



Parent Student Handbook

2022-2023

Last Updated: August 2022

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 2022-2023 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. Gary M. Williams

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, Board of Directors and Faculty.

Section 3- School Overview

3.1 Brief History of the School

Launching in September 2020, Bay Ridge Catholic Academy will be an esteemed academy to prepare students for optimal 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 exemplary 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):***

- Students are expected to be in **full uniform** daily. There will be one dress down day a month. ***Students may “Dress Up” on their birthdays and students may opt uniform on dress down days.***
- 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 unacceptable and each teacher will employ his/her own policy.
- 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 be offered at teacher discretion.
- Students are to be on time for school each day. Excessive lateness will result in Growth Lunch/Detention.

- 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” 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 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-imburement by the student of damages to the Academy or Academy property.

THE FOLLOWING ITEMS ARE NOT ALLOWED AT ANY TIME

- For girls, dangling or hoop earrings greater than the size of a dime, earrings for boys are **prohibited**, no more than 2 wristbands, extreme hairstyles (boys’ hair should not touch their collars or eyebrows and must conform to the natural shape of the head). For girls and boys’ hair coloring of any kind is prohibited. Girls must wear their hair back. Lipstick, nail polish, nail tips, make-up, hats and sunglasses are prohibited.
- White-out or any types of permanent markers.
- Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals of any kind.
- Games, playing or trading cards, or toys of any kind are prohibited.
- Cell phones, Apple watches and personal electronic devices 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 caught posting to social media during school hours will face serious consequences including suspension or discharge. **If you need to communicate with your child at any time during the school day you must call the main office.**
- Students may not chew gum during the school day.
- Cigarettes/tobacco, matches, lighters, laser pointers, knives/box cutters, 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.**

5.1.1 GROWTH Lunch

Students who demonstrate misbehavior which would not warrant a suspension will be assigned GROWTH lunch. GROWTH lunch is our acronym for Gaining Respectful Outcomes Within Total Harmony. The number of days assigned will be determined by the seriousness of the disciplinary infraction ranging from 1-5 days. A counseling session with the Principal will take place at the conclusion of the GROWTH lunch experience.

Growth lunch/Detention for any disciplinary infraction.

Students in Grades K-5 will be assigned Growth Lunch.

Students in Grades 6-8 will be assigned afterschool detention for 1 hour immediately following dismissal.

Parents will be notified by email should your child be assigned to Growth Lunch/Detention.

Suspensions

Serious disciplinary infractions will result in a student suspension.

Students are only permitted two suspensions per year.

Any disciplinary infraction thereafter will result in an expulsion.

5.2 School rules

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**
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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.
- **There will be Zero tolerance for bullying of any kind.**

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.

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 Administration 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 be prohibited. All clothing must be clean, neatly pressed, and in good repair. Ripped, torn, or defaced items are prohibited.

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, theme or dress up days". Ripped, torn, or defaced items are prohibited. Girls' skirts may be no shorter than 1 inch above the knee. Sneakers may only be worn on Physical Education days and must be all black.

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 torn or tight jeans or pants

The following are prohibited

- spaghetti strap tanks, midriffs, tube tops, etc.
- hats (unless specifically designated)
- loose/baggy pants or shorts
- make-up or nail polish (including gels/French manicures)
- hoop earrings or excessive jewelry
- jeggings, leggings or skinny jeans
- sandals, flip flops, or any footwear considered to be a tripping hazard.
- Short shorts or skirts

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 be excluded from recess and removed from 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 or dress up 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 prohibited.
- Girls must wear their hair back.
- Dangling or hoop earrings greater than the size of a dime, and earrings for boys is **prohibited**, no more than 2 wristbands.
- Make-up at any time is prohibited. This includes eye make-up, nail polish, and acrylic nails.
- Only appropriate jewelry is allowed.
- Tattoos and body piercings are prohibited.

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. Excessive lateness will result in Growth Lunch/Detention.

6.3 School Calendar

Parents will receive a school calendar at the beginning of each month. All school events, vacations, half day and closures will be listed.

6.3a) School Hours

FULL DAY

UPK	8:00am	8:00am – 2:20pm
Kindergarten	8:00am	8:00am – 2:40pm
Grades 1 & 2	8:00am	8:00am – 2:45pm
Grades 3 & 4	8:00am	8:00am – 2:50pm
Grades 5 & 6	8:00am	8:00am – 2:55pm
Grades 7 & 8	8:00am	8:00am – 3:00pm

HALF DAY dismissal

UPK	1:00pm
Kindergarten	12:00pm
Grades 1 & 2	12:05pm
Grades 3 & 4	12:10pm
Grades 5 & 6	12:15pm
Grades 6 & 7	12:20pm

6.3b) Before Care & After Care

Before Care begins at 7:15am.

After Care begins at dismissal and ends at 4:00pm. 5:00pm & 6:00pm.

6.3c) School Office Hours

7:30am-3pm.

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 Lost and Found

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

6.7 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 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

If a student has to receive medication, the parent will need to complete a 504 Medication Administration form. These forms must be renewed yearly. 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.

504 Medication Administration Forms for Anaphylaxis must be renewed yearly by Physician

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 nutritious breakfast before attending school. Students must bring their lunch to school daily unless they are participating in the HAA approved lunch program. The HAA lunch plan is a fee-based plan and is served on Monday, Wednesday and Fridays when school is in session for a full day.

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. Students who have food allergies should bring in their own snacks to have on hand should there be a party or event.

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.

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.

All parent volunteers must be Virtus trained or have a valid Virtus certificate.

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 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 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 via email of any school closure.** 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 security staff. Visitors must sign in and out at the security desk and wait to be met by a school staff member.

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). Students and parents will be notified of each teacher's grading policy.

11.2 Homework Policy

Homework is meant to reinforce learning and serves as a means for clarifying and reinforcing material learned in class.

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 halfway through each trimester. 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 encouraged to maintain open communication with teachers.

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.

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. The results will be recorded on TACHS reports for Catholic High School entrance.

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.

11.4e Graduation

Graduation occurs at the end of Eight Grade after satisfactorily completing the course of study at Bay Ridge Catholic Academy. Participation in graduation exercises is dependent upon payment of all financial obligations and abiding by the school code of conduct and antibullying policy.

Academic Cords are given to students who have achieved a cumulative average of 90% and above in all academic subjects and a 3 or 4 in Special subjects, learned behaviors and conduct.

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.

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
- \$8,640 – two children
- \$11,340 – 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 withdrawal 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 . The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

13.4 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.

13.5 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.

15. COVID-19 Guidance and Protocols for 2022-2023

NYS DOH, NYSED, NYCDOH and CDC (August 22, 2022)

What has changed in the COVID-19 Guidance?

- Elimination of the test-to-stay policy recommendation.
- Elimination of Daily Health Screenings
- The NYS DOH Daily Survey is no longer required
- Changed recommendations to conduct screening testing to focus on high-risk activities during high COVID-19 Community Levels or in response to an outbreak.
- Removal of the recommendation to pod/cohort.
- Removal of the recommendation to quarantine, except in high-risk congregate settings.
- Addition of detailed information on when to wear a mask, how to manage cases and exposures, and how to respond to outbreaks.

Catholic Academies and Parish Schools should take a variety of actions every day to prevent the spread of infectious diseases, including the virus that causes COVID-19. The following set of strategies for everyday operations should be in place at all COVID-19 Community Levels, including low levels.

Mitigation Strategies:

✓ **Speaking with your Healthcare Provider regarding Vaccination**

- Schools should encourage their school community to speak with their healthcare provider regarding the COVID-19 vaccine. Staying up to date on routine vaccinations is essential to prevent illness from many different infections. COVID-19 vaccination helps protect eligible people from getting severely ill with COVID-19.

✓ **Staying home when sick and getting tested when experiencing COVID-19 symptoms**

- People who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin. People who are at risk for getting very sick with COVID-19 who test positive should consult with a healthcare provider right away for possible treatment, even if their symptoms are mild. Staying home when sick can lower the risk of spreading infectious diseases,
- Symptoms of Covid, but not limited to:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

✓ **Ventilation**

- Schools should optimize ventilation and maintain improvements to indoor air quality to reduce the risk of germs and contaminants spreading through the air. i.e.
 - Air Purifiers and Filters
 - Portable Air Cleaners with HEPA filters
 - Safely opening windows and doors to increase outdoor air intake

✓ **Handwashing and respiratory etiquette**

- Schools should teach and reinforce proper handwashing to lower the risk of spreading viruses, including the virus that causes COVID-19.
- Schools should teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

✓ **Cleaning and disinfection**

- Schools should continue to clean surfaces periodically throughout the day to reduce the risk of germs spreading by touching surfaces.
- Schools should continue to nightly disinfect the school building using fogging machines and other disinfection methods.

Isolating if Positive for COVID-19

Students and staff who test positive for COVID-19 should isolate for **5 days at home**. For those with symptoms Day 1 is the first full day after symptom onset (Day 0 is the day of symptom onset). For those that had no symptoms Day 0 is the day they were tested (not the day you received your positive test result) and Day 1 is the first full day following the day they were tested—if someone develops symptoms within the 10 days of testing the clock restarts at day 0 on the day of symptom onset.

Those with symptoms may resume attending school after the 5 days (on Day 6) if:

- They are fever free without fever reducing medicine for 24 hours and their symptoms are improving; and
- They wear a mask through day 10 (day 1 is the first full day following the day they received positive test result regardless of symptom onset).

OR

- Use antigen tests to shorten the 10 Day Mask Requirement. With two sequential negative tests 48 hours apart (Start on Day 6), you may remove your mask sooner than day 10.

Note: After having ended isolation, if COVID-19 symptoms recur or worsen, restart isolation at day 0.

Day 0 of isolation is the day of symptom onset. Staff and student's parents/guardians should be advised to talk to a healthcare provider about their symptoms or when to end isolation.

Faculty, Staff and Students **are not** required to submit a doctor's note before returning to school after having tested positive for COVID-19.

COVID-19 Symptoms While at School

Students and staff with symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting or diarrhea should be sent home or directed to stay home. If at schools, the individual should isolate and wear a well-fitted mask while arrangements are made to go home even if they have not yet had a test.

Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin. If an individual with COVID-19 symptoms does not get tested for COVID-19 they are required to remain home for 10 days or an alternative diagnosis from a healthcare provider.

Exposure to COVID-19

Quarantine is no longer recommended for people who are exposed to COVID-19.

Schools should, if available, offer at-home test kits to students and staff who may have been exposed while at school. Students and staff who were exposed to COVID-19 should take two tests, at least 24 hours apart on day 4 and day 5 of their exposure. All exposed individuals should monitor for fever and other COVID-19 symptoms for 10 days after their exposure. If symptoms begin, they should not attend school and should isolate and get tested for COVID-19 again right away.

Students and staff, regardless of vaccination status, are strongly recommended to wear a mask when they were exposed to someone with COVID-19, whether the exposure occurred in school or outside of school. The person should wear a mask for 10 days after their last day of exposure and get tested at least 24 hours apart on day 4 and day 5 of their exposure.

Masks:

Universal masking in school is not required at this time.

Students and staff, regardless of vaccination status, must wear a mask when:

- Returning to school after testing positive for COVID-19 through Day 10 after their symptoms began or positive test date (whichever is earlier). This includes when traveling on a school bus.
- Entering their school's medical room or nurse's office, or a school-based health center
- Exhibiting COVID-19 symptoms at school

Students and staff, regardless of vaccination status, are strongly recommended to wear a mask:

- After being exposed to someone who has COVID-19, whether the exposure occurred in or outside of school. Students and staff who were exposed to COVID-19 should wear a mask for 10 days after their last exposure and get tested on Day 5.
 - If they are moderately to severely immunocompromised and recommended by their health care provider
- Students and staff, regardless of vaccination status, may choose to wear a mask all the time or when it makes them feel comfortable (such as when traveling on school bus or for personal health reasons, or because they are not vaccinated or live with someone who is at high risk for severe illness from COVID-19). All schools should have face masks available.

NYC DOH Vaccine Mandate for School Staff and Volunteers:

The NYC DOH Vaccine Mandate remains in place for all School Staff and volunteers.

In accordance with NYC DOH and NYS DOH updated guidelines, bi-weekly COVID Testing is no longer required for unvaccinated faculty, staff or volunteers who have an **approved** exemption on file for the COVID-19 vaccine.

Remote Instruction:

ALL Schools are required to have the capability to provide remote instruction, if needed, in instances of whole class or school closures due to COVID-19.

Communication:

The Principal or the COVID Coordinator is responsible for the following:

- Send class COVID Notification Letter (positive case)
- Send COVID case information to Deputy Superintendent

Please Note: The Schools within the Diocese of Brooklyn reserves the right to implement COVID-19 protocols above city and state COVID-19 health protocols.

This information is subject to change as new information is received from city and state agencies.

ACKNOWLEDGEMENT OF RECEIPT

FOR PARENTS/GUARDIANS

I acknowledge that I have received and read the Parent-Student Handbook and all subsequent forms (“Handbook”). I have read and understood the contents of this Handbook, and will act in accord with these policies and procedures. I have explained the contents of this Handbook to my child. I agree that I am responsible for my child’s adherence to the policies in this Handbook. I understand that this Handbook supersedes any other previously issued handbook and personnel manual and that all previous versions are hereby revoked. I understand that the Academy reserves the right to add, amend, modify, or discontinue any of the policies and procedures as set forth in the Handbook at any time, with or without notice. Policies relating to the COVID-19 virus, where applicable, may be provided as part of a supplement to this Handbook.

Print Name: _____

Signature: _____

Date: _____

Name of Child(ren) and Grades: _____

FOR STUDENTS GRADES 6-8

I have read the Parent-Student Handbook, have discussed its contents with my parent/guardian, and agree to abide by all its terms.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____