if parents need advice in this area for situations that may occur outside of school.

Maryellen Quinn

Coordinator of the Safe Environment Office

Phone: 718-965-7300, ext. 2107

Fax: 718-281-9673

safe@diobrook.org

## **14.3 Child Lures Prevention Program**

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or parish school. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics. Each program provides teachers with the resources to facilitate appropriate conversations. Parents/legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

## **14.4 Alcohol and Drug Free Zone Policy**

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation "school grounds" means the "buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level." Tobacco use is not permitted on school grounds at any time. A "tobacco product" is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

## **14.5 Signs of Suicide (SOS) Prevention Program**

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are: ● Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression

- Encourage personal help-seeking and/or help-seeking on behalf of a friend
  - Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
  - Engage parents and school staff as partners in prevention through "gatekeeper" education
  - Encourage schools to develop community-based partnerships to support student mental health
- Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect

students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

## **Section 15- COVID-19**

\*All health-related policies and procedures have been adopted from the regulations published by the CDC, NYC DOHMH and NYS DOHMH NYC. (August 2021)

### **15.1 Hygiene and Health Requirements**

#### **15.1a Face Coverings**

In accordance with the NYS DOHMH order, all Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable mask should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them while eating.

There is no outdoor NYS DOHMH face mask policy currently.

#### **15.1b Social Distancing**

Because of the importance of in-person learning, schools will implement physical distancing to the extent possible within their structures but should not exclude students from in-person learning to keep a minimum distance requirement.

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

In general, CDC recommends people who are not fully vaccinated maintain social distance of at least 6 feet from other people who are not in their household. However, several [studies](#) from the 2020-2021 school year show low COVID-19 transmission levels among students in schools that had less than 6 feet of physical distance when the school implemented and layered other prevention strategies, such as the use of masks.

Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing to reduce transmission risk. A distance of at least 6 feet is recommended between students and teachers/staff in classrooms. Outside of the

classroom setting a distance of six feet social distance should be maintained between students and between students and teachers/staff.

Some extracurricular activities such as contact sports, playing a wind instrument or singing may require a social distance of 12 feet.

### **15.1c Cohorting**

Students are assigned to a cohort. Cohorting means keeping people together in a small group and having each group stay together throughout an entire day. Cohorting can be used to limit the number of students, teachers, and staff who come in contact with each other, especially when it is challenging to maintain physical distancing, such as among young children, and particularly in areas of moderate-to-high transmission levels. The use of cohorting can limit the spread of COVID-19 between cohorts but should not replace other prevention measures within each group.

### **15.2 Health Policies**

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms ● A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected. ● The student will be evaluated by the nurse/health professional in the Isolation Room. ● A family member or guardian will be contacted by a staff member and asked to pick up the student. ● Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

### **15.2a Health Screenings**

Parents/ legal guardians will be asked to monitor and screen students for flu like symptoms prior to their arrival to school grounds. Any student displaying a cold, allergy or flu like symptom should stay home until a healthcare provider submits a note that the student can safely return to in person instruction.

Symptoms of COVID-19 are:

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion, or runny nose,
- Nausea or vomiting,
- Diarrhea.

### **15.2b Daily Health Screening Questionnaire**

Parents/legal guardians will be required to complete for each of their children the Daily Health Screening Questionnaire each day. Students who do not have a completed Daily Health Screening Questionnaire will be kept in a supervised location until their parent/legal guardian can complete the Daily Health Screening Questionnaire or

pick up the student from school.

Students who have a YES answer to any of the Daily Health Screening Questionnaire questions are to stay home.

### **15.3a Students Excluded from In-Person Learning**

School-based staff and students **cannot** report to school if they have:

- Been knowingly in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 10 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 10 days.
- Traveled internationally or domestically without being in compliance with the NYS DOHMH Travel Advisory.

## **COVID-19 Parent Handbook Addendum- Effective October 15, 2021**

### **Revised International and Domestic Travel Advisory Guidelines:**

Out of precaution at this time the Elementary schools within the Diocese of Brooklyn will follow the CDC Travel guidelines for vaccinated and non-vaccinated individuals for **International Travel**

This will apply to **ALL** International Travel.

### **International Travel: Fully Vaccinated Individuals**

#### **Before you arrive in the United States:**

All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

#### **After travel:**

- Get tested with a [viral test](#) 3-5 days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements

### **International Travel: Non-Vaccinated Individuals:**

#### **Before you arrive in the United States:**

All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

#### **After you travel:**

- Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.



- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements

**Domestic Travel:**

Quarantine is not required following Domestic Travel. All Domestic travelers should adhere to the following recommendations:

- Monitor your child for COVID-19 symptoms; isolate and contact your Healthcare provider if your child develops symptoms.
- Keep your child home if they are sick and experience any COVID-19 symptoms, including fever, chills, new cough, new loss of taste or smell, and new shortness of breath, even if the symptoms are mild.
- Mild symptoms such as a runny nose or backache have been mistaken for other illnesses and have turned out to be COVID-19.
- Call the school to report any illness or positive test results for COVID-19.

**Please Note:** These guidelines are subject to change as the pandemic continues to evolve and information is shared by city and state agencies.

**15.4 Returning to School after Showing Symptoms**

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

**15.5a Contact and Trace Protocols:**

- Principal or School Designee will confirm that the individual has tested positive for COVID-19 (molecular or antigen) and not a COVID Antibody Test.
  - Parents/ legal guardians or Faculty/Staff are asked to send a copy of their positive test result through a secure method to the appropriate school administrator.
- The Principal or School Designee will send the COVID Report to Tom Chadzutko and Joan McMaster ● Principal or School Designee will confirm that the individual was in school during the infectious period. ○ The infectious period is two days before the onset of symptoms or two days before the positive test date if no symptoms. (Not the date of receiving the test results)

**For Example:** If an individual has symptoms and/or tests positive without symptoms on September

4, the infectious period begins on September 2.

- Principal or School designee will identify the students, faculty and staff who had close contact with the person with COVID-19 during their infectious period. Both vaccinated and unvaccinated individuals are to be included in the identification of close contacts.
  - In school settings, a close contact is someone who has been within 6 feet for 10 or more minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face mask use or the presence of plexiglass or other barriers. **Exception:** Per CDC guidance, in the classroom setting, students sitting 3 to 6 feet from a student with COVID-19 do not need to quarantine if they and the student with COVID-19 wore masks correctly and consistently. **This exception applies only to students and not to staff.**

**Please Note:**

- All students in a Nursery, Pre-Kindergarten and Kindergarten class will be considered close contacts and subject to quarantine protocols.
- During classroom Mask Breaks, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.
- During Lunch or Snack Time, if students are less than 6 feet social distance, for more than 10 minutes, from a COVID positive individual they are considered a close contact and subject to quarantine protocols.
- During some sports, singing and the playing of wind instruments, if students are less than 6-12 feet social distance, depending on the activity, from a COVID positive individual they may be considered a close contact and subject to quarantine protocols.
- All students riding the school bus with a COVID positive individual are considered close contacts and are subject to quarantine protocols.
- Principal or School designee will call the Deputy Superintendent to review the infectious period, close contact identification and the next steps for notifications and reporting of positive COVID-19 cases.

**15.5b Notification of Close Contacts:**

- Close Contacts are **only** to be notified by the Office of the Superintendent-Catholic Schools Support Service communication letters issued by the Deputy Superintendent.
  - We respect the privacy of our students, faculty, and staff, and do not disclose the identity of the person who has tested positive for COVID -19 or other identified close contacts
- Close contacts who fall into one of the quarantine exception categories (fully vaccinated or having had COVID-19 in the last three months) do not need to quarantine and can come to school provided they have no symptoms or tested positive for COVID-19. (Exception: positive cases within the same household)
- Close contacts who do not fall into one of the exception categories must quarantine for 10 days after the date they last had contact with the person who has COVID-19 or on Day 5 of their quarantine, the person may take a lab-based molecular COVID19 test (PCR test), and with a negative result, return to attending school in person after Day 7. **PLEASE NOTE: If a whole class/cohort/pod are required to quarantine the Day 5 PCR Testing Option would not apply.**
- Close contacts who are not fully vaccinated and reside in the same household as a positive individual if the positive individual cannot self-isolate are required to quarantine for 10 days from the last date

of contact. Last date of contact for non-vaccinated individuals residing in the same household as a positive individual is defined by the NYC DOH as 10 days from the symptom onset or date of the positive test.

**Example:** Symptom onset or positive test date is September 1, add 10 days until September 11. Add 10-day quarantine until September 21, individual can return on September 22.

### **15.5c Quarantine for Students and Staff Identified as Close Contacts to Someone with COVID-19**

- In the event there is a positive case in a classroom, students or staff identified as close contacts may be asked to quarantine due to exposure to COVID-19. Students or staff who are:
  - At least 12 years old, fully vaccinated\* and not showing symptoms may continue to attend school in person. Out of an abundance of caution, these students are encouraged to take a COVID-19 test three to five days after exposure.
  - At least 12 years old, fully vaccinated\* and showing symptoms will be directed to quarantine for 10 calendar days.
  - Unvaccinated will be directed to quarantine for 10 calendar days. On Day 5 of their quarantine, students or staff may take a lab-based molecular COVID-19 test (PCR test), and with a negative result, return to attending school in person after Day 7. Schools should verify negative test results. (Unless the entire class/cohort/pod is out for quarantine)
  - Fully recovered from laboratory-confirmed COVID-19 in the past three months and show no symptoms of COVID-19 since the current exposure may continue to attend school in person. Three months is measured from the date a person first had COVID-19 symptoms or, if they had no symptoms, the date of their first positive diagnostic test.
  - An individual is fully vaccinated two weeks after a single-dose vaccine or second dose of a two-dose vaccine, where the vaccine has received emergency approval from the FDA or World Health Organization.
  - All individuals identified as close contacts to someone with COVID-19 must continue daily symptom monitoring through Day 14. If symptoms occur, they should isolate themselves, contact their health care provider, get tested for COVID-19 and must not attend school.
  - It is recommended that schools require proof of vaccination or previous (recent) positive test from individuals who are exposed but exempt from quarantine. This information should be collected using the same standard protocols that are used to collect and secure other immunization or health status information from students

### **15.5d Submit Positive Case and Close Contact Information to the NYC DOHMH**

- Principals or School Designee are to Submit information on all positive cases to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form.  
<https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>
  - If there are no close contacts just the positive case information is submitted using the COVID-19 Facility Exposure Form
  - If there are identified close contacts both the positive case and close contacts information are submitted using the COVID-19 Facility Exposure Form.
- Principals or School Designee are to Submit information on close contact information to the NYC Health Department and NYC Test & Trace Corps using the COVID-19 Facility Exposures form.

<https://nyc-prd.redcapcloud.com/survey.jsp?code=0yiapA9YCekebdd4>

- The contact list for the individual who has COVID-19 should include people's first and last names, phone numbers, and date of last contact with the person. Dates of birth and addresses may be helpful but not necessary to include.
- If the Principal or School designee has trouble submitting the contact list using the COVID-19 Facility Exposure form, contact the NYC Health Department for help at [facilities@health.nyc.gov](mailto:facilities@health.nyc.gov).
- Fully vaccinated individuals who are considered close contacts should be included in the close contacts spreadsheet.

### **15.6 Returning to School After Isolation, Quarantine or Calling Out Sick:**

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

#### **For Reference:**

**Isolation** refers to individuals who have tested positive for COVID-19 through a molecular or antigen COVID-19 test. **Quarantine** refers to individuals who have been identified as close contacts by the NYC DOHMH or NYC Test & Trace Corps.

- A person who has completed quarantine **does not** need a doctor's note to return to school if they show no symptoms of COVID-19 and did not test positive for COVID-19.
- A person who has completed isolation **does need** a doctor's note stating they can safely return to in person instruction. The NYC DOH does not recommend a negative COVID-19 test after isolation as an individual can continue to test positive for many weeks or months after infection even though they are no longer contagious
- A person, faculty, staff, or student, who has called out sick with COVID-19 symptoms is required to submit proof of a negative COVID-19 PCR test in addition to a doctor's note indicating they can safely return to in person instruction.
- A person, faculty, staff, or student, who has called out sick for any reason other than COVID-19 symptoms is required to submit a doctor's note indicating they can safely return to in person instruction. ● **Contacts** of someone in quarantine do not need to stay home unless the quarantined person develops symptoms of COVID-19 or tests positive for COVID-19 (becomes a case).

### **15.7 School Closures**

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

If there are multiple confirmed cases of COVID-19 in different classrooms, the school administration will follow the NYC DOHMH guidance on excluding any students, faculty or staff who meet the definition of a close contact. The cases are likely to be independent introductions of COVID-19 to the school from the community, rather than due to COVID-19 transmission within the school. **Schools considering whether to close will first discuss options with Deputy Superintendent, Office of the Superintendent~ Catholic Schools Support Services who will consult with the NYC Health Department, which will work collaboratively with the school to keep schools open for in person instruction whenever possible.**

The decision to close a school is based on various factors including the number of cases over time and their distribution across grades and classrooms, the size of the school, the ability of the school to exclude people who need to be isolated and quarantined in a timely manner, adherence to NYC Health Department guidance, and cooperation with the NYC Health Department.

### **15.8 Distance Learning**

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

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

Distance Learning should be made available to students who have been identified as close contacts by the NYC DOHMH, NYC Test and Trace Corps and are subject to quarantine protocols.

Please check with the School Principal for the Distance Learning Policy at your school.

### **Please Note:**

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