



PARENT/STUDENT HANDBOOK

2018-2019

Our Lady of Hope Catholic Academy

61-21 71st Street
Middle Village, New York 11379
Phone: 718-458-3535 FAX: 718-458-9031
www.OLHCA.org

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”***
St. John Chrysostom

Welcome to Our Lady of Hope Catholic Academy! In choosing Our Lady of Hope Catholic Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Our Lady of Hope Catholic Academy for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Our Lady of Hope Catholic Academy during the 2018-2019 school year.

The faculty and staff of Our Lady of Hope Catholic Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mr. Giuseppe Campailla
Principal

Our Lady of Hope Catholic Academy

Our Lady of Hope Catholic Academy is a Nursery through Grade 8 Catholic Elementary and Middle School under the Diocese of Brooklyn Schools Office.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady of Hope Catholic Academy, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New York guidelines and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Our Lady of Hope School opened in September of 1963 with Grades K through 6. Sister Mary Austin, O.P. was the founding Principal designing the curriculum and creating the learning environment. In the early years, the school was staffed prominently by the Dominican Sisters of Amityville but as vocations dwindled, lay faculty began to assume the majority of teaching positions. In September 2016, Our Lady of Hope transitioned from a parish school to the academy model comprised of Board of Directors. Our Lady of Hope Catholic Academy continues to be a vibrant and active learning community serving the families of Middle Village and its surrounding neighborhoods for over 50 years.

Mission Statement

Our mission is to provide a Catholic education that fosters the spiritual and academic development of each child by instilling a morally centered foundation. The responsibility for academic and spiritual growth is a shared endeavor among students, parents, faculty, and administration. Our model is Jesus Christ who taught with compassion, respect and a loving heart. Therefore, our common goal is "to teach as Jesus did."

Philosophy

Our Lady of Hope Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Brooklyn.

1. To develop the total Christian personality by instilling in each student a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program

based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.

3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid each student in the evaluation of his/her own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Absence

When a student is absent from school, a parent MUST call the office by 8:15a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Our Lady of Hope Catholic Academy students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. **If the student is out sick for two or more days the student must return to school with a doctor's note. If there is not a doctor's note the student will be marked as an illegal absent.** These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent, a parent may call the school office before 9:00 am to arrange for homework assignments. Homework assignments may be picked up at the school office between the dismissal time for the child's grade and 3:30 pm.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence of (40) days or the equivalent of 40 days including tardiness, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more, will be counted as absent for a ½ day. Three (3) early withdrawals, each of which are less than 3 ½ hours, are considered a ½ day absence.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas.

Our Lady of Hope Catholic Academy offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation.

Liturgical services are held each month for the entire school community. Individual classes attend daily Parish Masses throughout the school year at the discretion of the teacher. Specific grades are encouraged to attend Sunday 9:30 Masses.

Computer Literacy

Microsoft Office (Word, Excel, & PowerPoint), Google Classroom, Coding(Grades 7 & 8), Web Design, proper and effective Use of Social Media, and Integration with Curricular Subjects.

Fine Arts

Art, Choir, Performing Arts, and Music.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive penmanship.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature

Students in Grades 4, 6 and 8 take the New York State ELA Test each Spring.

Mathematics

Students in Grade 6 will sit for the placement test in the Spring to determine their placement in Grade 7 Math Honors for the following September. The student's placement will be based on their academic history (report card, TerraNova, NY State Exams), teacher recommendations and placement test.

Students in Grade 7 will have an opportunity to take the Algebra I placement test in the Spring. Based on their academic history, teacher recommendation and placement test results select students will take an Algebra I course full time in grade 8. Students in Algebra I will have the opportunity to take the Algebra I Regents Exam in June.

Students in Grades 4, 6 and 8 take the New York State Math Test in the Spring.

Physical Education/Health

Physical fitness programs appropriate for each grade. Students in Grades 5 – 8 will be taking Health class once a week.

Science

General Sciences and Laboratory Experiences. Students in Grade 4 take New York State Science Test and students in Grade 8 take the New York State Earth Science Regents.

Social Studies

History, Geography, Economics, New York State History, and Current Events.

Foreign Language (Spanish)

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a three-week improvement plan. At the end of the three-week period, the student's academic progress will be assessed. Students whose average is an F will be faced with the possibility of summer school and/or retention.

Admission Information

Nondiscriminatory Policy

Our Lady of Hope Catholic Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

The following priorities will be used to accept students to Our Lady of Hope Catholic Academy who apply at provided registration dates:

1. Siblings of currently enrolled students
2. Members of Our Lady of Hope Parish
3. Members of other parishes
4. Non-Catholic students

Children entering the Nursery Program must be three (3) years of age by December 31st and must be out of diapers and able to use the bathroom.

Children entering Pre-K must be four (4) years of age by December 31st.

Children entering Kindergarten must be five (5) years of age by December 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness as seen in the first two months of Kindergarten.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Our Lady of Hope Catholic Academy will meet the educational needs of the students. An interview with the student is part of the admission process. A copy of your child's IEP is required, if applicable.

Pre-Admission Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one trimester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Our Lady of Hope Catholic Academy. The recommendation and decision of the school is final.

Non-Catholic students whose parents accept the philosophy of Our Lady of Hope Catholic Academy will be accepted on a space available basis.

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2018-2019**

Nursery ~ Half Day	\$ 2,100.00	
Full Day	\$ 3,100.00	
Pre-K (3 day)	\$ 3,500.00	
Pre-K (5 day)	\$ 4,500.00	
Full time Pre-K		
(Sibling in Gr K – 8)	\$ 4,000.00	
Kindergarten - Grade 8	\$ 4,300.00	1 child
	\$ 7,900.00	2 children
	\$10,900.00	3 children or more
Registration Fee:	\$ 100.00	per child
Activity Fee:	\$ 150.00	per child
Family Participation:	\$ 25.00	per family
Mandatory Fundraisers:	\$ 100.00	Raffle Drive
Graduation Fee:	\$ 475.00	Grade 8 Only

Tuition Policy

The following policies will be strictly enforced regarding tuition:

- A late fee of \$25.00 will be charged for all accounts over (30) days late.
- Each trimester, report cards will be held on all accounts not current.
- No child will be re-registered for the new school year until tuition balances are current. Once made current, your future registration is dependent upon the satisfaction of your account in full.
- For any students transferring to a different school, records and transcripts will not be sent until accounts are paid in full.
- Those graduating will not receive diplomas and records will not be forwarded to high schools until accounts are paid in full.
- **Parents will not be able to access grades on OptionC or receive progress reports, and report cards with outstanding tuition balances.**

Registration/Re-Registration

- The \$100.00 Registration Fee for new students must be submitted with the registration form. The Registration fee is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration Fee when re-registering for the new school year.
- All Registration Fees are **NON-REFUNDABLE**.
- There will be a \$25 “returned check fee” for all checks made payable to Our Lady of Hope Catholic Academy that do not clear the bank.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 718-458-3535 Ext. 118.

SCHOOL YEAR 2018-2019 **ACTIVITY FEE*
(NON-REFUNDABLE FEE).....\$150.00**

*This fee covers registration materials, consumable workbooks, classroom supplies, art materials, physical education equipment (playground balls, jump ropes, etc.), audio-visual licenses, and Science lab fees for consumable materials, as they pertain to each grade. This DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Allergy Policy

Our Lady of Hope Catholic Academy recognizes that allergies and asthma are important conditions affecting many school children and positively welcomes all pupils with these conditions.

This school encourages children with allergies and asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that comes in contact with children with allergies and asthma is provided with training from the school nurse.

If your child has an EpiPen, you must be able to attend field trips when his/her class plans a field trip.

Asthma Medication

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler as indicated in the medical section of this handbook.

Record Keeping

At the beginning of each school year or when a child joins Our Lady of Hope Catholic Academy, parents are asked to submit a child's medical record. From this information the school keeps its allergy and asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The School Environment

Within reason, the school tries to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergy Policy

Our Lady of Hope Catholic Academy recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Our Lady of Hope Catholic Academy is a *Peanut Free* school. Emergency Action Plans will be put in effect for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Full cooperation is expected.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Birthday Observances

Birthday treats may be brought to school for students in **Nursery through Grade 2 only**. Please coordinate with your child's teacher. There will be **no** birthday celebrations during lunch in the cafeteria.

Buckley Amendment/Custodial Policies

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide a non-custodial parent with access to academic records and other school information regarding his/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. Therefore, we recommend that all divorced families provide the school with a court certified copy of the custodial section of the divorce decree. Official custodial agreements will be kept in a confidential file in the office of the principal.

Bullying and Cyberbullying

Our Lady of Hope Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Morning Drop-Off Zone

The Morning Drop-Off Zone is located in the front of the school from Eliot Avenue and 71st Street to the large school yard gates on Eliot Avenue and 72nd Street. Drivers are to pull all the way into the Drop-Off Zone and have the students exit the vehicle on the passenger side.

Parents are asked to remain in their cars and allow the Morning Drop-Off Zone volunteers to assist children in exiting cars. Students are not allowed to exit a car on the street side or if the car is double parked.

Parents are asked to cooperate with the Morning Drop-Off Zone volunteers.

Cell Phones

If a student needs a cell phone because he/she is walking to or from school, entering a house where no one is home or attending after school activities, he/she should give the cell phone to the homeroom teacher upon arrival in the morning. The cell phone in the off position will be locked in a safe box for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should the cell phone be in a student's possession. **Items taken away from a student will be returned to the parent(s)/guardian(s) by the Principal.**

Cheating

Cheating of any type, including plagiarism, will not be tolerated. A student, who chooses to cheat, faces a failing grade, detention, suspension, and/or expulsion. See the *Academic Dishonesty Policy* for clarification and specifics.

Child Abuse Laws

Our Lady of Hope Catholic Academy abides by the Child Abuse laws of the State of New York. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations and concern for the environment.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning

situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) by the Principal.**

Crisis Plan

Our Lady of Hope Catholic Academy has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Our Lady of Hope Church
2. Off Campus – Resurrection Ascension Catholic Academy

Acceptable Use Policy for Technology

I. Purpose:

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

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

- a. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.
- b. Students will use Our Lady of Hope Catholic Academy owned technology for appropriate learning purposes under the supervision of the principal and/or classroom teacher.
- c. Students, employees, and visitors will use Our Lady of Hope Catholic Academy technology in accordance with all policies and procedures of the Academy.

II. Scope of Use:

The technology vision for Our Lady of Hope Catholic Academy is such that its use supports the Catholic Church’s overall mission. We are aware that the digital world allows 24 hour access, anywhere, anytime. This policy applies to the use of technology inside the Our Lady of Hope Catholic Academy but may in certain instances apply to personal use outside of the Our

Lady of Hope Catholic Academy. When personal outside use of a technology causes a disruption to teaching, harms or interferes with the rights of others in the Our Lady of Hope Catholic Academy community or otherwise violates all or part of this Acceptable Use Policy, these users may be subject to disciplinary measures found within.

III. Definitions of Technology:

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
 - Cell Phones, Smart Phones
 - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
 - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
 - Portable Entertainment Systems (gaming systems, audio/video players)
 - Recording Devices (digital or analogue audio/video/photo capture devices)
 - Any other convergent technologies (Social Networking, email, instant messaging, etc.)

IV. Responsibilities of User:

Our Lady of Hope Catholic Academy will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that Academies and Parish Schools create a policy addressing the following:

- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them

As part of this compliance, I-Safe, an Internet Safety Curriculum, has been implemented as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Our Lady of Hope Catholic Academy community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within Our Lady of Hope Catholic Academy 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.
- 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
- Protect One's Self and Others
- Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- Respect Intellectual Property
- Cite sources when using any content not originally authored by you

Members of the Our Lady of Hope Catholic Academy community 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 Our Lady of Hope Catholic Academy without the expressed permission of the principal.

V. **Security of Technology:**

Our Lady of Hope Catholic Academy assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto Our Lady of Hope Catholic 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/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, members of the Our Lady of Hope Catholic Academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or Our Lady of Hope Catholic Academy computers or computer systems
- Download or install any software application without prior authorization

VI. **Technology Use Guidelines:**

a. **Appropriate Use/Educational Purpose**

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

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

Electronic and/or Digital communication between teachers and parents should be

conducted for educationally appropriate purposes and utilize only Our Lady of Hope Catholic Academy sanctioned communication methods. These methods include:

- Teacher Our Lady of Hope Catholic Academy web page
- Teacher Our Lady of Hope Catholic Academy email
- Teacher Our Lady of Hope Catholic Academy phone #
- Teacher created, Our Lady of Hope Catholic Academy approved, educationally focused networking sites

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

c. Examples of Unacceptable Uses of Technology

Users are not to:

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

d. Administrative Rights (To monitor use of technology)

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

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

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

All references to Our Lady of Hope Catholic Academy personnel, students and/or any member of the Our Lady of Hope Catholic 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 Our Lady of Hope Catholic Academy are violations of this policy.

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

f. Vandalism

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

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

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

It is further recommended that administrators refrain from personal social media communication with students, parents, and school/academy staff, and teachers and school/academy staff with students, parents, and administrators. It is the professional responsibility of all educators to ensure that professional and personal activities are kept separate. Please consult your local handbooks for further policies and guidelines.

VII. Policy Violations:

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Our Lady of Hope Catholic Academy principal:

- Our Lady of Hope Catholic Academy 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 Acceptable Use Policy.

NOTE:

Students will not be given access to Our Lady of Hope Catholic Academy technology without an appropriately completed and signed acknowledgment form on file in the Our Lady of Hope Catholic Academy office.

Cyber-Bullying Policy

1. Purpose:

One of the main duties Our Lady of Hope Catholic Academy is to provide a safe environment for our students. With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24/7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief.

2. Scope of Use:

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

3. Definitions of Cyber-Bullying:

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

1. **Flaming** – The act of posting electronic messages that are deliberately hostile, insulting, mean, angry or vulgar to one or more persons either privately or publicly to an online group.
2. **Denigration** – Occurs when a person sends or publishes cruel rumors, gossip or untrue statements about a person to intentionally damage the victims reputation or friendships.
3. **Bash Boards** – Online bulletin boards or forums where people post anything they choose. Generally, postings are mean, hateful and malicious.
4. **Impersonation** – The act of posing as or pretending to be another person. This can either be through a malicious attack resulting in the takeover of an existing account (hacked/stolen credentials) or through the creation of a fake account in someone else's name. Considerable damage can be done through this time of attack to the victim's reputation and relationships.
5. **Outing** – Occurs when confidential, private or embarrassing information is posted or shared publicly. Can include the forwarding of email messages, text messages or photos meant to be private to an unintended third party recipient(s).

6. **Trickery** – The act of tricking someone into divulging personal, embarrassing or private information either publicly or to a person who then uses that information for malicious intents. Information gained can be used to blackmail, post publicly online or for person gains depending upon the information.
7. **Exclusion** – An indirect method of cyber-bullying in which someone is intentionally excluded from an online group, community or activity.
8. **Harassment** – The act of sending repeated insulting, hurtful, rude or vulgar message.
9. **Happy Slapping** – a real world attack which is recorded and then posted online. Often referred to as a practical joke by the attackers, hence the term “happy slapping”.
10. **Text Wars or Attacks** – When several people gang up on a victim sending the target repeated emails and text messages resulting in emotional and possibly financial damage for data and messaging costs.
11. **Online Polls** – potentially harmful or demeaning, they can contain malicious questions such as “Who is the ugliest person in 8th grade?” or “Who do you love to hate?”
12. **Sending Malicious Code** – When intentionally perpetrated with malicious intent, can be used for spying, tracking, stalking, or to harm devices or the victim themselves.
13. **Images and Videos** - Due to the prevalence and accessibility of camera cell phones, photographs and videos of unsuspecting victims, taken in bathrooms, locker rooms or other compromising situations, are being distributed electronically. Some images are emailed to other people, while others are published on video sites such as *YouTube*.
14. **Griefing** – Chronically causing grief to other members of an online community or intentionally disrupting the immersion of another in their game play.
15. **Trolling** – Lurking or “trolling” message boards and forums for the purpose of defaming, “flaming”, annoying, embarrassing or otherwise being hostile to users through public posts. The victim may or may not be known to the “troll” and “trolls” are often able to act anonymously.

4. **Responsibility of Students:**

As a member of the Our Lady of Hope Catholic Academy community, students are expected to act in accordance with the tenants of the Catholic Church. This includes conducting yourself in an appropriate manner in the digital realm and treating others and yourself with respect, kindness and understanding. It is imperative for each student to ensure that this is protected for both themselves and other members of their Our Lady of Hope Catholic Academy community. The following are guidelines to help students protect themselves and others and recognize situations and how to handle them.

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook, Instagram, Snapchat or Twitter), tell your parent/guardian

immediately and do your best to take screenshots or print the offensive material to document the incident

- If the person is a member of your Our Lady of Hope Catholic Academy community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, Snapchat, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

Protecting Others from Cyber-Bullying

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian
- If it involves members of the Our Lady of Hope Catholic Academy community, inform the school as well with any documentation you can provide
- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

Identifying Cyber-Bullying

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

7. Policy Violations:

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

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

Code of Conduct/Discipline

Discipline is the underlying framework around which other aspects of education are structured. The ultimate goal of learning is self-discipline and self-direction. Good discipline begins with early training in the home and extends to the school and the community. Mutual cooperation between home and school must exist if discipline is to be maintained. In an effort to create a peaceful and respectful school and learning environment, the following code of rules and consequences has been put in place and will be strictly adhered to:

1. Students may not use any form of physical force against another person
2. Students may not deface school property
3. Students may not deface, destroy, ruin or steal the property of others
4. Students are expected to speak respectfully to one another
5. Students are expected to speak respectfully to all faculty, staff, and parent volunteers

A student is an Our Lady of Hope Catholic Academy student at all times, especially while wearing the school uniform. A student who engages in conduct whether inside or outside the school that is detrimental to the reputation of the school may be disciplined.

Consequences will be offered depending on the severity of the child's actions and the circumstances involved. Any one or a number of these consequences may be used at any given time.

- Writing a letter of apology acknowledging one's mistake. Letter should be signed by a parent.
- Offering an alternative response to the situation.
- Cleaning and/or repair of damaged school or personal property.
- Parents will be notified and child will be held responsible for the replacement or repair of any damaged school or personal property.
- Parents will be notified and child will be held responsible for the replacement or repair of any stolen school or personal property.
- No recess for a given number of days.
- After school detention.

In serious cases, parents will be notified and a conference with the teacher and/or Principal will be scheduled. Suspension may be considered depending on the severity of the situation.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, Snapchat, Instagram, other blogs, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: If a student needs a cell phone because he/she is walking to or from school, entering a house where no one is home or attending after school activities, he/she should give the cell phone to the homeroom teacher upon arrival in the morning. The cell phone in the off position will be locked in a safe box for the day. The cell phone may be picked up by the student

at dismissal. At no time during the day should the cell phone be in a student's possession. **Items taken away from a student will be returned to the parent(s)/guardian(s) by the Principal.**

Electronic Readers (E-readers): All Electronic Readers are the responsibility of the student. Our Lady of Hope cannot be held responsible for any damaged, lost or stolen devices. Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Our Lady of Hope Catholic Academy, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Our Lady of Hope Catholic Academy Technology Coordinator and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Our Lady of Hope Catholic Academy. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Demerit System (Grades 4 – 8)

A demerit system has been instituted with the full support of the faculty and staff of Our Lady of Hope, as a means of creating a fair and just school environment. Listed below is the policy that will be enforced:

5 demerits = a detention

Uniform infraction (1 demerit)

- Nail polish
- Footwear / socks
- Hair color / style
- Dangling earrings
- Skirt / skirt length

Gum / Candy (1 demerit)

Lateness (1 demerit)

Disrespect (2 demerits)

- Self (writing on self)
- Faculty / Staff / Administration
- School Property
- Language / Vulgarity

Abuse of Electronic Devices in or on school grounds (2 demerits)

- Cell phones
- Ipods / Ipads / Tablets
- Smart Watches
- E Readers

Fighting / Stealing / Cheating / Bullying (5 demerits – automatic detention)

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. Detention is generally held on Thursdays from dismissal until 4 pm **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$100.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Hope Catholic Academy. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the ***Parents as Partners*** agreement in this handbook may also be excluded from Our Lady of Hope Catholic Academy.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that fire drills (10) and lock down drills (2) be conducted. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close classroom doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Return to building when signal is given

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to classroom when signal is given

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. **A field trip is a privilege and not a right.**
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Student cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection of our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. **All chaperones must be legal adults and must be Virtus trained.**
18. **All students that have EpiPen with the Nurse’s Office must be accompanied on the field trip by a parent. Parents are no longer permitted to assign a proxy.**
19. If a child does not attend the field trip, the child must report to school for the day or the student will be marked absent.

Gifts and Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Grading Scale

A+	=	97 – 100
A	=	93 – 96
B+	=	89 – 92
B	=	85 – 88
C+	=	81 – 84
C	=	77 – 80
D+	=	74 – 76
D	=	70 - 73
F	=	69 or below

Gum

Students should not chew gum while on school property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the times outlined above.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

Official school-wide emergency communications are sent either in a letter format and/or using the Option C Parent Alert phone system.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Generally, homework will **not** be assigned to students on Friday.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is absent, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between your child's dismissal time and 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Lateness

Any student arriving late must report to the office for a late slip. Any child entering the building after 8:00 am is considered late. Chronic lateness is not looked upon favorably. Not only are classes disrupted, but a lack of respect for school policy and a failure to grow in personal responsibility are shown. A child must bring a note signed by a parent or guardian indicating the reason for tardiness. Please refer to the demerit policy on page 16.

Library

The school has a library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. There will be a fine of .05 cents per day for all book returned late. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.
3. Students who lose or damage a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Lunch Program

Our Lady of Hope Catholic Academy offers a lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and respect for and cooperation with lunch monitors are in order at all times.

Medication

It is important to note that the school nurse, employed by the Department of Health, is mandated to observe the New York City Department of Health and New York City Department of Education Chancellor's Regulations A-701. This regulation states that before administering medication, including over-the-counter nonprescription medications, to any student in any school in New York City, nurses employed by either the New York City Department of Health or New York City Department of Education, must obtain prior permission from a doctor who is employed by the New York City Department of Health. This permission is requested and, if appropriate, granted through the use of 504 Form B-Medication Administration Office of school health form. Under the provisions of Education Law, Article 139 — Nurse Practice Act, a registered professional nurse will execute "medical regimens prescribed by a licensed physician, dentist, or other licensed health care provider legally authorized under Title VIII of the Education Law." A licensed practical nurse can only perform nursing activities under the direction of a registered professional nurse or other licensed health care providers. The April 1, 1989, amendment to the Law (Chapter 257) authorizes nurse practitioners to issue "prescriptions for drugs" in collaboration with a physician pursuant to a practice agreement and protocols. School nurses (registered nurses) may administer medications prescribed by a nurse practitioner and other licensed prescribers. The appropriate Department of Health forms must be on file for ongoing medical conditions.

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

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. The prescription medication should contain a pharmacy label indicating the students name, address, name of medicine and dosage. It should also indicate the pharmacy and their phone number.

Off-Campus Conduct

A student is an Our Lady of Hope student at all times, especially while wearing the school uniform. A student who engages in conduct whether inside or outside the school that is detrimental to the reputation of the school may be disciplined.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents As Partners

As partners in the educational process at Our Lady of Hope Catholic Academy, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has submitted a lunch menu or has a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy;

To be treated with respect and courtesy by teachers;

We, at Our Lady of Hope Catholic Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of Hope Catholic Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Lady of Hope Catholic Academy, we trust you will be loyal to this commitment. During these formative years (Nursery-Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Home Academy Association

This organization, which brings parents into the fold of school life, is an essential part of Our Lady of Hope Catholic Academy. All parents are expected to be active members of this association and are required to attend all meetings. These meetings will inform parents on educational matters and on the many events and fundraisers which subsidize our tuition. This association enables us to pool the varied resources and talents of our parents for the total benefit and development of our children.

Parties

Students are permitted two class parties a year: Christmas and End of the Year. Class Mothers may be asked to coordinate aspects of the celebration with the classroom teacher.

Personal Appearance

- Cleanliness and good grooming are essential at all times.
- Wearing of the complete uniform is the responsibility of parents and students when the child is registered for Our Lady of Hope Catholic Academy. No make-up is to be worn at any time. Only clear nail polish may be worn.
- Boys' hair that is excessively long or worn below the collar is not acceptable. Hair must be neatly groomed. Extremes in hair styling of both boys and girls will not be tolerated. This

includes Mohawks, cutting lines, designs, multiple parts and the like. Artificially colored or dyed hair is not permitted.

- As a safety measure, dangling earrings are not to be worn.

Please refer to detention policy on Page 16.

Promotion Policy and Retention Policy

Advancement to the next grade in Our Lady of Hope Catholic Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends upon successful completion of all subject areas.

Tutoring or summer school classes may be required for promotion. When tutoring or summer school classes are not sufficient to ensure mastery of a grade level, retention may be required. This decision is left solely to the discretion of the educational professionals.

Report Cards

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year.

No student will be given a progress report or Report Card if tuition or fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Our Lady of Hope Catholic Academy. Preparations for three sacraments, Reconciliation and Eucharist in Grade 2 and Confirmation in Grade 8 form the core of instruction. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred on students baptized in the Roman Catholic tradition.

School Hours

Nursery	AM Session	8:10 am -11:10 am	Tues and Thurs (only)
	PM Session	11:45 am - 2:45 pm	
	All Day	8:10 am – 2:45 pm	

3 day Pre-K	8:10 am - 2:30 pm	Mon, Wed, and Fri
Full Time Pre-K	8:10 am - 2:30 pm	Monday – Friday
Kindergarten	8:00 am - 2:45 pm	
Grades 1 and 2	7:50 am - 2:45 pm	
Grade 3	7:50 am - 2:50 pm	
Grades 4 and 5	7:50 am - 3:00 pm	
Grades 6, 7 and 8	7:50 am - 3:05 pm	

Early Dismissal and Abbreviated Dismissal Schedules

Abbreviated Schedules have been implemented into the calendar to allow us additional time for Faculty Meetings without the inconvenience of Early Dismissal for parents. Below you will find the dismissal times for each of these schedules. To avoid confusion, we have tried to consistently schedule Early Dismissal on the last Friday of the month and Abbreviated dismissal on Tuesdays if necessary.

Nursery School should follow their regular schedule times. You will be informed if afternoon sessions are cancelled. In most cases, neither the morning nor afternoon schedules are affected on Early dismissal or Abbreviated dismissal days.

Early Dismissal:

Pre-K:	11:45 am dismissal
Kindergarten:	12:00 pm dismissal
Grades 1 – 4:	12:05 pm dismissal
Grades 5 – 8:	12:10 pm dismissal

Abbreviated Schedule:

Pre-K:	1:55 pm dismissal
Kindergarten:	1:55 pm dismissal
Grades 1 – 4:	2:00 pm dismissal
Grades 5 – 8:	2:05 pm dismissal

Grades 1 through 8: Students not in their homeroom at 8:00 AM are considered tardy.

At Our Lady of Hope Catholic Academy, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child/children to enter the school building on their own each morning.

Our Lady of Hope Catholic Academy offers a Morning and After School Care Program through Sensational Kids. Please contact them directly at 718-386-1962 or 718-308-7635 for pricing and policies.

At no time can a student enter the school building prior to 7:50 am. Students arriving prior to 7:50 am will be sent to the Morning Care Program until they are dismissed to their classrooms at 7:50 am.

School Office Hours

The school office is open on all school days from **7:30 am – 3:30 pm**.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Our Lady of Hope Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

Student Records

Our Lady of Hope Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. School records must be sent via the U.S. Mail and cannot be given to a parent for hand delivery.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must sign a phone log when using the office phone. The office phone is a business phone and students are permitted to use it only in case of an emergency. **Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home.

Title IX

Our Lady of Hope Catholic Academy adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Tuition accounts have been settled.** (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

WINTER UNIFORMS:

BOYS:

Pre-K OLH Gym Uniform (see below)
Gr. K - 8 Gray school pants
Light blue polo shirt (long or short sleeve)
Light blue oxford shirt (long or short sleeve)
School sweater ONLY
Black or Navy Blue socks ONLY
Black or Navy Blue Oxfords with rubber soles

GIRLS:

Pre-K OLH Gym Uniform (see below)
Gr. K - 8 Navy Skort or gray slacks
Light blue polo shirt (long or short sleeve)
Blue knee socks / blue tights
School sweater ONLY
Black or Navy Blue Oxfords or penny loafers with rubber soles

GYM UNIFORMS (BOYS & GIRLS)

Gr. K – 8 Uniform mesh shorts or gym sweatpants w/school logo
Gr. K – 8 Uniform gym t-shirt or sweatshirt w/school logo
Gr. K – 8 **ALL WHITE SNEAKERS AND WHITE SOCKS**

From the opening of school through October 15, and May 15 through the closing of school, boys may wear gray shorts with **ALL WHITE SNEAKERS AND WHITE SOCKS**. Girls may wear **ALL WHITE SNEAKERS AND WHITE ANKLE SOCKS** with their skorts.

Gym uniforms may be worn when the temperature is 32 degrees or below.

Uniform components (pants, shorts, skorts, polos and sweaters) may be purchased through Flynn & O'Hara Uniforms located in Atlas Park.

All students must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete Diocesan Virtus Training and a mandated background check. To register for a Virtus workshop, please visit www.virtus.org. Press Registration in the side bar and look for workshops offered in the Brooklyn Diocese. For safety reasons, **siblings are not allowed to accompany parent volunteers.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent through our Option C Parent Alert System.

Right to Amend

Our Lady of Hope Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

Our Lady of Hope Catholic Academy
61-21 71st Street
Middle Village, NY 11379
Phone 718-458-3535/Fax 718-458-9031
www.olhca.org

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in a field trip to

Educational Purpose: _____

Date of Field Trip: _____

Departure from School: _____ Arrival back to School: _____

Fee: _____

Other Information: _____

Administrator's Signature

Teacher's Signature

We hereby release and save harmless the school of Our Lady of Hope Catholic Academy and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student's Name: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother's Daytime #: _____ **Father's Daytime #:** _____

Mother's Cell Phone #: _____ **Father's Cell Phone #:** _____
(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT
Telecommunications Use Agreement
Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of Hope Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser unless they are directed to do so by their teacher.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their child(ren) may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

TELECOMMUNICATIONS USE AGREEMENT

Signature Page

I have read the 2018 – 2019 Telecommunication Use Agreement and agree to comply with the policies/procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**

OUR LADY OF HOPE CATHOLIC ACADEMY
ACADEMIC DISHONESTY POLICY

The following policy was developed to give our students and parents a guide to follow that insures academic and ethical excellence as well as academic integrity. The following criteria will be explained in an age appropriate manner by your child's teacher. Also, please review with your child.

Examples of Academic Dishonesty include, but are not limited to:

- *Copying assignments from other students or giving your assignment to someone else to copy from. (Whether in school or at home.)
- *Looking at another student's test/quiz or allowing someone to look at your test/quiz.
- *Talking, signaling, and/or passing information during a test/quiz.
- * Obtaining or seeing a test, quiz or answer key before the assessment.
- *Discussing or providing information about a test/quiz with students who have not yet completed the assessment.
- *Possession or use of unauthorized materials obtained from any source, including notes written on small papers or written on any body parts or clothing.
- *Retaining, copying, possessing, using or circulating previously given examinations, assignments, workbooks, notebooks or projects.
- *Use of teacher's editions or answer keys at home or in school.
- *Sending, receiving, or using information or use of any electronic device, such as computers, cell phones, PDA's, calculators or programmable watches during any assessment.
- *Changing an answer after work has been graded, then presenting it as correct.
- *Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own ***without proper citation.***
- *Allowing another person (including parents) to do your work, and then submitting the work as your own.
- *Falsifying or inventing information or data and/or the citations.
- *Allowing a partner or other group members to do all of the work and putting your name on it or putting a group member's name on a project when he/she did not do any work.

*Turning all or part of a paper (including artwork or pictures) retrieved from the internet.

STUDENT CHECKLIST TO AVOID ACADEMIC DISHONESTY

*Always complete and hand in your own work.

*Understand the assignment so you are not tempted to discuss it outside of school.

*Always cite your sources and have a bibliography. Keep track of where you found your information. (Check Perdueowl for help)

*Always be an active member in your group and if someone is not cooperating inform the teacher.

*Complete the assignment early so you are not tempted to cheat at the last minute.

***IF YOU ARE NOT SURE HOW TO AVOID ACADEMIC DISHONESTY, ASK YOUR TEACHER.**

PARENT CHECKLIST TO AVOID ACADEMIC DISHONESTY

*Allow your child to do his/her own work (including homework and projects).

*Do not save older siblings work to help your child.

*Do not use answer keys or teacher's editions to assist your child.

***IF YOU ARE NOT SURE HOW MUCH TO ASSIST YOUR CHILD IN STUDYING OR COMPLETING HIS/HER WORK, ASK YOUR CHILD'S TEACHER.**

Please understand that the above policy is designed to be fair to all students as well as allowing your child to learn how to become an independent student.

CONSEQUENCES OF ACADEMIC DISHONESTY

1ST Offense: The student will receive 50% of the grade and an after school detention.

Any additional offenses will each result in: The student receiving a grade of 0% and an after school detention.

In addition, the student will not have the opportunity to receive ANY extra credit to help him/her after the infraction.

Thank you to the Kuss and South Charlotte Middle School's Plagiarism/Cheating policy.

ACADEMIC DISHONESTY POLICY

TO BE SIGNED BY PARENT/GUARDIAN AND STUDENT

Academic dishonesty in any form is unacceptable in any form and is unacceptable at Our Lady of Hope Catholic Academy.

I have read the policy and will adhere to it.

Student Signature: _____

Parent/Guardian Signature: _____

PHOTO-VIDEO RELEASE

Signature Page

To whom it may concern:

I hereby give permission for my child/children:

to be photographed or videotaped at Our Lady of Hope Catholic Academy. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of Hope Catholic Academy.

Signed: _____

Date: _____

Code of Conduct and Consequences

Family Name: _____

Our family has read the school Code of Conduct and Consequences provided as well as the Parent / Student Handbook. We understand their purpose is to maintain a respectful and pleasant learning environment for our students and the school. By signing below, I and each of my children, agree to abide by these policies and accept the consequences should a rule be broken.

Parent's Signature: _____

Child / Students' Signature:

Signature: _____ Class: _____

Signature: _____ Class: _____

Signature: _____ Class: _____

Signature: _____ Class: _____

Date: _____

Grade: _____

As some of our books are on loan from the Board Of Education, we need parents to sign the following paper so that we have your official request on file. Please complete the form below. We have made it as simple as possible; only one per family need be completed.

Thank you for your cooperation.

TEXTBOOK LOAN FORM

To: Public School District 24

From: Parent's Name: _____

Address: _____

I hereby request the loan of textbooks for:

Children's Names:

Parent Signature: _____

Parent/Student Handbook

Signature Page

I have read the 2018 – 2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO Mr. Giuseppe Campailla by Sept. 25, 2018.