

ST. SEBASTIAN CATHOLIC ACADEMY

A Catholic Academy of Excellence
Serving the Parishes of

Blessed Virgin Mary Help of Christians (St. Mary's),
Queen of Angels, St. Teresa & St. Sebastian

PARENT – STUDENT HANDBOOK



St. Sebastian Catholic Academy

*BVM, Help of Christians (St. Mary's),
Queen of Angels, St. Teresa and St. Sebastian*
2020-2021
Parent/Student Handbook

SECTION 1 - LETTER from the PRINCIPAL

Dear Parents/Guardians,

The road to academic success begins at St. Sebastian Catholic Academy which serves the parishes of B.V.M. Help of Christians (St. Mary's), Queen of Angels, Church of St. Teresa and St. Sebastian.

Located in the culturally diverse neighborhood of Woodside, Queens, St. Sebastian Catholic Academy offers a values-centered curriculum and an academically challenging environment where students develop spiritually, intellectually, physically and socially.

Our students experience a variety of learning experiences including computer technology, art, music, foreign language, physical education/health and library. The school also boasts a newly renovated technology center, as well as Wi-Fi and Smart Boards in all classrooms. Students in the Middle School are issued iPads at the beginning of the academic year.

To further encourage its students to excel, St. Sebastian Catholic Academy has a partnership with Monsignor McClancy High School for advanced classes in Algebra and Earth Science for eligible 8th Grade students. Title 1 services in reading and math are available as well as SETSS, Speech and OT.

Maspeth Town Hall sponsors a free, on-site after school program for students in grades 6, 7 and 8 daily from 3-6 p.m.

"Pre-K for All" is a free program that is available to all students turning 4 by December 31st.. Children have access to an indoor and outdoor play space with state-of-the-art equipment. As part of the program, students also receive a nourishing breakfast and lunch.

For all students in Nursery through Grade 5, a fee based Extended Day Program is offered until 6p.m. daily.

As a testament to St. Sebastian's academic excellence, the 2020 graduating class collectively earned more than \$600,000 in Catholic High School scholarships, and students were accepted to the finest public high schools in New York City.

Sincerely,
Michelle Picarello
Principal

SECTION 2 - SCHOOL OVERVIEW

2.1 Brief History of the School

St. Sebastian School was established in 1926 and staffed by the Sisters of Charity of Halifax and has been educating young people ever since. We transitioned to an Academy in September 2016 maintaining high standards and continuing to build strong values. The faculty today is mainly lay women and men dedicated to the mission of creating a Catholic Academy of Excellence in the Vincentian tradition of St. Elizabeth Ann Seton.

2.2 Mission Statement

St. Sebastian Catholic Academy is a Catholic Academy of Excellence founded in 1926 that offers a values centered curriculum and an academically challenging environment.

2.3 St. Sebastian Academy Philosophy

“Building Strong Values”

Saint Sebastian Academy is a Catholic Academy of Excellence, serving the people of Blessed Virgin Mary Help of Christians (St. Mary's), Queen of Angels, St. Teresa, and St. Sebastian parishes. The academy is dedicated to developing mature Catholic young people who practice the virtues and values taught by Christ and His Church. We create an environment conducive to learning within the atmosphere of a Catholic Faith community. We hope to develop a collaborative relationship of priests, deacons, principal, teachers, staff, students, and parents, through mutual respect and commitment to the Gospel. Each student is recognized as a unique and unrepeatable individual, created in the image and likeness of God, with special talents and abilities given by God to be shared with others. Our aim is to develop the religious, moral, intellectual, physical, emotional, and social aspects of the person.

We strive to create an environment that invites and challenges each student to strive to the best of her/his ability and to discover and utilize his/her God given talents.

2.4 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 your Church. For this I express my profound gratitude.

Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, D.C. 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.

NOTICE TO PARENTS OF ALL PROSPECTIVE STUDENTS

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

SECTION 3 - 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 multicultural, 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, a 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.

As a Catholic Academy of Excellence, the religious and spiritual life is an integral part of the education a child receives at Saint Sebastian Academy. The teaching and practice of our Catholic religion, and the handing down of our Catholic faith are essential to our mission; it is the unifying principle that nourishes and enriches our entire Academy and its curriculum.

Daily Prayer

Each day at St. Sebastian Academy, a Catholic Academy of Excellence, begins with the public prayer of the entire student body and staff either in the Academy yard or the auditorium. Prayer also takes place in individual classes throughout the day. The Academy day also ends with prayer and students are encouraged to develop their own prayer life in conjunction with their particular family religious practices at home.

Sunday Mass with the Family

Parents are partners with the Academy and, according to the long-standing tradition and teaching of the Catholic Church, the first teachers of their children, especially in the ways of faith. It is expected that parents will ensure that their children are present, with themselves and the other family members, at Sunday Mass. Catholic families must be registered in a Catholic parish.

Monthly Celebration of the Eucharist

Each month the students attend Mass as a school community. The dates of these liturgies, usually the First Fridays of the month, are sent to parents and all are welcome to attend. Due to COVID-19 students will attend Mass on a monthly basis as a class at the teacher's discretion.

Sacrament of Penance

Students are offered the opportunity to receive the Sacrament of Penance at various liturgical times during the Academy year. Children are encouraged to receive the Sacrament of Penance with their families at other times during the year.

Mary, Our Mother, St. Sebastian, and Servant of God St. John Paul II

October and May, months dedicated to our Blessed Mother, especially under the titles of Blessed Virgin Mary, Help of Christians and Our Lady, Queen of Angels (the two parishes along with St. Sebastian which our Academy serves) are observed at St. Sebastian Academy with class projects in honor of Our Blessed Lady, Mary the Mother of God. The Rosary is highlighted during October and our traditional May Crowning is celebrated at a prayer service in May. In January, we honor St. Sebastian; we honor St. John Paul II throughout the year and especially in October, his feast day.

Mission Effectiveness and Endeavors

The Catholic Church is a missionary church. Mission consciousness is aided by Academy projects such as assisting the Little Sisters of the Poor, our Thanksgiving Food Drive, membership in the Society of the Propagation of the Faith, and participation in Advent and Lenten Projects.

St. Elizabeth Ann Seton Service Club

Students in grade 8 in good academic/behavior standing are invited to join the Elizabeth Ann Seton Service Volunteers. Duties include raising funds for various charities as well as being ambassadors of the Academy during Open Houses and other planned events. The club meets as needed throughout the Academy year during lunch time .

Junior Lectors

Students in grade eight are encouraged to serve as junior lectors at the Academy Masses, the monthly Family Mass, and special Sunday Masses which the Academy children will attend in the course of the year.

Altar Servers

Students in grades five and higher are eligible for training as altar servers for Academy Masses and for Mass in their home parishes.

Sacramental Preparation

During their years in St. Sebastian Academy, Catholic students are prepared for the Sacraments of Penance and Holy Communion, in the Second Grade; and for the Sacrament of Confirmation in the 8th Grade.

Participation in the Church's Mission of Evangelization

St. Sebastian Academy, a Catholic Academy of Excellence, does not discriminate on the basis of sex, race, color or national origin. Other-than Catholic students and parents/guardians who share our Catholic values are welcome to attend. All other-than Catholic students must participate in formal religious instruction, as well as all liturgical functions conducted during the Academy day. Reception of the Sacraments is, of course, excepted (i.e. Penance, Eucharist, Confirmation).

Because of their exposure to the Catholic faith and the religious practice of their fellow students, teachers, and Academy staff, from time to time other-than Catholic students may exhibit a desire to become a Catholic and are directed to speak with their parents/guardians and join a parish program for the Rite of Christian Initiation.

SECTION 4- STUDENT BEHAVIOR

4.1 Conduct, Academy Behavior and Discipline

Discipline at St. Sebastian Academy reflects the spirit of Catholic Christian living and helps students to grow in their understanding of self and of their Catholic Christian responsibilities to others. Respect and cooperation is KEY and are reinforced daily for all students by administration, faculty and staff.

Less Serious Offenses

Teachers may issue detention to a student at their own discretion for less serious offenses such as:

- gum chewing
- improper uniform or appearance
- failure to complete homework, projects or class assignments

Serious Offenses

- academic dishonesty: plagiarism(cheating)
- defamation of another's character
- disrespect to a teacher, staff member or parent volunteer
- destruction of Academy property or the property of another. (Payment is expected for the replacement of purposefully destroyed Academy property, textbooks, etc.)
- fighting
- disruptive behavior
- disturbance on the Academy bus
- *misrepresentation of the Academy
- possession of drugs, alcohol, tobacco, **vaping*** or weapons *See Attachment A
- stealing
- truancy
- use of inappropriate language or gestures
- forgery
- threatening behavior(bullying)
- sexual harassment
- ****misuse of technology** such as posting anything, especially pictures, use of social networking sites,(e.g. Instagram, Facebook, etc.)on the internet, or use of cell phone or other cameras.
PARENTS MUST BE AWARE AND VIGILANT OF THEIR CHILD'S USE OF TECHNOLOGY WHEN SCHOOL IS NOT IN SESSION.
- misuse of the telephone, internet, e-mail or the U.S. Postal Service.

**Misrepresentation of Academy includes disorderly conduct, words or actions outside Academy property where the offending individual is recognized as a student of St. Sebastian Academy.*

SERIOUS INFRACTIONS OF ACADEMY POLICY ARE REFERRED TO THE PRINCIPAL AND ARE ADJUDICATED AS FOLLOWS:

<u>Occasion of Offense</u>	<u>Action</u>	<u>Discipline</u>
First	Parent Notified	Determined by Teacher
Second determined by Principal/Teacher	Parent/Teacher Conference	Detention/Time to be
Third	Principal/Teacher/Parent Conference	Suspension (in Academy)
Fourth Academy)	Pastor/Principal/Parent Conference	Suspension (out

Please Note

Each serious offense admits of differing levels of intensity. It is within the realm of possibility that a first or second offense will result in expulsion if it is of such a nature that it gravely offends morality or safety, e.g., sexual harassment, drug, alcohol, weapons possession or misuse of technology.

Discipline Procedures will vary according to Grade Level.

Suspensions

There are two types of Suspension:

In-Academy Suspension

Ordinarily suspension is an in-Academy suspension from class. The student is expected to report to Academy and to approximate the work of the class under the supervision of an adult staff member. During in-Academy suspension, a student is marked present.

Suspension from Academy

Suspension from Academy means that the student is not permitted in the Academy; it is invoked when a student is an active danger to himself/herself or others. This is done at the discretion of the Principal. The student is marked absent.

Expulsion

Expulsion is the permanent dismissal of a student from St. Sebastian Academy. This is done as a last resort after all other means of motivation and correction have been exhausted. This decision ultimately rests with the Principal. Consultation with the Pastor, parent/guardian, teachers, and the student is required. When serious infractions escalate to the level of expulsion, they are recorded on the student's permanent record. Parents/Guardians should note that by this stage they have long been apprised of the offensive action(s) and have been actively involved in the process of discipline.

4.3 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 from 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 phones, 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 bully 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.

As a school community the students recite an anti-bullying pledge each morning:

I promise not to bully anyone and to come to the aid of those being bullied.

I will stand up for the victims and against the bullies.

I will do my best to make my school a safe haven for all.

4.4 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 actions, 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.

4.5 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 St. Sebastian 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 communications is prohibited.

Radios, i-pods, portable CD players, or electronic games etc. are not permitted in Academy. Students are permitted to bring a cell phone but are never permitted to turn them on during the regular Academy day. Parents/guardians who wish to contact their child must call the Academy office. In the event of an emergency the Principal/teachers will instruct the students to turn on cell phones. Students in grades K through 5 should have their cell phone in their backpack and always in the "off" position. If a cell phone is used in any manner during Academy time it will be confiscated. The parent will be required to come to the Academy to claim it during regular Academy hours. **CONFISCATED CELL PHONES WILL NOT BE RETURNED TO THE STUDENT.**

NOTE: STUDENTS IN GRADES 6, 7 & 8 MUST SURRENDER THEIR CELL PHONE TO THEIR OFFICIAL TEACHER EACH MORNING. THE PHONE IS STORED IN A LOCKED BOX AND RETURNED TO THE STUDENT AT THE END OF EACH DAY.

SECTION 5 - GENERAL PROCEDURAL INFORMATION

5.1 DRESS CODE/UNIFORM

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 Administration 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.

The St. Sebastian Academy uniform is an integral part of establishing and maintaining the identity of our Catholic Academy of Excellence. It is also an important way to instill personal grooming habits in children. Students are required to be in full uniform each day unless given express permission by the principal.

The uniform must be purchased from Flynn O'Hara Uniforms. Parents will be contacted if children are not in proper uniform. Reasonable facsimiles are unacceptable. Uniforms should be worn with pride and be neat and clean.

PLEASE REMEMBER TO LABEL YOUR CHILD'S NAME ON ALL ITEMS OF CLOTHING, ESPECIALLY GYM CLOTHES, SWEATER AND COATS, ETC.

PRE-K FOR ALL Uniform – St. Sebastian Catholic Academy Physical Education tee shirt and shorts or sweatsuit purchased from Flynn O'Hara is recommended. Only uniforms purchased from Flynn O'Hara are acceptable.

GIRLS K-8

Plaid jumper (K-5 only)
Navy slacks (K-8)
Navy shorts (Sept-Oct 15 & May-June)
Light blue short sleeve polo shirt
Light blue long sleeve polo shirt
Light blue turtleneck with school logo
Blue Fleece with school name/logo
Navy Blue cardigan with school logo

Navy socks or tights

BOYS K-8

Navy slacks
Navy shorts (Sept-Oct 15 & May-June)
Light blue short sleeve polo shirt
Light blue long sleeve polo shirt
Light blue turtleneck with school logo
Blue Fleece with school name/logo
Navy Blue cardigan with school logo

White, Navy or blue socks

There is an option to purchase the navy blue sweater or polar fleece for chilly days. These are the only outer garments the children are permitted to wear in the classroom.

FLYNN O'HARA pants for boys and girls are clearly identified with a tag above the back pocket

Physical Education Uniform- All Students

Navy T-shirt, shorts, sweatpants and sweatshirt with school logo. Full uniform (sweats over the gym shorts and T shirt) and sneakers must be worn to school on gym days. Write your child's name on all articles of clothing. Children that are not prepared for Phys. Ed. class will not participate on that day.

5.1a 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 knee
- No torn or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, etc,
- No inappropriate logo type T-shirts
- No hats (unless specifically designated)
- No extremely loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No hoop earrings or excessive jewelry

5.1b Hair and Accessories

Hair must be clean, neatly combed, and for boys, 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. One pair of earrings, post or small hoops may be worn by girls only. Tattoos and body piercings are not allowed.

Failure to comply with regulations will result in students not being permitted to class and parents notified.

5.2 Admissions and General Other Policies

5.2a Acceptance of students into St. Sebastian Academy

<u>Level</u>	<u>Age</u>	<u>Date</u>
Nursery *	Three Years of age	by December 31 st
Pre-Kindergarten	Four Years of age	by December 31 st
Kindergarten	Five Years of age	by December 31 st
First Grade	Six Years of age	by December 31 st

A child should be ready for the Academy in order to begin his/her formal education. St. Sebastian Academy may not accept children who do not meet the accepted criteria for admission to Academy, e.g., age, emotional stability, and age-appropriate social maturity. **Nursery students must be bottle-weaned and toilet trained.*

New Student enrollment for Registration as well as Re-Registration for returning students is being managed through TADS. Detailed instructions can be reviewed on our website www.stsebastianacademy.org for prospective parents. Detailed notice is sent to re-registering families from the Academy and TADS.

5.2b Transfer Students (Grades K-8)

All children transferring from another Catholic Academy or from a public school are required to have a PARENT-PRINCIPAL CONFERENCE. At that time a review of the child's academic record and behavioral characteristics will be discussed. *Children are accepted on probation for the first trimester.* If the child is failing two or more subjects at the end of the first trimester, or if a child's behavior becomes an issue, a second Parent/Principal Conference is mandatory. This will determine whether or not the student's needs are being met and is thriving on the current grade level and if he/she can remain at St. Sebastian Catholic Academy.

Ordinarily a child transferring into St. Sebastian Academy will be placed at the grade level which was attained in her/his previous Academy. However, care will be taken to ensure proper placement. If serious doubt should arise, the Principal and faculty of St. Sebastian Academy will make a final determination with the parents.

Students transferring into Grade 8 will be accepted only if they are transferring from another Catholic Academy.

5.2c Withdrawal from Academy

Parents/guardians must notify the Principal in writing if their child is withdrawing from Academy.

5.3 ATTENDANCE POLICY

St. Sebastian 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 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 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.

5.3a Absences

There are two types of absences, legal and illegal.

Legal Absence

When a student is absent, for reason of illness, for example, he/she must present a note to the teacher from his parent/guardian upon returning to Academy. *If a note is not received, the absence is recorded as illegal.* Parents are required to contact the Academy before 9:00 am to report an absence followed with a note upon the student's return to Academy. E-mails are not acceptable as parent signature is required on that type of communication. Students will make up missed work within a reasonable amount of time upon their return to Academy. Please do not call the Academy to ask for assignments. Your child should rest when he/she is ill and return to Academy when they are fully able to participate in all activities. Very often, children return too soon only to be sent home again by the Department of Health Nurse on premises. Please note –children who are absent for five consecutive days or more require a note from your physician before they can be admitted to class.

Illegal Absence

Vacations or other lengthy absences during the time that Academy is in session are recorded as illegal absences. Every effort to plan vacations and such should be made to coincide with the academic calendar. In the event that you do plan to be away during the Academy year, the teacher will keep a record of missed work to be completed by the student upon his/her return. The teacher is not required to supply work to the student during the student's absence from Academy.

5.3b Lateness (Tardiness)

A student who arrives after the time set by the Academy for the beginning of the year will be marked late.

Parents/guardians need to work closely with their children to make certain that they are fully prepared for each day and arrive at the designated time. It is disruptive and unfair to the Academy community when children arrive late. Students in 7th and 8th grades should be aware that both Catholic High Schools and Public Schools look unfavorably on lateness when considering candidates for admission.

Lateness (Tardiness) in most instances is nothing more than a bad habit. A pupil who arrives after the door closes at their arrival location will be marked LATE. A child who will be issued a Late Pass from the office. The student will then be permitted to go to the classroom. Parents/guardians are not permitted to escort children to the classroom. Students who are late more than three (3) times a trimester will not be eligible to receive Honors Awards (grades 5-8). Consistent lateness will result in a parent meeting for grades 1 through 8.

5.4 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 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.

5.4a School Hours

To comply with CDC guidelines we have implemented a staggered arrival and dismissal schedule

TIME	EXIT A	EXIT B	EXIT C	EXIT D	EXIT H
ARRIVAL	58th / by Convent (boys b/r)	58 th /Woodside Avenue (girls b/r)	PreK door by School Yard (by playground)	Back School Yard Door (Convent)	Pre K Door ON Woodside Avenue
8:00-8:10 AM	GRADE 7	GRADE 6	GRADE 5	GRADE 8	
8:15-8:25 AM	PRE-K 2	KINDERGARTEN	PRE-K 3	NURSERY	PRE-K 1
8:30-8:40 AM	GRADE 3	GRADE 2	GRADE 1	GRADE 4	
TIME	EXIT A	EXIT B	EXIT C	EXIT D	EXIT H
DISMISSAL	58th / by Convent (boys b/r)	58 th /Woodside Avenue (girls b/r)	PreK door by School Yard (by playground)	Back School Yard Door (Convent)	Pre K Door ON Woodside Avenue
2:30 PM	GRADE 7	GRADE 6	GRADE 5	GRADE 8	
2:35 PM	PRE-K 2	KINDERGARTEN	PRE-K 3	NURSERY	PRE-K 1
2:45 PM	GRADE 3	GRADE 2	GRADE 1	GRADE 4	

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5.4b After Care

5.4b.1 Maspeth Town Hall

A free after-school program sponsored by Maspeth Town Hall is available for students in grades 6 through 8. Information about the program is sent home at the beginning of September. The students are able to get help with homework, participate in sports activities, clubs, and computer programming. The program is open every day that school is open from dismissal until 6:00 PM.

5.4b.2 Extended Day Program

This program is open to students in Grades Nursery through Grade 5. Registration Forms will be sent home with your child the first week of school. We asked that you let us know in advance when you need the program and pre-pay for the month. This helps us in planning ahead for supervision and supplies. Any days not used will be credited towards the next month.

At the end of each month, you will receive a statement showing your child's actual attendance at the program. Statements will be sent to you by the 2nd of each month, when the calendar allows. Statements will show you a credit or a balance due. The outstanding balance should be paid by the 5th of each month. Remember each new month, you should send the payment with the new month's Registration calendar. We must have a registration form for each child in attendance each month! Students cannot attend the program without that form. If you need to set up a payment schedule, please let us know in writing. Families that fall in arrears may not be permitted to use the program until payment arrangements are made or balances paid.

Any changes to your child/children's schedule must be received in writing to Mrs. Kelly. You can send the note to your child's teacher and it is forwarded to the office. For families with 2 or more children, one note detailing the changes of the child or children is fine. Please alert the school no later than 2 PM each day if there are changes to the schedule.

The program is available from dismissal until 6:00 PM on the days school is in session. The program is available on early dismissal days as well, but not including half days before long vacations.

Here is a sample schedule

2:45-3:00 PM Students are assembled in the Auditorium and attendance is taken..

3:00-3:20 PM Snack

(Please be aware that snacks will be provided by the program. Healthy snacks are provided to the best of our ability.)

3:20-4:30 Supervised homework (not tutoring) for students that receive homework assignments.

The program is not designed to accommodate one on one homework supervision but group/homework supervision.

The children will be encouraged to complete as much homework as he or she is capable of completing.

Studying is to be done at home with parent supervision.

4:30-6:00 Upon completion of homework, students will be able to participate in supervised activities, such as outdoor play, arts and crafts, table toys, games, drawing, coloring, etc.

6:00 PM LATEST TIME FOR STUDENTS TO BE PICKED UP. If you cannot pick up your child by 6 PM, please have a backup plan in place for someone to pick up your child. Call the program's cell phone to alert teachers of your delay. The extended day cell phone number is **646/387-9411**.

EMERGENCY SHEET: Must be completed and you must have a backup person name and number who can pick up your child if you are unable to or running late.

PICK UP: Children must be picked up prior to 6:00 PM. They must be picked up by an adult. It is also important that parents/guardians sign students out when picking them up. If the time of pick up is not stated, you will be charged the full day session fee.

If your child is not picked up by 6:00 PM, a penalty is charged after 6:05 PM, \$15.00 for every 10 minute interval.

If you are late picking up your child more than three times, your child may be removed from the program.

COST OF PROGRAM PER DAY:

	TIME	AMOUNT
1 Child	3:00 – 4:00 PM	\$15.00
1 Child	3:00 – 6:00 PM	\$25.00
1 Child double session ½ day	12:00 – 2:30 PM	\$25.00
1 Child double session ½ day	12:00 – 4:00 PM	\$30.00
1 Child double session ½ day	12:00 – 6:00 PM	\$40.00
2 Children (siblings)	3:00 – 4:00 PM	\$25.00
2 Children (siblings)	3:00 – 6:00 PM	\$35.00

2 Children double session ½ day	12:00 – 2:30 PM	\$30.00
2 Children double session ½ day	12:00 – 4:00 PM	\$35.00
2 Children double session ½ day	12:00 – 6:00 PM	\$50.00
3 Children (siblings)	3:00 – 4:00 PM	\$35.00
3 Children (siblings)	3:00 – 6:00 PM	\$45.00
3 Children double session ½ day	12:00 – 2:30 PM	\$40.00
3 Children double session ½ day	12:00 – 4:00 PM	\$45.00
3 Children double session ½ day	12:00 – 6:00 PM	\$60.00

Method of Payment

Parents will be sent a registration form for each new month. Days of attendance must be indicated and

Payment made in advance so that adequate supervision may be assigned.

Payment must accompany registration form. Credits are applied to the next month's balance.

Late fees will be applied for payments received after the 5th of the month.

Payments can only be made by check at this time. **NO CASH.** Make checks payable to St. Sebastian Catholic Academy.

5.4c School Office Hours

The school office is open from 8:00AM-12:00 PM and 1:00 PM-3:00 PM. Call 718-429-1982 We are limiting the visitors in the building at this time so it is best to call with questions or to make an appointment to speak to a staff member.

We can also be reached by email: staff@stsebastianacademy.org. Emails sent after 3:00 PM may not be answered until the next day. Please be patient with us.

5.4d Early Release Schedule

On days when we have an early dismissal we will need to stagger the exit times of the students. Arrival times will remain the same. Exit locations would also remain the same.

Grades 5-8 dismiss at 11:40AM

Grades Nursery and Kindergarten dismiss at 11:50AM

Grades 1-4 dismiss as 12:00PM

PreK for All classes are usually in full session when the academy has early dismissal days. PreK for All parents will be notified in advance if there is an early dismissal day.

5.5 Release of Students from Academy

Students are expected to be in attendance for the complete session each Academy day. If, for any reason, a student must leave the Academy before the regular dismissal hour, a parent or person authorized by the parent/guardian must come to the Academy office to escort the student out of the building. A sign-in and sign-out book indicating time of arrival or dismissal must be signed by a parent/guardian. Once a child arrives at Academy, he/she may never be sent home for assignments, books, or for disciplinary reasons.

Parents must make appointments for doctors and dentists after Academy hours or during holiday weeks. Removing your child during the Academy day is disruptive to all. Children who leave for an appointment during the Academy day may not return to Academy that day nor may they participate in after Academy activities. Likewise, children who are absent during the day may not return to participate in any after Academy activities or extended care.

5.5a Custody, Guardianship Orders

Parents must provide accurate custodial information to be kept at the academy. 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 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.*

5.6 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.

5.7 Birthday Policy

SNACKS/BIRTHDAY CELEBRATIONS - GRADES NURSERY TO 3 ONLY -

Children's birthdays are celebrated in grades Nursery through 3 only.

Birthdays will be acknowledged by a birthday crown and singing "Happy Birthday" by classmates and teachers. A special birthday pencil will be given to each student. Please note- Teachers will only distribute party invitations if they include the **entire**

class. Students are not to distribute party invitations on Academy premises at any time.

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.

5.8 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 6 - Transportation

6.1 BUS PROCEDURES

Bus Service provided by New York City Office of Pupil Transportation

Ridership eligibility is determined by the student's age, address and distance from the Academy. All decisions are made by the New York City Office of Pupil Transportation.

Eligibility requirements are:

Grades K-2 pupils are eligible for free transportation if they reside 1/2 mile or more from Academy. Pupils residing less than 1/2 mile from Academy are eligible for 1/2 fare transportation.

Grades 3-6 pupils are eligible for free transportation if they reside one mile or more from Academy. Pupils residing 1/2 mile or less than a mile are eligible for 1/2 fare transportation.

Grades 7-12 pupils are eligible for free fare privileges on public transit facilities if they reside 1 1/2 miles or more from Academy. Students residing 1/2 mile and less than 1 1/2 miles from Academy are eligible for 1/2 fare.

Nursery and Pre-Kindergarten children are not provided Yellow Bus service.

Where contract Academy Bus service is provided, no bus route shall exceed a total one way route length of 5 miles through all stop points.

Please note- sometimes one sibling is permitted to ride the bus while the older sibling is issued a Metro Card. Under no circumstances should students not eligible for Yellow Bus transportation board a Yellow Bus. Also, designated bus stops may never be changed except through the Office of Pupil Transportation. Parents wishing to appeal a decision or request a change of bus stop may do so by filing the proper forms with the Office of Pupil Transportation. You may contact Mrs. Kelly in the Academy office should you wish to do so.

While students are being transported to and from the academy, it is expected that they will uphold the behavior expectations of the academy 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.

6.2 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 7 - STUDENT RECORDS

7.1 Change of Address/Phone Number

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

7.2 Educational Records Request

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 manner.

7.3 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 a 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

7.4 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 8 - HEALTH AND NUTRITION

8.1 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 given time frame **must be excluded from school**. Parents must provide records of immunization to be kept on file at the Academy. Any exemptions to the immunization requirements must be approved by the Academy or parish school with documentation being kept in the child's health records. Only medical exemptions are permitted per New York State Law. Religious exemptions are no longer permissible.

- For nursery, pre-k, and OPK 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.

Academy Nurse

The New York City Department of Health provides us with a nurse for public and non-public schools/academies. Responsibilities include:

1. Maintenance of health records.
2. Detection of disease or illness.

In addition, he/she will meet with classroom teachers to discuss students who may be at risk.

Most of the time if you are contacted by our nurse it is to notify you regarding your child's health status. You do not need to pick up your child unless the nurse advises you to do so. Every communication related to the student's health should be addressed to the nurse's office. If you have any questions or wish to speak to the nurse, please contact the Academy office.

Please note- if your child is permanently required to take medication daily he/she may be entitled to special services in house under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and various State and City laws. You will be required to complete authorization forms under the guidelines for the Provision of Health and Educational Services under Section 504. The nurse may not administer medication unless the authorization forms are received.

Transfer of Health Records

All medical records are kept in the permanent record file and are transferred to the child's new School/Academy upon withdrawal from St. Sebastian Academy. These records are the property of the New York City Department of Health. They are confidential and subject to regulations established by the Department. The Principal is the chief custodian of all medical records.

8.2 Administering Medications in 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.

8.2a 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 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 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 the 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.

8.2b 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.

8.3 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.

8.4 Lunch Program

Each student is responsible for bringing their own lunch to school each day there is a full session. No glass bottles are allowed to be brought to the Academy.

Parents/guardians are not to bring lunches of any kind to the Academy office.

COVID-19 NOTE: Please make sure containers are easy to open for the children to avoid the adults from having to touch the children's belongings.

Section 9 - Parental Obligations

9.1 Parent/Guardian Participation Guidelines

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.

9.2 Fundraising

Fundraising is an essential part of financial support of our academy. Tuition alone does not cover the cost to educate a child. A mandatory fundraising fee of \$200 per year is added to the tuition payments per family. We also host many fundraising events throughout the year, which are optional, but helpful.

9.3 The Home Academy Association

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.

All parents/guardians are automatic members of the Home Academy Association. A family fee of \$10.00 is included in the tuition. General meetings may be held throughout the Academy year. Notification will be sent home prior to the meeting with your oldest child. Parent ideas and input are always welcome. Meetings begin promptly at 7 PM and end at 8 PM. Proceeds from Parent Association fundraisers benefit Academy programs.

9.4 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 10 - Safety

10.1 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. Each Academy in the Diocese of Brooklyn is required to annually update a Crisis Management Plan. The plan outlines procedures to evacuate the Academy during fire drills, and also lockdown procedures. Fire Drills,

evacuation and lockdowns are practiced throughout the Academy year so that children are familiar with procedures. Our first evacuation site is the Parish Center on 57th Street, the second site is the Church on Roosevelt Avenue/58th Street and our away from Academy site is P. S. 11 on Skillman Avenue/56th Street

10.2 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 will close. 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.

In case of an emergency and Academy closing, families will receive an automated alert (text or email) from Option C's Parent Alert. You also can tune in to Channel 2 WCBS and WPIX Channel 11 morning news television. Indication of Academy closure can be viewed on the bottom of the television screen **OR** you can consult the Academy's two websites for any notification.

Whenever one hears of snow in the forecast, it is an appropriate time to review the emergency Academy procedures for the elementary schools within the Diocese of Brooklyn. You should be aware of the following procedures should there be any emergency situation, weather related or otherwise, that would entail the closing of the Academy. The principal and pastor can make their own decision based on local needs.

Please do not call the Academy or leave a message as updates will be posted on St. Sebastian Academy's websites.

You can check the Academy's OPTION C homepage website for any emergency closings, but not before 7:00 AM to give us ample time to update the site. The notices will be located at www.optionc.com, the Academy identification number is **1004**. The alert will be posted on the home page of the Academy's website at www.stsebastianacademy.org as well.

10.3 Academy Safety

Crossing Guards, provided by the 108th Police Precinct are stationed at the intersections to protect students on their arrival and dismissal from Academy. Their authority is to be respected at all times.

Parents are asked not to double park on the Academy side of Woodside Avenue or by the Academy yard on 57th Street in order to allow school buses to drop off and pick up

the children safely. Police officers from the 108th Precinct periodically monitor dismissal pickup for safety concerns.

The Safety Patrol is an official organization of the Academy. Its members are of high character and are expected to set a good example for other students. Their major responsibility is to oversee the orderly entrance and exit of students to and from the Academy building. Grade 8 students make up the St. Sebastian Academy Safety Patrol.

The Parish and Academy are insured through the Parish Service Corporation for claims of liability which arise due to negligence on the part of the Academy. Each student has also been enrolled in an Accident Protection Program. The accident insurance protects your child traveling to and from Academy, on Academy sponsored and supervised trips and while engaged in all sports, except football. The cost per child has been included in the tuition.

10.4 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.

10.5 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.

We have installed 40 closed circuit television cameras which monitor activity in and around the Academy building. The front entrance has been upgraded with secure doors and communication system. All doors are alarmed in an effort to keep the building secure. A full time security guard is on duty during school hours.

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 11 Instruction

Requirements

New York State Law requires 176 days of actual student attendance. In addition, four (4) professional days form part of the professional life of the St. Sebastian Academy for a total of 180 days.

To meet professional obligations to students and their parents, the Academy is required:

- A) To provide a minimum of five hours of formal instruction for grades Kindergarten through 8 per day.
- B) A once a month faculty meeting, warranting a half day dismissal. Parents will be notified in advance.

Curriculum instruction includes Religion, Reading, Language Arts, Mathematics, Social Studies, Science, Technology, Art, Health, Physical Education and Foreign Language.

In NURSERY, the time allocations are divided into Religion, Work-Time; Story and Discussion; Active Play Period, Health Education and Safety, and Physical Education and Routines.

ALL NURSERY AND PRE-KINDERGARTEN activities create a learning environment where youngsters can explore, discover, manipulate and grow intellectually, emotionally, socially and spiritually.

Readiness skills for Kindergarten work, concentrating on English Language Arts and Mathematics, are developed in Nursery & Pre-Kindergarten. Verbalization, emotional stability and socialization skills are emphasized.

On-going curriculum review is the responsibility of the Principal, Assistant Principal and faculty. The responsibility for the selection of textbooks, instructional materials and equipment is also their concern. A review of textbooks is conducted annually.

Textbooks are used on a loan basis from New York State and the Academy and must always be kept clean and covered. Books must be carried in some type of school bag in order to protect them. All textbooks are collected at the end of the Academy year and must be in good condition. Any books which are damaged or lost must be replaced at the expense of the student who is responsible for the damage or loss. Most of these books are on loan to us by the State and are therefore, the property of New York State.

For safety concerns, wheeled school bags are not permitted for Grades Nursery to Grade 3. Backpacks only please.

11.1 Grading Policy

The primary purpose of evaluation is to effectively communicate to a variety of audiences the degree of achievement and competence of our students. Teachers will communicate grading expectations and rubrics to parents

Curriculum objectives in the Academy are designed to reflect the components of the Next Generation Learning Standards. As these are developed in each curriculum area, students will be evaluated on the progress made in attaining the curriculum objectives.

Teacher assessment tools continue to be developed that reflect the components of the Next Generation Learning Standards.

Beginning with the Kindergarten Report Card through Grade 4 and Grades 5-8 Report Card, the New York State Learning Standards are developed in a progressive manner. The following are the criteria used in evaluating a student's achievement throughout the Academy year:

Formative Assessments	Projects/Reports
Summative Assessments	Class Participation
Class work	Homework
Lab work	Observations

11.2 Homework assignments

Homework assignments are posted on the St. Sebastian Catholic Academy GOOGLE sites which can be accessed via www.stsebastianacademy.org on the faculty page. Our Option C site at www.optionc.com, school id number 1004, also lists the faculty page with names under the ABOUT US tab on the Option C home page. Each teacher updates their site on a regular basis, so parents can maintain an overview of assignments and due dates as well as upcoming events. Details will be sent in September.

The learning process depends on a partnership between teacher and student and homework is an essential part of this process. Willingness to cooperate with a teacher's instructions is a clear indication of a desire to learn. Homework provides both reinforcement and enrichment of classroom learning. Assignments should be copied into a homework book and done promptly and neatly. All homework and tests may be required to be signed by a parent. Homework is part of the overall grade in every subject area.

The following is a *guideline* for nightly homework assignments which depends on Grade Level and teacher. Study time ought to increase during examination periods. Children in Grades 1-3 are expected to read a minimum of 15 minutes per night in addition to homework assignments.

Grade	Homework Assigned
Kindergarten	2 subjects
Grade 1	2 or 3 subjects
Grade 2	3 subjects
Grade 3	3 or 4 subjects
Grade 4	4 subjects and 20-30 minutes nightly reading time. Reading improves preparation for state tests.
Grades 5/6	all major subjects (approximately 1 ½-2 hours including study time)
Grades 7/8	all major subjects areas (approximately 2- 2 ½ hours including study time)

Students in Grades 5-8 should engage in independent reading as well. At least 20-30 minutes per night of independent reading for students in Grades 5 and 6 and no less than 30 -40 minutes per night for students in Grades 7 and 8. Students should be encouraged to read books, magazines, and newspapers to strengthen their reading skills.

Students and parents in the upper grades should be aware that high schools will require at the very least 3 to 3.5 hours of homework each night.

Written homework, reading and/or studying may be assigned on weekends at the discretion of the teacher.

11.3 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.

11.4 Reporting Student Progress

11.4a 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.

Pre-Kindergarten and Kindergarten

- 1 Not Demonstrated
- 2 Beginning
- 3 Developing
- 4 Secure
- X Not Introduced or Assessed

Grades 1-8

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

Personal Progress and Skills Code – Grades 1-8

Personal Progress Codes are used to complete the subdivisions under each of the major subject areas and the Personal Progress section on the report cards.

- 1 Does Not Meet Standard
- 2 Approaching Standard

3 Meets Standard
4 Meets Standard with Distinction
X Not Assessed this Trimester

Student Honors

To recognize excellence each trimester, students in Grades 5-8 who qualify for academic honors are presented their awards by the classroom teacher, and have their names published in the parish bulletin. The criteria for the awards are:

Principal's List: Students with an average of 97 or better with no subject below 95, reading at or above grade level, and satisfactory behavior.

First Honors: Students with an average of 93-96 with no subject below 90, reading at or above grade level, and satisfactory behavior.

Second Honors: Students with an average of 89-92 with no subject below 85, reading at or above grade level, and satisfactory behavior.

Recognition Awards: Students who have an average of 85-88 with no subject below 80, judged to have put forth extraordinary effort, and shown significant improvement in their Academy work.

Please note: Students who are late more than 3 times per trimester in Grades 5-8 are not eligible for honors or recognition for that trimester. Students who receive a "1" in any area on their progress report are not eligible for receipt of honors or recognition for that trimester.

11.4b 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.

11.5 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.

The following is a schedule of examinations and the grades tested.

<u>Grade</u>	<u>Subject Tested</u>
4	Science, English Language Arts, Math
6	English Language Arts, Math
7	English Language Arts, Math
8	Science

11.6 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.

11.7 Graduation

Diplomas are granted by St. Sebastian Academy and affirm that a student has successfully completed all of the requirements of the curriculum.

Graduation occurs at the end of the eighth grade. A student who has failed two or more subjects may participate in the commencement ceremony but will not be awarded a diploma. The diploma will be awarded subsequent to the passing of said subjects in summer school.

A student may also be denied participation in the commencement ceremony for continued serious infractions of the Academy's code of conduct.

Finally, promotion and graduation are subject to the full payment of all financial obligations to the Academy as of the 15th of May each year.

11.8 Student Retention

Retention is decided upon by the Principal and teachers in consultation with the parents. The final responsibility for a pupil's retention rests with the principal.

Students who through early identification and assessment indicate difficulty in completing required program objectives should be provided with remedial instruction to aid in the mastery of basic skills. Remediation such as Resource Room or private tutoring will be recommended by the teacher or Principal. Further, a student who is not meeting grade level requirements may need an academic evaluation by the Committee on Special Education or privately. The Principal will be available to assist parents through the evaluation process in the child's best interests.

Parents of the children at risk of repeating the grade, will be notified by the end of the second trimester at the Parent/Teacher Conference. By the end of May a final decision will be made. If Summer School is recommended and promotion is conditional, the student must return the week before School begins and a conference will be scheduled to determine if the child can advance to the next grade level. Also, proof that the student has attended an accredited Summer School program must be presented at that time.

THE RETENTION OF A STUDENT IS A SERIOUS MATTER. RETENTION IS NEVER USED AS A PUNITIVE METHOD OF SHAPING OR CHANGING UNDESIRABLE BEHAVIOR. THE PURPOSE OF RETENTION IS TO INSURE THAT STUDENTS ARE PROVIDED OPPORTUNITIES TO SUCCEED ACADEMICALLY.

SECTION 12 - INTERNET USE

12.1 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 fundraisers, 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.

12.2 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 13 - FINANCES

13.1 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.
- This year we are using TADS as our tuition management system.
- Tuition payment schedule will follow the most appropriate schedule for the academy and parents: monthly, one payment, or five installments.
- The academy will not accept any tuition payments at the academy building.

13.2 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 July to April. Tuition collection will begin prior to the start of the school year.

Tuition due to TADS by the 15th or 25th of the month

GRADE	YEARLY TOTAL	MONTHLY (beginning August)	5-month plan August	October	December	February	May
Baptized 1 Child – Nursery to 8	\$ 5,950.00	\$595.00	\$1,190.00	\$1,190.00	\$1,190.00	\$1,190.00	\$1,190.00
Baptized 2 Children – Nursery to 8	\$10,800.00	\$1,080.00	\$2,160.00	\$2,160.00	\$2,160.00	\$2,160.00	\$2,160.00
Baptized 3 Children – Nursery to 8	\$15,350.00	\$1,535.00	\$3,070.00	\$3,070.00	\$3,070.00	\$3,070.00	\$3,070.00
Baptized 4 children or more – Nursery to 8	\$16,950.00 Add \$500 each additional child	\$1,695.00 4 students	\$3,390.00 4 students	\$3,390.00 4 students	\$3,390.00 4 students	\$3,390.00 4 students	\$3,390.00 4 students
Non-Catholic Per Student	\$ 6,775.00	\$677.50	\$1,355.00	\$1,355.00	\$1,355.00	\$1,355.00	\$1,355.00

Additional fees

Fee	Amount	Due
Re-Registration Fee/Registration Fee (non-refundable)	\$150 per student \$200 per family	February 2019/at time of registration (non-refundable)
Fundraising Fee (mandatory)	\$200 per family (In addition to tuition – NOT optional)	Fee will be applied to your TADS billing account according to your payment plan selection. We will have additional <i>optional</i> fundraising events throughout the year. THANK YOU FOR YOUR SUPPORT!

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 withdrawal 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.

13.3 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. The one exception is families returning to the Teddy Forstmann program coordinated by the 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.

Please note any scholarship awarded to a family will not be credited to the tuition account until September. One full month tuition will need to be paid in August prior to credit. The credit will then be applied to the remaining balance according to the payment schedule chosen on your agreement.

13.4 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.

13.5 Tuition Delinquency

- By standard practice, TADS 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 TADS 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.

SECTION 14 - SAFE ENVIRONMENT

14.1 Reporting Inappropriate Behavior with Children to Principal

If you feel there has been an incident of inappropriate behavior please call the school to make an appointment with the principal and school counselor.

14.2 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.

14.3 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.

Attention must be drawn to the potential health hazard involving the use of e-cigarettes and vaping that are becoming serious issues in schools throughout the country.

As per the regulations of the NYC Department of Health, cigarette use is prohibited on school grounds. This addendum will add the use of e-cigarettes and vaping and the possession of vaping and smoking paraphernalia to the list of prohibited items on school grounds. Children who disregard the smoking/e-cigarette/vaping policy will face suspension from school.

Unfortunately, vaping, in particular, seems to be a trend – even with early adolescents, and it appears to be promoted on You Tube tutorials that even show students how to avoid being caught at school.

This vaping apparatus can take the form of an ordinary pen or computer flash drive. The vapors may be completely odorless or have a pleasant fruity smell that would not ordinarily be associated with cigarettes.

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

14.4 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 15 - 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.*

15.1 Hygiene and Health Requirements

15.1a 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 masks 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.

15.1b 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.

15.2 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.

15.2a 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.

15.3b 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.

15.4 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.

15.3 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:

Number of Cases	During Investigation (at least 24 hrs)	After Investigation
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 (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
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

15.4 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 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, 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.

The Board/Principal is the final recourse and reserves the right to amend this handbook at any time; prompt notice will be given to parents via your child.

RETURN THIS SHEET ONLY TO YOUR CHILD'S TEACHER AFTER REVIEWING THE STUDENT - PARENT HANDBOOK WITH YOUR CHILD/CHILDREN.

As the parent/guardian of _____, I have read and

Discussed with my child/children the guidelines and policies of the St. Sebastian Academy Parent/Student

Handbook.

PARENT/GUARDIAN NAME: _____
PLEASE PRINT

SIGNATURE: _____

CHILD'S NAME: _____ Grade: _____
PLEASE PRINT