

*Parent - Student
Handbook
2019 - 2020*



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MISSION STATEMENT

As did Our Lady in whose name we are founded, the mission of Our Lady's Catholic Academy is to magnify, radiate, and educate an inseparable love for God, each other, and learning with our Christ-centered, diverse, urban community.

VISION STATEMENT

We believe that our Catholic faith calls us to protect and value every child entrusted to our care.

We believe that each child is a unique individual created by God, with a natural right to an education in a Christ-centered, culturally responsive learning community.

We believe that mutual respect must be fostered among students, parents, faculty, and staff so that meaningful relationships can be established and maintained.

We believe that each child should be challenged to achieve their personal best and flourish from activities that are academically and spiritually enriching.

We believe in a holistic education that aims to develop the whole child through creative and collaborative learning that incorporates authentic, real-world experiences.

*"O Lord Jesus Christ,
Keep these young people in your love.
Let them hear your voice and believe what you say,
for you alone have the words of life.
Teach them how to profess their faith,
Bestow their love, and impart their hope to others.
Make them convincing witnesses to your Gospel in
a world so much in need of your saving grace.
Make them the new people of the Beatitudes, that
they may be the salt of the earth and the light of the
world."*

Pope John Paul II

From Many, We are One

CATHOLIC IDENTITY

We foster a climate of respect for all religions practiced by the families of Our Lady's Catholic Academy. However, Our Lady's Catholic Academy is first and foremost a Catholic School. By choosing to enroll your child at OLCA, it is understood that he/she is required to participate in all prayers and religious activities. Students are required to attend mass, but cannot participate in the sacraments of Holy Communion and Reconciliation.

PHILOSOPHY

At Our Lady's Catholic Academy we believe that children are a gift from God. The faculty aims to be a community of Faith that is a living example of Christian principles and values. Our Lady's Catholic Academy seeks to develop each student's physical, moral, spiritual, and intellectual gifts in harmony, teaching responsibility and right use of freedom, and preparing students to fulfill God's calling in this world.

OLCA adjusts to the circumstances of advancing times, while educating the students to effectively promote the welfare of each individual in society. We help each child realize that he or she is a person of worth and that he or she has the opportunity to realize some measure of academic success.

GOALS

The educators at Our Lady's Catholic Academy believe that the primary purpose of our academy is to:

- Provide the proper atmosphere for the building of a Christian-faith community based on one's relationship with God and with others.
- Transmit our faith in Christ to others by our example and to teach the truths of our Catholic Faith in an atmosphere permeated with Christian values and attitudes.
- Enable and encourage our students to make moral decisions and to enhance them by personal choice.

We believe educators, parents, guardians and administration have the responsibility to create the proper environment that will nourish the gift of faith. We must all help the children to accept and strengthen this God-given gift.

ADMINISTRATION RESPONSIBILITIES

The Principal and administrative staff of Our Lady's Catholic Academy will provide the tools needed to create an atmosphere conducive to learning. They are expected to follow all laws and are mandated to report all suspected cases of child abuse or neglect—physical, mental, sexual or educational. The administration will provide referrals for educational testing or counseling as warranted by a child's behavior or academic performance or as requested by a parent.

The administration will provide a Crisis Management Plan that is appropriate and adequate for emergencies and they will take reasonable action in the event of any unforeseeable emergency.

TEACHERS' RESPONSIBILITIES

Teachers strive to "Teach as Jesus did" by providing instruction according to the curriculum of the Brooklyn Diocese and New York State.

Teachers will work with parents and administrators to provide the best possible educational environment for each child by establishing classroom rules and following Our Lady's Catholic Academy discipline policy. They will institute an instructional program that is designed to meet the needs of all students, administer appropriate forms of both summative and formative assessments, and keep clear and adequate records.

STUDENTS' RESPONSIBILITIES

Students are expected to demonstrate Christian values: to be respectful, kind and courteous towards all teachers, adults and fellow students at all times.

Students are to accept responsibility for their actions, by following all school rules, and completing all assignments according to their teachers' directions.

PARENTS' RESPONSIBILITIES

As a child's primary caregiver, parents and guardians are expected to ensure that students are prepared for school and arrive on time every day.

Students enrolled in the Morning Care Program will be in the auditorium. **ALL OTHER STUDENTS PLEASE REFER TO PAGE 4.**

Parents/guardians must:

- Ensure that students come to school prepared with the appropriate uniform, necessary supplies, and completed homework every day.
- ***Send in a written note to the teacher indicating the time the child must be sent down to the lobby for an early pick up.***
- In the event that the child is absent the school must be called by 9:00AM. Parents must submit an absence note to the teacher when the child returns to school. If no written excuse is presented to the teacher, the absence will be recorded as being illegal. Legal absences are only for sickness, death in a family, impassable roads or weather, and religious observance. *Illegal absences include vacations.*

- Make appointments to speak to any teacher.
- ***Provide current home, work, cell and emergency phone numbers.***
- Make tuition payments on time.

ADMISSION REQUIREMENTS

Our Lady's Catholic Academy proudly accepts students of all races, religions, and countries of origin. There is a yearly registration fee of \$75 per child, along with a materials fee of \$150 per child, which covers the cost of the data for the Alcatel tablet for use in the classroom, along with additional books and supplies. For students entering Nursery and Pre-Kindergarten, the materials fee also covers the cost of a rest mat.

New registrants must provide the following:

- Birth Certificate
- Immunization Record
- Baptismal Certificate (if Catholic)
- Report Card (if entering Grades 1-8)

All new applicants will complete an interview with the principal during the registration process. Students transferring from another Catholic school must have a zero balance and the recommendation of their previous school's principal. Additionally, new admissions will be probationary for their first trimester of attendance, pending successful compliance with all handbook policies.

Re-registrants must have a zero balance by September for their child to attend classes.

Registration is not complete until parents and students have signed the Family Handbook agreement. Continued enrollment in Our Lady's Catholic Academy is contingent on full cooperation with all handbook policies.

The NYC Department of Health requires that all students have received the necessary immunizations in order to attend school. ***Any student who is not in compliance will not be allowed to attend school.***

Emergency Contact information must be updated with names and phone numbers for each student. Please notify the General Office and the classroom teacher if any changes are made to the emergency information during the year.

TUITION

Tuition is billed in full at the beginning of the school year. However, as a convenience to parents, tuition may be paid over a ten-month period, beginning in August. The first tuition payment is due on August 1. Future tuition payments are due on the 1st of every month. After May 31, late tuition payments must be made using credit card, debit card, or money order. Checks will not be accepted. The final, 10th payment is due by May 2020.

If the tuition is received after the 16th, a late fee of \$35.00 is charged. The fee for returned checks is \$30.00. If the tuition is not received by the end of the month, and the office is not contacted the following will result:

- Conferences will not be given.
- Report Cards will be withheld.
- School Trips can be denied.

Families with outstanding tuition may not attend the After School Program, field trips, or any additional fee-based activity. Report cards cannot be issued to families with an outstanding balance.

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.

For security reasons, cash tuition payments are strongly discouraged. Please use check, credit/debit card, or money order as your form of tuition payment.

OUR LADY'S CATHOLIC SCHOOL DAY

Supervision begins at 7:45AM.

- *Students from Pre-K & Kindergarten will enter through the front door and teachers will escort them to their classrooms.*
- *Grades 1 & 2 will enter through the third door and go directly to their classroom.*
- *Students in Grades 3 & 4 will enter through the first front door close to 111th Avenue, use the staircase on the right, and go directly to their classroom.*
- *Students in Grades 5 – 8 will enter through the back door on 130th Street, and go directly to the auditorium.*

The first period begins at 8:15AM. Parents may enter the building only if they have business in the General Office. For the safety and security of all students and employees, parents will not be allowed to go to the classrooms. Prayers will begin in the classroom at 8:10AM. **Teachers will not be available for parent meetings after 7:50AM**

Any student entering the building after 8:10 will be marked late. Chronic lateness causes disruption to classes and shows a lack of respect for school policy. Lateness will be noted on the Report Card and Permanent Record Card. **Repeated lateness will jeopardize the students' opportunity to be on the Principal/Honor Roll.*

The lunch period is from 11:10am to 12:15pm. Grades 1-4 will have lunch from 11:10 to 11:40 and recess from 11:45-12:15. Grades 5-8 will have lunch from 11:45-12:15 and recess from 11:10-11:40.

Drinks must NOT be in a glass bottle.

Dismissal Procedures:

<i>Grade</i>	<i>Time</i>	<i>Pick up</i>
<i>N-Kindergarten</i>	<i>2:50pm</i>	<i>Back Door</i>
<i>Grade 1</i>	<i>2:55pm</i>	<i>Lobby/Middle Door.</i> <i>Students will be lined up outside the classroom.</i>
<i>Grade 2</i>	<i>3:00pm</i>	<i>Third Door Close to the rectory on 128th.</i>
<i>Grades 3-4</i>	<i>3:00pm</i>	<i>First Door close to 128th Street.</i>
<i>Grades 5-8</i>	<i>3:00pm</i>	<i>Back Door to 130th Street</i>

The ***Emergency Contact Form*** will enable teachers to know who will be picking up your child from school. Please also complete the form at the back so that we will know how your child will be going home. Any changes to the ***Emergency Contact Form*** must be done in writing. ***Students will not be allowed to leave school with anyone not listed on the form.*** After School students will go directly to the After School Program.

At dismissal time, the lobby is too crowded. For the safety of our students, only parents with students in Grades K-1 are allowed to wait there.

Students who are not picked up by 3:15pm will be placed in the After School Program. Parents will be contacted and charged the daily fee.

BEFORE & AFTER SCHOOL PROGRAMS

These programs are provided as a service to parents who need supervision before or after school hours. Fees are charged to cover the cost of supervision needed for the programs. Information about both of these programs is sent home at the beginning of the year. ***Students must have a completed application form on file BEFORE they can go to the After School or Morning Programs.***

UNIFORM/DRESS CODE

Adherence to the dress code is a sign of respect students have for themselves and the school community. The administration and teaching staff reserve the right to make subjective judgments on any student's attire or personal appearance and may require that the student make appropriate changes.

Please keep in mind that when a student is wearing Our Lady's Catholic Academy uniform, they are representing our school.

Our Lady's Catholic Academy partners with Ideal Uniform, and can be purchased and delivered to the home at their website:

www.idealuniform.com/olcaop

The uniform must be worn correctly and completely. Students will receive a Uniform Violation when they fail to do so. Accumulating more than two violations in a trimester will impact eligibility for honors. Shirts must always be tucked in and pants must always be worn at the waist.

UNIFORM PANTS must be in the style provided by Ideal Uniform. No lycra, spandex, elastic waist, or elastane material. Pants may not be tight to the leg or baggy.

BOYS K-8

- Blue pants, light blue button-down shirt, plaid tie, black leather belt, black socks, and black uniform dress shoes must be worn daily. Alternatively, boys may wear the polo shirt with OLCA logo instead of the button-down shirt and plaid tie combination. All other uniform rules apply. A black leather belt must be worn with pants.
- Boys in the **upper grades (5-8)** have the additional option of wearing the royal blue polo shirt with OLCA logo, tan khaki pants and a black leather belt. The royal blue polo shirt may not be worn with navy blue pants,

and the light blue polo shirt may not be worn with the tan khaki pants. No cargo pants or stretch pants are allowed.

GYM UNIFORM

The OLCA gym uniform may be worn with white socks and white, blue, gray, or black sneakers. No light-up features or neon colors may be worn on sneakers. Boys in Grades 5-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.

- **Nursery and Pre-K:** Gym uniform must be worn every day.
- **Turbans:** Boys who wear a turban for religious reasons are allowed to do so. The turban must match the color of the uniform (light blue, royal blue, navy blue, or black.)
- **Undershirts:** Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair:** Hair must be worn in a way that is neat, clean, and unobtrusive. No designs, cut-outs, novelty haircuts, or styles that distract from the uniform are allowed. **NO HAIR DYE OR HAIR COLOR.**

GIRLS K-8

- The OLCA uniform for girls at these grade levels is a jumper, light blue collar blouse, blue or black knee socks, blue or black nylon tights, and black uniform dress shoes. Navy blue dress pants, light blue polo shirt with OLCA logo, and black leather dress shoes are also an option. A black leather belt must be worn with pants.
- Girls in upper grades (**5-8**) wear box pleat skirt, vest with emblem, collar blouse, blue or black knee socks, blue or black nylon tights, and black uniform dress shoes. The pants and polo shirt are also an option. Upper grade girls may wear the royal blue polo shirt with OLCA logo, tan khaki pants, and a black leather belt. The royal blue polo shirt may not be worn with navy blue pants, and the light blue polo shirt may not be worn with the tan khaki pants. A black leather belt must be worn with pants. Clothes must fit correctly and not be too

loose or too tight. No cargo pants or stretch pants are allowed.

- **Dress Shoes:** Must have laces or a strap, must have a rubber sole, and must have a flat heel. **NO** ballet slippers, slip-on shoes, open-toed shoes, sandals, flip-flops, or boots.
- **Gym Uniform:** The OLCA gym uniform may be worn with white socks and white, blue, or black sneakers. No light-up features or neon colors may be worn on sneakers. Girls in Grades 5-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.
- **Nursery and Pre-K:** Gym uniform must be worn every day.
- **Undershirts:** Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair Accessories:** Girls may wear the matching hair tie or headband that is available with the uniform. They may also wear hair accessories that match the uniform or blend in with their natural hair color. Hair must be worn in a way that is neat, clean, and unobtrusive. No designs, cut-outs, novelty haircuts, or styles that distract from the uniform are allowed. **NO HAIR DYE OR HAIR COLOR.**

Pants must be worn at the waist. Undergarments must never be exposed at any time, and shirts must always be tucked in.

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.

Students who wear a polo shirt without the OLCA logo are considered out of uniform and will receive a Uniform Violation. Logo polo shirts may be purchased at the Ideal Uniform store.

September, October, May, and June only:

- Boys and girls may wear navy blue khaki shorts with the OLCA polo shirt, along with

white, blue, gray, or black socks, and white, blue, or black sneakers.

- Students in grades 5-8 may wear the royal blue polo shirt with tan khaki pants.

November, December, January, February, and March only:

- Boys and girls may wear black leather dress boots with a rubber sole that go up no further than mid-calf.
- When wearing pants, the pant leg should go over the boot.

Days of Inclement Weather

- Students may wear rain boots or snow boots to school, along with their school shoes in a bag. They must change into their regular school shoes when they arrive at school.
- The regular uniform must be worn, regardless of temperature or inclement weather, on all school days.

Jewelry & Makeup

Students may wear one small post earring or hoop earring in each ear and a small necklace or bracelet. No novelty earrings (plain studs or hoops only.) No other jewelry is permitted, but students may wear a watch. Jewelry and watch cannot be in neon colors and should not distract from the uniform in any way. No novelty jewelry allowed (i.e. cartoon character earrings).

Makeup, lip gloss, nail tips, colored nail polish (clear nail polish is permitted) rings (other than class ring), bracelets, and anything of similar nature are not allowed. The same policy is in effect on Dress Up, Dress Down, and Gym days.

• ***Dress-Up/Dress-Down Day***

On Dress-Up/Dress-Down days, the following items are **PROHIBITED**:

- Skirts more than two inches above the knee.
- Halter/low cut/strapless/or see-through blouses.
- Sleeveless or long, baggy tee shirts (boys)
- Ripped or cut-off jeans.
- Shorts (*can be worn only in June*) not more than two inches above the knee.
- Clothing with suggestive or inappropriate language or pictures.
- High-heeled shoes or slippers.
- Make-up.

DISCIPLINE POLICY

Disruptive Conduct

Disruptive conduct includes disorderliness, disrupting class, disrespect, inappropriate language, insubordination, defiance, defacing property, fighting, use of profanity, truancy, bullying, using or possessing any controlled substance or weapon. Any student involved in the above will be immediately removed from class, given a warning letter, and can be suspended, and sent home with a parent or guardian. The hallways, stairwells and schoolyard are an extension of the classroom.

Any damage caused by a student will require reimbursement to the school, other students, or faculty.

A weapon is any object that a student uses to cause deliberate injury to another, and will result in suspension. Possession of weapons such as knives or firearms will result in expulsion and the authorities will be contacted immediately. The use of verbal or written threats will be taken seriously and the relevant authorities will be notified.

A suspended student will not be allowed to return to class until a parent meets with the administration to discuss the requirements of counseling and evaluation. Repeated incidents of disruptive conduct will result in suspension followed by evaluation and counseling by a certified therapist. If there is no improvement, expulsion will be considered.

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

1. Purpose:

One of the main duties of the 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.

2. Scope of Use:

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

3. Definitions of Cyber-Bullying:

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

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the 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 an online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs.
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in __ grade?”
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.

4. **Responsibilities of the Academy:**

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

- Monitoring of communications of minors when using electronic mail and other forms of direct electronic communication.
- Unauthorized disclosure, use, and dissemination of personal information.
- Measures restricting minors’ access to materials harmful to them.
- Educate students on cyber-bullying to encourage them to identify bullying behavior, avoid exhibiting the behavior and keep themselves from being the victim of bullying behavior.
- Provide guidance and counsel students on both sides of the conflict.

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

5. **Responsibility of Students:**

As a member of the Diocese of Brooklyn community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their Academy 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), tell your parent/guardian immediately, and do your best to take screenshots or print the offensive material to document the incident.
- If the person is a member of your Academy community, also inform the school of the incident and provide documentation.
- 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.
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

Protecting Others from Cyber-Bullying:

- Do not participate in any of the behaviors outlined in the definition above.
- When communicating digitally, be mindful to show respect and understanding.
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating.
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian.
- If it involves members of the Academy 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 will engage in

Identifying Cyber-Bullying

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

6. Policy Violations:

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

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

Bullying

We believe that everyone must feel safe, secure and accepted, regardless of age, color, race, gender, popularity, ability, intelligence, religion, or nationality. ***It is important to understand that bullying is a recurring behavior and it is against the law to bully anyone.***

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength,

access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying can be physical: pushing, biting, kicking, tripping, shoving, hitting or spitting. It can also be verbal/emotion: name calling, picking on, making fun of students and their family members, laughing at, excluding someone, making jokes or gossiping about a person, teasing or making false accusations.

Bullying includes a wide variety of behaviors: all involve a person or a group trying to harm someone weaker or more vulnerable. It may involve direct attacks (hitting, intimidating, maliciously teasing, taunting, name calling, stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging other to reject, tease or exclude someone).

Parents should encourage their children to help students who are being bullied; include students who are left out and recognize the dignity of each person.

Where a disclosure of bullying is made, we now have the duty to investigate and protect, even if the bullying originated outside the school.

Warning Letters/Incident Reports and Suspension

This system outlines those behaviors that detract from the learning process and do not reflect our mission as a Catholic school. Warning letters are a reminder that inappropriate behavior will not be tolerated, and should act as a deterrent from future disruptions.

The following infractions, but not limited to, warrant a warning letter/school suspension.

- Lying to a faculty or staff member
- Cheating on a test or homework assignment
- Use of inappropriate language/profanity, verbal or written.
- Inappropriate use/care of school materials.
- Being disrespectful.

- Uniform violations.
- Disruptive behavior in classrooms or hallways or during school assemblies (including Mass.)
- Failure to return tests or parent/school communication with signature by due date.
- Bringing unauthorized materials to school, such as video games or portable music devices
- Failure to comply with reasonable directives given by an authority figure.
- Physical or verbal bullying.
- Inappropriate physical contact (pushing, tripping, hugging, kissing)
- Leaving the supervised area without permission.
- Blatant disrespect toward authority figures.
- Fighting.
- Destruction of school or student property.
- Stealing.
- Not complying with fire drill procedures
- Inappropriate conduct while in school uniform.

For any infraction that cannot be clearly categorized, the Principal reserves the right to impose penalties she deems necessary, including dismissal from the school.

Consequences re. Warning letters:

- First letter is kept in the teacher's file.
- Second letter is placed in student's permanent record and will be removed at the end of the year. Parents are required to meet with the teacher/principal.
- Third letter results in an in school suspension and meeting with the parents. Trips/Dress down privileges denied.
- Fourth letter, out of school suspension and meeting with the parents. All school activities will be denied.
- Fifth letter, transfer proceedings begin.

CARE OF SCHOOL PROPERTY

We take pride in our school. Students must show their appreciation by taking care of the building, which includes the bathrooms, equipment and supplies.

Any student who defaces, damages, waste (bathroom supplies,) or destroy school property will be required to repair or replace the damaged item. Students are liable for all damage they may do to school property.

REPORT CARDS

Report Cards are distributed three times a year in accordance with Diocesan guidelines. Teachers and parents are expected to communicate regarding a child's progress. Parents can view their child's grades on Option C. Teachers will provide parents with a clearly defined grading policy. Parents are encouraged to make appointments with teachers to discuss their student's progress.

Report Card grades are based on class work 15%, homework and projects 15%, comprehensive examinations, quizzes and tests 70%. The minimum passing grade is 70 (D)

Academic Code:

A+	96-100	A	92-95
B+	88-91	B	84-87
C+	81-83	C	77-80
D+	73-76	D	70-72
F	Failure—below 70		

Progress Code:

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

AWARDS

The following criteria will be used by teachers to determine a child's eligibility for the Awards Assembly held in June.

Grades 1 to 8:

PRINCIPAL'S LIST - A+ average

- A combined average of 97 or higher (A+) in all major subject areas, and a 3 or 4 in all special subject areas
- No grade lower than a 95
- A 3 or 4 in all conduct, homework, and personal progress marks
- No more than one Warning Letter
- No more than one Uniform Violation
- No In-School Suspension

FIRST HONORS - A average

- A combined average of 93 or higher (A) in all major subject areas, and a 3 or 4 in all special subject areas
- No grade lower than a 90
- A 3 or 4 in all conduct, homework, and personal progress marks

- No more than two Warning Letter
- No more than two Uniform Violations
- No In-School Suspensions

SECOND HONORS - B+ average

- A combined average of 89 or higher (B+) in all major subject areas, and a 3 or 4 in all special I subject areas
- No grade lower than an 85
- A 3 or 4 in all conduct, homework, and personal progress marks
- No more than two Warning Letters
- No more than two Uniform Violations
- No In-School Suspensions

MERIT

- A combined average of 85 or higher (B) in all major subject areas, and a 3 or 4 in all special subject areas
- No grade lower than an 80
- A 3 or 4 in all conduct, homework, and personal progress marks
- No more than two Incident Reports
- No more than two Uniform Violations
- No In-School Suspensions

MOST IMPROVED (3rd Trimester)

Student grades in *at least 2 subjects* have improved in the 2nd and 3rd trimesters and effort is no lower than a 3.

PROMOTION, RETENSION, AND PROBATION

Recommendations to promote or retain is taken very seriously. Most of the students will be able to follow the school's regular academic program. If the student attains grade level proficiency, the students will be promoted. ***All new students will be considered to be on PROBATION for conduct, academics and tuition payments for the first trimester.***

Students can be asked to withdraw before the second trimester if they do not meet the standards outlined in the Student Handbook or if the faculty and administration feel the student cannot continue to be serviced at Our Lady's Catholic Academy.

Students who fail two or more major subjects will be required to attend and pass a summer school program in that subject(s) or related area as a condition for promotion. Evaluations or other intervention may be suggested in order to serve the student's needs.

Students who fail three subjects including Math and ELA can be retained in the same grade for the following year. The decision to retain indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. Parents will be notified as soon as the teacher feels that retention is a possibility, but no later than the middle of May.

Students who fail to meet the minimum standards on the New York State ELA and Math exams will have to retake the test(s) the following year if their score is 1. Summer school or tutoring may be recommended for some students who score either 1 or 2.

Students who have an IEP will be expected to meet the criteria described. The school will accommodate, to the best of its ability, the requirements listed on the IEP. Students who require services that the school cannot provide will be referred to an appropriate educational setting.

STATE TESTS

Within the Diocese of Brooklyn, state tests are part of our core academic program at grades 4, 6 and 8.

State tests are one of many indicators of performance for students and do provide an objective measurement of academic progress of how students, your academy/school and the Diocese are doing as compared to others across the state.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not logged onto student permanent record cards or report cards.

The ELA and Math tests are untimed and students who work productively can complete the test during each testing session/day.

The state test results provide valuable feedback to teachers and parents about student progress to identify where a student excels and can be challenged to go deeper into the subject matter, or where the student needs extra support or practice.

Parents receive a student score report which includes a breakdown of a student's performance in different skill areas within ELA and Math. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be

needed in the classroom, as well as ways to support learning at home.

The questions on the state tests ask students to apply their knowledge and skills and explain their reasoning. Students spend time reading texts, writing well-reasoned responses and solving real-world word problems, all of which are skills that are necessary for students to practice and master to succeed in school.

The testing company will be using test questions that were developed specifically for New York students. Teachers from across the state provided feedback on test questions to ensure that the test questions are rigorous and fair for all students.

IESP PROCEDURES & THE EVALUATION PROCESS

OLCA can accommodate many specifications found in an IESP (Individualized Education Services Plan). 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, Occupational Therapy, Physical Therapy, SETSS, and Counseling. An evaluation may be requested at any time and may be initiated by the parent, the teacher, or the administration.

OLCA 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.

COMMUNICATION

At Our Lady's Catholic Academy we primarily use digital communication and it is the preferred method of communication.

Parents can choose to have a meeting but must first set up an appointment through the office or by email.

Parents are required to meet with the teacher before meeting with the principal. If the matter is not resolved, the principal must then be contacted to arrange a meeting with the teacher and parent.

Teachers are only allowed 30 minutes for lunch, therefore returning phone calls might not be possible until at the end of the day.

Teachers are required to supervision their students at all times. As a result, parents cannot speak to teachers when they are with the students.

HANDWRITING

All students must write in cursive in Grades 3-8. Students in K-2 may only write in pencil. Students in Grades 3-8 may write in blue or black ballpoint pen. Math must always be completed in pencil.

HOMEWORK

Homework is an essential part of the instructional program and reinforces what was taught during the day. It also serves as a means for clarifying and reviewing material and providing opportunity for individual growth. All homework must be completed on a daily basis.

Teachers are required to give homework four (4) nights a week with at least two (2) written homework daily. Students who miss more than three homework assignments in one trimester will receive a “2” or “1” in homework for that subject area. Parents should sign their children’s homework assignments to indicate that they are aware that their child has done their homework.

Returning tests and graded assignments with a parent signature is part of a child’s homework grade, and is required in Grades 1-8.

Homework assignments are posted on our website www.olcacademy.net. ***The teacher will attempt to contact a parent after the second missing homework, but it is the responsibility of the student to ensure that homework assignments are copied and completed at home.***

Teachers are not required to accept homework assignments after their due date, with the exception of excused absences. **Any late assignments accepted are at the discretion of the classroom teacher.**

The approximate time allotments for both written and study homework are as follows:

- Pre K & K 15 - 20 minutes
- Grades 1 & 2 25 - 35 minutes
- Grades 3 & 4 45 - 55 minutes
- Grades 5 & 6 55 – 65 minutes
- Grades 7 & 8 65 – 75 minutes

Please contact your child’s teacher/ principal if your child claims he/she does not have homework and also check your child’s backpack/folder daily.

All future correspondence from the teacher or office will be sent home with the student.

TEXTBOOKS

Textbooks are on loan to the students for the year and should be treated as borrowed property. They must be covered at all times. **No student will be permitted to have in his/her possession an uncovered textbook.** Students will be required to pay for lost or damaged books.

CELL PHONES AND ELECTRONIC DEVICES

Our Lady’s Catholic Academy is committed to providing a safe and orderly environment. Enforcing a Cell Phone Policy has become more challenging as new technology develops and as our students become more creative in attempting to “get around” the policy. Many students defy school policy by refusing to turn in the cell phone when they enter the school. Cell phones are a disruption and distraction during the school day.

We recognize and understand that parents need to know their children are safe. Many parents need confirmation that their children arrived safely in school. If your child brings a cell phone to school, he/she must leave it turned off and give it in to the teacher. Electronic devices that are used in violation of school rules will be confiscated and disciplinary action will be taken for such violation. *When a cell phone is confiscated after a second violation, the phone is kept by school personnel. It is our hope that parents will work with school personnel and do not expect the phone to be returned to the student.*

If a student has a cell phone in school, parents must return the completed cell phone contract.

CHILD ABUSE

In accordance with New York State laws, suspected child abuse will be immediately reported to the authorities.

MEDICATIONS

School personnel cannot administer any medications to students. Arrangements can be made with the principal for parents, guardians or authorized adults to administer medications if necessary. A student found in possession of any drug can be suspended for up to five days. Illegal drugs will be reported to the authorities as required.

A meeting between parents and administration will be necessary in order to evaluate and determine the action required before a students can return to class. Evaluation and counseling may be necessary.

PARENT TEACHER ASSOCIATION

The academy has an active Home Academy Association that coordinates meetings and events throughout the year and advises the principal on policies and procedures. They also serve as both a representative of and a conduit for all OLCA families. They may be reached at parents@olcademy.net.

SCHOOL CLOSINGS AND WEATHER EMERGENCIES

In the event of weather related school closings, please do not call the school. *The information will be sent to your cell phone, home phone, and email as an alert from Option C.* It would also be posted on the school's website and facebook page.

If the NYC Public Schools or Diocese of Brooklyn Schools are closed, OLCA will be closed.

FUND RAISING

Parents have the option of not participating in fund raising, but must pay a mandatory fee of \$250. This fee is collected by the end of the calendar year.

Parents who participate in fund raising are required to sell approximately \$500 in sales during the year. Approximately 50% goes to the company and 50% to the school.

During the course of the school year, additional fund raising would be incorporated with students' activities. These events include the Walk-A-Thon, Halloween Party, Fun Day etc. It is expected that all parents will support our fund raising efforts.

GRADUATION & STEP UP FEES

Students in Grade 8 are responsible for a \$250.00 graduation fee which helps to cover the cost of Graduation Ceremony, Caps/Gowns/Tassels, Flowers & Decorations, Junior Prom, T-Shirt, Diplomas, and Mailing of High School Records.

Students in Kindergarten are responsible for a \$50.00 graduation fee which covers the cost of the ceremony, brunch and caps and gowns.

Students in Nursery and Pre-K are responsible for a \$35.00 Step Up fee which covers the cost of the ceremony and brunch.

8th grade senior trip is an additional fee which will be determined when trip arrangements are made.

SCHOOL TRIPS

Students who participate in any school trip must comply with all OLCA rule. A student who has not met conduct standards may not be allowed to participate unless accompanied by a parent.

The school reserves the right to set the standard for dress on these trips.

In order for a student to attend a trip, the official permission slip must be used. Handwritten notes or permission over the phone are not allowed.

Chaperones must be a parent or legal guardian and must be VIRTUS trained.

Students with medical conditions can only attend if they are accompanied by a parent or guardian.

All fees must be current in order to attend class trips.

GUM

Chewing gum is never permitted in the school or on the grounds at any time.

EARLY DROP OFF/MORNING CARE

Morning Care begins at 6:15AM. All students participating in the Morning Care Program must have a completed application.

EXTENDED DAY/AFTER SCHOOL

After School will operate every day that school is in session, with the exception of the day before Thanksgiving & Christmas Recess.

The hours are from 3:10 to 6:15 and the fee is \$75.00 per week/\$20.00 a day. On ½ days students enrolled in the Program will not pay an additional fee. The fee for students not enrolled in the Program is \$25.00

After School Forms will be sent home during the first week of school.

BIRTHDAYS

Birthdays will be celebrated during lunchtime with the approval of the classroom teacher. The classroom teacher will arrange all classroom celebrations throughout the year.

Visitors/Parents are not allowed to be in the celebration.

ONLY commercially prepared items must be sent in for food safety reasons. Because of allergy and medical restrictions, the teacher must be consulted prior to providing treats for the students.

SCHOOL AND CLASS WEB PAGES

Our Lady's Catholic Academy will be using the school's website, to transmit information about our school to the community at large. Other items, such as correspondences from the principal, newsletters and homework pages for each class will be established at the beginning of the school year.

STUDENT HEALTH AND ACCIDENT

The American International Company (AIG) insures all students. Any accident which occurs at school should be reported immediately. The teacher on duty will file an accident report at the time of the accident and it will be filed in the office. The teacher is required to contact the parent regardless of the nature of the injury.

OLCA is required to inform you when pesticides will be used in the school building or on school grounds. In order to minimize students' exposure to these chemicals, all pesticide sprayings are scheduled during school vacations.

TECHNOLOGY

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

1. Purpose:

Throughout the years, the 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 Academy Community.

The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to Incarnation's technology resources. Outside and/or personal uses may be governed by this policy as well, where applicable.

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use

of technology and internet resources that follow these guidelines.

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

2. Scope of Use:

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

3. Definitions of Technology:

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.

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.)

The Diocese of Brooklyn requires all Academies and Schools to publish the following statement:

“The use of technology is permitted on *Our Lady’s Catholic 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 *Our Lady’s Catholic Academy Community*.”

4. Responsibilities of User:

Our Lady’s Catholic Academy 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 we 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.

Respect One’s Self

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.

Respect Others

- Be mindful of comments, photos or any content directed toward or including others.
- Refrain from engaging in inflammatory, harassing, or any disrespectful behavior.

Protect One’s Self and Others

- Report any and all cyber-abuse committed against you or others to teachers and/or administrators.

Respect Intellectual Property

- Cite sources when using any content not originally authored by you.

5. Security of Technology:

Our Lady’s Catholic Academy assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto the Academy’s 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 the principal or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor/system and report the security breach immediately to a teacher or the principal.

6. Technology Use Guidelines:

a. Appropriate Use/Educational Purpose

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

b. Communications (Teachers/Parents/Students)

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

These methods include:

- Teacher Academy web page
- Teacher Academy email
- Teacher Academy phone #
- Teacher created, Academy approved, educationally focused networking sites.

c. Examples of Unacceptable Uses of Technology:

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

- 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
- Breach confidentiality obligations of the Academy or system employees.
- Harm the goodwill and reputation of the 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/or threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

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

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

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

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

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the Academy in whole or part on any personal posts and/or communication is prohibited.

f. Vandalism

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

g. Technology Use Outside of School OR School-Owned Devices

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

It is further recommended that administrators refrain from personal social media communication with students, parents, and academy staff, and teachers and academy staff with students, parents, and administrators. It is the professional responsibility of all educators to ensure that professional and personal activities are kept separate.

7. Policy Violations:

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

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

NOTE:

Students will not be given access to Our Lady's Catholic Academy's technology without an appropriately completed and signed acknowledgment form on file.

TRANSPORTATION

Eligibility for the yellow bus and metro Cards is determined by the regulations given by the Office of Pupil Transportation of the New York City Department of Transportation.

CONFIDENTIALITY

Information about students is confidential and is to be discussed only with appropriate faculty or staff. Another student cannot be discussed during a parent teacher conference, nor can parents approach other students to engage them in discussions.

The professional reputation of our school hinges upon dealing with information about students in a confidential and sensitive manner.

CRISIS MANAGEMENT PLANS FIRE DRILLS AND LOCK DOWNS

Our Lady's Catholic Academy has a Crisis Management Plan which will be implemented in an emergency.

We are required by law to have at least twelve (12) fire drills annually, of which eight (8) must be completed between September and December 01. We are also required to conduct these drills in winter. Therefore, as per the FDNY regulations, there is no time for putting on coats or jackets. *A drill can become a reality.*

When the first signal is given students are required to leave the school building immediately and follow the teachers' instructions. Absolutely no running or talking is allowed. Students can be suspended for fire drill violations.

The Primary Evacuation Site is the Church's basement. The Secondary Evacuation Site is Our Lady of Perpetual Help Academy located on 111-10 115th Street in South Ozone Park. The school is also required to practice "lock-downs." All students must follow the teacher's instructions so that if an emergency occurs eg. An intruder is in the building or there are police activities close to the school, we must go into lock-down.

Once again, please be reminded of the importance of sending in correct and updated home, work, and cell phone numbers.

PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend this handbook at any time during the school year, with written notice being provided to all families upon revision.

**Please sign this page and return it to your child's teacher
by Monday, September 09, 2019.**

I certify that my child and I have reviewed the Student Handbook and understand the material contained here. My child is aware of the expectations set forth for him/her and will follow all rules and guidelines accordingly.

Child's Name and Grade _____

Parent's Name (please print) _____

Parent's Signature _____

**For parents of students who will be picked up from school
(Excluding ONLY the students who walk home)**

Please list up to 3 people who are authorized to pick up your child at dismissal. This list will be kept on file in the General Office. If a sibling or cousin will be meeting the child, please indicate the name of his/her teacher.

Name	Relationship	Daytime Phone #	Cell Phone

I hereby authorize any of the persons named above to pick up my child upon dismissal from school. They are aware that they must meet my child promptly at dismissal. *If any changes must be made to this list, I will inform my child's teacher in writing. If not, I understand the students will not be allowed to leave the school.*

Child's Name and Grade _____

Parent's Name (please print) _____

Parent's Signature _____

Daytime/Home/Work Phone Number _____ Cell Phone _____

