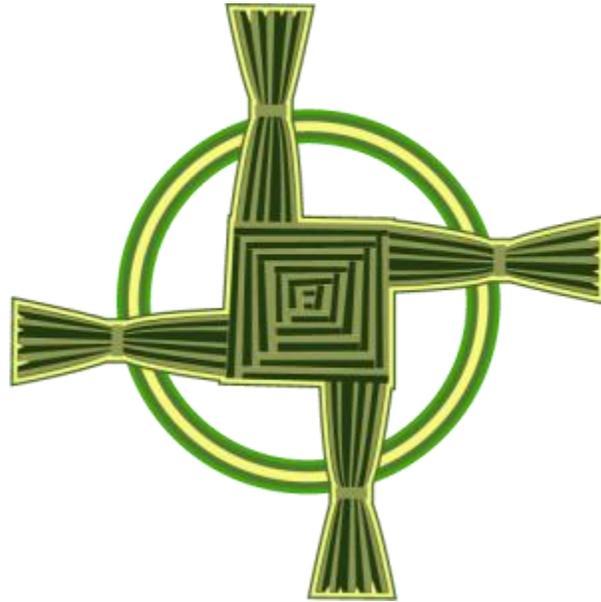


St. Brigid-St. Frances Cabrini Catholic Academy



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Student/Parent Handbook-Guide 2019-2020

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St. Brigid-St. Frances Cabrini Catholic Academy

Mission Statement

St. Brigid-St. Frances Cabrini Catholic Academy's mission is to provide a Christ-centered and faith based educational environment where our students are challenged and empowered to grow academically, spiritually and intellectually.

We are committed to providing our students with excellent academic instruction and religious formation that integrates religious teachings with a rigorous academic program that promotes creativity, critical thinking, tolerance and compassion.

Through our commitment in achieving academic excellence, we surround each student with professionals who embrace teaching as a sacred ministry. We accomplish our mission through our community of students and families in collaboration with our faculty and staff.

Adopted at St. Brigid-St. Frances Cabrini Catholic Academy on September 1, 2019

Parish Participation

Parents are the primary educators of their children. It is imperative that parents instill the importance of faith by way of their participation in the lives of our parishes.

Catholic Identity

St. Brigid-St. Frances Cabrini Catholic Academy is, first and foremost, a Catholic school. By choosing to enroll your child at SBSFCA, it is understood that they are required to participate in all prayers and religious activities. Students are required to attend mass, but may only participate in the sacraments of Holy Communion and Reconciliation if they have received the appropriate sacrament of initiation. We foster a climate of respect for all religions practiced by the families of St. Brigid-St. Frances Cabrini Catholic Academy, and 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.

NOTICE TO PARENTS OF ALL STUDENTS

The Catholic academies and parish schools within the Roman Catholic Diocese of Brooklyn welcome students of all backgrounds to share in the Catholic education experience. As parents of children who attend the Catholic academies and parish schools, you are encouraged to share in our Faith community. In accordance with the teachings of the Roman Catholic Faith, the Catholic academies and parish schools within the Diocese of Brooklyn admit students of any race, color, national origin, and ethnic origin. The Catholic academies and parish schools do not discriminate on the basis of race, color, national origin, and ethnic origin in admission, policies, scholarship and loan programs, and athletic and other school-administered programs.

Admission Policies:

St. Brigid Catholic Academy proudly accepts students of all races, religions, and countries of origin. There can be no discrimination on the basis of race, sex, 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.

New registrants must provide the following:

- Birth Certificate
- Immunization Record – Must be up to date
- Baptismal Certificate (if Catholic)
- Report Card (if entering Grades 1-8)
- Social Security Card
- Completion of School Application
- Payment of Registration Fee – NON-REFUNDABLE
- Interview Process – Principal
- Academic Clearance and Tuition Clearance if a Transfer Student from another Catholic School
- Individual Education Program (I.E.P.) – Failure to present the I.E.P. at registration will result in the voiding of the registration.
- Registration is not complete until parents and students have signed the Student/Parent Handbook agreement

Every new student is accepted on a probationary status of three months so as 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 Re-registration Fee – NON-REFUNDABLE
- Registration is not complete until parents and students have signed the Student/Parent Handbook agreement

Continued enrollment in St. Brigid-St. Frances Cabrini Catholic Academy is contingent on full cooperation with all handbook policies.

Tuition & Fees

Our school participates in the TADS Tuition Management Program.

Enrollment in TADS should be completed as soon as possible.

TADS payment program administration fees: (fees are subject to change every year)

- \$39 administration fee for all other payment options
- ALL tuition payments are due on the 15th of each month
- A \$35 late fee will be charged every month that a payment is late.

Families with outstanding tuition may not attend the afterschool program, field trips, or any additional fee-based activity. Report cards cannot be issued to families with an outstanding balance. Parents may not conference with teachers to discuss specifics found in the Report Cards. Letters from the office may not be requested. For returning students to begin class in September, they cannot have a balance from the previous school year. New students that are transferring from Catholic schools may not have a balance remaining at their previous school.

Students with Learning Differences

St. Brigid-St. Frances Cabrini Catholic Academy is continuously working towards accommodating students with special needs. A copy of students' Individual Education Special Program (I.E.S.P.) must be presented at the time of registration in order to assess the academy's ability to meet the individual needs of the student. If the I.E.S.P. is not presented at the time of registration the registration is invalid.

I.E.S.P. Procedures & the Evaluation Process

St. Brigid-St. Frances Cabrini Catholic Academy can accommodate many specifications found in an IESP. For us to do so, the parent must provide a copy of the IESP and meet with the principal to determine if and how the child's needs will be met.

Services currently provided on site include: Speech Therapy, SETTS, and Counseling. An evaluation may be requested at any time and may be initiated by the parent, the teacher, or the administration.

St. Brigid-St. Frances Cabrini Catholic Academy strongly recommends that any student who is struggling academically be formally evaluated. Having all of the services that a child is entitled to helps ensure that they reach their God-given potential.

Parent Responsibilities

In order 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 complete uniform, (3) with all homework completed.

Attendance

Absences

Regular and punctual attendance is a requirement for all students. All parents must call the office of the school building, which their child attends before 9:00 AM if their child is going to be absent. For an absence to be excused, the student must provide an absence note documenting a valid reason for the absence.

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 them to be excused.

Unexcused absences include, but are not limited to: oversleeping; vacation; inability to secure childcare.

Early dismissal from school is discouraged. Doctors and dentist appointments should be made outside regular school hours.

Lateness

Our school day begins at 8:00 AM with school-wide morning prayers. Lateness disrupts the educational process, not just of the late student but also for all the students. Consistent lateness will not be tolerated.

- When a child is late they must report to the office to receive a late pass.
- Parents are NOT allowed to walk their children to class.

Lateness Policy:

Grades K through 5

- A student late 4 times in a month or 10 times in a semester
 - Parent Conference required discussing and signing a contract stating that if their child is late after the conference, they will not be allowed into the class instead they will spend the day in IN-SCHOOL DETENTION

Grades 6 through 8

- A student late 4 times in a month will be assigned detention for lateness thereafter and up to 3 detentions in that month
 - After the third detention, a parent Conference required discussing and signing a contract stating that if their child is late after the conference, they will not be allowed into the class instead they will spend the day in IN-SCHOOL DETENTION

Excessive Late Pick-ups:

We understand that at times situations arise; however, if you are chronically late to pick up your

child or children they will be placed in the after school program and you will be charged the after school daily fee.

Morning Supervision/Early Drop Off:

The school opens at 7:30 AM for students in grades Nursery through 8th. Students who arrive between 7:30 AM and 7:45 AM may eat breakfast if they wish. School begins promptly at 8:00 a.m. with school wide prayers.

Breakfast:

School opens at 7:30 AM for breakfast for students in grades Kindergarten through 8th. Breakfast is served from 7:30 to 7:45. On all early dismissal days, breakfast is served but lunch is not served.

Communication:

Communication is imperative to the success of our students. In an effort to increase the communication between parents and school, we have what is called Communication Day. Communication Day will take place EVERY TUESDAY and ONLY Tuesday. Tuesday will be the ONLY day when you will receive communication such as parent notices, graded work, etc. If you do not receive the communication folder, please call the office because there is a problem with that.

If you have any questions or wish to discuss something with a teacher, you may use the following to communicate with them:

- ✓ Emails (see list of teacher emails)

If you wish to leave a message for a teacher, please call the office and the message will be given to the teacher and they will then return the call between 3:00-6:00.

We ask that you please adhere to the following:

- ✓ Allow 2 days for email message responses
- ✓ Do not call teachers during instructional hours (8:00-3:00)
- ✓ Messages left on Friday will be responded to on Monday

- ✓ Parents may use e-mail to communicate, or may choose to set up an appointment through the office. Meetings with teachers take place in the office or in the classroom outside of instructional time. Any teacher who is in the auditorium during arrival or outside during dismissal is responsible for supervising students at that time. It is never appropriate for parents and teachers to discuss issues in the areas that are in the earshot of students or other parents/teachers. Teachers are not permitted to have such discussions in these places, and are following school policy when they refuse to do so.
- ✓ 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 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. Person with concerns about a situation with an aide should address the teacher to address the concern. Only after such attempts have failed should the principal or assistant 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 in writing.

Cover Letters

Cover letters are used to ensure that communication between the academy and parents/custodians is taking place. Cover letters go home on Tuesdays and **MUST be signed and returned** on Wednesdays. Cover letters not returned means students are not in compliance with school policies and that will affect students' Personal Progress code on the report card.

Emergency Contact Form and Change of Personal Information

Every student must have an Emergency Contact Form on file. If there is any change in information, a new form must be filed.

Birthdays

Students may dress down for on their birthday. If the birthday falls over the weekend or over vacation, the child may dress down on the day that school reopens.

Birthday Celebrations are NOT Permitted. No cupcakes, cookies or goody bags.

St. Brigid-St. Frances Cabrini Catholic Academy
School Uniform Regulations

Our uniform company is Flynn O'Hara located at 80-40 Cooper Avenue

Students attending St. Brigid-St. Frances Cabrini Catholic Academy are required to dress according to the following code. We ask that each child's name appear in all articles of clothing (sweater, jacket, hats, etc.) to allow for identification if lost or misplaced.

Girls: K-4

- Plaid jumper from Flynn O'Hara
- Uniform Yellow button down blouse with Peter Pan collar
- Navy Blue Cardigan Sweater with School Logo

5-8

- Pleated skirt for grades 5-8
- Yellow Polo Shirt with logo from Flynn O'Hara
- Navy Blue Cardigan Sweater with School Logo

ALL Girls

- Black oxford shoes (No designs)
 - Navy Blue stockings or socks: No thigh high socks, ankle socks or the wearing of both stocking and socks together.
 - Hair: Neat. NO color or excessive accessories. No colored hair permitted. No bandanas.
 - Makeup/Cosmetics are NOT permitted
 - No artificial nails or nail polish
 - Jewelry: earrings may be worn, one pair only, 1" or less, on ears. No other jewelry may be worn except a watch
- Jewelry worn in violation of these rules will be taken away and returned only to a parent or, for repeated violations, kept until the last day of school.

Cold Weather Option - from November 1 – March 1

- Girls have the option of wearing the Charcoal or Navy blue slacks from Flynn O'Hara.

Boys:

- Triblend Charcoal or Navy Pants
- Yellow Polo Shirt with School Logo.
- Navy Blue Cardigan Sweater with School Logo
- Black socks ONLY (no ankle socks)
- Black oxford shoes (No designs)
- Haircut: neat and trim. No high-tops (hair cannot be more than 2 inches in height). No Mohawks permitted. No spikey hair. Designs not permitted. Du-rags not permitted. No Man buns. No colored hair permitted.
- Jewelry: not permitted, other than a watch.

Boys and girls:

Shoes: Only shoes with laces or straps permitted. No boots, sneakers, open-back shoes or clogs. Days of inclement weather, students may wear rain boots or snow boots to school, and bring

their school shoes in a bag. They must change into their regular school shoes when they arrive at school.

Gym Days: On gym days only, students may wear the official gym sweat suit, which is Navy sweatpants, Navy sweatshirt with the school emblem and Gold gym tee shirt with the school emblem. During May/June and September/October the shorts may be worn, instead of the regular sweat pants. Only the official gym sweat suit may be used as a substitute uniform on gym day. Sneakers must be worn on gym days. No specific color.

**IN ALL MATTERS OF STUDENT ATTIRE OR UNIFORM REGULATIONS,
THE OPINION OF THE PRINCIPAL IS FINAL IN DETERMINING THE
APPROPRIATENESS OF ANY ASPECT OF A STUDENT’S APPEARANCE.**

Dress Down Days

- Shirts or blouses that expose the midriff are not permitted
- Pants are to be worn at the waistline, (not sagging)
- Pants that have slashes, rips or are cut may not be worn
- No flip flops or slide in sandals.
- No fitted tank tops
- Dresses are to be modest.
- No short skirts
- Hats, sunglasses may not be worn in the building

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. Children who come to school out of uniform are saying to us: “I’m here, but I don’t have to follow your rules and regulations.” That’s not a good way to start the day. Parents are expected to make sure that children are properly dressed for school when they leave home in the morning.

Uniform Policy:

- Students with uniform infractions
 - For students in grades K through 8th, teachers will inform the child of the infraction
 - If infraction continues, parent conferences required
 - If the infraction continues after the conference, the student will not be allowed into class instead he or she will spend the day in IN-SCHOOL DETENTION

If there is an extraordinary circumstance in which the uniform cannot be worn completely, please provide the child with a note indicating the reason, and we will waive the Uniform Violation if appropriate.

Bullying/Harassment Policy

The Diocesan Bullying/Harassment Policy is as follows:

Purpose:

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

Definition:

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

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyber bullying.

Reporting Procedures:

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

At St. Brigid-St. Frances Cabrini Catholic Academy, the policy above is fully implemented on the local level through the following procedures:

- Any incident of bullying or violence may result in dismissal from St. Brigid-St. Frances Cabrini Catholic Academy.
- An incident of violence or bullying will receive, at minimum, an automatic In-School Suspension along with an Incident Report.
- An in-school suspension is used as a consequence for bullying and violence. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given.
- Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and may result in dismissal from St. Brigid-St. Frances Cabrini Catholic Academy.
- An act of physical aggression, in which a student harms another person's body or property, will result in an automatic In-School Suspension. If a child retaliates with violence, they will also receive an In-School Suspension.
- Any act that may make a student physically and/or emotionally unsafe is subject to our bullying policy. This includes all acts that occur outside of school and online.
- An act of retaliation will be treated with the same consequence as the initial act of bullying or violence. Students must report bullying immediately, not retaliate.
- Gossip, including reporting bullying to peers and repeating insulting comments or gossip, before or instead of reporting the incident to an adult, is also an act of bullying that is subject to the policies above.
- There is no such thing as "play fighting" or "just joking around" at St. Brigid-St. Frances Cabrini Catholic Academy. Hands must be kept to themselves at all times and comments must always be respectful and appropriate.
- Repeat offences can result in Home-Suspension and/or expulsion for the academy.

Harassment

The Dignity for All Students Act

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

It is the belief of St. Brigid-St. Frances Cabrini Catholic Academy that all persons have the right to be treated with dignity. All demeaning behavior is prohibited.

Sexual Harassment

Sexual harassment is an area of increasing concern. One definition for sexual harassment is "conduct, containing sexual suggestions that would be offensive to a reasonable person."

According to federal law, sexual harassment includes but is not limited to:

- (1) verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
- (2) visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- (3) physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of some sexual matter;
- (4) threats and demands to submit to sexual requests for certain benefits; and
- (5) retaliation for having reported or threatened to report sexual harassment.

Violence

Violent behavior is contrary to our Gospel and Catholic values. As a part of God's covenant with us we have responsibilities and commitments to one another. We are to live in peace and promote means of solving conflict involving repair, reconciliation and reassurance. Violent behavior is any aggressive behavior that jeopardizes the safety of, or climate for, an effective learning and working environment.

No form of violent behavior is acceptable on school property or in school sponsored or related activities.

Disciplinary actions, ranging from suspension to expulsion, are consequences to violent incidents.

Parents, students and educators will work together to develop conflict resolution/mediation programs and support programs.

Conduct

Students are expected to demonstrate good conduct at all times. Good conduct can best be described as demonstrating respect for yourself, others, and property. In order to be able to participated and any extracurricular activities or free time, good conduct is required. While students are in the academy's uniform, they are representing the academy and their behavior should be positive.

Students who demonstrate poor conduct may be subject to disciplinary action, including but not limited to: Daily Conduct Sheet; referral incidents; parental phone calls; Behavior Modification Sessions; detention; removal from extracurricular activities; in-school suspension; home suspension and dismissal from St. Brigid-St. Frances Cabrini Catholic Academy.

Behavior Policy

After three of these referral incidents, a parent conference will be required as the next attempt at correcting the negative behavior. If the negative behavior continues, the student will be placed on the *Daily Behavior Sheet. If the behavior continues while on the daily sheet, a 3-day home suspension will take place. If the negative behavior continues, a 5-day home suspension will take place. Upon returning from the 5-day suspension a warning letter will be signed. If the behavior still continues it may result in a possible expulsion.

***Daily Conduct Sheet**

Daily Conduct Sheet may be used as an additional tool to improve a student's academic performance and personal progress. The decision to place a student on contract will be made jointly by the teacher, parent and administration. Responsibility for having the contract signed lies solely with the student on contract. However, the teacher is required to the daily conduct sheet daily. If the conduct sheet is not signed, the student will not be allowed to attend classes. For a conduct sheet to be effective, parents should discuss their child's progress as indicated on the conduct sheet before signing it each night. The need for a student conduct sheet will be reassessed regularly.

Alcohol, Drugs, and Weapons Policy

Bringing to school or being under the influence of, alcohol or drugs is grounds for immediate dismissal from St. Brigid-St. Frances Cabrini Catholic Academy, as is bringing to school a weapon of any kind.

Searching Book Bags

In order to protect the students of St. Brigid-St. Frances Cabrini Catholic Academy, and to maintain the good order of the academy administration reserves the right to examine students' book bags. These examinations can take place at random at the discretion of the administration.

Cell Phones & Electronics

Students are never permitted to use their cell phones in the school building. It must be turned off as they enter the school building and placed into their book bag. If a child needs to make a phone call they must make it from the office.

Any child found with a phone on their person or using a cell phone or electronic device will have it collected by the principal, member of the faculty, or staff member. For the first offense, it will be returned to the parent never on the same date. For the second offense, it will be returned to the parent a month after it is collected. For the third offense, it will be returned to the parent on the last day of school.

St. Brigid-St. Frances Cabrini Catholic Academy assumes no responsibility for lost, damaged, or stolen electronics that were not allowed in the school in accordance with school policy.

Cyber-Bullying Policy for Catholic Schools and Academies of the Diocese of Brooklyn February 2019

1. Purpose:

One of the main duties of the schools and academies 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.

Scope of Use:

This policy applies to the use of technology both inside and outside of the school/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.

2. 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 victims 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 time 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 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. **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.

3. **Responsibilities of the School/Academy:**

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.

- 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.

School/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.

4. **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 school/academy 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 school/academy 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 school/academy 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 cyber-bullying; unless it is ultimately deemed to be the first in a string of attacks. 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 that 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 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 AUP

Dismissal

Dismissal will be at 3:00 PM for grade Nursery, Kindergarten & 1-8.

UPK Dismissal is at 2:20.

- Grades Nursery, and UPK dismiss from the UPK entrance on Grove Street.
- Grades K-4 will dismiss from the auditorium
- Grades 5&6 will dismiss from the UPK exit on Grove Street.
- Grades 7&8 will dismiss from the St. Nicholas Avenue exit

No child may be released from the school to someone other than the parent or guardian without **documented written notice**. Students will not be dismissed to parents in cars. Parents must walk to the dismissal location and make contact with the teachers in order for the student to be dismissed.

Children in Grades 5 to 8 may walk home by themselves (and with younger siblings/relatives) if given **written permission** by a parent or guardian.

Students in grades 5-8 may only walk home if written permission is given by the parent or guardian. Students who walk home must do so immediately.

For safety reasons, we will not allow loitering on or around school property. Students who do not comply with this policy may be subject to disciplinary action. If a child is not picked up within fifteen minutes of dismissal time, they will be placed in the Afterschool program at the daily-extended day rate.

Change of Dismissal

To ensure that our students are dismissed properly and safely if you wish to change your child's dismissal, **YOU MUST CALL NO LATER THAN 2:30**. We don't want to run the risk of making a mistake with a child's dismissal due to these last minute changes. Our students' safety is our utmost importance.

Detention

Our goal as is yours is to help our students to become responsible and accountable for their own lives. The Detention Policy works to strengthen students' determination to do what is necessary to succeed now and in the future and to help students know what is expected of them and when

or if these responsibilities are not met that they are consequences to failing to follow the rules and regulations. The month of September will be the learning time. Students will be told what is expected of them. In October we will begin the detention. In September you will receive a letter detailing when detention will take place. There are **NO** excuses for failing to attend detention. If the child cannot serve on a specific day a parent must clear this with administration prior to the day the detention is scheduled to be served.

After school detention assigned for the following infractions:

- ✓ Cover letter not signed and returned on the appropriate day
- ✓ Exam not signed and returned to the appropriate teacher during the assigned subject period
- ✓ Uniform infraction after an initial warning has been given
- ✓ Phone use during school
- ✓ Chronic lateness (beyond 4)

Students with a pattern of repeated detentions or failure to show up for detentions will require intervention by parents, teachers and administration so as to quickly correct the destructive behaviors. Should this intervention fail the next set of corrective actions would include possible suspension or expulsion.

School Buses (Yellow School Bus)

Yellow school buses are provided to the academy by the New York City Department of Education for students in grades Kindergarten through 6th. If there is a change in a bus stop, the office must receive the change in writing. Also, if a child is not to ride the bus on any given day, a letter must be sent in or a phone call must be made to the office no later than 2:30. We will not take the message from the student.

The bus driver must operate the bus safely and without distraction or disruption. Students are expected to behave appropriately on the school buses. If the school bus driver writes a complaint, the parents will be informed of the written complaint. If the behavior continues the students will be taken off of the bus until a conference takes place. If the behavior continues after the conference, there will be a 5-day suspension during which the child will not be permitted to ride the bus. Your child will be required to attend on those 5 days, but transportation would be your responsibility. If the behavior continues after attempts to correct it have been made, your child will be no longer allowed to ride the bus.

Metro Cards

Metro cards are provided to our students by the Metropolitan Transit Authority (MTA).

Student Metro Cards are:

- Only for use by the student to whom it was issued and whose name is written on the card.
- Good for travel to and from school and school-related activities between 5:30 a.m. and 8:30 p.m., only on days when the student's school is in session.
- Good for three trips each school day. Three trips allows a student to travel to school, from school to an after school activity, and then from that activity to home. A special four-trip student MetroCard is available on request for pupils whose trip to school requires multiple transfers.
- Good for an entire school semester.

		DISTANCE FROM RESIDENCE TO SCHOOL			
		Less than ½ mile A*	½ mile or more, but less than 1 mile B*	1 mile or more but less than 1½ miles C*	1½ miles or more D*
GRADE LEVEL	K-2	Not Eligible**	Eligible for Full Fare Transportation		
	3-6	Transportation Not Provided			
	7-12		Not Eligible**		

Counseling and Intervention

St. Brigid-St. Frances Cabrini Catholic Academy in conjunction with Program for the Development of Human Potential provides counseling services. These PDHP can help a child who is struggling with an issue, provide skill development in a group setting, and help facilitate the evaluation process.

Students may be referred to the counselor by the teacher or administration when deemed necessary. Parents will be notified if a child is recommended for extended counseling (more than 3 sessions in one academic year). If a student indicates that they have or wish to engage in self-harm, the student will immediately be required to undergo an outside psychological evaluation. Clearance from this outside organization will be required for the student to return to class.

Additionally, students and families also have the opportunity to receive counseling services through the office of the Program for the Development of Human Potential. Interested parents may contact our regional representative, Rossanna Casado, at (718) 871-7777. For outside counseling through PDHP, fees are determined on a sliding scale.

Afterschool Program

Our Afterschool Program is 10-month program that runs from September through June. The program runs from dismissal until 6:00 PM. Registration and payment for the program must be completed before a child can attend. Payment is required the 1st of the month. Months are not pro-rated. Delinquent payments or inappropriate conduct may result in dismissal from the Extended Day Program. Students will receive a snack, homework help. Afterschool is not a one-to-one tutoring program. All handbook rules apply during the program.

Field Trips

Attending a field trip is a privilege given to students. Parents must use the official permission slip for their child to attend. Handwritten notes or permission over the phone are not allowed. A child who is demonstrating poor conduct may be prohibited from attending a field trip. Students of families with outstanding tuition may not attend field trips. Students who are not going on a field trip are still required to attend school.

Parents may only attend a field trip if they are VIRTUS trained. Chaperones will be assigned on a first come, first serve basis. Meeting the children at the field trip is not permitted.

Students with medical conditions, including asthma and allergies that may require the use of an EPI-pen, may only attend field trips if they are accompanied by a parent or guardian.

Fundraising

Mandatory Fundraisers include:

1. Chocolate: each family must sell **2** boxes of chocolate (\$60 per box) or they can donate (\$30 per box) which is the profit that is to be made by the academy. Please refer to the school calendar for exact dates.
(Families with more than two students must see the Office)
2. Calendar raffle: sell 20 calendar raffle tickets at \$5.00 each for a total of \$100. Please refer to the school calendar for exact dates.
3. Flea Market: Each month a class will sponsor the Flea Market.

Families who do not submit their fundraising fee by the deadline provided on the calendar will have the total amount of the fundraiser added to their TADS tuition account. Throughout the year there will be other fundraisers, which are voluntary. However, we ask that you support our fundraising efforts as much as possible, as their success allows us to keep our tuition and fees at a lower rate. Tuition covers less than 80% of the total cost of educating each child.

Academic Expectations

St. Brigid-St. Frances Cabrini Catholic Academy takes the academic success of our students seriously. Students are required to work reach their God-given potential.

Grades and Grading

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

Progress Codes

- 1 Does Not Meet Standard
- 2 Approaching Standard
- 3 Meets Standard
- 4 Meets Standard with Distinction

X Not Assessed this Trimester

Honor Roll

Students in Grades 1-8 who consistently excel in all areas will be eligible for the Honor Roll each trimester.

The criteria for the Honor Roll is as follows:

Principal's List

A+ (97-100) in every subject, and 3 or 4 in conduct and Personnel Progress.

First Honors

A (93-96) in every subject, and 3 or 4 in conduct and Personnel Progress.

Second Honors

B+ (89-92) in every subject, and 3 or 4 in conduct and Personnel Progress.

Merit Award

B (85-88) in every subject, and 3 or 4 in conduct and Personnel Progress.

Children who meet the academic standard for Honor Roll but are excessively late or absent will not be eligible for Honor Roll Awards.

Perfect Attendance

Students who have never been absent and nor late each trimester will receive Perfect Attendance Awards.

Progress Reports

Children in Grades 1-8 will receive progress reports at the midpoint of the first and second trimesters. Please consult the school calendar for distribution dates, and return the signed report on the following school day.

Evaluation

Grades will consist of tests, quizzes and projects.

*Projects must be completed in the required time allotted.

Assessments

The academy administers the following:

for students in grades 3rd through 8th

Terra Nova Testing

for students in grades 4th, 6th and 7th

New York State Exams (Math and E.L.A.)

for students in grades 4th and 8th

New York State Exams (Science)

Homework

All homework must be completed on a daily basis. Students who miss more than three homework assignments in one trimester will receive an "N" in homework for that subject area. Returning tests and graded assignments with a parent signature is part of a child's homework grade, and is required in Grades 1-8.

Summer School

Students may attend summer school for remediation if they failed one or more subjects and in doing so are required to attend for promotion, or for enrichment so as to improve their reading and math skills.

Retention

Students failing 3 or more subjects must be retained.

In-School Suspension

An in-school suspension is used as a consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given and a conference is required for re-entry.

Home Suspension

Home suspension is used for repeat offences of consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. Parents will be notified regarding the suspension as soon as it is given and a conference is required for re-entry where a Conditional Acceptance Agreement from a Suspension form must be filled out and signed.

Faculty Meeting/Professional Development

The academy will have early dismissal on scheduled dates (see the yearly calendar) to work on teacher professional development.

Child Abuse and Mandated Reporting

New York State and the New York State Child Protective System recognize School Officials as holding the important role of mandated reporter of child abuse or maltreatment. School officials can be held liable by both the civil and criminal legal systems for intentionally failing to make a report.

Medical Conditions

In case of an emergency 911 will be called. Parents will be informed and asked to meet the ambulance and the administrator at closest medical facility, which is Wyckoff Hospital.

If a child has an allergy or a medical condition that requires medication, it is the parent's responsibility to ensure that the school is notified and that medication is kept at the school building in the nurse's office.

Students must have all of the required immunizations to attend class, with proper documentation of this provided upon registration.

- **Students with Epi-Pens**
Every year students who have Epi-Pens must fill out an MAF form and submit it to the school nurse. All paperwork must be up to date. Students with Epi-Pens must have a parent attend all filed trips with them.

Medical Forms

All new students require medical forms to be completed by a physician.

Lunch

All students will eat in the school cafeteria. Lunch is provided to us by the New York City Department of Education. An application must be filled out at the beginning of the school year. Based on the information provided on the application students may qualify for free or reduced lunch and they may not qualify to free or reduced lunch. Families that do not qualify for free or reduced lunch and are using the lunch program will be charge for the lunch program. Students may bring their own lunch.

Students may **not** have food delivered to the school building or warmed by anyone on the school property.

Snacks are sold during the day, but they are not a replacement for eating lunch. Candy, chips and soda are not allowed.

Cafeteria Behavior

Appropriate behavior is required during breakfast and lunch. If a student is found not to be following the rules and regulations, the cafeteria staff and the administrators will speak to students regarding misbehavior. If the student continues to misbehave despite our intervention the parents will be contacted. If the behavior continues after this intervention by the parents, it will be necessary for parents to come to the academy during breakfast/lunch time to observe and supervise your child.

Inclement Weather or Emergency Closings

In an emergency or inclement weather, we will close **ONLY** if the New York City public schools close.

Parent Cooperation

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

It is required that parents are supportive of all school policies and that they cooperate with the administration and with the faculty in the proper academic and behavioral development of their children. Without mutual respect and trust, St. Brigid-St. Frances Cabrini Catholic Academy cannot meet the needs of its students.

To preserve this relationship, all discussions over disagreements must be conducted outside the presence of the students. This prevents the students from getting mixed messages from school and home.

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 with the parents is broken beyond repair.

Parents and Visitors

When visiting the school for any reason please ring bell and state your name and your child's name. The safety of our students is of the utmost importance. In order to assure that unwanted people do not gain entrance into the building, no one is allowed to walk throughout the academy. All parents and visitors **must** report to the office.

Volunteers

Parent volunteers are highly encouraged. To volunteer at St. Brigid-St. Frances Cabrini Catholic Academy and to attend field trips, parents must complete free VIRTUS training and a volunteer orientation session at the school. You can find a listing at www.virtusonline.org under the Diocese of Brooklyn organization. Simply bring your certificate to the school and we will keep a copy on file.

In accordance with Diocesan policy, NO PARENT will be allowed to volunteer or attend a field trip without VIRTUS training.

School Liturgies

Children will participate in weekly Mass with the entire school. The school wide Masses are also scheduled to celebrate the holy days. The date and time of each holy day celebration will be announced on the yearly liturgical calendar.

Family members are always welcome to attend, and their presence is encouraged.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Use of Student Information/Pictures in Photograph, Film or Videotape

The academy reserves the right to use student pictures in publications and on the academy's website. Any parent who does not wish to have his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

Crisis Management Plan

Crisis Management Plan is a situation-based management plan that includes clear roles and responsibilities and process related organizational requirements school wide. St. Brigid-St. Frances Cabrini Catholic Academy plan includes action in the following areas: Crisis prevention, crisis assessment, crisis handling and crisis termination. The aim of crisis management is to be well prepared for crisis, ensure a rapid and adequate response to the crisis, maintaining clear lines of reporting and communication in the event of crisis and agreeing rules for crisis termination. The local police precinct and the local fire department receive a copy of the crisis management plan and are prepared to deal with any crisis.

Fire Drills and Lock-Down Procedures

The academy has procedures in place to ensure our students safety. Students participate in 15 drills.

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Terroristic Threats

A terroristic threat is a threat where a person threatens to commit any crime of violence against another person or persons with the intent to terrorize. If a student makes a threat, the school personnel will take all threats or suspected threats seriously. The duty of school personnel is to safeguard the physical welfare of students and colleagues. Any student, who presents an immediate danger to students or school personnel, will be removed from the school, with the assistance of the police if necessary. Making terroristic threats are grounds for immediate dismissal from St. Brigid Catholic Academy

Graduation Fees

If by graduation there is still an outstanding tuition balance, any paid graduation fee will be used to help clear the outstanding tuition balance.

Graduation Participation

If you have a balance by graduation, your child will not be able to participate in graduation and graduation activities. Until the balance is paid, they will not receive cap, gown, yearbook, diploma and transcripts will not be forwarded to their chosen high schools.

Graduation Celebrations

Graduation celebrations are decided on a year to year basis.

8th Grade Behavior Affecting Participation

Please be aware that we have decided that all the students should not be punished for the actions of a few. As a result of this decision, 8th grade students whose behavior is not in accordance with the policies of the academy will not be allowed to participate in 8th grade activities.

Trips and Activities

Attending a trip, participating in a school activity or free time is a privilege given to students. A child who is demonstrating poor conduct or not complying with school policies may be prohibited from participating. Students who are not going on a trip or participating in an activity are still required to attend school.

Not Opting Out of NYS Exams and TerraNova Exams

Within the Diocese of Brooklyn, state tests are part of our core academic program at grades 4, 6, and 8, therefore is no opting out of NYS exams and TerraNova exams. There are no negative consequences when taking state exams, as the tests are considered diagnostic. The ELA and math test results are not logged onto student permanent records or report cards nor are they forwarded to schools. New York State law forbids the use of state test results as the determining factor in promotion. These tests 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.

Outstanding Tuition Payments in regards to Record Cards

If you are requesting your child records all tuition payments must be up to date. Payments can be made in cash, money order, or personal check. If you choose to pay by check the payment must clear before records are released.

Acceptable Use Policy for Technology Catholic Schools and Academies of the Diocese of Brooklyn February 2019

1. Purpose:

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

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

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

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

All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.

1. Students will use school/academy owned technology for appropriate learning purposes under the supervision of the principal and classroom teacher.
2. Students, employees, and visitors will use school/academy technology in accordance with all policies and procedures of the Diocese of Brooklyn.

5. Scope of Use:

The technology vision for the Catholic schools and academies in 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 school but may in certain instances apply to personal use outside of the school/academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes in the rights of others in the school/academy community or otherwise violates all or part of this AUP, then these may be subject to disciplinary measures found within.

6. Definitions of Technology:

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.

a. 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.)

b. The Diocese of Brooklyn requires all schools and academies to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the {SCHOOL/ACADEMY} community.”

7. Responsibilities of User:

The schools and academies of the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that schools and academies 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, an Internet Safety Curriculum must be implemented in all schools/academies as of Fall 2018. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. Parish Schools and Catholic Academies within the Diocese of Brooklyn are also required to implement the Diocesan Cyber-Bullying Policy published in the Administrative Manual. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior and protect them from being the victim of such behavior as well. The students, faculty, administrators, staff, and 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.
 - Avoid seeking out and/or viewing inappropriate content
 - Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges
- **Respect Others**
 - Be mindful of comments, posts, photos or any content directed toward or including others
 - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
 - Do not perpetuate inappropriate content by sharing it with or sending it to others
 - Warn others of potentially disturbing or harmful content that should be avoided
- **Protect One's Self and Others**
 - Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
 - Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources
- **Respect Intellectual Property**
 - Cite sources when using any content not originally authored by you

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

8. **Security of Technology:**

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

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

Additionally, member of the school/academy community shall not:

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

9. **Technology Use Guidelines:**

a. **Appropriate Use/Educational Purpose**

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

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

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

- Teacher school/academy web page

- Teacher school/academy email
- Teacher school/academy phone #
- Teacher created, school/academy approved, educationally focused networking sites

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

Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying policy.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute 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 school/academy or system employees
- Harm the goodwill and reputation of the school/academy or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

The school/academy reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the

Catholic Schools and Academies of the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

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

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

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/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.

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 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 AUP

NOTE:

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

HANDBOOK AGREEMENT

I certify that I have read this handbook and will abide by all policies within. I understand that the principal has the authority to revise this handbook as needed, and will notify parents of any changes in writing. I understand that failure by families to comply with policies may result in dismissal from St. Brigid-St. Frances Cabrini Catholic Academy.

Student's Name _____ Grade _____

Student's Name _____ Grade _____

Student's Name _____ Grade _____

Student's Signature (Gr. 1-8)

_____ Date _____

Student's Signature (Gr. 1-8)

_____ Date _____

Student's Signature (Gr. 1-8)

_____ Date _____

Parent's Signature (All Grades)

_____ Date _____