



HOLY ANGELS CATHOLIC ACADEMY
PARENT-STUDENT HANDBOOK

2019 – 2020

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Welcome to Holy Angels Catholic Academy. In choosing Holy Angels Catholic Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Angels Catholic Academy for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Angels Catholic Academy during the 2019-2020 school year.

The faculty and staff of Holy Angels Catholic Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Russell Berry

Russell Berry
Principal

SCHOOL PHILOSOPHY

Holy Angels Catholic Academy shares the educational ministry of the Catholic Church. Its primary educational mission is the proclamation of the Good News of Jesus Christ as it prepares its students to translate this proclamation into their personal, family, academic, and community lives. The philosophy of Holy Angels Catholic Academy is further determined by the firm belief that every student has the right to learn and to realize his/her potential.

Through the uniform efforts and attitudes of faculty and staff, priests, school board, parents, and students, Holy Angels Catholic Academy develops, in the light of the Gospel of Jesus Christ, a sense of community by recognizing and by celebrating the dignity and uniqueness of each individual as created by God. We endeavor to promote respect for self and for others by respectful dealings with students and with each other.

Personal growth begins in the home and is reinforced in a community of faith. We believe that parents and faculty are partners in the academic and social growth of our students. We recognize the importance of each faculty member as a personal representative of the faith and values held by the Catholic Church and transmitted through Holy Angels Catholic Academy.

The educational policies of Holy Angels Catholic Academy are determined by the Office of the Superintendent of Schools of the Diocese of Brooklyn and by New York State. We believe that these policies, implemented within a Christ centered atmosphere, enable each student to pursue his/her goals beyond Holy Angels Catholic Academy community. We believe that the presentation of such policies requires appropriate renewal and prudent innovation.

The philosophy of Holy Angels Catholic Academy is finally determined by the belief that the school should foster student independence which enables them to accept their responsibilities as Christian citizens of their neighborhood, nation and global community.

ADMINISTRATION/ADMISSIONS/ FINANCIAL POLICIES

Holy Angels Catholic Academy is governed by a Board of Directors and subject to the policies and regulations of the Diocese of Brooklyn. It is open to qualified students. Holy Angels does not discriminate on the basis of race, sex or national origin.

The Academy offers parents a private school Catholic education for their children at an affordable cost. The tuition and fees are reviewed annually and adjusted as necessitated by the budget. Tuition is paid in ten monthly installments from August to May.

No child may begin class on the first day of a new school year if there is any balance from the previous year. Students leaving Holy Angels Catholic Academy for any reason will have all transfer records withheld if any money is owed to the school. Tuition which is in arrears, may result in the withholding of report cards and participation in class trips.

All parents are expected to support the academy's fundraisers and fund raising events throughout the year. There is mandatory participation in: 1) Candy Sale and 2) Purchase of a Pot of Gold ticket.

Each family is expected to become a member of the Home Academy Association, pay membership dues of \$10.00 annually and do service or pay a \$350.00 service fee.

UNIFORMS

The school uniform is purchased from Flynn and O'Hara and consists of the following dress code:

BOYS:

All Year

September - June

Black Pleated Twill Pants
White **Oxford short-sleeved** shirt
Grey logo v-neck vest or sweater
School tie
Black Belt
Black Socks
Black **Oxfords or Loafers (NO SNEAKERS)**

Spring/Fall

**September – October*

**May – June*

**(Dates subject to change depending on weather)*

Grey Twill Shorts
White or maroon logo short sleeve polo
Black belt
White crew socks (socks must show)
White sneakers (no hi-tops)

GIRLS:

All Year

September – June

K-5

Grey drop waist jumper
Pink Peter Pan collar short sleeve blouse
*Black button down sweater with logo
Grey or pink and grey knee socks
Grey tights

Spring/Fall

**September – October*

**May – June*

**(Dates subject to change depending on weather)*

Grey skort
Pink logo short sleeve polo
White crew socks (Socks must show)
White sneakers (no hi-tops)

Black **Oxfords, Loafers or Mary Janes (NO BALLERINA FLATS)**

***Optional - BUT only sweater to be worn with jumper**

NO hoodies or sweatshirts

GIRLS:

6-8

Grey Wrap around kilt
Pink **Oxford short sleeve** blouse
Black logo V-neck vest or sweater
Black tights or black knee socks
Black Penny-loafers or Mary Janes
No ballerina flats or moccasins

Grey 2 panel skort
Pink logo short sleeve polo
White crew socks (socks must show)

White sneakers

GIRLS:

K-8

September – June

*Grey uniform slacks

V-neck vest or sweater

K-5 - Pink Peter Pan blouse

6-8 – Pink Oxford blouse

***MUST wear sweater or cardigan if they choose to wear winter slacks**

Gym: Black HACA Sweatpants – Gray HACA T-Shirt

Optional: HACA Gym Shorts, Sweat Shirt or Hoodie

NOTE: If a sweater is needed to be worn in school, it must be the black school sweater. **No tee shirts or turtle necks are to be worn under uniform blouse or shirt.**

SPRING UNIFORM:

The Spring uniform may be worn *September and October as well as May and June*.

*Dates may be altered due to weather.

The following are NOT to be worn in school:

1. Make-up or nail tips (Grs 5-8 may wear light color nail polish)
 2. Sweatshirts
 3. Sweaters other than the school style sweater
 4. Jewelry that consists of large or dangling earrings (Small posts or studs are acceptable) or hair ornaments (Plain barrettes or hair bands are acceptable)
 5. Uniform decorations
 6. Corduroy pants or jeans
 7. Earrings for boys
 8. Tattoos are not permissible
 9. Pierced body parts other than ears
 10. Excessive jewelry
- Hair:**
11. **Dyed, highlighted hair** in unnatural colors (such as pink, blue, etc.) is **not** allowed.
 12. Mohawks are unacceptable and **not** allowed.
 13. Severe or extreme hair shavings or designs are **not** allowed

SCHOOL SCHEDULE

*All grades, LA-8, will enter and line up together in the school gym from 7:45 – 7:55am.

“Little Angels” Program-Full Day 8:00 – 2:45

Half Day 8:00 – 12:15

Full Day Schedule

Pre-K – 2 8:00 – 2:45

3 – 8 8:00 – 3:00

Half Day Schedule

Pre-K 8:00 – 12:15

Kindergarten – 8 8:00 – 12:30

Students are to report to the gym between 7:50 – 8:00 AM at which time there is supervision. Students may not go to the classroom until the bell has rung. Weather permitting, students will line up in the school yard.

Students who arrive before 7:50 AM must enroll in Early Morning Drop-Off Program.

The fee for Early Morning Drop-Off Program is \$6.00 a day

Early Morning Drop-Off Program 7:15 – 7:50

After-School Program dismissal - 6:00 PM

After-School Fees are available in school office.

ATTENDANCE PROCEDURES

1. If a child is absent a parent **must** call the school office by 8:30 AM. On the day the child returns to school, an **absence note** or e-mail from the parent **must** be **submitted** explaining the reason for the absence. It is understood that the note will include:

- Date and be addressed to the teacher
- Date(s) of the absence
- Exact reason for the absence
- Parent's signature

If an ABSENT note is not received, your child's absence will be marked as an ILLEGAL ABSENCE. Vacations are illegal absences.

2. Lateness: Students are to report to the Office for a late pass if they arrive after the bell at 8:00 AM. Parents may not bring the child to the class.

3. If it is absolutely necessary for a child to be dismissed early, a note should be submitted to the teacher to that effect on the morning that this will take place. It is also necessary for a parent or a delegate of the parent to pick up the child when leaving early. Doctor and Dentist appointments should be made for **AFTER SCHOOL**.

4. When a student is absent, the parent should request books and homework assignments through the office **by 10:00 AM**. Books and assignments may be picked up at the Office at dismissal time. All assignments will be due on the day following the student's return. The completion of all work is the responsibility of the student. All tests will be given on assigned day regardless of a student's absence. **If a student misses a test due to absence he/she will be responsible to take the test within a timely manner due to the discretion of the teacher.**

LUNCH PROGRAM

The Lunch Program is supervised by the teachers with the assistance of parent aides.

RULES:

1. No child will leave the school yard for any reason during the lunch period.
2. No parents will be permitted in the school yard or cafeteria unless they are working for the lunch program that day.
3. **ALL STUDENTS** are responsible to bring lunch from home in the **MORNING**.
4. McDonald's, Pizza, etc. are **NOT PERMITTED**.

CALENDAR

Our school calendar for the 2019- 2020 school year can be viewed on our school website. It will be updated constantly as changes occur.

ACADEMICS

1. Academic Reports:

- a. Mid-trimester interim reports will be sent home in October and again in January. These interim reports are a means of communicating your child's progress half-way through the trimester. Please check OptionC regularly.
- b. Trimester reports are distributed in December, March, and June as directed by the Diocese.
- c. Criteria used for determining Report Card grades:

Grades 3-8: Tests – 40%, Quizzes – 15%, Classwork – 20%, Homework – 15%, Projects – 10%

Grades 1-2: ELA- Tests - 50%, Quizzes – 10%, Classwork – 20%, Homework – 10%,
Projects – 10%

All other subjects- Tests – 60%, Classwork – 20%, Homework – 10%, Projects – 10%

The Academic Code is as follows:

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

The Personal Progress Code:

1	Does not meet standard
2	Approaching standard
3	Meets standard
4	Meets standard with distinction

Grades 1 -4 will receive letter grades.

Grades 5-8 will receive numerical grades.

Special Subjects – Progress Code Grades

Special subjects will include reports on the same progress reports as homeroom teachers.

HONORS

PRINCIPAL'S LIST

In order to achieve Principal's List status, the student must have a minimum of 93% in all subject

areas or maintain an A and a minimum rating of 3 in the Special Subject areas, effort, and conduct. The student must be reading at or above Grade level.

HONOR ROLL

In order to achieve Honor Roll status, the student must have a minimum of 85% in all subject areas or maintain a B and a minimum rating of 3 in Special Subject areas, effort, and conduct. The student must be reading at or above grade level.

Students must meet the standard with a rating of 3 in Personal Progress and not have served multiple detentions to be candidates for the Principal's List and Honor Roll.

2. Graduation Criteria:

Graduation from Holy Angels Catholic Academy is not an automatic situation. Participation in the Graduation ceremony may be denied a student for inappropriate behavior. In order to insure the academic integrity of the school, certain academic requirements must be attained in order to graduate from Holy Angels Catholic Academy. It is expected that all students pass all of their major subjects. Acceptance into High School is dependent upon successful completion of the 8th grade curriculum. Students who fail any major subjects will be required to attend Summer School. Any student who fails one or more major subjects for the year will not receive a diploma until he/she has successfully completed an Accredited Summer School program. These students will be allowed to participate in Graduation ceremonies and will receive their diploma upon successful completion of Summer School.

- a. Graduation Honor Roll or Principal's List: Principal List and Honor Roll will be determined by year end average.
- b. Awards: Medals of Excellence are presented for General Excellence, Religion, Social Studies, Mathematics, Science, Language Arts, Physical Education, Computer Science and Music. The highest grade does not guarantee an award.
- c. Class Valedictorian will be determined by academics, character, Christian behavior, and adherence to school policy.
- d. If a rating of 2 or below is received in Special Subjects, the student will not receive an academic award.
- e. Students who have severe disciplinary notices will not be eligible for Graduation awards.

3. Summer School/Retention

Any child who fails two or more major subjects for the year may be retained. Notice of possible retention will be given at end of second trimester. Any child who fails one or more subjects will have to attend summer school.

The final decision for graduation or retention rests with the principal.

SPIRITUAL PROGRAM

The students of our school participate in the prayer life of the Church as a school-faith-community. Daily morning prayer is led by the students of Holy Angels as well as directed prayer in the classroom at other times of the day. The school celebrates Mass together one day a month and at other appropriate times of the year. The Sacrament of Reconciliation is celebrated during Advent and Lent at the minimum. Prayer services and meaningful para-liturgical rituals form an integral part of the students' life. Parents and the Our Lady of Angels community at large are welcome to participate in all school liturgies and prayer services.

MUSIC PROGRAMS

All students are expected to attend the school music programs (concerts). The programs are an opportunity for the students to demonstrate what they have learned throughout the year. Attendance at the programs is a primary part of the Music grade. **Those who do not attend each performance may receive an unsatisfactory grade for their Music mark. If it is absolutely necessary for a student to miss a concert, the parent must contact the principal.**

Dress code for each program will be announced in advance. All students are expected to strictly follow the appropriate dress code.

NATIONAL JUNIOR HONOR SOCIETY

Holy Angels Catholic Academy is a member of the National Junior Honor Society. Our Chapter is named Pax Christi, the Peace of Christ. The purpose of the society is defined in its requirements: Scholarship, Character, Service, Leadership, and Citizenship. All have equal importance. Acceptance into the Society is based upon a clear and unquestionable demonstration of these standards throughout the years and the approval of the faculty council convened for this purpose. Scholastic criteria includes Honor Roll status from Grade Five, as determined by the year end average. Programs for Pax Christi will involve service, charitable projects, and enrichment activities..

CELEBRATIONS

Students in Little Angels through Kindergarten may celebrate birthdays in school with cupcakes. Parents may drop off the cupcakes in the morning before school. **Students in Grades 1-8 will not** celebrate birthdays in school.

LOST AND DAMAGED BOOKS

Parents will be required to pay a fine or the replacement cost of any books that are **damaged or lost**. This money will be used to buy replacement books. Care of books is the students' responsibility. All Textbooks must be covered with **book sox or paper**. All Workbooks must be covered in **clear contact**. NO Contact paper is permitted on textbooks.

FACULTY MEETINGS

Faculty meetings are planned on a monthly basis. The date and the time of these meetings will be announced on the calendar for that month. These days will involve an early dismissal for the children. Faculty meetings are essential for planning the educational programs of the school. Generally, these meetings take place on the first Friday of the month.

PARENT - SCHOOL RELATIONSHIP

1. Parent meetings will be held in order to enhance communication between the school and the home.
 - a. In September, the Principal will address the parents concerning the programs, policies, goals, etc. of the new school year. Following this address, the teachers will speak to the parents of the class in the classroom concerning the programs, needs, and expectations for that particular grade level.
 - b. Parent-Teacher conferences are held in December and in March for the Trimester reports.

These meetings are a means of assisting the parents to help their child work to his/her potential.

- c. Other conferences will be held as necessary, by appointment only.
- d. Address any classroom issues/concerns with the classroom teacher first. The principal should only be approached if an issue is not resolved.

e. The Home Academy Association is an important means of partnership between the parent and the school. Association meetings will be held throughout the year to address issues relating to school support to benefit our students. All parents are members of the Academy Parents Association of Holy Angels Catholic Academy; therefore, attendance at these meetings is imperative.

Objectives of the Home Academy Association

- To help parents and teachers acquire a profound appreciation of the ideals of Catholic education.
- To promote cooperative participation in raising funds for the support of the school.
- To promote clear understanding of the mutual educational responsibilities of the parent and teacher.
- The Home Academy Association will have a Sub-committee of class parents.

2. If a parent requests to meet with a teacher, a note should be presented to the teacher requesting such an appointment. Appointments with the Principal should be made either by phone or by note. If it is necessary to cancel an appointment, please communicate this information to the Office.

3. Parents **MUST** assist in educating their child through the observation of the child's work and attitudes: including homework, class work, tests, notebooks, reports, report cards, etc. It is important that the child learn a deep sense of responsibility for all school work; a balance must be established between dependence and independence in this regard. However, it is the child's responsibility to meet all requirements with regard to homework, study work, written assignments, as well as being prepared for all classes. It is also the child's responsibility to be prepared for school with all the necessary materials. Therefore, books, assignments, gym clothes, projects, etc. **may not be brought to the school** by the parent since this is the child's responsibility. Parents should be checking homework and website **daily**.

4. Students may not call home for assignments, books, materials, etc. It is their obligation to bring them to school. Likewise, a student may not pick up books, materials, etc. from the classroom after school has been dismissed. **NO ONE IS PERMITTED** to enter the school building after dismissal without the direct permission of the Office staff. Departmental classes must leave homeroom prepared for other classes. Students may **NOT** return to the homeroom. This encourages students' responsibility.

5. If a child is performing poorly during the school year, suggestions for improvement will be made to the parent and the child. Parents will be able to access student progress through Option C Students tests and quiz grades will be given. This helps the parent see whether the child is improving from one marking period to another. If the learning problems continue, special testing, summer school, or retention in the grade may be required. Such decisions are made by the principal. In some serious situations, it may be necessary to transfer the child to another school.

Non-Custodial Parent and the Buckley Amendment: In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information

given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DISCIPLINE CODE

Christian behavior is a duty, bound by conscience, to do what is right, being fully aware of any and all consequences.

A student's behavior, in and out of school, is a reflection upon the school and the family. The Discipline Code applies to the circumstances that form the Christian life of the School.

SCHOOL RULES:

1. Students are to be respectful, courteous, and obedient in speech, action, and attitude to the principal, all teachers, office staff, parent volunteers, other adults, and fellow students.
2. Violence is not tolerated at Holy Angels Catholic Academy. Violence is defined as any act meant to hurt, punish, or belittle another.
3. Personal property and the property of others is to be kept neat, clean, and orderly. There shall be no graffiti of any kind. All books are to be covered and carried in a school bag. Textbooks, notebooks, workbooks, folders, etc. are to be cared for in a neat and careful manner. Each student must respect the property of the School and Parish.
4. All academic requirements which include written, reading, and study homework and class work must be met. All extra assignments are also to be completed as assigned. Failure to complete assignments will result in point loss for the trimester grade in that subject.
5. Each student is to come prepared with ALL supplies needed for every class.
6. All tests must be **signed**, not initialed, by the parent and **corrections made** by the student. NO excuses will be accepted. The signature of the parent on a test or assignment is an indication that the parent has examined the work and is aware of its quality. As a means of checking the child's progress, the parent must be sure to check homework, workbooks, folders, etc. A forged parent signature is a serious offense and will warrant disciplinary action.
7. When moving with the class as a whole in the halls, stairs, etc., the students are to walk in silence in two single lines or as directed by the teacher. This also applies to the time for entering and leaving the school as well as the Church, Gym, Auditorium, and all school areas.
8. At dismissal, ALL students must walk in line with the teacher to the POINT OF DISMISSAL. No students will be permitted off the line before this point. Order and respect are to be maintained on the way home. Respect for the Crossing Guards is essential.
9. There will be no eating of foods, liquids, candy or CHEWING GUM in the school or

school yard. If cough drops are necessary for illness, a note to the teacher from the parent requesting permission is necessary.

10. Good attendance is to be maintained. Each student is EXPECTED to be on time for school.
11. A student will be suspended for truancy.
12. In the morning, students will remain on their class line. Students cannot leave the gym once they have arrived.
13. All directives, policies, requirements, and rules of the classroom teachers and special subject teachers are to be followed and respected by each student.
14. Students are expected to practice proper hygiene.
15. Toys, games, and electronics may NOT be brought to school.
 - a. Technology Concerns:
 - 1) **Video Games:** Parents should monitor how much time students are playing video games. There are studies that show negative effects on a student's academic and social progress. There are many websites that confirm and educate a parent on this issue.
 - 2) **Chromebooks:** The school requests that the Chromebooks be used for educational purposes only. Downloading games and other apps can result in viruses and other damages to the device. If the device needs to be repaired, it can hinder ability to complete necessary assignments in class.

Blogs/Wikis/Podcasts/Tweets: Engagement in online blogs/wikis/podcasts/tweets may result in disciplinary and/or legal actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Online Social Media Networks: such as, but not limited to, Facebook, Linked in, Instagram, Snapchat, Twitter, KIK etc. may result in disciplinary and/or legal actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: Students are not allowed to use cell phones in school, unless specifically requested by a teacher for a project. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she will close cell phone and put away for the day. Teachers reserve the right to collect phones for the day. At no time during the day should a cell phone be visible in his/her possession. If it is it will be confiscated. Items taken away from students will be returned only to a parent(s)/guardian(s). A teacher may request students to use a cell phone for a specific project. The cell phone will be set to the Holy Angels Catholic Academy filtered Wi-Fi network for the duration of the project. Please see Holy Angels Catholic Academy Acceptable Use policy. Use of a cell phone, not on the filtered school's network may result in disciplinary school and or legal actions.

Electronic Readers (E-readers): Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle, Barnes & Noble’s Nook, Apple’s iTouch, and Apple’s iPad are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Holy Angels Catholic Academy, in striving to maintain technological relevance in education is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Please see Holy Angels Acceptable Use Policy which must be signed by all students and parents/guardians attending the Academy. All e-readers, when using online internet services, must be set to the school filtered network.

e-Reader Acceptable Use Policy: The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

- a) e-Reader are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- b) All material on the e-Reader must comply with the spirit and policies of Holy Angels Catholic Academy.
- c) All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
- d) e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
- e) e-Readers are not to be used during lunch or during lunch/recess time. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram, Snapchat or Similar Applications: Photos and captions on a student or parent’s Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary and legal action.

Sexting: Students involved in possession or transmission of inappropriate photos or lude text messages involving sexual connotation on their cell phones or other electronic devices face suspension and/or expulsion and possible legal action.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion and possible legal action.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com and www.secondlife.com, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention suspension, or expulsion and possible legal action.

Holy Angels parents and students may be held accountable for their actions on all social media.

ANTI-BULLYING PLAN FOR BEHAVIOR MODIFICATION BULLYING SYSTEM

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.

We will be following the Olweus Bullying Prevention Program which consists of four school rules and a behavior rubric.

School Rules Against Bullying

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

GRADES 1-4 BEHAVIOR RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
Teasing (name-calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Written warning or phone call home to parent or guardian.	One missed recess. Student calls parent or guardian.	Detention.

Hitting (punching, kicking, and similar behavior that may injure others). Threat of serious violence, Harassment (racial, ethnic, or sexual name calling or other severe harassment)	Detention.	Detention and possible suspension.	Suspension and possible further disciplinary action.
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GRADES 5-8 BEHAVIOR RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
Teasing (name-calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Written warning. Student calls parent or guardian.	Lunch detention. Student calls parent or guardian.	Classes only for one week.
Hitting (punching, kicking, and similar behavior that may injure others). Threat of serious violence, Harassment (racial, ethnic, or sexual name calling or other severe harassment)	In School suspension. Student calls parent or guardian.	Out of School suspension.	Suspension and possible further disciplinary action.

NOTE: Should a student bring a weapon to school, out of school suspension with possible expulsion will be the consequence.

Holy Angels Catholic Academy admits students of any race, color, national or ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at the school. Holy Angels Catholic Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, admission policies, and athletic or other school administered programs.

Acceptable Use Policy for Technology Academies and Parish Schools within the Diocese of Brooklyn August 2019

I. 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.

II. 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/Parish School but may in certain instances apply to personal use outside of the Academy/Parish School. When personal outside use of a technology causes a disruption to teaching, harms or interferes with the rights of

others in the Academy/Parish School community or otherwise violates all or part of this AUP, these users may be subject to disciplinary measures found within.

III. 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)
 - 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:
- d.

“The use of technology is permitted on academy/parish 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 Holy Angels Catholic Academy community.”

IV. Responsibilities of Users:

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 authorized by you

Members of the Academy/Parish School 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/Parish School without the expressed permission of the principal.

V. Security of Technology:

All 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/Parish School 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, members 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.

VI. 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 is 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/Parish School web page
- Teacher Academy/Parish School email
- Teacher Academy/Parish School phone number
- Teacher created, Academy/Parish School 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 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/Parish School 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/Parish School personnel, students and/or any member of the Academy/Parish School 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/Parish School are violations of this policy.

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/Parish School 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.

g) ***Technology Use Outside of School or School-Owned Devices***

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

VII. 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/Parish School principal:

- Academy/Parish School 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.

2. Scope of Use:

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

3. Definitions of Cyber-Bullying:

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

- 1) **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group.
- 2) **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the 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 means 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 and 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) **Grieving** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play.
- 15) **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.

4. ***Responsibilities of the Academy/Parish School:***

In accordance with New York State Law on Cyber-bullying, inappropriate, defamatory, or content found to be injurious to a Academy/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.

- 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/Parish School administrators, faculty and staff are responsible to ensure activities involving students do not harbor or promote cyber-bullying in any way. Inadvertent exclusion or inappropriate comments that go unseen can quickly become a serious situation. What may seem

like a harmless joke in class or online could begin a cycle of bullying, or be a sign of something much larger that has been going on.

5. Responsibility of Students:

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

6. 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 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.



HOLY ANGELS CATHOLIC ACADEMY

337 74TH Street, Brooklyn, NY 11209

T: 718.238.5045 F: 718.748.9775 holyangelsbayridge.com

Trip Permission (Release) Form:

Name of Student: _____ Grade: _____

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 *Holy Angels 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.

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: _____ Date: _____

HOLY ANGELS CATHOLIC ACADEMY PARENT/GUARDIAN/STUDENT AGREEMENT

I have read the 2019-2020 Holy Angels Catholic Academy Parent-Student Handbook, Acceptable Use Policy, and Cyber-Bullying Policy and gone over all information with my child. I understand and agree to follow the school policies and procedures as stated in the handbook.

Family Name: _____

Parent's/Guardian's Signature **Date**

Parent's/Guardian's Signature **Date**

Student's Signature **Date**

Student's Signature **Date**

Student's Signature **Date**

***Parents and students must both sign.**

SIGNED FORM DUE TO MR. BERRY SEPTEMBER 27, 2019.