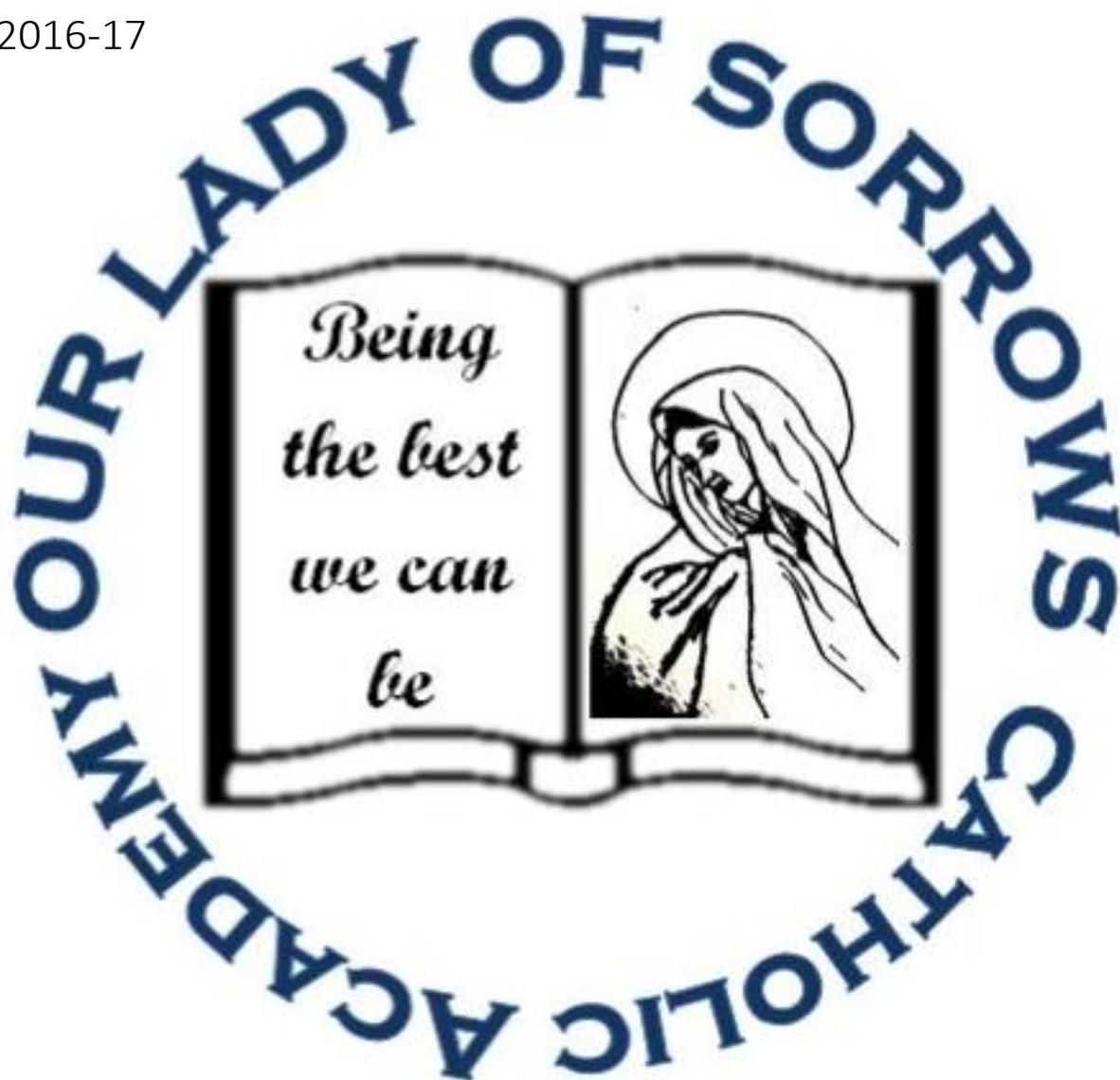


Our Lady of Sorrows Catholic Academy

Parent-Student Handbook

2016-17



Parent-Student Handbook

Our Lady of Sorrows Catholic Academy

2016-2017

Mrs. Kathleen Bollinger, *Principal*

Mr. Leibniz Scottborgh, *Chairperson, Board of Directors*

Rev. Raymond Roden, *Pastor, Our Lady of Sorrows Parish*

Rev. Carlos Quijano, S.J., *Pastor, Blessed Sacrament Parish*

Contact information:

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Mission Statement:

Honoring our Blessed Mother, it is the mission of Our Lady of Sorrows Catholic Academy to nurture, engage, and educate our students in their commitment to God, as lifelong learners, and as contributors to society, within our richly diverse community.

Declaración de misión:

En honor a la Santísima Virgen, es la misión de la Academia de Nuestra Señora de los Dolores de nutrir, animar, y educar a nuestros estudiantes en su compromiso con Dios, eruditos para toda la vida, y contribuyentes a la sociedad, en nuestra comunidad ricamente diversa.

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Daily Schedule:

School Hours:	8:00am – 3:00pm	
Breakfast:	7:30am – 8:00am	Grades 1 – 8
	8:00am – 8:20am	Grades PreK-4 – K
	PreK-3 eats in their classroom	
Lunch and recess:	11:10 – 12:15	
Afterschool:	3:00 – 6:00	\$15.00/day or \$60.00/week

First Friday of each month, dismissal is at 11:45 (after lunch), for faculty meetings.

Admissions Policy:

Students are admitted to our Early Childhood programs in an age-appropriate manner.

- Students for PreK-3 must be 3 years old by Dec. 31 of the current school year.
- Students for PreK-4 must be 4 years old by Dec. 31 of the current school year.
- Students for Kindergarten must be 5 years old by Dec. 31 of the current school year.
- Students for Grade 1 must be 6 years old by Dec. 31 of the current school year.

Students transferring from other schools are customarily placed in the grade that they would have attended in their previous school. If there are not clear records, the decision regarding grade-level placement is made by the Principal and faculty.

Students transferring from another Catholic school must have cleared all financial obligations before being accepted at Our Lady of Sorrows Catholic Academy.

Students with special needs are welcome at Our Lady of Sorrows Catholic Academy, as long as we can provide an appropriate educational environment. If there is doubt about our ability to do this, a student may be accepted on probation for a period of 60 days.

Non-Catholic students are welcome at Our Lady of Sorrows Catholic Academy. It is understood that all students, whatever their religion, will participate in all activities of the school, including, but not limited to, prayer, participation at Mass, religious instruction and projects, faith-oriented field trips, saying the Pledge of Allegiance, and use of technology. Sacrament preparation is a Parish activity, and non-Catholic students will not be expected to prepare for the Sacraments, although they must participate in any Religion class that addresses the Sacraments as a topic.

Non-discrimination statement: Our Lady of Sorrows Catholic Academy does not discriminate for admission on the basis of race, sex, national origin, age (in accordance with the law) or disability, if, with reasonable accommodation on the part on the part of the school, the disabled person's needs could be met.

Parents as Partners: The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the Academy administration reserves the

right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Our Academy can only be wholly effective in teaching the values of Religion and the virtues of honesty, respect for authority, consideration for the rights of others and property of others, and standards for personal morality and integrity if these principles have been established, upheld and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

We believe that every child comes to school with a need to learn, and when they are in school, they do not have the right not to learn.

Parents are asked to take an active role in their children's education by:

- teaching the child respect for the law, authority, the rights of others and for private and public property
- arranging for prompt and regular attendance at school and having children comply with attendance procedures
- working with the school in carrying out recommendations made in the best interest of the child. This would include disciplinary measures, need for academic or psychological evaluation and the need for retention in a grade
- making sure that all information in your child's record is up to date and accurate. Any change of address, telephone or work numbers should be sent in writing to the classroom teacher and the administration. Make sure that emergency numbers are accurate; it is important that the school have the most up to date information;
- talking to the child about school activities, showing an active interest in report cards and progress reports

While we welcome parents' interest and participation, for security reasons, no one is to go upstairs without permission from the Office. At no time will any parent be permitted to interfere with the instructional process or the good order of the school.

Any adult who wishes to be involved with children during school activities must take the *Protecting God's Children for Adults (Virtus)* class and agree to a background check. This includes anyone who would like to volunteer in school, accompany a class on a trip, be present at a party, or in any other way be in a place where the children are. The background check consists of a social security number validation report; National Criminal File Search; and State Sexual Offender Search. No other information is looked for or reported. We do this to keep all of our children safe.

Registration:

Necessary documents:

- Birth certificate
- Baptismal certificate
- Complete immunization record
- Social Security number of the child
- Latest report card for students entering Grades 2 – 8

- Copy of IEP/IESP, if one exists

Application will be completed at the time of registration. There will be an interview with the Principal. We need to meet the child.

Parent contract: This agreement to follow all school rules and policies and to pay the required tuition, fees, and fundraising must be signed before the student is accepted.

Letters of acceptance will be sent out within two weeks of registration. When your child is accepted, you must pay:

\$225.00 registration fee for new students

\$140.00 class fee

\$150.00 technology fee

This will finalize your registration.

Financial Information:

All families MUST complete the Scholarship Application. This may be done online at <http://www.mytads.com/fa/futuresineducation.php> . If you would like help with the process, please make an appointment with Mrs. Taveras in the Office.

Registration fees are not refundable.

Class fees and technology fees are not refundable after October 1.

Tuition paid in full by Sept. 15 receives a 5% discount.

Otherwise, tuition may be paid in two installments, on July 15 and January 15, or monthly on the 15th of each month, beginning in July.

Tuition for 2016-17

# children	Catholic	Non-Catholic
1	\$4,400 yr./ \$440 mo.	\$5200 yr./ \$520 mo.
2	\$6,650 yr./ \$665 mo.	\$8,200 yr./\$820 mo.
3	\$8,350 yr./\$835 mo.	\$10,350 yr./ \$1035 mo.

Each additional student will pay \$1500.

Every family must support the school's fundraising in 3 events.

Every family must complete the application for School Lunch, whether the child will participate in the School Food program or not. The information on this form is used to decide how much funding will be provided to our Academy for Title I services (support for Literacy, Math, and English as a Second or Other Language, and our Guidance Counselor), Title IIa (professional development for the teachers), Title III (professional development and materials to support English Language learners), and the e-rate (technology, Internet access). The application is available in English and in Spanish at

<https://www.myschoolapps.com/Home/PickDistrict#> . If you need help, or a device to use for Internet access, please speak with us in the Office.

Uniform:

Students must wear their full uniform to and from school. The official school uniform is required. Uniforms are purchased through Flynn & O’Hara, www.flynnohara.com/register 8000 Cooper Avenue, 800-441-4122. The uniform is as follows:

Grades 1 – 5	Girls	Boys
	Grey jumper or school pants	Grey school pants
	White blouse (summer)	White polo shirt (summer)
	White turtleneck (11/1 – 4/15)	White turtleneck (11/1 – 4/15)
	Black or grey socks/ tights	Black or grey socks
Grades 6 – 8	Grey kilt or school pants	Grey school pants
	Grey long vest with school emblem, no buttons	
	White short-sleeved polo shirt (summer)	White short-sleeved polo shirt (summer)
	White turtleneck (11/1 – 4/15)	White turtleneck (11/1 – 4/15)
	Grey or black socks/ tights	Grey or black socks
Grades 1 – 8	School cardigan sweater or pullover with logo	School cardigan sweater or pullover with logo
	Black or navy shoes, buckle or tie, heels no higher than 1” for girls. NO SNEAKERS , except on gym days. No boots.	
Gym Uniform, Gr. K - 8	Royal blue T-shirt with logo (summer)	
	Royal blue school shorts (summer)	
	School sweatshirt (11/1 – 4/15)	
	School sweatpants (11/1 – 4/15)	
	Sneakers, no “heelys”	

Additional Uniform Regulations:

- Jewelry: Girls may wear **one** pair of small earrings only. “Small” means no larger than a quarter. Boys are not permitted to wear earrings in school. A wristwatch is permitted, but it must be silenced if it has any sounds. “Smart” watches such as the Apple Watch are electronic communication devices, and must be handed in to the teacher upon arrival in the morning. No other jewelry is permitted in school.
- No makeup is allowed.
- Boys and girls must have **ONLY** natural hair color. No streaks, highlights, etc. No designs may be shaved or cut into hair.

- Girls in grades 5 – 8 may wear nail polish. Any girl in grades PreK - 4 who come to school with nail polish will have it removed in school.
- Hats or caps of any kind are not part of the uniform, and may not be worn in the building except as students are entering or leaving at dismissal time.

Academic Expectations:

Our Lady of Sorrows Catholic Academy follows the standards established by New York State: the Common Core Learning Standards for English Language Arts and Mathematics, the Frameworks for Social Studies, and the New York State standards for other subjects. Our Religion curriculum aligns with the Diocesan Curriculum Guide, *The Seed is the Word*.

All students participate in the Diocesan Terra Nova testing program in the fall beginning in Grade 3. All students in Grades 4, 6, and 8 participate in the New York State testing program. These test scores are used for instructional planning and ongoing assessment of our instructional program. They also provide some of the information that is used for assessment of individual progress.

Students who score a 1 or 2 on the NYS tests receive a variety of supports during the following school year, and students who score a 1 are retested in the following spring semester. (AIS)

In addition to standardized test scores, students' progress is assessed by careful observation of classroom performance, quizzes, tests, and projects. Homework is also considered. The weight given to each of these things varies by grade level. Parents will be informed of specific grading policies by the teacher, and all grades are available to parents on Option C.

Parents are expected to review tests and quizzes as they are given. They are also expected to monitor homework to see that it is completed in a timely manner and to the best of the child's ability. A folder is sent home each Tuesday, with tests, notices, and a notice about anything that might be missing. Parents in all grades, PreK-4 – 8 are expected to examine and sign this folder each week. Parents are encouraged to make appointments to discuss their child's progress at any time during the year.

Progress reports are sent home mid-trimester. Parents should review these carefully, and consult with the child's teacher if there are difficulties. Report cards are issued in December, March, and June. Parents are required to meet with teachers at the time of the December and March report cards.

All students are expected to maintain a passing average in all subjects. Passing grade is 70%. Students who fail one major subject will be required to attend summer school. Students who fail more than one major subject may be required to repeat the grade.

If a student is in danger of failing for the year, warnings will be given on the December and/or March report cards. Parents may also monitor their children's progress on Option C.

If a student has an IESP that indicates other academic requirements, that will be taken into consideration. In general, the support services indicated on an IESP are intended to assist a student to meet the requirements for his/her grade level. Speech and SETTTS services are available on-site at Our Lady of Sorrows Catholic Academy.

Title I support services are available for students who need help with literacy, mathematics, or English as a Second or Other Language. There is a full-time Title I Guidance Counselor available as well.

Honor roll:

- Principal's List: average of 97 or above in all subject (In the primary grades, all A's). Good conduct and attendance, no more than 2 latenesses in the marking period.
- First Honors: all grades 93 or above. (In the primary grades, no more than 1 B; all other grades A). Good conduct and attendance, no more than 2 latenesses in the marking period.
- Second Honors: all grades 85 or above. (In the primary grades, all A's and/or B's). Good conduct and attendance. No more than 2 latenesses in the marking period.
- Honorable Mention: students who do not attain the grades necessary for honors, but who participate consistently in class, complete all assignments to the best of their ability, and demonstrate good conduct and attendance. No more than 2 latenesses in the marking period.

Homework:

Homework is given on a daily basis. All students must read for 20 minutes each day. For children in PreK – middle of Grade 1, parents may read to the child. Students should also review any class notes, and study vocabulary and the grade-appropriate mathematics facts every day. Additional assignments will be given to review the day's work, to prepare for the following day, or to expand on what was done in class.

Homework must be done by the child. If the assignment is too difficult, the parent should send a note to the teacher explaining the problem. If the homework involves technology that is not available at home, the parent should notify the teacher, and provision will be made for the work to be done at school.

Parents are expected to review the work, and be sure that it is done. Students write their assignments in a planner, and the assignments are posted on the class web page as well.

Students who complete all assignments on time and to the best of their ability during the month receive a "Homework Hero" certificate, and their names are posted in the entrance hall.

Liturgy and Prayer:

As we grow in our relationship with God, prayer is a regular part of every day. We begin with Morning Prayer, either in the cafeteria or in the classroom. Students say Grace before lunch, and pray before leaving the classroom.

Students in Grades 6 – 8 celebrate First Friday Mass each month. Students in Grades 1 – 5 celebrate Mass on the third Friday of each month, and the Kindergarten students join them in January. Everyone participates in Mass on Holy Days as well. Students in Grade 2 attend additional Masses, as they prepare for First Holy Communion. Students are taken to Confession several times during the year.

In partnership with the parish, we prepare students for First Reconciliation (Confession), First Holy Communion, and Confirmation. If a non-Catholic student expresses a desire to convert to Catholicism, arrangements are made through the Parish.

As a school, we say a decade of the Rosary at the end of the day in October and May. Students take turns leading seasonal prayer services during Advent and Lent. Prayer is a part of our important celebrations, such as Graduation and Student of the Month.

Our Religion program includes weekly celebrations of the ideas being learned, and four special class retreats during the year.

Students go on retreat outside the building as preparation for Confirmation and Graduation.

Spontaneous prayer for various reasons is a regular occurrence.

As the first teachers of the Faith, parents are expected to pray with their children at home, and to celebrate Sunday Mass with them.

Attendance Policy:

Students are expected to be in school on time every school day. If a child is absent, parents are to call the school by 9:00. In addition, when the child returns to school, parents MUST send a note explaining the absence. This is required by New York State law.

Legal absences include illness, attendance at health clinic, death in the family, requirement to be in court, approved high school visit. Students are not excused for vacations taken on days when school is in session, truancy, staying home to babysit, etc. If the class is going on a field trip, and the parent refuses permission to attend, **the child must come to school**. S/he will be given appropriate work and supervision.

Lateness is a serious problem. It causes the student to miss instruction, begins the day in a stressful way, and interrupts instruction for the rest of the class. Students who arrive later than 8:05 will be marked late. Excessive absences or latenesses may result in retention in the grade, or in denial of permission to return to the Academy. Students in Grade 6 – 8 who are frequently late are subject to detention.

If a child is genuinely sick, work with a deadline may be accepted later. Please do not ask for work to take on a vacation. Worksheets cannot substitute for the active and collaborative work that takes place in the classroom.

Release of Students during the School Day:

If a child becomes ill or is injured during the school day, parents will receive a call from the school nurse or the office, NOT from the child.

If a child needs to leave due to an appointment, parents should notify the office and the teacher in writing in advance.

When any child leaves the building during school hours (or during a time when s/he is expected to be in any after-school activity), a parent or other responsible adult must come for her/him, and must sign the child out in the first-floor office.

Communication:

Ongoing communication between academy and home is essential to our work as a community. Parents will be informed of academy events through a calendar that is sent home each month, and that also appears on the academy's website, www.olscorona.org. Memos will be sent home to remind parents of important meetings.

Parents are urged to subscribe to Mrs. Bollinger's "Remind.com" account. They can do this by texting @c62a5 to (347) 682-5732, or by sending an email to c62a5@mail.remind101.com Mrs. Bollinger will send a text about important events or emergency school closings to all subscribers. Emergency closings will also be posted on the school's website.

Teachers and administration may be contacted by email; everyone's email address is available on the academy's website. Appointments may be made via email, or by calling the academy at 718-426-5517.

Informal conversations with teachers may happen before or after school. These are fine to clarify an assignment or check on events. If a parent needs to discuss a disciplinary issue or academic problem, an appointment must be made; these are conversations that should be held privately.

Parents with complaints about a teacher should first address the issue with the teacher. Only after such attempts have failed should the administration be contacted.

Information about grades is available on Option C, and progress reports and report cards are sent home as described above. Additional information is available on our website.

Money Sent to School with Children:

must be in an envelope clearly marked with the child's name, class, and the purpose of the money. Children must hand in the money in the morning. Ice cream must be purchased in the morning as well. No one will be permitted to go to Mrs. Omura with money for ice cream later in the day. If a child is late and misses the collection, s/he will do without ice cream on that day.

Crisis Management: The Academy has a detailed Crisis Management plan in place, but for reasons of confidentiality, the details cannot be made public. The school does hold regular lock-down drills, and fire drills in accordance with FDNY regulations.

Custody: Our Lady of Sorrows Catholic Academy abides by the provisions of the Buckley Amendment with regard to the rights of non-custodial parents. We will provide access to records and other school information unless there is a court order to the contrary. If there are visitation or other court-ordered restrictions, it is up to the custodial parent to provide the school with a copy of the court decree.

Guidelines for Behavior: The basis for all of our rules is the dignity of each person. All students, parents, and faculty members should remember that their first obligation as a member of a Catholic community is respect for the God-given dignity of every member of the academy's community.

Students are expected to behave in a polite, respectful manner to their teachers, all academy personnel, volunteers, and fellow students.

No gum is permitted at any time, including parties. No glass bottles in school or on trips. No soda is permitted.

Students are certainly welcome to bring their own lunches. However, fast food (Dunkin' Donuts, McDonald's, Burger King, pizza, etc.) causes disruption to the good order of the cafeteria, and is not permitted for breakfast or lunch.

Toys, games, music or recording devices, cameras, and trading cards of any kind are not permitted without prior WRITTEN permission from the teacher. Playground equipment and appropriate materials are available for recess. In the classroom, students are expected to be occupied with curriculum-related activities.

When a student fails to respect the academy's rules, appropriate discipline is used. Students may be given a time-out in the classroom, another classroom, or the office. Parents are notified of repeated discipline problems and a conference with the teacher or principal may be scheduled. Students may be suspended from particular activities in school for conduct unbecoming a student in a Catholic school. Examples of activities that might be denied include recess, socializing at lunch, parties, etc.

Serious infractions may be punished with detention, in-school suspension, full legal suspension, or expulsion. Any infraction requiring this level of discipline will also require a conference with the parent, and a plan for future improvement.

Violence of any form is always considered unacceptable. Violence is any action that hurts another's body, feelings, or property. Weapons or illegal substances of any kind brought to school, as well as gang-related activity, may result in suspension or expulsion. Drugs, including tobacco in any form (including electronic cigarettes, hookah pens, etc.) and alcohol, are prohibited at all times and for all members of the school community, adults as well as children. Possession of any of these will result in a conference and disciplinary action, up to and including suspension or expulsion.

Harassment: any demeaning behavior is a violation of our commitment to follow Jesus, and of His commandment to love one another. All such behavior is prohibited.

Sexual harassment is conduct containing sexual suggestions that would be unacceptable or offensive to a reasonable person.

Bullying: 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.

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.

Bullying may be verbal, physical, or written. Written forms of bullying include electronic transmissions of any kind.

Reporting: 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 will 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 full text of the Diocesan Anti-Bullying policy appears on the Academy's website, www.olscorona.org

Every student is an OLS student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Extra-Curricular Activities:

Choir: Under the direction of Mr. Weston, with the assistance of Mrs. Omura. Students are expected to attend practice during recess once a week. They sing at our school Masses, and are expected to sing at the Sunday Mass that they attend each week. They sometimes travel to sing as service or in concert. Choir members are expected to be faithful in attendance at practices, and to remember that their ministry is important to all of the Faithful at Mass.

Altar Servers: Must be in Grade 4 or above. Altar Servers are trained by the Parish Youth Director, Leibniz Scottborgh, and supervised by the Director of Parish Ministries, Charo Jimenez. Altar Servers are assigned to weekend Masses, and serve at school Masses as well. On a rotating basis, they also serve at funerals during the week, and may be asked to serve at a wedding. They are expected to honor these commitments, and to remember that theirs is an important ministry.

Service Teams: are members of the Eighth Grade class. They assist in preparation for school and parish events, and may serve as ushers during these events. Since they are sometimes called to help during class time, they must maintain a passing average in all subjects, and conduct themselves appropriately.

Student Council: Officers are elected from the Eighth Grade. They must maintain a passing average and good conduct. Representatives are elected from each class as well. The Council plans and carries out such events as the Academic Bowl, and organizes and runs fund-raising activities such as dress-down days and bake sales. They meet once a month.

Arts & Crafts: clubs are open to students in grades PreK – 4. They meet once a week after school.

Girls' Fitness: meets once a week after school

Math Club and ELA Club: for Grades 5 – 8 each meet once a week after school.

Breakfast with Mary: for girls in Grades 6 – 8 meets once a week before school to discuss issues around being a young Catholic woman in today's society.

Field Trips occur throughout the year. They are part of the learning process; they are not “days off.” Field trips are a privilege, not an absolute right. While students should participate in these experiences, the Academy reserves the right to deny a student's participation if s/he is not meeting academic or behavioral expectations, or if tuition is not up-to-date.

Every child who attends a field trip **MUST** bring in the Academy's Field Trip Release Form. Other forms will not be accepted, nor will telephone permission. If you lose the form, there is a copy available on the Academy's website, www.olscorona.org. Parents may download the form and fill it out.

Parents do have the right to deny a child permission to attend a trip, although this is strongly discouraged. ***If a child does not attend the trip, s/he MUST come to school.*** Appropriate work and supervision will be provided.

Parents who wish to accompany students on a trip must complete the *Protecting God's Children for Adults (Virtus)* training and agree to a background check. The background check is for Social Security number validation, National criminal files, and State sex offender records, and nothing else. We do this for the safety of the children.

The number of chaperones allowed to go on a trip may be limited due to restrictions imposed by the destination or for other reasons.

Parties: At certain times during the year (e.g. Hallowe'en, Christmas, end-of-year), there may be class celebrations. Students are asked to contribute refreshments, paper goods, or the funds to purchase these things.

Students in grades PreK 3 – 2 may celebrate birthdays in school. These celebrations are ALWAYS to be cleared with the teacher in advance. A Virtus-certified adult from the child's family must be present at the party. Parties must be simple: juice and cupcakes or a birthday cake, and "goody bags" if the parent wishes. No balloons or entertainment (clowns, etc.) are permitted. The party is held at the end of the school day, and lasts about 30 minutes.

The end-of-year Step-up celebration for PreK and Kindergarten students is NOT graduation. It is an exciting event, and brothers and sisters who attend our Academy are allowed to attend. The celebration is held during instructional time, and cousins, friends, etc., who attend our Academy are not permitted to attend.

Medication: All prescription and over-the-counter nonprescription medication must be administered by the school Nurse. Before administering medication, including over-the-counter nonprescription medications, to any student in any school in New York City, nurses employed by either the New York City Department of Health or New York City Department of Education, must obtain prior permission from a doctor who is employed by the New York City Department of Health.

School personnel cannot at any time administer prescription medication or over-the-counter nonprescription drugs to any students.

Student Service: As part of their pre-Confirmation formation and after Confirmation, 7th and 8th grade students are required to complete service to the school, Parish, or community. As followers of Jesus, we serve the community for our entire lives. The required service is intended to lead our young men and women to begin a life of service in Jesus' name. Service should continue beyond what is done through school.

Technology: The use of Personal Electronic Devices (PEDs) is permitted on Academy premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Our Lady of Sorrows Catholic Academy community.

PEDs are always to be used with respect for oneself, others, the Academy, and intellectual property, and in a manner that protects the user and others. All parents and students are to sign the Academy's Acceptable Use Policy. No one will be permitted to use a PED without doing so.

Electronic devices of any kind are not to be in the student's possession during the school day. It is wise to keep expensive devices at home. If a student brings any electronic device to school, it is to be handed to the teacher at the beginning of the school day. It will be returned at dismissal time.

If a student is found to be in possession of an electronic device during the day, it will be confiscated and handed over to the principal. For a first offense, a parent or guardian will be required to come for the device. If there is a repeat offense, the device will be banned from the building.

The schools of the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of personal electronic devices that are brought onto school property, whether the PED is lost, stolen, damaged, or confiscated.

If there is a reason for a student to use his/her own PED during class time, the teacher will give it to the student. It must be used ONLY according to the Academy's Acceptable Use Policy, and returned to the teacher when requested.

If it is determined by the Principal that a student is using any electronic device in a manner that causes disruption at any time, the student will not be permitted to bring the device to school at all.

Our school's devices include CIPA-compliant filtering software. If a student accidentally accesses an inappropriate site, s/he is to turn off the monitor and notify a teacher immediately.

Under no circumstances may any member of the school community:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. (Refer to the diocesan bullying policy.)
- Post, publish, 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.
- Use a school device to 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.
- Use technology for any illegal activity.
- Harm the goodwill and reputation of the school or system in the community.

Violation of the Acceptable Use Policy Violation may result in any or all of the following:

- Loss of use/privilege of school network, computers, including internet access, and software.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school, civil authorities, or other involved parties.
- Compensation equivalent to the cost of repair or replacement as determined by the school. (This includes labor time/cost needed for repair.)

The complete version of the Diocesan Acceptable Use Policy is posted on the Academy's website.

www.olscorona.org

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.

Child Abuse and Reporting: Under New York State Law, anyone who works with children is a mandated reporter. The school is required to report any suspicion of child abuse or neglect to protective services.

Use of Student Information/ Pictures: The school reserves the right to use student pictures in publications and on the school'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.

Sex Offender Policy:

Teachers at the school will remind students of the importance of not responding to strangers and actions each student should take if approached by a stranger, including reporting it to a responsible adult. In addition, the school will participate in the Diocesan *Child Lures/ Boundaries* programs, which instruct students about child predators.

All of our staff is Virtus-trained and background-checked.

School/Principal's Right to Amend Handbook: The Academy and/ or the principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.