

ST. ELIZABETH CATHOLIC ACADEMY9
94-01 85TH STREET
OZONE PARK, N.Y. 11416
718-641-6990 FAX 718-323-5010
Pastor Reverend Robert F. Barclay
Principal: Miss Jeanne A. Shannon
Board Chairperson Mr. Joseph Sawe

Mrs. Brenda Monahan Graham	Kindergarten
Mrs. Ana Marcia Silva-Felsenthal	Kindergarten Aide
Mrs. Crystal Marques	Grade 1
Miss Jocelyn Arriaga	Grade 1 Aide
Mrs. Joanne Stallone	Grade 2
Miss Catherine Voegtlen	Grade 3
Mrs. Denise Reicino	Grade 4
Miss Jessica Falco	Grade 5
Mrs. Donna Allocca	Grade 6
Miss Mary Gambino	Grade 7
Mrs. Teresa Mason	Grade 8
Mrs. Denise Reicino	Music
	Gym
Mrs. Jacqueline Merckling	Art
Ms. Mirna Roman	Religion
Mrs. Pamela Maracina	Spanish
Mrs. Donna Allocca	Computer
OFFICE STAFF	
Mrs. Mollie Seiler	Administrative Secretary
Miss Patricia Urso	Tuition Coordinator
Mr. Mohammad Khan	Nurse
Mr. Paul Quiceno	Plant Manager
Mr. Ronald Gottcent	Office Aide

Mission Statement:

St. Elizabeth Catholic Academy empowers students to grow and develop values academically, emotionally and spiritually in a safe and disciplined environment.

Vision Statement:

“St. Elizabeth Catholic Academy...

LEADS students to be disciples who know and live the Catholic Faith

INSPIRES a learning community to foster academic excellence

MOTIVATES young people to fulfill the two great Commandments of Jesus Christ by loving God and self in order to be responsible and give service to our neighbor.”

Catholic Identity:

St. Elizabeth Catholic Academy is primarily a Catholic School. By choosing to enroll in SECA, you understand that all students study Religion and receive a Report Card grade for the class. Also, all students attend Mass and Prayer Services. Our students engage in prayerful activity several times throughout the school day.

We welcome students of all faiths and do our best to foster a climate of appreciation for all the religions practiced by the families of our SECA students. In turn, we expect the proper respect of our academy’s Catholic identity to be shown by all students through participation in the required religious exercises noted above.

Parish Participation:

Parents are the primary educators of their children. It is imperative that parents instill the importance of faith by way of their active participation in Sunday Mass. All students who are Catholic should attend Mass weekly. Remember, with regard to faith, our job is to reinforce what you are already teaching at home.

Admissions Policy:

St. Elizabeth Catholic Academy accepts students of all races, religions, and countries of origin. There is no discrimination based on race, gender, national origin, age (in accordance with the law) and disability, if, with reasonable accommodation on the part on the part of the school, the disabled person’s needs could be met.

When coming to register, please bring the following:

Birth Certificate

Immunization Record (Must be up to date)

Baptismal Certificate – if Catholic
Most recent report card (If entering grades 1-8)
Non-Refundable Registration Fee
Individual Educational Service Plan (if applicable)

Every new student is accepted on a probationary status for the first trimester to allow the academy official to determine whether the academy can meet the student's needs before making acceptance final.

Requirements for Re-registration:

- Prior year's tuition must be cleared
- Payment of the \$100 Re-registration Fee – NON-REFUNDABLE

Tuition Payments:

Tuition is paid over a 10-month period with the first tuition payment being due on July 1st. All tuition is paid through FACTS Management. Your payments are processed securely through a bank to bank transaction. You may check your personal account or make payments on line from the convenience of your home or office anytime. You will receive an invite from FACTS with information necessary to enroll. Included in the in the invite will be the website you will need to access. Future tuition payments are due on the 1st of every month, with the final installment due on April 1st. Payments can be made from a checking or savings account or from a variety of credit or debit cards. The option to receive a tuition discount by paying your bill in full by August 31, 2019 still exists.

Fundraising:

While we have many fundraising activities throughout the year that we welcome and appreciate your participation in, there are two mandatory fundraisers that all must participate in. Those fundraisers are the annual Miss Chocolate Candy Sale and the Raffle Extravaganza Chance books.

Parent Responsibilities:

To maintain order and discipline so that children will have an opportunity to learn to the best of their ability, we ask parents to cooperate in the following areas:

Each Morning:

It is the parents' responsibility to send their children to school: (1) on time, (2) in uniform, (3) with all homework completed.

Attendance:

Regular and punctual attendance is a requirement for all students. All parents must call the school office before 9:00 AM if their child is going to be absent. Parents of students in the Middle School grades may be called if their child does not attend school and the parent fails to call the office. For an absence to be excused, the student must provide an absence note documenting a valid reason for the absence.

If a pattern of absences from examinations is noted the student may take a make-up test with the following stipulation: There will be a 10-point deduction on a make-up test unless there is a serious illness. In that event, a doctor's note must be submitted upon return and full credit can be earned

Chronic lateness is unacceptable. All students are expected to be on-time for school. Students who are late repeatedly will suffer consequences. In grades 5-8, students serve recess detention on the days that they are late. Students in grades K-4, will not be permitted to participate in recess for 2 days for every 5 latenesses.

Absences

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

We encourage parents to make their children's doctor, dentist, and any other appointments after school, or on school breaks. Leaving school early or during the school day interrupts a child's learning, which is impossible to make up.

However, if a student must leave school before dismissal he/she must bring a note from a parent and give it to their homeroom teacher upon arrival in the morning. Included in this request should be the student's name and class/grade, the reason for the early dismissal, the name of the person who will pick up the student, and the time requesting to leave. The person who comes for the student needs to sign out the student in the School Office.

Unexcused absences include but are not limited to: oversleeping; vacation; inability to secure child care.

School Closing:

In the event of inclement weather, St. Elizabeth Catholic Academy will always close when the New York City Public Schools close. If the public schools are opened but we decide to close, a message will be sent through Option C Parent Alert.

If it is deemed that we cannot open by 8:00 a.m. because of weather conditions, but it seems that we could open by 10:00 a.m., we will have a delayed opening at 10 a.m. In that case the Early Drop Off Program will not be available; parents will be notified through Option C by 6:00 a.m.

Excessive Late Pick-ups:

We understand that at times situations arise; however, if you are chronically late to pick up your child or children at dismissal, they will be placed in the after-school program and you will be charged the after school daily fee. Whomever picks up your child in that case will be asked to show photo ID before the child or children will be released.

Parents, please note that in some instances, chronic lateness and excessive absence are ACS reportable offenses because they are considered educational neglect.

Communication:

Communication between home and school is essential to your child's academic success. Please make sure to check the school's website for parent notifications. All notifications that come from the school office will be uploaded to our website for you to either read online or download. We are trying to be more environmentally friendly and so most things will just be uploaded to the site not printed and distributed. Also, please make sure that you have signed up for the school-wide Remind group and if your child's teacher uses the app for the classroom, join that group too. Remind will allow you to get notifications from school via email or text message.

Parents who need to contact the teacher may do that via email, by sending a note to their child's teacher, through Option C, or by calling the main office and leaving a message for the teacher. All teachers will have their email address on their webpage. If you call, please call the main school phone number to leave a message for the teacher. Regardless of whether you send a note, call or email, you can expect a response from the teacher within two days.

If you would like to schedule a meeting with your child's teacher, you may do so by either calling, emailing or sending a note to the teacher. Please remember that parent/teacher meetings need to take place outside of the instructional day, either before or after school. It is not appropriate for parents and teachers to discuss a child's school performance in the school yard when teachers are responsible for supervision and others are around to listen in.

Additionally, parents are not permitted to go to their child's classroom during instructional time. If there is an emergency, parents must report to the school office first, and they will receive assistance from there.

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

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

Similarly, a situation with the principal should be addressed with the principal. Only after such attempts have failed should the concerned party contact the Board of Directors chairperson, who can be reached by leaving a note with the school secretary or by email. We do not open the Board Chair's mail, nor do we read his email.

Emergency Contact Form:

Every student must have an Emergency Contact Form on file. You will be asked to provide a new form each year. Please make sure that you give us correct phone numbers on the form so that if an emergency should occur, we can reach you. **Inaccurate information impacts your child's safety and security.** If you change your phone number or address, please notify the school office at once.

Also, if the school nurse calls you to say that your child must be picked up from school due to illness, please have a plan. If you yourself cannot come to pick up your child, there **MUST** be someone who can come to get your child.

Saint Elizabeth Catholic Academy School Uniform Regulations:

Children are required to dress according to the uniform dress regulations every day that school is in session, from the time they leave their residence in the morning until they return to their residence in the afternoon. Parents are expected to make sure that children are properly dressed for school when they leave home in the morning.

CODE OF DRESS

A. Uniform Dress for BOYS- Grades K-8

1. The uniform dress for boys consists of navy blue dress trousers, white shirt, school sweater vest, and school tie. During September-October and May-June the uniform blue knit shirt with St. Elizabeth's Catholic Academy emblem may be worn.

2. Only a school cardigan sweater or gym sweatshirt may be worn in class.

3. Dark leather loafers or dark tie shoes (NO BOOTS) and navy/black or white socks may be worn. Sneakers may be worn ONLY with gym uniform on gym days.
4. Boys' hair should be short, neat, and clean. Top of hair should not be too high. "Tails, Mohawks, Fauxhawks," and other outlandish styles are not permitted. Only natural colors for highlighted hair.
5. Boys ears should not be pierced during the school year. Boys may not wear earrings to school
6. Only S.E.C.A. distributed pins and religious emblems may be worn on school uniforms. Jewelry is not part of the school uniform.
7. On gym days November through April the regulation gym suit (sweats) is to be worn. No substitute sweats may be worn; students may however, wear any SECA t-shirt they may have. **If a student does not have a school shirt or pants then the regular school uniform must be worn and gym class forfeited for the day.**
8. On gym days September-October and May-June the regulation gym shorts and T-shirts may be worn. Grades K-4 many wear the original style school shorts or the mesh. Grades 5-8 are to wear the mesh school shorts. Please note, on gym days students may wear any SECA t-shirt. **If a student does not have a school shirt, pants or shorts then the regular school uniform must be worn, and gym class forfeited for the day.**

Uniform Dress for GIRLS-Grades K-8

1. The uniform for girls in Grades K-5 consists of school plaid jumper, white blouse, and school plaid tie. In Grades 6-8 school plaid skirt or skorts, blue weskit, and white blouse. Rolled up skirts are not permitted. Uniform length should come up to the top of the knee never shorter. Navy Blue Pants may be worn from November 1st through April 30th (Flynn & O'Hara) or (Ideal Uniform).
2. Only a school cardigan sweater or gym sweatshirt may be worn in class.
3. Dark leather loafers, oxfords, and penny loafers or dark tie shoes (NO BOOTS) and white, red or blue socks or leotards may be worn. Girls in 5-8 may wear nylon pantyhose. Shoe heels must not exceed one and a half inches. Sneakers may be worn ONLY with gym uniform on gym days.
4. Girls' hair should be neat and clean. "Wild" or other faddish styles are not permitted. Only natural colors for highlighted hair.
5. For safety reasons large earrings which can get caught on objects are not permitted. Girls with pierced ears may wear posts or other small earrings. If student's finger fits in loop, it is too large and not permitted. No other piercing is permitted.
6. Make-up is not permitted.
7. Only S.E.C.A. distributed pins and religious emblems may be worn on school uniforms. One tasteful necklace is allowed and wristwatch. No bracelets or rings. No inappropriate jewelry may be worn.
8. On gym days November through April the regulation gym suit (sweats) is to be worn. No substitute pants may be worn, but students may wear other SECA t-shirts they own. **If a student does not have**

school shirt or pants, then the regular school uniform must be worn and gym class forfeited for the day.

9. On gym days September-October, May-June the regulation gym shorts and school T-shirts may be worn. Grades K-4 may wear the original style school shorts or the mesh. Grades 5-8 are to wear the mesh shorts. **If a student does not have a school shirt or shorts, then the regular school uniform must be worn, and gym class forfeited for the day.**

10. Girls knit white shirts may be worn during the winter months. This applies to girls in all grades.

C. Extremes in dress and grooming are not allowed. Final judgment in these matters will be left to the discretion of the administration.

D. Nut Days-(No Uniform Today): dress must be presentable, nice and neat, NO SHORT SKIRTS, NO TORN TROUSERS, OR TORN SHIRTS. NO TANK TOPS, NO BARE MIDRIFTS, AND NO IMPROPER WRITING ON SHIRTS OR PANTS. Flip flops are not permitted in school. All sandals must have a strap in the back. **Students are not permitted to use Nut Cards on days we attend Mass; all Nut Cards expire at the end of the school year.**

Cell Phone and Electronic Devices Policy:

St. Elizabeth Catholic Academy administration recognizes that parents provide their children with cell phones for safety reasons. The Academy would prefer that students leave cell phones at home when possible. It is important that families establish appropriate cell phone use guidelines, as part of the responsibility for a student possessing a phone. Additionally, there are students who bring other electronic devices including, but not limited to iPads, Kindles, hand held gaming devices, Apple watches etc. to school. If a student brings a cell phone or any other type of electronic device to school, the following conditions apply:

- Cell phones and all other electronic devices are to be turned into the homeroom teacher every morning; teachers will lock the phones in the closet and return them to students at the end of the day. This applies to students in every grade.
- In the Middle School, students are sometimes permitted to use their devices during class with appropriate teacher supervision. In that case, the devices are taken from the homeroom teacher's closet, distributed for use during class and then collected and locked up again until dismissal.
- Camera phones may not be used to take pictures on school grounds for the safety and privacy of our students and staff.
- Students may not use their cell phones to call, or text to request that their parents deliver a "forgotten" item (eg. homework, permission slip, etc.)
- Cell phones that are seen during the day will be confiscated. A parent/ guardian will be required to come to school to retrieve the item.

Students who repeatedly fail to comply with the cell phone and electronic device policy are subject to disciplinary action which could include suspension.

Standardized Testing:

In grades Kg. through 8 we use Renaissance Testing to collect data to inform instruction. In grades 3-8, we participate in Diocesan-wide Terra Nova testing; this test provides teachers with data that they can use to best plan for instruction for their students. In the Spring, grades 4, 6, and 7 participate in the New York State Testing Program in English Language Arts and Math. Additionally, grades 4 and 8 participate in state-wide Science tests. The state does not have any provision for “opting out,” therefore, we do not permit our students to do so.

- Within the Diocese of Brooklyn, state tests are part of our core academic program at grades 4, 6, and 7.
- State tests are one of many indicators of performance for students and do provide an objective measurement of academic progress of how students, your academy/school and the Diocese are doing as compared to others across the state.
- There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and Math test results are not logged onto student permanent record cards or report cards. New Your State law forbids the use of state test results as the determining factor in promotion.
- The 2019 ELA and Math tests are untimed and students who work productively can complete the test during each testing session/day.
- The state test results provide valuable feedback to teachers and parents about student progress to identify where a student excels and can be challenged to go deeper into the subject matter, or where the student needs extra support or practice.
- Parents receive a student score report which includes a breakdown of a student’s performance in different skill areas within ELA and Math. 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 questions on the state tests ask students to apply their knowledge and skills and explain their reasoning. Students spend time reading texts, writing well-reasoned responses and solving real-world word problems, all of which are skills that are necessary for students to practice and master to succeed in school.
- The testing company, Questar Assessment, will be using test questions that were developed specifically for New York students. Teachers from across the state provided feedback on test questions to ensure that the test questions are rigorous and fair for all students.
- Released test questions from 2019 and previous years are available for instructional purposes and also available to parents and the public online at <http://www.engageny.org/3-8>.

Field Trips:

Throughout the school year, classes will attend educational field trips; field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they

fail to meet academic or behavioral requirements. Below is the information you will be asked to provide for each field trip:

Name of Student:

Grade of Student:

Teacher's Name:

Grade Taught by Teacher:

Date of Trip:

Departure Time:

Destination of Field Trip:

Educational Reason for the Trip:

Expected Time of Return:

Mode of Transportation:

Lunch and Snack Expectations:

Cost of the Field Trip:

Identification of Any Special Features and Events Associated with the Field Trip:

Special notes about child (i.e. Allergies, Necessary Medications)

I/We, the parent(s)/guardian(s) of _____ request that St. Elizabeth Catholic Academy allow my/our child to participate in the field trip stated above. In consideration for making the arrangements for this field trip, we hereby release and save harmless the Academy/Parish School and all its employees from any and all liability arising to my/our child as a result of this trip.

Parent/Guardian Signature(s):

Date:

Updated Emergency Contact:

Parent (s) Name:

Cell Phone Number:

Work Phone Number with Extension Number:

Email Address:

I would be willing to chaperone (Yes or No)

Please Check if you wish your child not to participate in the Field Trip:

_____ My child will not be going on the above stated trip, and I understand he/she is expected in school.

Parent/Guardian Signature: _____

Summer School:

Summer school will be required when a student has not met the required program objectives.

Retention Policy:

Students who through identification and assessment indicate difficulty in completing required program objectives are considered potential holdovers. Parents will be notified by the second trimester of any potential retention. The retention of a student is a most serious step, which can have a severe effect on the student. Emphasis on student retention is in the primary grades. Students failing to achieve required program objectives in the basic areas of reading, writing and math can be held over. Generally, our policy is: any student who fails 3 or more subjects must repeat the grade. The purpose of retention is to ensure that students so retained are provided opportunities for success.

Photo/Video Permission:

St. Elizabeth Catholic Academy photographs and films many of its events. We often publish these images on our website, our social media sites and on our YouTube channel. Sometimes, our photos are used on the Diocesan website. A photo permission notice will be sent home for parents to review and then sign if they so choose.

Code of Conduct

The administration and teaching staff of St. Elizabeth Catholic Academy believe that recognition of student positive behavior is an effective element in creating an atmosphere conducive to learning. Every effort will be made to enhance this learning environment. Students will receive positive reinforcement to heighten their self-confidence and to motivate them to achieve their full potential.

1. The teachers have established uniform rules of conduct for their own classrooms, using conduct books according to the specific needs of the various age groups. They are expected to keep parents informed of all rules required procedures. Students are also informed of the rules by their classroom teachers.

2. Teachers are to notify individual parents by phone, email or letter concerning excessive infractions of rules. Teachers in grades Kgn. -4 will make you aware of the types of behavior consequences students in those grades will receive for rule infractions. It is rare, but not impossible for a student in the lower grades to be suspended. In grades 5-8, rule infractions are recorded in a conduct book. For every 5 infractions, students receive after-school detention. Student who earn detention 3 times in the same trimester, will be receive an in-school suspension. Suspended students will be place in a classroom that is not their own and will be given suspension work; this work must be done each day. Failure to complete suspension work will result in further suspension. **Please note, any student who is suspended**

more than twice in a school year is subject to expulsion at the discretion of the administration.

The following behaviors can result in conduct marks include, but are not limited to: disruptive behavior in the classrooms, hallways, lunchroom, or gym, gum chewing, poorly done or undone homework, answering a teacher back, failure to get tests or homework signed, dress code violations, being unprepared for class, refusal to do work, eating in class, defacing school property, misbehavior during fire and other emergency drills, using bathrooms without permission, and leaving a classroom without permission.

Some behaviors may lead to automatic suspension or in severe cases, expulsion; those behaviors include, but are not limited to: fighting on school grounds, or while in school uniform, cheating on tests, copying another student's homework, any violation of our Acceptable use policy, inappropriate use of our computers and/or tablets, using threatening or abusive language towards anyone in our school community, bullying as defined by our Bullying Policy, which appears later in this handbook, violation of our Cell Phone and Electronic Devices policy. Parents of students who engage in any of these behaviors will be notified immediately

Expulsion:

The education of a student is a partnership between the parents and the school.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Expulsion in this case is a last resort. However, there are some circumstances that may result in immediate expulsion, those include, but are not limited to: illegal possession and/or use of drugs or alcohol, possession and/or use of any smoking substance which includes electronic cigarettes, bringing weapons or any object deemed a danger to school community members or to the school facilities.

Communication of Policy:

Annually all staff, students and parents will be apprised of school policy. The handbook will always be available on the school website. The principal reserves the right to final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her sole discretion. The principal has the sole authority to expel a student after notification to the Superintendent and the Board.

The Principal of St. Elizabeth Catholic Academy retains the right to amend the parent /Student Handbook for just cause.

Acceptable Use Policy for Technology

1. Purpose:

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

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

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

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

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

2. Scope of Use:

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

3. **Definitions of Technology:**

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

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

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

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

4. **Responsibilities of User:**

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

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

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

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

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

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

5. **Security of Technology:**

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

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

objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, member of the Academy/Parish School community shall not:

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

6. **Technology Use Guidelines:**

a. **Appropriate Use/Educational Purpose**

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

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

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

- Teacher Academy web page
- Teacher Academy email
- Teacher Academy phone # 718-641-6990
- Teacher created, Academy approved, educationally focused networking sites

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

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

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.

- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of Academy/Parish School or system employees
- Harm the goodwill and reputation of the Academy/Parish School or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and/or threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

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

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

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

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

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate

communications. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the Academy in whole or part on any personal posts and/or communication is prohibited.

f. Vandalism

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

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

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

7. Policy Violations:

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

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

NOTE:

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

Cyber-Bullying Policy for
Academies and Parish Schools within the Diocese of Brooklyn
August 2019

1. **Purpose:**

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

7. **Scope of Use:**

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

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

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

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

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

9. Responsibilities of the Academy:

In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to an Academy community member may result in disciplinary action, even if done outside of Academy premises or using devices not owned or controlled by the Academy/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.

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

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

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

10. Responsibility of Students:

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

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

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

Protecting Others from Cyber-Bullying

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

Identifying Cyber-Bullying

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

7. Policy Violations:

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

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

Lunchroom Policy

1. All students will sit in assigned seats in the lunchroom. Lunch will begin with the blessings before meal prayer. Children are expected to be respectful and courteous to school staff and volunteers in the lunchroom. All volunteers should dress appropriately and appropriate language to be adhered to.
2. All students not participating in the School Lunch Program will bring their lunch to school with them in the morning. Parents will not be permitted to deliver lunches to the lunchroom. In the event of an emergency, lunches may be delivered to the School Office for distribution to the students. Remember, in general, emergencies do not occur regularly.
3. Students enrolled in the Lunch Program will not be permitted to leave school grounds whatsoever. If a parent chooses to occasionally pick their child up for lunch, he/she must sign their child out at the School Office, releasing St. Elizabeth Catholic Academy of its responsibility for that child until his/her parent returns them to school where they will be brought to the office and signed in.
4. Upon completion of lunch, all students are required to clean up after themselves. The bell will ring when there is 5 minutes left in the lunchroom. This will be the signal to begin cleaning up. Only when each child has done so will the children be permitted to go out to recess. The children are expected to line up in silence to walk to recess.
5. All students will have recess in the schoolyard, weather permitting.
6. All children are expected to behave in a Christian manner in the schoolyard. That means that all students are expected to be courteous, kind and respectful of all others in the schoolyard. Fighting, whether verbal or physical will not be tolerated. Running, skipping and rough play such as wrestling are not permitted in the schoolyard.
7. When the bell rings to signal the end of recess, all classes are to line up in their assigned places and enter the school building in silence.

The above policy ensures that all students will be treated in a fair and equitable manner. Any child who violates the Lunchroom Policy in any way will be immediately subject to disciplinary action. Students who repeatedly violate the Lunchroom and Recess Policy will be subject to suspension or expulsion from the Lunchroom.

