

# **Good Shepherd Catholic Academy - Brooklyn, NY**

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## **Family-Student Handbook**



**2020-2021**

## **Family-Student Handbook**

## **Section 1- Letter from the Principal**

Dear Members of the Good Shepherd Catholic Academy Family:

The 2020-2021 school year will be, in many ways, one of the most challenging that any of us have encountered. Due to the Covid-19 pandemic, we are forced to make a number of changes to our policies and procedures, and to our schedule, in order to maintain faithful to our commitment to providing a safe and secure learning environment.

This handbook is meant to provide you with an understanding of the goals, policies, and procedures of Good Shepherd Catholic Academy. It is meant to be informative and helpful to you. You are asked to familiarize yourself with its contents and refer to it as necessary. Your familiarity with this handbook, along with the regular notices and updates you will receive via email, notices sent home with students, and our website, will ensure quality and productive communication, resulting in a productive and smooth academic year.

With all of us working together, and with all of us, educators, students, and families holding ourselves accountable for the role we play in the education and formation of our students, this will truly be an excellent year.

Thank you in advance for your participation in the education of your children, and for your cooperation and support throughout the school year!

Sincerely in Christ,

A handwritten signature in cursive script that reads "John O'Brien". The signature is written in dark ink and is positioned above the typed name and title.

Mr. John O'Brien  
Principal

## **Section 2- School Overview**

### **3.1 Mission statement**

Good Shepherd Catholic Academy exists to provide an excellent education to its students in a safe and secure learning environment. Through Christ's example set forth in the Gospel, our dedicated faculty show our children how to love and respect each other, themselves and their community. Our Academy provides the knowledge and skills needed for success in life through a rigorous curriculum, enriching activities and an atmosphere of mutual responsibility. Good Shepherd Catholic Academy's philosophy is rooted in the belief that each child is made in the image and likeness of God, uniquely called to love, learn and share life to the fullest. It's through that framework that we encourage every student to develop as a total person- intellectually, emotionally and spiritually- in hopes that they may lead others beyond their days at GSCA.

### **3.2 Vision Statement**

At Good Shepherd Catholic Academy, the faculty and staff will work collaboratively to ensure that meaningful student learning will take place each day. All teachers will dedicate themselves to striving for excellence in their profession, thus modeling that same desire for excellence for their students. All students will be proficient throughout the curriculum, demonstrating their ability regularly in their daily work and through formative and summative assessments.

Dedication to and growth in the Roman Catholic faith will fuel our existence as each member of the Good Shepherd community will strive to grow in the knowledge and love of the Lord and His Church. Proficiency and excellence in both literacy and mathematics will be emphasized, as will a commitment to discovering the world through social studies and the sciences. Students will be equipped with interpersonal and 21st century skills, allowing them to be successful beyond their days at Good Shepherd Catholic Academy.

### **3.3 Parental Expectation of Adherence to School Policy**

Discipline in the schools should reflect the spirit of *Vatican Council II*, as expressed in *the documents on Christian Education and Religious Liberty*. Therefore, discipline should be geared to assist a child develop in the understanding of self as being made in the image of God.

*...Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth* (cf. *Spe Salve*, 4). *This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who*

*meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude.*

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically.

## **Section 4- Catholic Identity**

The mission of Catholic Education is to form children in the knowledge and love of Jesus Christ as celebrated in the Catholic Church, while providing a comprehensive academic education that will help them reach their full human potential and contribute to the common good of our nation and the world. Ultimately, the mission of all Catholic education is to lead those entrusted to its care to find salvation in Jesus Christ.

In *Catholic Schools on the Threshold of the Third Millennium* (#11) Saint John Paul II wrote that Catholic schools are “...the privileged environment in which Christian education is carried out. Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds.”

Diocesan academies and schools strive to emulate the words of Saint John Paul II by:

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned

- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

## **Section 5- Student Behavior**

### **5.1 Conduct**

#### **Grades 1 - 4**

*“Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. Love your neighbor as yourself. There is no commandment greater than these.”*

Mark 12: 30-31

As stated in the mission statement of Good Shepherd Catholic Academy, Jesus Christ is the reason we exist. As such, our students “will follow the example of Christ and love and respect each other, themselves, and all whom they encounter as students of Good Shepherd.”

With this as our standard, it is imperative that our students be held accountable for their actions. To this end, the following conduct policy will now be implemented and enforced:

#### **Grades 3 and 4:**

1. If a student should commit a minor offense<sup>1</sup>, he/she will be issued a demerit.
2. Parents will be notified through Option C when their child receives a demerit.
3. If a student receives three demerits, a detention will be issued.
4. Parents will be sent written notification of detention, which will typically be served after school on the following day.
5. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.

6. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

## **Grades 1 and 2**

1. If a student consistently commits minor offenses, a parent will be contacted.
2. Each time a parent is contacted, the student will be issued a demerit.
3. Parents will be notified through Option C when their child receives a demerit.
4. If a student receives three demerits, a detention will be issued.
5. Parents will be sent written notification of detention, which will typically be served after school on the following day.
6. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.
7. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

<sup>1</sup>Minor offenses include but are not limited to: dress code violations, disrupting class, inappropriate behavior in the classroom, hallways, auditorium, or any other place within the academy.

<sup>2</sup>Major offenses include but are not limited to: disrespect to teacher, disrespect to student, hitting or violence of any kind, bullying, harassment, and inappropriate language.

## **Grades 5 - 8**

*“Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. Love your neighbor as yourself. There is no commandment greater than these.”*

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1. If a student should commit a minor offense<sup>1</sup>, he/she will be issued a demerit.
2. Parents will be notified through Option C when their child receives a demerit.
3. If a student receives three demerits, a detention will be issued.
4. Each subsequent offense may lead directly to a detention as opposed to waiting for another accumulation of 3 demerits for a detention
5. Parents will be sent written notification of detention, which will typically be served after school on the following day.
6. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.
7. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

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## **5.2 Diocesan Anti-Bullying Policy**

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

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

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

- *Verbal:* taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written:* written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

*Reporting Procedures:*

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

#### **5.4 Diocesan Cyber Bullying Policy**

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

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 or parish school principal:

- Loss of use/privileges of school/academy technology.

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

## **5.5 Diocesan Acceptable Use Policy**

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

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

### *Respect One's Self*

- Public names should be appropriate
- Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- Avoid seeking out and/or viewing inappropriate content
- Do not engage in potentially harmful activities such as communicating with persons unknown to you or internet challenges

### *Respect Others*

- Be mindful of comments, posts, photos or any content directed toward or including others
- Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- Do not perpetuate inappropriate content by sharing it with or sending it to others
- Warn others of potentially disturbing or harmful content that should be avoided

### *Protect One's Self and Others*

- Report any and all cyber-abuse committed against you or others to parents, teachers and/or administrators
- Keep groups with friends private to avoid potentially inappropriate or dangerous content and communications from unknown sources

### *Respect Intellectual Property*

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

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

### *Security of Technology*

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

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

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

### *Administrative Rights (To monitor use of technology)*

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

*Personal use of Social Media (Teachers, Students)*

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium. All references to school/academy personnel, students and/or any member of the school/academy community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the school or academy are violations of this policy. Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited.

## **Section 6- General Procedural Information**

### **Admission Policy**

Students registering for Grades K to 8 will be accepted only if their previous academic and conduct records are satisfactory. All admissions are subject to the principal's approval. **All new students are accepted on a probationary basis.** This means that if it is determined that if a student is unable to meet the behavior expectations and/or will not be able to succeed academically, he/she may be subject to dismissal.

### **Arrival and Dismissal Procedures**

Students in our Nursery and Pre-K for All program are to arrive using the lower level entrances on Brown Street.

Students in Kindergarten through Eighth grade are to line up in their designated areas in the school yard for morning assembly. In the case of inclement/cold weather, morning assembly will take place in the auditorium. Students should enter the building and proceed to the auditorium through the rear entrance of the school off of Batchelder Street. Morning assembly, which includes prayers and the Pledge of Allegiance, along with announcements, will begin promptly at 8:10 am. Students who are not online when the bell rings at 8:10 will be marked late.

Ball playing, running, etc. are not permitted in the school yard or auditorium prior to morning assembly. Additionally, there is to be no ball playing in the school yard until after dismissal is complete (approximately 3:10 pm).

Parents are welcome to remain in the school yard, behind the students, for morning assembly. Due to space constraints, parents are unable to remain for morning assembly indoors.

Typically, on the first Friday of each month, grades K-8 will attend Mass at 9:00 am. Many of these First Fridays will also be a 12:00 Dismissal (11:30 for JPK) as there will be a faculty meeting on these days. Our Pre-K for All program will *not* have half days on these First Fridays.

### **Attendance**

There is a high correlation between academic success and school attendance. Prompt, regular attendance has a positive influence on student achievement. Families are encouraged to schedule

vacation days in accordance with the school calendar. All students are expected to be on time for school each day.

When a child is absent:

It is the responsibility of the child to make up assignments, projects and tests missed during any absence. Homework and class materials will be ready for pick up between 3:00 pm and 3:30pm or arrangements can be made with a classmate to get the work and books. In case of an extended absence due to serious illness, families should arrange to meet with the teacher to discuss long-term planning.

- All work must be completed upon the student's return.
- A parent/guardian must call the school or email the main office between 8:00am and 9:00am to report the absence.
- New York State Education law requires a written note to be submitted to the school via the homeroom teacher upon return. Please use the school form distributed at the beginning of the school year to record the dates and reason for the absence. Please note that an unexcused absence will be recorded as illegal on school records.
- For three or more consecutive days a doctor's note is required. If a child becomes ill in school, the parent or emergency contact person will be notified and asked to pick up the child.

If it is necessary for a child to leave school early, a written request or email must be sent to the teacher. A parent or another approved adult must meet the child in the office and sign the child out.

### **Vacations**

Since we have three extended breaks during the school year (Christmas, Winter Recess and Easter Recess), all families are encouraged to arrange trips during that time. If it becomes necessary for a family to take a trip at other times, students are expected to bring their school books with them and check the website in order to remain up to date with school work..

### **Emergency School Closings/Emergency Procedures**

In case of inclement weather conditions, the schools/academies in the Diocese of Brooklyn will always close when the New York City Public Schools are closed. This will be announced on radio stations WCBS (880) and WOR (710). Families will also be notified of a school closure through our Option C messaging system.

Should it be necessary for us to evacuate the school, arrangements have been made for us to go to designated evacuation sites. Circumstances prompting the evacuation would determine which site we go to.

- Good Shepherd Church
- Marine Park Junior High School - 1925 Stuart Street
- St. Edmund Preparatory High School - 2474 Ocean Avenue

If an emergency occurs and we are not evacuating the building, families may pick up their children at the school. Procedures have been developed for rapid pickup. Please enter the main door of the school for sign-out and you will be directed to the classrooms. If someone other than a parent or a person listed on school files as an emergency contact is coming for your child, he/she MUST have a written note from you authorizing the pickup. We cannot accept phone authorization for this. Please make these arrangements before signing the last page of this handbook.

### **Communication**

Families are encouraged to communicate with the child's teacher. If it is necessary to arrange an appointment, please either send a written note or an Option C message to the teacher requesting an appointment and a mutually convenient time will be arranged. Teachers should not be approached for a conference at the beginning of the day, during classes or at dismissal. Families are asked not to attempt to reach teachers through their personal numbers, email addresses, etc. All communication should take place in person or through communication methods established by the academy. Before approaching the principal on matters that happened in a classroom, families are encouraged to make arrangements to speak to the teacher first. Every effort is made to keep families well informed of both school events and the child's progress. The school will distribute the necessary communications but it is the child's responsibility to deliver them to the parent. The following means of communication are used:

- The school website
- Letters sent home with the child
- Home-Academy Association meetings
- Assessments (Tests, quizzes, projects, etc.)
- Progress Reports
- Report cards
- Parent-Teacher interviews
- Email blasts/Option C Messages

## **E-Mail Etiquette Tips for Parents and Teachers**

These guidelines can help parents use e-mail in ways that will be most beneficial to the student.

- Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly.
- Do not send multiple e-mails on the same topic. Generally, teachers will try to get back to you as quickly as they can. Remember, they have many students and are concerned about all of them.
- Never say anything by e-mail that you wouldn't want published.
- The rules for civility in e-mail are the same as in face-to-face meetings. Convey a positive tone in your e-mails which can set the stage for a cordial working relationship with teachers and other school personnel.

## **Calendar**

Monthly calendars will be sent home at the beginning of each month. The school calendar is available on the academy website as well as on our Option C site. The website calendar will supersede information previously published.

## **Email Correspondences/Blasts**

It is extremely important that the school office is aware of each family's email address.

Throughout the school year, "blasts" are sent out on a weekly basis. This may include, but is not limited to, emergency information.

## **Calls to the School**

Calls cannot be taken for children except in a real emergency. If family plans change, it is a parent/guardian's responsibility to make arrangements that do not involve the school office. Children are not permitted to make phone calls from the school office, except in a real emergency. If an after school activity is canceled, a text will be sent home.

## **Family Information**

It is very important that the school has the most current information on each child's record card. If a family has a change of address, home phone number, mother and father's work phone number, cell phone number, email address or emergency contact numbers, the school must be notified in writing as soon as the change occurs.

## **Emergency Information**

Emergency contact information was provided when you first registered your child. Any changes that occur in this information over the course of the school year must be reported to the administrative staff immediately. Inaccurate information impacts your child's safety and security. In the event of an emergency in which an immediate decision is needed or in which no emergency contacts can be reached, the administration, in conjunction with the school nurse, will make the decision we feel is in the best interest of the child.

Only adults listed on the emergency contact sheet are authorized to take a child from school. A note from the parent/guardian may be accepted if someone other than those listed on the emergency form has to pick the child up, as addressed under Dismissal Procedures.

## **Health and Safety**

Good Shepherd Catholic Academy has a full time nurse assigned to the school every day who is available to students as needed. Minor injuries are treated at the school. For more severe illnesses or injuries, the nurse will notify families to have the child taken to the doctor. In emergency cases the school will be required to call for an ambulance. Families/guardians will always be notified of a serious problem. Good Shepherd Catholic Academy follows NYC Department of Health policies and protocols for all health related issues. Good Shepherd Catholic Academy's school nurse, can be contacted at 718-627-0639. If there is no answer, call the school number: 718-339-2745

## **Prescription and Over the Counter Medications**

If your child requires prescription medication during the school day, a written note from the doctor is to be provided to the nurse, as well as the classroom teacher, along with the medication in its original container with the child's name and the name of the medication on the bottle. A 504 medical form must be completed by the child's doctor, and signed by the child's family. Forms are available in the Nurse's office. A child who feels ill in the middle of the school day will be given a pass and escorted to the nurse's office. If it is determined that the child needs to leave school for the day, a parent/guardian will be contacted to take the child home. Teachers are not allowed to administer medication to students, even with a doctor's note. All requests must be referred to the school nurse.

## **Pesticide Notification**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. Good Shepherd Catholic Academy is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. However, if the school remains unoccupied for 72 continuous hours following the application, we are not required to give advance notice.

Pesticides are applied in Good Shepherd Catholic Academy during vacation periods. Therefore, we are not obligated to provide notification prior to the pesticide application.

## **Volunteers**

Good Shepherd Catholic Academy has been greatly assisted by many wonderful and generous volunteers. Good Shepherd needs and appreciates this service. If you could volunteer your time and talent please do so when the call for volunteers support is made. All volunteers (anyone in contact with children, including school trip chaperones) must attend a Virtus training session, sign a Code of Conduct form, and participate in a background screening. This protocol is required by the Diocese of Brooklyn's Safe Environment Office.

## **Special Education**

Every effort will be made to accommodate the needs of students with IESP's. Namely, testing modifications such as extended time and separate location can be made, as can arrangements for Speech Therapy, Occupational Therapy, SETSS and SEIT services. Please note that not all students with IESP's will be able to be served Good Shepherd Catholic Academy.

## **Report Cards**

Report cards are distributed three times a year. Evaluation is based on the achievement of program objectives measured by classwork, homework, independent study, projects, class participation, and formal tests. Final examinations are given at the end of the third trimester in Religion, ELA, and Math.

## **Failures**

Students who fail to attain passing grades in June will be required to attend summer school or a school-approved home school program. Evidence of completion of summer school or the school approved homeschool program must be submitted to the school office by August 15th.. Failure to meet this requirement may jeopardize promotion to the next grade in September.

## **Retention**

Students who fail consistently throughout the year or who have multiple failing grades may be required to repeat the grade. Retention will be at the discretion of the principal in consultation with the teacher(s) and/or the student's family.

## **Graduation**

Eighth grade students must pass all major subjects in order to receive a diploma at graduation. Those who fail will have to attend summer school and will receive a diploma upon successful completion of summer classes. The high school that the student will attend the following September will be notified that the student has failed.

## **Physical Education**

All students in Grades Pre-K through 8 participate in the Physical Education Program. This program is required by the New York State Education Department. Medical conditions that necessitate an exemption from gym require a doctor's report to be filed with the school office. Students who do not participate in Physical Education on a given day, whether for a medical reason or due to a lack of having a complete gym uniform, may be given an assignment to complete.

## **Gym Uniform**

On their assigned gym day, students are to wear their gym uniform and sneakers. A uniform tee shirt is available for wear under the sweatshirt, and this tee shirt must be worn if the sweatshirt is removed in the classroom. Slip on sneakers are not permitted. Sneakers must have laces or Velcro closures.

## **Books**

Textbooks are used on a rental basis and must always be kept clean and covered with Book Covers. Book covers that are marked with drawings, etc., will be required to be changed. Any books that are damaged or lost must be replaced at the expense of the student responsible for the damage or loss. Workbooks (not textbooks) should be covered in clear contact paper. The student, not the school, is responsible for supplying book covers. Books must be carried in some type of schoolbag in order to protect them. All textbooks are collected at the end of the school year and must be in good condition. Most of these books are on loan to us by the State and are, therefore, the property of New York State. Uncovered books will be confiscated.

## **Cheating**

Because honesty is most important, cheating will not be tolerated. Students who are found cheating (both those who give and those who take answers) will receive a detention, a zero on the test or assignment and may be suspended from school. An incident of cheating will be a negative factor in determining students who may or may not be eligible for academic awards at graduation. Cheating also includes copying book reports, projects, homework, and forging a parent's signature. Honesty is more important than receiving a high mark.

## **Cell Phones**

Cell phones are to be turned off before entering the school building or joining the class on line in the school yard.. During the school day, all cell phones should be turned into the teacher. If a student has a phone out or on and uses it for any reason during the school day, it will be confiscated, the student will receive a demerit, and the phone will be held in the principal's office until a parent or guardian picks it up.

- Camera of any type may not be used by students to take pictures on school grounds for the safety and privacy of our students and staff.
- Students may not use their cell phones to call to request that their families deliver a "forgotten" item (eg. homework, permission slip, etc.)
- Cell phones may be turned on after the student has left the school building.
- The school is not responsible for lost or stolen phones. The student, not the school, is totally responsible for all phones that are brought into the building.

## **Respect**

Our goal is to teach our students to respect themselves one another their teachers, and school property. A teacher's proper title should be used when speaking to or about them. Miss, Mrs., Mr. is much more respectful than calling a teacher by his or her last name only.

## **Visitors**

All visitors/families/guardians/volunteers must report to the school office upon entering the school building. Family members and visitors are not to interrupt classes.

## **Photographs**

Good Shepherd Catholic Academy reserves the right to publish photographic images and, if necessary, to print the names of the students in photographs accompanying materials published by the school, such as the yearbook, or in press releases and articles submitted to local or diocesan newspapers, as well as on social media platforms. The school will always use discretion in the choice and use of photographs, and students will never be identified by full name if they appear on the school website. Should any family not want their child's photograph used for these promotional and marketing purposes, a request should be sent, in writing, to the school office.

## **Mandated Reporters**

Should an employee of Good Shepherd Catholic Academy suspect child abuse or neglect, he or she is obligated to notify Child Protective Services.

## **Title I**

Title I of the Elementary and Secondary Education Act provides for additional academic assistance in Mathematics and Reading for students who qualify. Qualification for these services is based on students' test scores and the location in which they live. Good Shepherd Catholic Academy hosts Title I teachers on a weekly basis.

### **6.1 Dress Code**

The Roman Catholic Diocese of Brooklyn believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is a means of consistency in student dress, while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the Administrations to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

### **Uniforms**

By sending your child to Good Shepherd Catholic Academy, you are agreeing to have your child wear the uniform that has been selected. Students are expected to be in complete uniform at all times unless something unusual happens and a note is sent in by the parent.

Uniform shirts must be tucked in at all times. Boys must wear dress belts at all times.

Jewelry is not part of the uniform. Girls may wear one small earring in the lobe of each ear; hoop earrings are not to be larger than one inch. They are not permitted to wear make-up or nail polish. Boys are not permitted to wear earrings. There should be no writing on body parts (hands, arms, legs, etc.).

Both boys and girls are to have moderate, neat hairstyles. Boys may not have hair covering their ears. Neither boys nor girls may dye their hair. If there is a question concerning hairstyles, the decision will be up to the principal's discretion.

Students failing to conform to uniform regulations will be given a demerit. If the problem continues, they will be given detention.

### **Grades 1-4**

#### **Girls**

- Blue skort - skorts are not be worn more than two inches above the knee
- White golf shirt/short sleeve
- White socks or navy tights
- Black or navy dress shoes
- Only Good Shepherd sweater/fleece may be worn in class
- Uniform pants may be worn in winter.

### Boys

- White golf shirt/long sleeve white golf shirt may be worn in winter
- Black or navy dress shoes
- Black or navy socks
- Only Good Shepherd School sweater/fleece may be worn in class
- Uniform shorts may be worn in September, May, and June
- No sneakers or sandals may be worn with shorts
- Shirts must be tucked in
- Belts must be worn

### **Grades 5-8**

#### Girls

- Plaid skirt - skirts are not to be worn more than two inches above the knee
- Blue polo shirt
- White or navy socks or navy tights
- Shirts tucked in at all times
- Black or navy dress shoes
- Uniform pants may be worn in the winter
- Only Good Shepherd sweater/fleece may be worn in class

#### Boys

- Blue golf shirt/long sleeve golf shirt may be worn in winter
- Navy pants
- Shirts are to be tucked in at all times
- Belts must be worn
- Uniform shorts may be worn in September, May, and June
- No sneakers or sandals may be worn with shorts
- Black or navy dress shoes
- Only Good Shepherd sweater/fleece may be worn in class

**Families are asked to mark each child's uniforms with their names so that they may be returned to them if misplaced.**

### **6.1a Dress Down Days**

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress – no shorter than 3” above the knees
- No torn or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No logo type T-shirts
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No hoop earrings or excessive jewelry
- No jeggings, leggings or skinny jeans

### **6.1b Grooming Code**

Hair must be its natural color, clean, neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.

- Facial hair is not permitted
- **Hair must be a natural color. Streaking, highlighting, lowlights, glints, etc. are not permitted.**

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate jewelry is allowed. Two bracelets may be worn at a time. One pair of small earrings may be worn by girls only. Necklaces must be tucked into the shirt.

Tattoos and body piercings are not allowed.

### **6.2 Attendance Policy**

Good Shepherd Catholic Academy has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2020. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school/academy, as stated in our handbook.

Education Law of the State of New York mandates school attendance for all children between the ages of 6 and 16, but the responsibility for compliance rests with the parents/legal guardians. The school is required to keep an accurate record of daily attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for five days without a satisfactory explanation, a report will be made to the attendance officer of the local public school district.
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office.
- Although each case is different, it should be noted that at 40 truancy days, retention is a strong possibility and principals will contact the local district office to alert the truancy officer.

### **6.2a Lateness**

Arriving late is a negative way to start the day for the child and a disruption to the teacher and other students in the class. **Students in grades 6-8 who accumulate of five latenesses within a trimester may be given a detention. Students in grades K-5 who accumulate at least five latenesses in a marking period will have a parent conference scheduled.**

A student who arrives after the time set by the academy or the parish school for the beginning of the day will be marked late.

### **6.3 School Calendar**

New York State Law currently requires a school calendar to provide 176 days of instruction with 4 professional days and cites the following holidays when schools may not be in session:

New Year's Day	First Day in January
Dr. Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Columbus Day	Second Monday in October
Veterans Day	Eleventh Day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day in December

On the Feast of the Immaculate Conception, the feast of the patroness of the Diocese of Brooklyn, the academy or parish school will be closed. Academies and parish schools may also choose to observe other Holy Days. All advanced school closings will be indicated in the school calendar.

### **6.3a) School Hours\***

#### **Nursery**

Full Day Program - Monday through Friday 8:10 am - 2:30 pm

Five Half Day Program - Monday through Friday 8:10 am - 11:30 am

Three Full Day Program - Tuesday through Thursday 8:10 - 2:30 p/

Three Half Day Program - Tuesday through Thursday 8:10 am - 11:30 am

#### **Pre-K for All**

Monday through Friday 8:00 am - 2:20 pm

#### **Kindergarten to Eighth Grade**

Monday through Friday 8:10 am - 3:00 pm

\* Typical school hours have been amended to include staggered dismissal times due to Covid-19

### **6.3b) Before Care & After Care**

Before Care is available each day beginning at 7:30 am. The cost is \$5 per day.

After care is available each day beginning at dismissal and ending at 6:00 pm. The cost is \$20 per day.

### **6.3c) School Office Hours**

**The school office hours are 7:30 am - 3:30 pm.**

### **6.3d) Early Release Schedule**

Typically, half day dismissal time will be at 12:00 pm

## **6.4 Releasing of Students**

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the academy or parish school before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the academy or parish school office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian.

### **6.4a Custody, Guardianship Orders**

Parents must provide accurate custodial information to be kept on file at the academy or parish school. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. The Diocese of Brooklyn abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school or parish academy will provide the non-custodial parents with access to academic records and other school information regarding his or her child. *If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.*

### **6.5 Field Trips**

Written permission must be obtained from parents/legal guardians of students who wish to go on scheduled trips. Information to the parents/legal guardians will include the date, purpose and destination of the trip, the expense, the means of transportation, and probable time of return.

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section 9.4 for further information about this process.

### **6.6 Birthday Policy**

Students may dress down on their birthdays.

Due to COVID-19, students may not bring food into the classroom to be shared with other students. To promote health and safety, students should consume only the foods that they have brought to school or have been provided by the school.

Parents of students who are celebrating a birthday may arrange, in collaboration with the class parent and classroom teacher, to purchase ice cream for the class from the school, on a day determined by the classroom teacher.

Invitations to birthday parties are not to be distributed in the school building

### **6.7 Lost and Found**

Items that are found will be kept in the main office for one week and will then be discarded. Names should be written on all clothing and school materials.

### **6.8 Responsibility for Valuables**

The academies and parish schools within the Diocese of Brooklyn are not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

## **Section 7- Transportation**

### **7.1 Bus procedures**

Students in grades 7 and 8 who ride the MTA bus are to use the privilege with care. MetroCards are available for those who qualify. The distance requirements are set by the Office of Pupil Transportation.

School buses are provided for students in grades K - 6 from the surrounding area, depending upon the distance from the school. For the safety of all students, appropriate and mature conduct is expected. All students are to wear seat belts. Any student who causes difficulty on the school bus or who refuses to wear a seatbelt will be suspended from the bus for a period of time. This will be at the discretion of the principal.

Children in the younger grades who usually travel home from school by bus should bring a note to the teacher informing her that the child will not be traveling home from school by bus on a particular day.

While students are being transported to and from their academy/ parish school, it is expected that they will uphold the behavior expectations of the academy/ parish school as well as rules set forth by the bus driver or bus company. Students who continuously disregard bus procedures and rules are at risk of losing their access to bus transportation.

Each bus company must hold an evacuation drill at least once a year. Students are expected to follow all instructions as given by the bus driver or other adult facilitating the drill.

## **7.2 Use of Other Vehicles**

Only a licensed public carrier that is fully insured should be used to transport students. Teachers or administrators should not transport students in their personal vehicles.

Parents/ legal guardians must provide authorization for their child to be transported by someone else. This includes transportation for dismissal as well as extracurricular activities.

## **Section 8- Student Records**

### **8.1 Change of Address/Phone Number**

For student safety, it is imperative that parents/ legal guardians alert the academy or parish school to any changes in address or phone number. Parents/ legal guardians must also provide the academy or parish school with an adequate number of emergency contacts (with up to date information).

### **8.2 Educational Records Requests**

In the event of a student transferring to a different academy, parish school, or public school, the school will provide student records to the school of transfer. Requests can be made in writing by the parent/ legal guardian or by the school that the student will be transferring to. The school office is responsible for sending student records directly to the school of transfer. If records are not provided in a timely fashion, parents or legal guardians may contact the Office of the Superintendent to receive further assistance in this matter.

### **8.3 Authorization to Release Records**

Academies and parish schools may not release the records of students without the written consent of the parents/legal guardians to any individual, agency or organization other than the following:

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.

- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

#### **8.4 Review of a Child's Official Records**

Parents/legal guardians have the right to inspect any and all material which is part of their child's permanent record. Academies and parish schools require parents/legal guardians to provide a written request prior to when they wish to examine their child's permanent record. At the time of inspection, the academy or parish school administrator, or qualified delegate, will be present.

### **Section 9 - Health and Nutrition**

#### **9.1 Medical Requirements**

The New York City Department of Health requires that all new students entering nursery through grade 12 show proof of having received a complete medical evaluation. Children who transfer from one school to another in New York City are not considered new students. These requirements may change from year to year.

New York State Law states that all students in Grades Nursery through 12 must be immunized as directed by the New York State and New York City Departments of Health. New students may enter school provisionally with documentation of **an initial series of immunizations**. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy or parish school. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the student's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and UPK Programs--Between July 1 and December 31 of each year, all children between the ages of 6 months and 59 months and attending a group child care or school-based child care program must receive one dose of influenza vaccine.

## **9.2 Administering Medications at School**

School nurses may administer over-the-counter-prescription drugs to students with written consent and medical authorization from a parent or legal guardian. School nurses may administer prescription medication that has been prescribed by a physician but must be provided with

- Medical authorization from the parent or legal guardian consenting to administering the medication
- A medical plan developed by the child's parents and health care provider detailing the proper administration of the medication, details regarding the child's medical concerns, and other pertinent details.

### **9.2a Administering Epinephrine**

Parents or guardians will supply their own epinephrine auto-injector and must provide written consent and medical authorization for its use. The academy or parish school must have an up-to-date medical statement on file for each child in care. For a child with identified allergies or with special health care needs, the academy or parish school must have a copy of an individual health care plan developed by the child's parents and health care provider. Parents must make program staff aware of the individual health care plan on their child's first day at the program.

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device\* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

\*It is recommended that two epinephrine devices be supplied, the second functioning as a back-up in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

### **9.2b Administering Epinephrine on Field Trips**

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

### **9.3 City & State Health Services**

The Education Law of New York State mandates that students attending nonpublic schools receive the same health services provided to students attending public schools

### **9.4 Limitations of Physical Activities**

Documentation from a doctor should be provided to the school for any student who is unable to participate in physical education and other physical activities.

### **9.5 Breakfast/Lunch Program**

Breakfast is provided only to our students in the Pre-K for All program.

Lunch is provided to all students in Pre-K through 8. Pre-K students receive lunch as part of the Pre-K for All Program. K-8 parents are to select which days their child will receive lunch when the menu is posted in Option C each month.

## **Section 10 Parental Obligations**

### **10.1 Parental Involvement**

Home is the first place where a child learns love and respect for God and neighbor. Parents/legal guardians, in choosing a Catholic school to continue the education begun at home; have responsibilities as well as opportunities to share in the continuance of their children's education.

Parental involvement consists of parents/legal guardians and staff meeting together because of common interest in the child. It is expressed in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. In some instances, parents/legal guardians may be asked to assist in advocacy in all areas that would benefit the schools, including programs that request government assistance, in consultation with the Office of the Superintendent. The involvement of the total family is also a means of communicating the academy's and parish school's performance to the total parish community.

Parental support for the education of their children is of the utmost importance. Parents and legal guardians are also expected to uphold the behavioral expectations set forth for students and staff within the academy or parish school community. Failure of parents to act in a manner compatible with the values of the academy or parish school may result in student dismissal.

## **10.2 Fundraising**

Fundraising plays an integral role in helping the academy meet its financial obligations each year. It does not provide “extra” income. Rather, it is essential in helping cover budgeted expenses. Therefore, all families are encouraged to participate in all of our fundraising activities.

## **10.3 Parent Teacher Association (PTA) - Home Academy Association (HAA)**

Every academy or parish school is encouraged to establish a Home School Association. Its purpose is the educational enrichment of parents/legal guardians and teachers. The goal of the Home School Association is to foster a clearer understanding of the mutual responsibilities of parents/legal guardians and teachers regarding the education of the students.

An added responsibility of the Home School Association will be to assist in the fundraising efforts of the academy or parish school. In the school, this is done in coordination with the administration. In an academy, it is done in coordination with the board of directors of the academy. No organization may hold title to accounts nor have access to funds raised for the academy or parish school. All financial transactions must be approved by the pastor/academy board of directors.

## **10.4 Volunteering, Chaperoning & Virtus Training**

Parent volunteers and chaperones are an integral part of the school community. All parents/ legal guardians/ other adults, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive

result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

## **Section 11- Safety**

### **11.1 Emergency Drills**

Per New York State laws, academies and parish schools are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

### **11.2 School Closings**

The Diocese of Brooklyn will base their closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies and parish schools may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of a closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until usual dismissal time.

### **11.3 Procedures for Visitors**

All visitors must be admitted to the building by school staff. Visitors should proceed to the main office to sign in and receive a visitor designation (lanyard, sticker, etc.) if available. Visitors to the school are asked to remain in the office until they have confirmed their destination within the school. For the safety of staff and students, visitors should not walk about the school but should travel to their intended destination within the school. Prior to leaving the school, visitors should return to the main office, sign out, and leave through the main doors. Visitors should not exit through side doors to ensure that building security is maintained.

During COVID-19, we ask all parents and legal guardians to visit the academy or parish school only when necessary as well as to keep any visits as brief as possible.

## **11.4 Video Surveillance Cameras**

Academies and parish schools within the Diocese of Brooklyn are authorized to use video camera surveillance on academy/ parish school property to monitor the health, welfare, and safety of all staff, students, and visitors to the property, and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the designated school administrators.

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

Data from video surveillance is typically retained for a year. Data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law or Diocesan policies will be kept with reports of the incident until the incident has been appropriately resolved.

## **Section 12 Instruction**

### **12.1 Grading Policy**

Students will be regularly provided with assignments, as well as formative and summative assessments that will be graded. In addition, participation, preparation, and effort will be factors in determining student grades.

### **12.2 Homework Policy**

*Rise, then, for this is your duty! We are with you, so have courage and act!"*

Ezra: 10

#### **Grades 1 - 4**

In an effort to reinforce concepts learned in class and/or prepare students for material to be learned, as well as to impart responsibility and a strong work ethic, and to develop time-management skills, students at Good Shepherd Catholic Academy will receive homework for each of their classes on a regular basis.

It is the firm and unwavering expectation of the principal and faculty that all homework is completed on time and to the best of each student's ability.

As such, the following policy will build upon procedures already in place and will serve to ensure that students are aware of and complete their homework:

1. All homework assignments will be both announced and displayed in the classroom.
2. **Students must write their homework assignments in their agenda books daily.**
  - In the beginning of the year, first grade students will have homework sheets stapled in their agendas each week. First grade parents will be notified when their children start writing their assignments in their agendas.
3. All homework assignments will be posted on the academy's website, [www.goodshepherdbklyn.org](http://www.goodshepherdbklyn.org). Please note that the website serves as a *secondary* means of communication to students of homework assignments. While the website is a primary tool of communication of homework for parents, the agenda book is primary for students.
4. **For grades 3 and 4:** If a student fails to complete a homework assignment, he/she will be issued a homework demerit. If a student receives three homework demerits for a subject, he/she will be issued a detention. **For grades 1 and 2:** 5 points will be deducted from a student's homework grade in a given class for each homework missed. Please note that an incomplete homework will be considered as a "no homework."
5. Parents/guardians will be notified in writing when their child has been issued a demerit and/or a detention. Typically, the detention will be served after school on the following day.
6. Should a student receive three homework detentions in a trimester, he/she may be subject to an in-school suspension.
7. As each new trimester begins, students will have a "clean slate." That is, any missed homework from the previous trimester will not be factored into the current trimester.

### **Grades 5 - 8**

In an effort to reinforce concepts learned in class and/or prepare students for material to be learned, as well as to impart responsibility and a strong work ethic, and to develop time-management skills, students at Good Shepherd Catholic Academy will receive homework for each of their classes on a regular basis.

It is the firm and unwavering expectation of the principal and faculty that all homework is completed on time and to the best of each student's ability.

As such, the following policy will build upon procedures already in place and will serve to ensure that students are aware of and complete their homework:

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2. **Students must write their homework assignments in their agenda books daily.**
3. All homework assignments will be posted on the academy's website, [www.goodshepherdbklyn.org](http://www.goodshepherdbklyn.org). Please note that the website serves as a *secondary* means of communication to students of homework assignments. While the website is a primary tool of communication of homework for parents, the agenda book is primary for students.
4. If a student fails to complete three homework assignments for a class, he/she will be issued detention. Further, for every assignment missed after the third, an additional detention will be issued. Please note that an incomplete homework will be considered as a "no homework."
5. Parents/guardians will be notified in writing when their child has been issued detention. Typically, the detention will be served after school on the following day.
6. Should a student receive three homework detentions in a trimester, he/she may be subject to an in-school suspension.
7. As each new trimester begins, students will have a "clean slate." That is, any missed homework from the previous trimester will not be factored into the current trimester.

### **12.3 Protecting Instructional Time**

Maintaining school schedule and structure is of the utmost importance during the school year. As academies and parish schools make their calendar and schedules, their goal is to protect instructional time as much as possible. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities. Appointments should be scheduled, when possible, before or after the school day in order to avoid disrupting student learning. Vacations and family trips should also be planned, when possible, for existing school vacation weeks. In the event of a necessary absence, parents should alert the school and classroom teacher as soon as possible. If an extended absence is known, parents should communicate with their child's teacher to create a plan for making up missed work.

### **12.4 Reporting Student Progress**

#### **12.4a Progress Reports & Report Card Schedule**

Parents/ legal guardians will receive report cards three times a year, at the end of each trimester. Parents/ legal guardians will also receive progress reports during each trimester prior to receiving the report cards. It is vital to a student's progress that an open communication exists between parents/ legal guardians and their child's teacher. Any concerns regarding a child's progress should be addressed first to the child's teacher.

### **12.4b Parent Teacher Conferences**

Parents/ legal guardians will have the opportunity to attend parent teacher conferences at the end of the first and second trimester following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

### **12.4c NYS Testing**

Students in grades 4, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. 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.

There are no negative consequences when taking state tests as the tests are considered diagnostic. The ELA and math test results are not recorded on student permanent record cards or report cards. New York State law forbids the use of state test results as the determining factor in promotion.

### **12.4d TerraNova Testing**

Students in grades 3-8 will participate in TerraNova Testing in the fall. TerraNova testing is a nationally- normed, standardized testing program. This series of tests is issued to diagnose student performance and develop student learning goals.

## **Section 13-Internet Use**

### **13.1 Option C**

The Option C Parent Portal allows parents to be involved in their child's academic life on their schedule and more efficiently. Rather than writing a note to a teacher to see how their child is doing on assignments, they can access the portal and see it in real time. They can communicate with teachers directly through Option C removing the issues of lost or blocked email messages. It allows teachers to contact parents directly and keeps a record of the interaction should it be

necessary. As grades are recorded for student work, they can be shared with parents, giving any time up-to-date progress reports.

Option C's Parent Alert System is a flexible notification system that lets its audiences - parents, principals, and school staff - communicate quickly and reliably. Academies and parish schools may also create alerts to send to parents regarding fund raisers, events, drills, community affairs, school closings and any information they would like to communicate quickly. Users can decide how they want to be reached, either by voice, text or email, or any combination. Parents should check their settings on Option C to ensure that all contact information is up to date and all options are set correctly.

### **13.2 Communications with Teachers**

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use Option C, school communication platforms (I.e. Google classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issue. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating an open communication with the teacher first continues a positive relationship between families and teachers.

It is strongly advised that parents and teachers do not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

## **Section 14-Finances**

### **14.1 School Tuition Policies**

The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.

These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

- Tuition contracts specifying a payment schedule will be published and shared with families. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
- Academies will arrange for all tuition and fees to be collected through FACTS Tuition Management.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
- A Tuition Assistance Committee will be in place at every school/academy

#### **14.2 Tuition and other fee schedules**

The academy or parish school will collect tuition and fees over a ten month period. This ten month period will typically extend from June to March. Tuition collection will begin prior to the start of the school year.

Academies and parish schools reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.

In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.

Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.

### **14.3 Resources for Tuition assistance**

Catholic education is meant to be available to every Catholic family. Every family desiring a Catholic education for their child(ren) will participate to the extent capable in the cost of providing that education.

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at: [www.futuresineducation.org/scholarships](http://www.futuresineducation.org/scholarships) . The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

If the family requests additional assistance beyond the awarded amount, the request will be forwarded to the Tuition Assistance Committee. The review will be completed as early as possible.

### **14.4 Tuition Assistance Committee**

The Tuition Assistance Committee is an essential advisory body to the pastor/board chair and principal. It has a two-fold purpose.

- The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of its respective school or academy.
- The Committee will be empowered to recommend when needed a partial deferment of tuition for families that have demonstrated true financial need or face unforeseen extraordinary circumstances. Such a deferment will establish a fair and just tuition rate that will allow students to remain enrolled when even scholarship assistance is not enough. This discernment must be guided by an approved process that is fair, transparent and reasonable. Any recommendation made by the Tuition Assistance Committee must be approved by the respective pastor of a parochial school and the Board of Directors for an academy.

Should there be a concern regarding the tuition assistance process or if an appeal for discernment is requested, parents/guardians should present their concerns in writing. In the case of a parish school, the letter should be addressed to the pastor of the parish. In the case of a Catholic academy, the letter should be addressed to the chairperson of the Board of Directors. The response from the pastor or chairperson would be final.

## **14.5 FACTS**

FACTS is a tuition management company designed to make tuition collection simpler for families as well as academies and parish schools. There will be one FACTS record per family, and each student must be listed separately. This provides valuable detail about the charges and discounts each student is receiving. In turn, this provides the academy better reporting. A major benefit of FACTS is the ability to process automatic drafts of the payer's bank account or credit card. There is a 2.85% convenience fee on credit card transactions. FACTS does offer an invoicing option as well. With this option, FACTS will send an invoice to the payer (via email or postal mail) 20 calendar days prior to the payment due date. The payer must then initiate payment either by using a credit card or bank account online, over the phone, or by mailing a check directly to FACTS. Families are encouraged to pay via automatic draft. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

## **14.6 Tuition Delinquency**

- By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
- Students will not be permitted to attend class at the start of the trimester should any balance be past due.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.

· All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.

#### **14.7 Good Shepherd Catholic Academy Tuition Policy**

Good Shepherd Catholic Academy relies on tuition and fundraising exclusively to provide quality education for all its students. Therefore the Academy is dedicated to maintaining careful management of its finances and has adopted the following policies covering the payment of tuition and fees and other related financial issues.

1. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
2. Families pay tuition for an academic year in ten-month installments commencing on July 1<sup>st</sup> and ending in April for the academic year beginning in September.
3. The tuition payment can only be made by a check or money order.
4. Tuition payments are due on the dates stipulated in the enrollment agreement and on the monthly calendar or on the dates arranged by an alternative payment plan.
5. Since the tuition payment is due on the 1<sup>st</sup> of each month, an account will be charged a \$25 late fee if it is in arrears after the 15<sup>th</sup> of the month. This late policy begins on October 15 of the new academic year. There is a \$25 return check fee. If there is a situation that prevents payment in a timely manner, it is the responsibility of the family to contact Good Shepherd Academy promptly.
6. All financial obligations, which include tuition, registration and other required fees, must be satisfied by June 15<sup>th</sup> in order for the students to enroll in the Academy in September of the new academic year. While registration is due in January for the new academic school year, a student is not officially enrolled until all financial obligations are met.
7. In the event that two (2) or more monthly tuition payments are delinquent prior to the commencement of a trimester, the student will not be permitted to attend class at the start of the trimester. If any portion of the previous year's tuition is in arrears, the student will not be permitted to begin the new academic year. In addition, for any arrears in tuition, Good Shepherd may withhold report cards, transcripts, records and diplomas until all financial obligations are satisfied in full.

**8<sup>th</sup> Grade Financial Requirements** – For the 8<sup>th</sup> grade students, in order to fully participate in graduation activities all financial obligations based on their enrollment agreement or by an alternative payment plan must be fulfilled by June 3, 2019. If there are delinquent tuition balances, students will not participate in graduation exercises, they will not receive a diploma

and their transcripts will not be released to the high schools. Please contact the Academy principal if you have any questions.

Good Shepherd Academy has the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Therefore, we again encourage prompt communication with the Academy in any effort to avoid litigation.

We appreciate our families' cooperation in assisting the Academy in meeting its financial obligations in a timely manner. At the same time, we recognize that there are a few exceptional cases of a family experiencing temporary financial difficulty due to loss of employment, illness, or other factors beyond the family's control. In such cases, it is the responsibility of the family to contact the Good Shepherd Academy promptly and make suitable arrangements or apply for emergency tuition assistance as may be available.

Since tuition delinquency impacts the whole Good Shepherd Academy community that includes students, faculty, and staff, we suggest that any family with a tuition delinquency in excess of **30** days contact Good Shepherd Academy immediately to seek emergency tuition assistance.

## **Section 15 -Safe Environment**

### **15.1 Child Lures Prevention Program**

The Child Lures/Teen Lures Prevention programs are presented to the children and youth who attend each academy or parish school. This program is tailored to different age groups and covers topics such as staying healthy and safe, kindness and respect, trusted adults, my body belongs to me, child luring, choosing grown-ups to help, children are special, and abuse is never a child's fault (topics will vary based on age level appropriateness). For older students, topics include sexual assault, harassment, dating violence, bullying/cyberbullying, sexting, identity theft, online luring, suicide and human trafficking with the goal of facilitating authentic conversations to bring awareness to the topics.

Each program provides teachers with the resources to facilitate appropriate conversations. Parents/ legal guardians will also be provided with a link to access parent guides digitally to continue the conversations within their homes.

## **15.2 Alcohol and Drug Free Zone Policy**

The New York City Tobacco Products Regulations Act of 1994 curtails exposure to tobacco use on school grounds. For the purpose of this legislation “school grounds” means the “buildings, grounds or facilities, or any part thereof, owned or occupied by public or private institutions for the primary purpose of providing educational instructions to students at or below the twelfth grade level.” Tobacco use is not permitted on school grounds at any time. A “tobacco product” is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, and chewing tobacco. New York City regulations are far more stringent than the regulations promulgated by New York State. However, schools subject to the rules of this municipality, as are the schools of the Diocese of Brooklyn, must follow the local laws. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time.

## **15.3 Signs of Suicide (SOS) Prevention Program**

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through “gatekeeper” education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral

health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

## **Section 16- COVID-19**

*\*All health related policies and procedures have been adopted from the regulations published by the NYC Department of Education in partnership with the NYC Board of Health.*

### **16.1 Hygiene and Health Requirements**

#### **16.1a Face Coverings**

Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. The school will have surgical masks available for students as needed. Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back. Non-disposable mask should be washed daily.

All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building. Faculty and Staff are also required to wear masks

All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of their Parish School or Catholic Academy.

Students will be provided opportunities for short breaks to remove masks throughout the day, while social distancing, in addition to removing them during outdoor times and while eating.

#### **16.1b Social Distancing**

Classrooms and other school areas will be set up to ensure social distancing between students. Students will also be required to maintain social distance when they are not at their desk. This is particularly important when students are not wearing face coverings such as while eating or during mask breaks.

### **16.2 Health Policies**

If a student or staff members displays symptoms of COVID-19 during the school day, the following procedures will be followed:

- Each building will have a designated Isolation Room for students or staff who display symptoms
- A student showing symptoms of COVID-19 will be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms will be immediately cleaned and disinfected.
- The student will be evaluated by the nurse/health professional in the Isolation Room.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19
- Any student placed in the Isolation Room will be adequately supervised by a staff member during this time until the ill student can be picked up.

### **16.2a Health Screenings**

Parents/ legal guardians will be asked to check student temperatures and screen students for symptoms prior to their arrival to school grounds. In the event that parents/ legal guardians are unable to do so, school staff members will be designated to complete health screenings. It is asked that all parents/ legal guardians are vigilant in temperature and symptom screenings for their children for the safety of other students as well as staff members. School staff will also perform random temperature screenings for both students and staff members using no-touch thermometers.

*Symptoms of COVID-19 are:*

- Fever of 100.0°F or higher or chills
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,

- Loss of taste or smell,
- Sore throat, congestion or runny nose,
- Nausea or vomiting,
- Diarrhea.

### **16.3b Students Excluded from In-Person Learning**

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

### **16.4 Returning to School after Showing Symptoms**

Any individual (student or staff member) showing signs of COVID-19 can only return to school when the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND

- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

## **16.5 School Closures**

Academies and parish schools within the Diocese of Brooklyn will continue to work to provide in-person learning as long as it is safe to do so. Academies and parish schools will follow guidance from local Board of Health officials as well as directives from the City of New York to ensure student safety.

*Per the New York City Department of Education “In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentages of positive tests in New York City are equal to or more than 3% using a 7-day rolling average. It is important to note that the above*

*threshold is just one trigger for closing schools but may not be the only trigger. For example, a decision to close schools would be made where there were recurrent, uncontrolled outbreaks of COVID-19 in schools, even if the overall case rates across New York City were to remain low.”*

In the event of positive cases reported within the school community, the following procedures will be followed per NYC Test & Trace Corps and DOHMH Investigations:

<b>Number of Cases</b>	<b>During Investigation (at least 24 hrs)</b>	<b>After Investigation</b>
One confirmed case in a classroom	Close classroom with positive case, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom with positive cases, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classroom or each case remains closed for 14 days; Students and staff in close contact with positive cases quarantine for 14 days. Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days

(e.g., acquired infection by different setting and source)		
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

**16.4 Distance Learning**

Distance learning that is facilitated by a Catholic Academy or Parish School within the Diocese of Brooklyn is bound by all parts of the Acceptable Use Policy. As distance learning requires the use of other mediums such as teleconferencing platforms, virtual classrooms, digital file transfer and online work, there are other factors that need to be addressed.

- Device Usage – The use of school/academy or personal devices for distance learning is allowed. It is recommended that all school/academy issued accounts only be used for schoolwork purposes and that those accounts are signed out of after work is completed. All usage is governed by this policy.
- Video/Audio Conferencing – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Entering meetings other than those you are explicitly invited to by the coordinator (teacher, principal, etc.) is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.

- File Transfer/Submission – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Mathletics, Microsoft 365, Google Classroom and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy.

## **Appendix A: Photo Release Form**

**GOOD SHEPHERD CATHOLIC ACADEMY**

## PHOTO RELEASE FORM

This document gives GOOD SHEPHERD CATHOLIC ACADEMY along with the Diocese of Brooklyn and its communications arm, DeSales Media Group, permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

Permission is granted for:

Name of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

1. The academy/parish school may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. Classroom, clubs, field trips, competitions, and school events.

2. I authorize the academy/parish school to use photographs or video of the student listed above for:

- a. Parish School/Academy Website and Social Media Page
- b. Parish School/Academy Marketing Materials e.g. Brochures, Flyers, Billboards as well as television, digital and print advertisements
- c. Futures in Education Promotion (Diocesan Scholarship Organization)
- d. Promotion of Catholic Education within the Diocese of Brooklyn

3. I understand that by giving this authorization, GOOD SHEPHERD CATHOLIC ACADEMY along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

Signature of Parent/

Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix B: Field Trip Release Form**

#### **GOOD SHEPHERD CATHOLIC ACADEMY FIELD TRIP RELEASE FORM**

Name of Student:

Grade of Student:

Teacher's Name:

Grade Taught by Teacher:

Date of Trip:

Departure Time:

Destination of Field Trip:

Educational Reason for the Trip:

Expected Time of Return:

Mode of Transportation:

Lunch and Snack Expectations:

Cost of the Field Trip:

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

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

I/we, the parent(s)/guardian(s) of \_\_\_\_\_ request that the GOOD SHEPHERD CATHOLIC ACADEMY allow my/our child to participate in the Field Trip stated above. In consideration for making the arrangements for this field trip, we hereby release and save harmless the Academy/Parish School and all its employees from any and all liability arising to my/our child as a result of this trip.

Parent/Guardian Signature(s):

Date:

Updated Emergency Contact:

Parent (s) Name:

Cell Phone Number:

Work Phone Number with Extension Number:

Email Address:

I would be willing to chaperone (Yes or No)

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

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

Parent/Guardian Signature:

Good Shepherd Catholic Academy reserves the right to make additions/revisions to this handbook throughout the course of the year. Written notification of these additions/revisions will be sent to parents/guardians at the time of their implementation.

## **Student-Parent Handbook Agreement**

We have read and have understood all that is written in the Good Shepherd Catholic Academy Student-Parent Handbook. We agree to abide by the rules and regulations contained in the handbook, and that they apply to all students, without exception. We understand that students are to be held accountable for their words and actions.

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Student Name                      Grade

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Student Signature                      Date

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Parent/Guardian Signature      Date