

Parent-Student Handbook

2025-2026



A Catholic Academy of Excellence

Serving the Parishes of

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

St. Sebastian Catholic Academy

39-76 58th Street

Woodside, N.Y. 11377

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Office of the Principal

ST. SEBASTIAN CATHOLIC ACADEMY

*serving the Parishes of the Blessed Virgin Mary Help of Christians,
Queen of Angels, St. Teresa and St. Sebastian*

3976 58th Street • Woodside, New York 11377

WELCOME LETTER FROM THE PRINCIPAL

Dear Parents, Guardians and Students,

Welcome to St. Sebastian Catholic Academy. We are pleased to provide you and your children with a team of professionals dedicated to the highest standard of Catholic education and care of your child(ren).

As parents/guardians of children enrolled in the Academy, you also serve as a **partner** in education. As partners, parents, faculty and staff will work together to ensure the academic, social, spiritual, and emotional growth of your children while they attend the Academy. I trust that you are up to the task, and I welcome working with you to ensure the success of your child and all the students at the Academy!

In order to provide the best quality of education and safety, we ask that all parents/guardians and students adhere to the Academy's policies. This Parent-Student Handbook contains the Academy's policies and is intended to provide you with a guide. Please take the time to review this Handbook in its entirety. I hope the Handbook will answer questions you may have regarding the policies of the Academy, although you may always reach out to me or the Board of Directors if you have any questions, comments, or concerns.

This Handbook will be distributed as a hard copy upon request. It will remain accessible to you on the Family Portal.

At the end of this Handbook are various documents for you to review and sign, as well as an Acknowledgement of Receipt of this Handbook. Please sign and return all these documents by September 9th.

Thank you for your support and I look forward to working with you as we provide the utmost quality Catholic education to your children in a secure, safe and nurturing environment.

Sincerely,

Mrs. Michelle Picarello

Principal

DIRECTORY

(as of September 2025)

Administrator

Mrs. Michelle Picarello - Academy Principal

Office Staff

Ms. Guadalupe Martinez - Administrative Assistant

Mrs. Laura Fernandez- Academy Secretary

Mrs. Toni Kelly - Bookkeeper

Mrs. Donna Flynn - PreK Director

Mrs. Roseann Proia - PreK Secretary

Mrs. Anita Sanchez Tumminello & Ms. Nancy O'Melia - Receptionist

Teachers

Mrs. Teresa Mason

Ms. Angela Agnello

Mrs. Marcy Morgan-Babu

Ms. Rosa Trentacosti

Mr. Michael Russo

Ms. Kimberly Meinke

Ms. Margarita Gonzalez

Mrs. Jacqueline Paguaga

Mrs. B. Vicky McCauliffe

Ms. Annmarie Benevento

Ms. Tina Frodella

Mrs. Ronaele Cambridge

Mrs. Edicel Lazo

Mrs. Mary Cotter-O'Brien

Ms. Geralyn Dennis

Ms. Carmen Gil

Classroom Assistants & Aides

Mrs. Maribel Estrata

Mrs. Luz Moreno

Mrs. Annmarie Constantinides

Mrs. Penelope Paolino

Mrs. Cherrie Tan

Mrs. Jayanthini Johnson

Mrs. Lorenza Cuzco

Mrs. Luz Solis

Mrs. Ibeth Pacheco Ms. Jennifer Acuna
Ms. Fanny Lopez Mrs. Kathryn McGee

Board of Trustees

Ms. June Parodi - Chairperson Mrs. Bridget King - Vice Chairperson
Ms. JoAnn Dolan - Secretary Mrs. Jeanne Martin - Treasurer
Mr. Robert McKenna Mr. Walter Bishop
Mr. David Crimmins Mrs. Maureen Ryan

Maintenance Staff

Mr. Andres Garcia

DOH Nurse

Mrs. Paula Diaz

PDHD Counselor

Ms. Shannon Pearce

Other services available: SETSS, Speech therapy, Title I Literacy, Math, & academic counseling

ACADEMY OVERVIEW

A. Mission Statement

St. Sebastian Catholic Academy - Building Strong Values - serving the parishes of Blessed Virgin Mary, Help of Christians (St. Mary's), Queen of Angels, St. Teresa, and St. Sebastian, established in 1926. We offer a values centered curriculum and an academically challenging environment with Jesus Christ as our role model.

B. Our Philosophy

"Building Strong Values"

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

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

C. History of the Academy

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

D. Parental Expectation of Adherence to School Policy

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

....Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. *Spe Salve*).

4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of God to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church....Dear friends, I wish to conclude by focusing our attention specifically on the paramount importance of your own professionalism and witness within our Catholic universities and schools. First, let me thank you for your dedication and generosity. I know from my own days as a professor, and have heard from your Bishops and officials of the Congregation for Catholic Education, that the reputation of Catholic institutes of learning in this country is largely due to yourselves and your predecessors. Your selfless contributions – from outstanding research to the dedication of those working in inner-city schools – serve your country and the Church. For this I express my profound gratitude. Address of His Holiness Benedict XVI to Catholic educators at the Catholic University of America, Washington, DC, April 17, 2008

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

I. PURPOSE OF THIS HANDBOOK

This Parent-Student Handbook ("Handbook") is designed to provide important information regarding rules, policies and procedures relating to the operation and safety at our Academy. The Handbook summarizes policies and contains general guidelines and information. To the extent that anything in this Handbook conflicts with applicable law, the applicable law governs. Further, this Handbook may be changed from time to time during the academic year. If you have any questions on this Handbook or otherwise, please contact the Principal.

Parents/guardians are required to sign a form stating that they have read the rules and regulations outlined in this Handbook and that they agree to abide by those rules, and to ensure that their children abide by the rules. Students in grades 6-8 must also sign this form. Failure to sign the form will not prevent the Academy from enforcing its policies, but could result in disciplinary action being taken and/or the prevention of the student from enrolling in the school. This form can be found at the end of this Handbook.

In this Handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of a parent.

Finally, in light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues, the Academy reserves the right to address and take appropriate action for any such situations not specifically referenced in this Handbook. And, in light of the unique and essential religious mission of the Academy, the Academy may take actions in cases where moral offenses occur which reflect adversely on the Academy, the Diocese of Brooklyn, or the Roman Catholic Church, or which interfere with the ability of the Academy to perform its religious mission or to effectively maintain the intimate working relationship of the Academy and the community of Faith.

II. CATHOLIC IDENTITY

A. Catholic Identity

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

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

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

- creating an evangelizing community, where people come to have a better and deeper understanding of Christ and His Church
- recognizing the importance of multi-cultural, multi-faceted, academically sound educational programs that meet the needs of the poor and the rich, the Catholic and the non-Catholic, the wise and the not so learned
- welcoming members to the school community regardless of culture, race, or religion and celebrating the diversity that exists within our communities, churches, and schools
- creating an environment that encourages young people to grow, not separated from others, but as part of a larger community, as part of the family of God
- not only promoting and encouraging academically sound individuals, but rejoicing with children who are spiritually, theologically, and liturgically enlivened and fulfilled

B. Adherence to Catholic Doctrine

The Academy is a Roman Catholic school located in the Roman Catholic Diocese of Brooklyn ("Diocese of Brooklyn"), and is committed to providing quality Catholic education for both Catholic children and those of other faiths who share our commitment to Gospel values and academic excellence. Our goals include teaching Christ's truth and fostering the formation of the Academy's students by conveying the values rooted in the Gospel of Jesus Christ. As a religious organization of the Roman Catholic faith, the Academy, at all times, adheres to the doctrines, customs, tenets and teachings of the Roman Catholic

church, and the curriculum guidelines in religion from the Diocese of Brooklyn. All students and parents, including those who are Non-Catholic, must accept and adhere to the standards, values, and religious tenets of the Roman Catholic faith. All parents/guardians are expected to support the Academy's mission and commitment to Christian principles.

Daily Prayer

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

Sunday Mass with the Family

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

Monthly Celebration of the Eucharist

Each month the students attend Mass as a school community. The dates of these liturgies, usually the first Fridays of the month, are sent to parents and all are welcome to attend.

Sacrament of Penance

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

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

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

Mission Effectiveness and Endeavors

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

St. Elizabeth Ann Seton Service Club

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

Junior Lectors

Students in grade 8 are encouraged to serve as junior lectors at the Academy Masses, Sunday Masses, and special masses which the Academy children will attend in the course of the year.

Altar Servers

Students in grades four through eight are eligible for training as altar servers for Academy Masses and for Mass in their home parishes.

C. Inclusion of All Other Faiths

The presence of students from other faiths provides a wonderful diversity, and the Academy welcomes students and parents/guardians of other faiths. However, as a Catholic school located within the Diocese of Brooklyn, the Academy is focused on the formation of children in the Catholic faith. Parents/guardians must accept the intentional Catholic values and tenets that are the underpinning of our Academy. All students, including Non-Catholic students, are expected to participate in the religious formation and education programs of the Academy, including, but not limited to, liturgies, religious functions, and religious classes. It is also expected that Non-Catholic students and parents/guardians participate as fully as they can in the liturgical and prayer life of the Academy. The teachers and administration at the Academy are also committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and the Diocese of Brooklyn. While our teachers, administration, and staff value the presence of students from other faiths and respect other faiths, they always teach and model within the context of the doctrines and tenets of the Roman Catholic Church.

III. ACADEMICS

A. Academic Expectations

The Academy expects its students to perform to the best of their ability. Teachers evaluate students' progress on a regular basis with quizzes, tests, homework, presentations, participation, behavior in the classroom, and class presentation.

B. Curriculum & Assessments

NYS Testing

Students in grades 4, 5, 6, 7, and 8 will participate in New York State Testing. Parents receive an Individual Student Report (ISR) when they are released by NYS, which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. This helps parents understand where their child is doing well and in what areas he or she may need additional practice. Parents can use these results to guide a discussion with their child's teacher about additional supports or challenges that may be needed in the classroom, as well as ways to support learning at home.

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

<u>Grade</u>	<u>Subject Tested (in the Spring)</u>
4	English Language Arts, Math
5	Science
6	English Language Arts, Math
7	English Language Arts, Math
8	Science

i-Ready Testing

i-Ready is an online program for reading and/or mathematics that helps teacher(s) determine students' needs, personalize their learning, and monitor progress throughout the school year. Students cannot opt out of i-Ready assessment. i-Ready allows teachers to meet your student exactly where they are and provides data to increase students' learning

gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction. The Diagnostic provides a score reflecting students' grade level and potential.

i-Ready scores are the standardized test results that will be entered onto student permanent records cards and the TACHS record for 8th grade students applying to Catholic High Schools.

C. Religious Education

Religion is part of all that we see, teach and do at the Academy, and is a crucial component of students' academic learning. The Academy adheres to the current Diocese of Brooklyn curriculum guidelines in religion. Non-Catholic students are expected to fully participate in all religious education and formation programs, including, but not limited to, religion class, liturgies, and religious functions.

D. Homework

Homework is an essential part of the Academy's instructional program, as it reinforces learning and provides students with opportunities to practice what they were taught in class. Homework can come in many forms, including, but not limited to, projects, reports, and independent reading. Students are required to complete all homework, including when a student is absent. Parent, guardian, or other adult assistance with homework is key to a student's academic success!

ALL students are expected to read independently for 20 minutes per evening (or, in the case of lower grades, to be read to).

Additionally, the time allotments for other homework, not including reading, are *approximately* as follows:

Grade	Homework Assigned
Kindergarten	2 subjects
Grade 1	2 or 3 subjects
Grade 2	2 or 3 subjects
Grade 3	3 or 4 subjects
Grade 4	3 or 4 subjects and 20-30 minutes independent reading. Reading improves preparation for state tests.
Grades 5/6	all major subjects (approximately 1½ -2 hours including study time)

20-30 minutes reading

Grades 7/8 all major subjects areas (approximately 2- 2 ½ hours including study time)

30-40 minutes reading

Students should be encouraged to read books, magazines, and newspapers to strengthen their reading skills.

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

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

Please keep in mind that each child works at a different pace and the time frame for completing homework for one student may be different than that for another.

Homework must be done at home and may not be done at school, unless the student is attending an after school program.

E. Grades

The determination of grades is the responsibility of each individual teacher. Parents/guardians and students must know and understand how grades are determined, and are encouraged to reach out to each student's teacher or teachers.

The following is an overview of grades at the Academy:

Nursery, Pre-Kindergarten and Kindergarten will utilize the following grading system to identify progress for each area

- 4: Meeting grade level expectations with distinction
- 3: Meeting grade level expectations
- 2: Progressing toward meeting grade level expectations
- 1: Not meeting grade level expectations
- X: Student is receiving this service

Grades 1 through 8 will utilize the levels included above and alpha/numeric grades as indicated below:

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	= Below 70

For social emotional learning/ personal progress and religion report card evaluations.

G: Area of Growth

A: Area of Strength

Regents

Students enrolled in Regent's level classes should receive an Enrichment Report Card at the end of each trimester. These classes must include assignments aligned with standards and graded for each weighted category. The Enrichment Report Card should also feature comments. After receiving the Regents score in June, it should be added to the report card and sent to the family. Note that in some cases, this may occur after the students have graduated.

Please note: Regents classes offer an opportunity for advancement for qualifying students. They are not intended to replace the required grade-level NYSED curriculum standards classroom instruction.

F. Make-Up Work

Students that are absent can make-up work within one week of their return to school. After one week it is marked missing unless excused by the teacher.

G. Protecting Instructional Time

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

H. Progress Reports & Report Card Schedule

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

Student Honors

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

Principal's List	First Honors:	Second Honors	Recognition Awards
Students with an average of 97 or better with no subject below 95, reading at or above grade level, and satisfactory behavior.	Students with an average of 93-96 with no subject below 90, reading at or above grade level, and satisfactory behavior	Students with an average of 89-92 with no subject below 85, reading at or above grade level, and satisfactory behavior.	Students who have an average of 85-88 with no subject below 80, judged to have put forth extraordinary effort, and shown significant improvement in their Academy work.

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

I. Parent-Teacher Conferences

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

J. Admission Policies

Roman Catholic schools in the Diocese of Brooklyn base their educational purpose and all their activities on the Christian teaching of the essential quality of all persons as rooted in God's love.

Acceptance of students into St. Sebastian Academy

<u>Level</u>	<u>Age</u>	<u>Date</u>
3K*	Three Years of age	by December 31 st
Pre-Kindergarten	Four Years of age	by December 31 st
Kindergarten	Five Years of age	by December 31 st
First Grade	Six Years of age	by December 31 st

A child should be ready for the Academy in order to begin his/her formal education. St. Sebastian Academy may not accept children who do not meet the accepted criteria for admission to Academy, e.g., age, emotional stability, and age-appropriate social maturity. ****We recommend 3K students be bottle-weaned and toilet trained.***

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

The process for admission to the Academy is as follows: parents/guardians must complete the Academy application form and provide all required documents. If necessary, an interview will be held. Following an interview (if held) and evaluation of the materials, the parent/guardian will be notified in writing about whether the Academy is offering the child a position.

While admission is on a first-come, first served basis, the school endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents/guardians are active members of the parish; third, to Catholic students whose parents/guardians are active in another Catholic parish; and fourth, to non-Catholic students.

K. Transfers and Withdrawals

If a parent/guardian wishes to transfer his or her child(ren) out of the Academy, a transfer request form must be obtained from Mrs. Fernandez . Before records are transferred to another school, all bills must be paid in full and all books must be returned.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school. The

Academy may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with a legitimate educational interest if a written request is made and when a parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file, which includes special education records, psychological reports, disciplinary records, and reports by a school counsellor.

At the discretion of the Principal, and in accordance with applicable law, the Academy has the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract, such as failure to meet financial obligations, infractions against the school's code of conduct, anti-bullying policy or violations of the policies of the Academy and those set forth in this Handbook.

The Academy reserves the right to request that a parent/guardian withdraw his or her child from the school.

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

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

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

L. Recommendation for Next Grade Level

Testing, diagnosis and actual performance may indicate that a student cannot follow the school's complete course of study. In accordance with NYS Education Law, Assessment and Performance a student is being considered for retention at the same grade level, teachers will discuss the possibility with the Principal. Although the teacher consults with the Principal, the final decision for retaining a student rests with the Principal. Certain criteria the Principal

and teachers may take into account as they consider a recommendation for retention includes that the student has failed to pass major subjects on each grade level and/or has not demonstrated acceptable progress toward mastery of standards, including failure to complete assignments, or repeated low scores in several areas on a report card.

A student who receives a final failing grade in religion will NOT be promoted.

If a student completes all requirements for promotion or graduation, and there has been no recommendation or approval to retain the student, a parent/guardian or family cannot self-select that the student be retained.

M. Graduation

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

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

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

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

At the discretion of the Principal, the Academy has the right not to certify a student's graduation or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract, such as failure to meet financial obligations, infractions against the school's code of conduct, anti-bullying policy or violations of the policies of the Academy and those set forth in this Handbook.

N. Remote Learning Days (Inclement Weather or Emergency Days)

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

- **Device Usage** – Personal devices should be used for distance learning. If a device is needed from the academy a parent must sign an Emergency Device form. It is recommended that all school gmail accounts only be used for schoolwork purposes and that those accounts are signed out after work is completed. All usage is governed by this policy.

- Video/Audio Conferencing – Video or audio-conferencing platforms may be used to facilitate class meetings and communication between teachers and students for teaching and group work. When using these platforms, participants must remember to conduct themselves in a professional manner commensurate with behavior expected in a physical classroom. Cameras must be on or credit will not be given for the class. Entering meetings other than those you are explicitly invited to by the teacher is strictly prohibited. Trying to circumvent the security of a meeting, “hijacking” a presentation or displaying any objectionable content during a meeting is a direct violation of this policy and subject to the disciplinary actions contained within. Recording of video/audio conferences is also prohibited.
- File Transfer/Submission – The transmittal of files may be required at times for teachers to provide and students to submit work. The willful transfer of objectionable material, malicious content or any other such transmissions is a violation of this policy.
- Learning Platforms – The use of learning platforms such as ThinkCentral, Learn360, Microsoft 365, Google Classroom and others is for the sole purpose of supporting and furthering the education of students. Any use of these platforms for any other reason may be considered a violation of this policy.
- Any use or misuse of the technology provided for distance learning that interferes with the education of students or the operations of the school/academy is a violation of this policy

O. Extracurricular Activities

The Academy offers various extracurricular activities. Students are expected to follow school policy while engaged in any extracurricular activity. Participation in these activities is a privilege, and students are expected to fulfill their obligations in the classroom as a priority to any extracurricular activity.

Failure or difficulty meeting academic or behavioral requirements will result in a student's suspension or dismissal from the activity. The principal makes the final determination as to participation in an extra-curricular activity.

When participating in extracurricular activities, including sports or otherwise, students must at all times demonstrate Catholic values. It is expected that students, coaches and fans display respect, civility and responsibility during all events, contests, and/or practices.

P. Recess

With the exception of school-wide events, which may include Mass, daily recess will be provided. If weather permits, the students will attend recess in the school yard. If not, the auditorium will be used. If a student has any physical limitation which may affect his or her ability to engage in all recess activities, the Academy must be notified in accordance with the Limitations of Physical Activity policy below.

Q. Summer School

In accordance with NYS Education Guidelines a student who has received a failing grade in reading, mathematics, and language arts in three marking periods of the report card will be required to attend mandatory summer school in the low performing content areas. Summer school may also be recommended due to poor performance on standardized tests or in the classroom. Excessive absences during the school year may result in the child being required to attend summer school. The final determination as to whether a student must attend summer school rests with the Principal.

The Academy will provide a list of local options for summer school but ultimately it is up to the parent to locate and register for a summer school/program.

The summer school report card must be submitted to the Principal before September 1. Failure to attend summer school when required will result in retention at the same grade level or discharge of the student. It is the parent/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and approved in advance by the Principal.

The summer school report card must be submitted to the Principal before September 1. Failure to attend summer school when required will result in retention at the same grade level or discharge of the student. It is the parent/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and approved in advance by the Principal.

IV. GENERAL INFORMATION

A. Academy Calendar

New York State Law currently requires a school calendar to provide 177 days of instruction with 3 professional days. Please check the Academy calendar website for holidays and days when school is not in session. The Academy calendar can be found on the FACTS Family Portal. To the extent any changes are made, the website will be updated and an email notification will be sent to parents.

B. School Hours

Grades	Regular Dismissal	Early Dismissal
Kindergarten - 3rd	8:00am-2:50pm	12:10pm
4th - 8th	8:00am-3:00pm	12:30pm
3K & PK4	8:15am-2:35pm	12:20pm

C. School Office Hours

The school office is open from 8:00AM-1:00 PM and 2:00 PM-3:00 PM. Call 718-429-1982
We can also be reached by email: staff@stsebastianacademy.org. Emails sent after 3:00 PM may not be answered until the next day. Please be patient with us.

D. After School Program

The Academy offers After School programs for children of all grade levels. This occurs at dismissal until 6:00PM. The After School program is an extension of the school day, and students are expected to follow all Academy policies and procedures during After School. Directors of individual activities during After School may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents/guardians are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent/guardian or a person previously specified **in writing** by the parent/guardian. After school program fees are expected to be paid in full upon being invoiced. Past due balances will result in a

student not being allowed to participate in the program until the account is brought up to date.

Extended Day - Grades 3K through 5

This program is open to students in 3K through Grade 5. Registration Forms will be sent home with your child the first week of school. We ask that you let us know in advance when you need the program. This helps us in planning ahead for supervision and supplies. Any days not used will be credited towards the next month.

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

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

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

Here is a sample schedule

Dismissal - 3:20 PM Attendance and snack.

3:20-4:00 PM	Gross-motor play. In nice weather the children will play in the schoolyard. In inclement weather, the children will play in the auditorium.
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4:00-5:00 PM 3K and PreK children will have center-time. K-5 children will work on homework.

Homework time will be supervised by the staff but the program is not intended as tutoring or homework help. Parents are responsible for checking homework, completing unfinished homework, projects, and studying. On Fridays when there is no homework, the children will have extended gross-motor play, movie time, or play games.

5:00-6:00 PM Indoor play activities: table toys, games, arts & crafts, etc.

6:00 PM LATEST TIME FOR STUDENTS TO BE PICKED UP.

If you cannot pick up your child by 6 PM, please have a backup plan in place for someone to pick up your child. If your child is not picked up by 6:00 PM, a penalty is charged after 6:05 PM, \$15.00 for every 10 minute interval. If you are late picking up your child more than three times, your child may be removed from the program.

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

PICK UP INSTRUCTIONS: Children must be picked up prior to 6:00 PM. They must be picked up by an adult.

Please pick-up your children at Exit D in the schoolyard. Ring the bell and allow time for the staff to come up the stairs or answer the intercom. It can be very loud in the afterschool room so if you don't get a response please call the afterschool line. (718)492-1982 ext. 140 We appreciate your patience and understanding.

COST OF PROGRAM PER DAY:

Regular Schedule Days	TIME	AMOUNT
1 Child	3:00 – 4:00 PM	\$20.00
1 Child	3:00 – 6:00 PM	\$30.00
2 Children (siblings only)	3:00 – 4:00 PM	\$30.00
2 Children (siblings only)	3:00 – 6:00 PM	\$45.00
3 Children (siblings only)	3:00 – 4:00 PM	\$35.00
3 Children (siblings only)	3:00 – 6:00 PM	\$60.00
Early Dismissal Days (double session)		

1 Child	12:00 – 2:30 PM	\$25.00
1 Child	12:00 – 4:00 PM	\$35.00
1 Child	12:00 – 6:00 PM	\$50.00
2 Children	12:00 – 2:30 PM	\$37.00
2 Children	12:00 – 4:00 PM	\$52.00
2 Children	12:00 – 6:00 PM	\$75.00
3 Children	12:00 – 2:30 PM	\$43.00
3 Children	12:00 – 4:00 PM	\$60.00

Method of Payment

Parents will be sent a registration form for each new month. Days of attendance must be indicated in advance so that adequate supervision may be assigned.

You will be sent an invoice through FACTS at the end of the month for the days attended. Late fees will be applied for payments received after the 5th of the month.

Maspeth Town Hall

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

E. Attendance

The Academy has developed our attendance policy in accordance with New York State Education Law. This comprehensive attendance policy will help us uphold the philosophy and mission statement of our Academy.

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

attendance, absence and tardiness in the register of attendance in a manner approved by the Commissioner of Education.

- A parent/guardian is required to phone the school to report an absence. If a call is not received, the academy will call the parent/guardian.
- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has repeated illegal absences or lateness the school will attempt to contact the parent/guardian to work with them to ensure that the student(s) are on time and in school each day.
- If the repeated absences or lateness continue or the parent/guardian is not responsive to the school outreach, the school is required to report the situation to the NYS Registry for possible educational neglect.
- Although each case is different, it should be noted that excessive absences and lateness disrupt the continuity of education and retention is a strong possibility.

Doctor or dental appointments should be scheduled for after regular school hours. Family vacations should not be planned for days when school is in session. Rather, students receive vacation time throughout the year. Teachers are not required to give assignments in anticipation of family vacations, and are not required to give make-up tests for absences due to vacation trips.

Legal Absence - child is absent for reasons of illness documented by a parent note or email. Emails should be sent to the homeroom teacher and main office. For absences of 5 or more consecutive days, a Dr.'s note is required to return to school.

Illegal absence - Vacations and other absences during the time the academy is in session. In the instance of an absence due to illness with no note sent to the office.

Lateness

A student in Grades K-8 who arrives after 8:05:00 am will be marked late. 3K and PK4 students are late after 8:25:00 am.

Parents/guardians need to work closely with their children to make certain that they are fully prepared for each day and arrive at the designated time. It is disruptive and unfair to the

Academy community when children arrive late. Students in 7th and 8th grades should be aware that both Catholic High Schools and Public Schools look unfavorably on lateness when considering candidates for admission.

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

For safety reasons parents/guardians and visitors are required to sign in at the Main Office.

F. Arrival and Dismissal Policy

The Early Drop off program for grades K-8 begins at 7:20am. The program for 3K & PK4 begins at 7:45am. The program costs \$3.00 per day.

The doors open for general arrival at 7:50am. The bell rings at 8:00am.

Parents/guardians are to drop their children off at the front entrance with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Academy present. We strongly encourage parents/guardians to drop their children off at early arrival time, as the additional time gives students more time to prepare for the day and socialize with their peers. For safety reasons parents/guardians and visitors are required to sign in at the Main Office.

At the end of the school day, the students will be dismissed at their designated exit.

The Academy will not release a student to any adult that is not known to it as a parent, guardian, or custodian. If a parent/guardian sends another individual to pick up his or her child, the parent/guardian must notify the Academy in writing at least 24 hours in advance.

Students who proceed home on their own, either by walking or mass transit, must do so as safely and directly as possible and submit written authorization signed by the parent/guardian to the Academy. They must obey all traffic and trespassing laws, and cross at designated crosswalks. Students in grades 3K-4 will not be permitted to travel home from the Academy without a parent, guardian or other authorized adult or another pre-arranged travel accommodation (such as a school bus). In the case of a younger student traveling home with an older student, such as an older sibling, the Academy must receive written authorization from a parent/guardian. The Academy reserves the right to not release the student(s) to travel home on their own, either by walking or otherwise, if it deems that is not in the best interest of the students.

G. Early Release

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the Academy before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the Academy office to pick the student up and escort the student out of the building. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian. **Students will not be released by themselves for early release.**

H. Use of School Grounds

Unless students are formally registered for before or after school programs, including Academy extracurricular activities, the school does not have staff available to supervise students present on the school grounds outside the general school hours.

I. Dress Code

Students, unless otherwise notified by Administration, will wear the school uniform.

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

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

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

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

Only uniforms purchased from Flynn O'Hara with school logo/name are acceptable.

GIRLS K-8

BOYS K-8

FLYNN O'HARA pants/shorts are clearly identified with a tag above the back pocket

Navy blue skorts (K-8)

Plaid jumper (K-5 only)

Navy slacks (K-8)

Navy shorts (Sep-Oct & May-June)

Navy slacks

Navy shorts (Sep-Oct & May-June)

Light blue short sleeve polo shirt

Light blue short sleeve polo shirt
Light blue long sleeve polo shirt
Light blue turtleneck
Navy Blue Fleece full zip
Navy Blue Fleece ¼ zip
Navy Blue cardigan
Navy socks or tights

Light blue long sleeve polo shirt
Light blue turtleneck
Navy Blue Fleece full zip
Navy Blue Fleece ¼ zip
Navy Blue cardigan

White, Navy or blue socks

There is an option to purchase the navy blue sweater or polar fleece for chilly days. These are the only outer garments the children are permitted to wear in the classroom. Hoodies are not permitted.

Physical Education Uniform- All Students

Navy T-shirt, shorts, sweatpants and sweatshirt with school logo. Full uniform (sweats over the gym shorts and T shirt) and sneakers must be worn to school on gym days. Write your child's name on all articles of clothing. Children that are not prepared for Phys. Ed. class will not participate on that day. Long hair should be tied back and no jewelry should be worn for phys. ed. classes.

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

J. Grooming Code

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

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

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails. Only appropriate modest and safe jewelry is allowed. One pair of small earrings may be worn by girls only. Necklaces must be tucked into the shirt. Fashion jewelry of any kind should not be worn to school. Tattoos and body piercings are not allowed. An analog or digital watch is acceptable. **Smartwatches are not permitted to be worn in the classroom.** Smartwatches and cell phones should be turned in to the teacher at arrival.

Nothing in this policy is meant to prevent a student from attending school with an ethnic hairstyle in connection with his or her race, heritage, or national origin, including, but not limited to, braids, locs, or twists.

Parents/guardians will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents/guardians and the Principal will be made.

K. Dress Down Days

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

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

L. Field Trips

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

Adults who wish to chaperone must complete Virtus training and background checks prior to accompanying students. Please see section on Volunteering, Chaperoning & VIRTUS training for further information about this process. The final decision for volunteers or chaperones is at the principal's discretion.

Field trips are considered an extension of the school day and the code of conduct and anti-bullying policy will apply. All disciplinary rules pertaining to students equally apply to students during school field trips. Students who engage in poor behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may lose the privilege of attending field trips. Individual teachers in consultation with the Principal reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, violation of the code of conduct or poor behavior, or violation of school policy.

All medications given on field trips must comply with the Administering Medication policy. For a student with prescription medication and/or medical necessary related treatments, a trained individual needs to be present on a field trip. This can include a parent/guardian, a

designated family member to ensure care in the case of an emergency, or the school nurse *if* the nurse is attending the field trip. Given the needs of the Academy, the Academy cannot guarantee that the nurse will attend the trip. If a trained individual of the Academy cannot attend the field trip, it is the responsibility of the parent/guardian to provide a trained individual to accompany the student on the field trip. Any adult accompanying the student must complete Virtus training and background checks prior to accompanying the student.

The Academy reserves the right to cancel school-sponsored field trips at any time and for any reason, including inclement weather and safety risks.

M. Birthday Celebrations

Students in grades 3K through 8 are invited to celebrate their birthdays in the classroom by bringing in a treat for the class. The treat should be from the safe snack list and have enough for every student in the class. Pizza or meals will not be accepted. Please save the goodie bags for outside parties. The classroom teacher will decide when the best time of day will be to distribute the snacks and celebrate the student. The snacks must be sent in with the child in the morning.

Invitations to outside parties will only be distributed by the teacher if they are for the entire class, or all the boys, or all the girls. Singling out certain students is unfair and will be left to the parents to hand out invitations on their own time.

N. Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the Academy. Students who damage, lose, or deface Academy property shall be required to pay for the damage or loss.

Desks, lockers, and any other area on Academy property where students store items are Academy property and subject to searches by school authorities to protect the safety of all.

O. Books and Supplies

All assigned books must be properly covered. Contact paper is NOT to be used to cover any books obtained under the New York State textbook loan. Books that are not part of this loan and are soft-covered should be covered in contact paper. Each child is responsible for keeping his or her books in good condition. Books that are lost or defaced become the liability of the student and his or her parents. Students are responsible for providing supplemental materials listed on the yearly supply list for use in the classroom.

P. Telephone Use to Call Parent/Guardian/Custodian

If a parent/guardian needs to reach a student, he or she must call the (718) 429-1982. Similarly, if a student seeks to call his or her parent, the student must make the request to the

academy office. Under no circumstances should a parent/guardian or child call or text each other during school hours from a cell phone or smartwatch. Cell phones are not permitted in the classroom. All students in grades 5-8 will place their phone in a lock box or other secure location before classes begin. The phone will be returned to them at dismissal.

Q. Personal Property

The Academy is not responsible for valuables that are lost or damaged. It is strongly advised that students do not bring valuables into the school building including electronic devices such as tablets, phones, etc.

R. Announcements

Informational announcements are handled through the Academy's P.A. system. Students must courteously listen when a message is presented over the P.A. system, especially when prayers are recited.

S. Fliers and Informational Brochures

Students may, upon approval by the Principal, distribute, at reasonable times and places, unofficial material, including petitions, buttons, or other insignia. However, all such material must be in accordance with the teachings of the Roman Catholic Church. Failure to comply will result in confiscation of the material and possibly disciplinary action. Further, any such material may not be obscene, libelous, contain indecent or vulgar language or content, advertise a product not permitted to minors by law, constitute insulting or fighting words the purpose of which is to injure or harass other people, or present a high likelihood of causing a disruption at the Academy. Further, parents/guardians may not distribute, either through their child or otherwise, any unofficial material.

V. STUDENT EXPECTATIONS AND BEHAVIOR

A. Student Behavior and Code of Conduct

The Academy Student Code of Conduct is as follows:

Less Serious Offenses

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

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

Serious Offenses

- academic dishonesty: plagiarism(cheating)
- defamation of another's character
- disrespect to a teacher, staff member or parent volunteer
- destruction of Academy property or the property of another. (Payment is expected for the replacement of purposefully destroyed Academy property, textbooks, etc.)
- fighting
- disruptive behavior
- disturbance on the Academy bus
- *misrepresentation of the Academy
- possession of drugs, alcohol, tobacco, **vaping*** or weapons *See Attachment A
- stealing
- truancy
- use of inappropriate language or gestures
- forgery
- threatening behavior(bullying)
- sexual harassment
- ****misuse of technology** such as posting anything, especially pictures, use of social networking sites,(e.g. Instagram, Facebook, etc.)on the internet, or use of cell phones or other cameras.

PARENTS MUST BE AWARE AND VIGILANT OF THEIR CHILD'S USE OF TECHNOLOGY WHEN SCHOOL IS NOT IN SESSION.

- misuse of the telephone, internet, e-mail or the U.S. Postal Service.

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

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

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

Please Note

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

Discipline Procedures will vary according to Grade Level.

All students are expected to always strive toward excellent behavior. Behavior problems include disrespecting authority, including teachers and staff, and other students, teasing, bullying, socially unacceptable behavior, or behavior contrary to the teachings of the Catholic Church or the mission of the Academy. If behavioral issues persist, the Academy may request a conference with the parent. Failure on behalf of a parent/guardian to attend a conference may result in the child staying home until the parent/guardian and student attend the conference with the Academy.

B. Anti-Bullying, Cyberbullying and Harassment Policy

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

This policy applies while on school property, the school bus, and during any school-sponsored activities or events regardless of whether such occurs on school property. This policy also applies to behavior that occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is reasonably foreseeable that the conduct might reach school property. The contents of this policy are in accordance with The Jack Reid Law: Protect All Students Act.

Definition of Bullying (including Cyber-Bullying) and Harassment:

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

The behaviors include but are not limited to:

- *Physical:* physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying), or could reasonably be expected to cause a student to fear for his/her physical safety
- *Verbal:* taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- *Written:* written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student, or other students in the school (bystanders), or any school staff who believe that bullying has occurred, should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred, the child who bullied is subject to consequences as the school deems appropriate.
- The principal shall notify the targeted student and his/her parent/guardian of the outcome of the investigation in an age-appropriate manner.
- Parents should be advised to contact the appropriate law enforcement agency if warranted. If determined necessary, the principal should contact law enforcement.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.
- Any proven bullying incidents should be reported to the Superintendent's office, including any escalation to law enforcement.

School employees who witness or receive an oral or written report of bullying or harassment must orally notify the Principal within one school day, and must provide a written report to the Principal within two school days. The Principal must promptly investigate in accordance with the procedures above.

Disciplinary Measures:

If bullying or harassment occurs, the school reserves the right to take any and all action it deems appropriate, including but not limited to suspension or expulsion.

Regarding cyber-bullying: inappropriate, defamatory, or content found to be injurious to an academy community member may result in disciplinary action even if done outside of Academy premises or using devices not owned or controlled by the Academy. All instances of such behavior must be reported immediately to the administration, which will investigate the matter and enforce the consequences deemed appropriate.

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

- Loss of use/privileges of school technology.
- Disciplinary action including, but not limited to, detention, suspension, expulsion, and/or legal action by the school, civil authorities, and/or other involved parties.
- If necessary, compensation to the school for damages incurred

C. Alcohol and Drug Free Zone Policy

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

For the safety of our students, alcohol is also prohibited from being consumed on school premises at any time. At no time is the use of marijuana permitted.

D. Impermissible Items

Students must conduct themselves, at all times, in a courteous manner in accord with Catholic principles. To that end, and in the interest of safety of the students and protection of the Academy’s property, the following items are NOT allowed at any time but not limited to the following:

1. White-out or any type of permanent marker (unless permitted by the teacher)
2. Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals or any kind.
3. Gum
4. Alcohol or drugs of any kind, and matches or lighters, and drug paraphernalia
5. Laser pointers, knives/box cutters, or any type of weapon
6. Any type of toy weapon
7. Nail files
8. Energy drinks and caffeine
9. Extreme jewelry, more than two wristbands or bracelets, dangling earrings, or hoop earrings larger than the size of a dime
10. Makeup of any kind, including lipstick and nail polish

The presence of any of these items can lead to disciplinary action, up to and including expulsion. The presence of alcohol, drugs, or weapons is a criminal offense and the police will be notified.

E. Discipline Policy

The Academy may need to involve disciplinary measures from time to time. The purpose of disciplinary measures is to provide structure to students and for them to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith. Disciplinary measures should have as an end the development of the human person who respect one self, other persons, and those in authority.

At no time will corporal punishment be used against a child. Any perceived acts of corporal punishment or reports from a child of corporal punishment should be reported to the Principal immediately by the student and/or the parent/guardian.

By enrolling your child in the Academy, the parent/guardian agrees to be supportive of the rules and regulations that the Academy deems as critical in the spiritual, academic and behavioral growth of the child.

Teachers are the primary disciplinarians within the classroom and among students. Teachers will discipline students for minor classroom disruptions, such as not completing homework, minor verbal disputes with other students, or not being in the complete uniform. To the extent a teacher finds it necessary, parents/guardians will be notified of classroom problems. As partners in education, parents/guardians should work with the teacher to ensure that inappropriate behavior is changed.

At times, however, teachers will refer classroom discipline issues to the administration of the Academy. This is likely to include chronic minor problems listed above, or major problems, including chronic lateness, verbal abuse of a teacher, signs of disrespect to a teacher or another adult on the staff, fighting, vandalism, stealing, physical, sexual, or verbal harassment or bullying of a fellow student, violent behavior, smoking, or the possession of drugs, drug paraphernalia, cigarettes, lighters, matches, stink or smoke bombs, chemicals/irritants, alcohol, dangerous items or a weapon. The administration will handle such matters in a variety of ways depending on the severity of the incident, up to and including suspension, police notification, and expulsion.

For serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism and harassment, the student may immediately be suspended for a period of one to five days. In cases of vandalism, the parent/guardian must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent/guardian before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents/guardians will be notified. Likewise, the possession of drugs or alcohol by a child may be reported to the police. The Academy reserves the right to expel the child due to such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents/guardians are called. The Academy reserves the right to expel the child due to such an offense.

Police will always be called in the case of a weapon.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the Principal will notify the Office of the Superintendent and call the parents. The administration will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral, and/or expulsion.

It is the expectation of the Academy that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the Academy reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off school grounds, within or beyond the vicinity of the Academy, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off school grounds, within or beyond the vicinity of the Academy, will likely result in a child's expulsion.

In any matter of discipline or academics, including a decision to expel a student, the school's decision is final.

Suspensions

There are two types of Suspension:

In-Academy Suspension

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

Suspension from Academy

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

Expulsion

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

In any matter of discipline or academics, including a decision to expel a student, the school's decision is final.

F. Respect for Life

A fundamental belief and tenet of the Roman Catholic faith is that human life must be respected and protected from the moment of conception. All students and parents are expected to live and follow gospel teachings and the Catholic faith in this area.

VI. EXPECTATIONS AND OBLIGATIONS OF PARENTS/GUARDIANS

A. Parental Involvement

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

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

B. Proximate Preparation for the Reception of Sacraments

Diocese of Brooklyn

Secretariat for Evangelization and Catechesis

Proximate Preparation for Reception of Sacraments Program

Handbook Format

Proximate preparation takes place during the Faith Formation year immediately preceding the reception of the Sacraments of Penance, Eucharist, and Confirmation. The Five (5) proximate preparation sessions offer the candidates and their families the opportunity to “deepen the life of faith, especially regarding knowledge of the sacraments of the Church.”

“The ‘Year of Renewal’ begins with the core of the mission of Catholic education — to form children in the love and knowledge of Jesus Christ as celebrated in the Catholic Church. By investing in our children, we are investing in the future of the Church. Education isn’t just in the classroom or the religious education room. It begins and is nourished in the family. ‘Year of Renewal’ provides an opportunity to highlight parents’ roles as primary witnesses of the faith and educators in everyday life...This is just the beginning, and it’s meant to be a spark of awareness that will grow, year after year.”

These words describe the “Year of Renewal for Catholic Education.” This Renewal is a combined effort to enhance Catholic Academies/Schools, Faith Formation Programs, and Parishes. It reflects the missionary call to all God’s people to evangelize and renew the face of the earth. In this Year of Renewal, it is most important that we, as parents and educators, once again familiarize ourselves with the Diocesan guidelines for the reception of sacraments.

“As a family of families, the parish remains the ideal home for Catholic families to join together”, to ensure the integrity of parish life, all constituents should review these guidelines and discuss the pastoral implications. Parents and children should be catechized as to the importance of returning to their home parishes for the reception of sacraments. It is the parish that confers a sacrament, not a Catholic academy or parish school.

Can. 913 §1 For holy communion to be administered to children, it is required that they have sufficient knowledge and be accurately prepared, so that according to their capacity they understand what the mystery of Christ means, and are able to receive the Body of the Lord with faith and devotion.

Can. 914 It is primarily the duty of parents and of those who take their place, as it is the duty of the parish priest, to ensure that children who have reached the use of reason are properly

prepared and, having made their sacramental confession, are nourished by this divine food as soon as possible. It is also the duty of the parish priest to see that children who have not reached the use of reason, or whom he has judged to be insufficiently disposed, do not come to holy communion.

THOSE TO BE CONFIRMED

Can. 889 §1. Every baptized person not yet confirmed and only such a person is capable of receiving confirmation.

§2. To receive confirmation licitly outside the danger of death requires that a person who has the use of reason be suitably instructed, properly disposed, and able to renew the baptismal promises.

Can. 890 The faithful are obliged to receive this sacrament at the proper time. Parents and pastors of souls, especially pastors of parishes, are to take care that the faithful are properly instructed to receive the sacrament and come to it at the appropriate time.

Can. 891 The sacrament of confirmation is to be conferred on the faithful at about the age of discretion unless the conference of bishops has determined another age, or there is the danger of death, or in the judgment of the minister, a grave cause suggests otherwise.

SPONSORS

Can. 892 Insofar as possible, there is to be a sponsor for the person to be confirmed; the sponsor is to take care that the confirmed person behaves as a true witness of Christ and faithfully fulfills the obligations inherent in this sacrament.

Can. 893 §1. To perform the function of sponsor, a person must fulfill the conditions mentioned in **can. 874.** (**Can. 874 §1.** To be permitted to take on the function of sponsor a person must: 1/ be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function; 2/ have completed the sixteenth year of age unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause; 3/ be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on; 4/ not be bound by any canonical penalty legitimately imposed or declared; 5/ not be the father or mother of the one to be baptized. **§2.** A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the baptism.)

§2. It is desirable to choose as a sponsor the one who undertook the same function in baptism.

What this means:

- All proximate prep must be done through the home parish of each student
- Families must participate in Proximate Prep
- Sponsors must be practicing Catholics

Session One (3 hrs)

Preparation of the Candidates

This first Session should be held at the beginning of the Faith formation Year (September, October). It should follow a Sunday Celebration of the Eucharist. The intention of the Session is to introduce the families to the importance of Faith formation, the Domestic Church, and parish life. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Catechetical Formation: It is the personal responsibility of the Parents, Pastor, and Catechetical Leadership to ensure the adequate catechetical formation of the candidates and to vouch for such preparation in the presentation of the candidates to the Bishop (in the Sacrament of Confirmation) and to the parish. Because of this presentation, it is not necessary or required to have a public presentation of the candidates during a Sunday Mass prior to the conferral of the Sacraments.

Sacrament of Penance: It is important for the Reception of First Penance, First Holy Communion, and Confirmation that the candidates be “properly disposed” **(Canon 889)**. *The Catechism of the Catholic Church* explains that “to receive Confirmation one must be in a state of grace. One should receive the Sacrament of Penance in order to be cleansed for the gift of the Holy Spirit...” **(no. 1310)**. For the Sacrament of First Penance and First Holy Communion the Catechism states: According to the Church’s command, “after having attained the age of discretion, each of the faithful is bound by an obligation faithfully to confess serious sins at least once a year.”¹ Anyone who is aware of having committed a mortal sin must not receive Holy Communion, even if he experiences deep contrition, without having first received sacramental absolution unless he has a grave reason for receiving Communion and there is no possibility of going to confession.² Children must go to the sacrament of Penance before receiving Holy Communion for the first time. -Candidates should therefore be expected to receive the Sacrament of Penance in proximate preparation for their Confirmation and be given the opportunity to do so. **(no. 1457)**

Reception of Holy Communion: Candidates and sponsors should prepare to receive Holy Communion at Mass, including the Confirmation Mass. The *Catechism of the Catholic Church* states that it “is in keeping with the very meaning of the Eucharist that the faithful if they have the required dispositions, *receive communion when they participate in the Mass*” **(no. 1388)**. By receiving Holy Communion both the newly confirmed and their sponsors give witness that Christian Initiation is directed toward the Eucharist.

- “A person who is to receive the Most Holy Eucharist is to abstain for at least one hour before Holy Communion from any food and drink, except for only water and medicine.” **(Canon 919 §1)**.
- “The elderly, the infirm, and those who care for them can receive the Most Holy Eucharist even if they have eaten something within the preceding hour” **(Canon 919, §3)**.
- Family members and invited guests for First Communion should likewise understand the importance of the Sunday celebration of the Eucharist and be spiritually prepared to receive Eucharist.

Universal Prayer: The Pastor should encourage the parish community to pray for the candidates for First Penance, First Holy Communion, and Confirmation, especially with a petition in the *Universal Prayer* on the Sundays leading up to the date of the sacrament.

What this means:

- Weekly Sunday celebration in the home parish is expected
- Parents participate in the preparation of children for sacraments
- Families are known in the parish
- Children are prepared for specific sacraments: First Penance, Eucharist, and Confirmation

Session Two (3 hrs)

The Liturgical Calendar and Advent Season

This second Session should be held on the first or Second Sunday of Advent. It involves a presentation on the Liturgical calendar and highlights the importance of Advent as a season of preparation for Christmas. The intention of the Session is to (re) introduce the families to the liturgical year, how the Domestic Church celebrates this season with Catholic cultural elements, and how the parish prepares for the coming of the Messiah. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Celebrating Christmas

Advent is the period of preparation and waiting for the coming of the Lord. It begins the fourth Sunday before Christmas and it lasts until the 24th of December. As in many other Christian churches, Advent is observed in Catholicism too and is related to a range of preparatory Christmas practices. Some of them are to make an Advent wreath, to keep an Advent calendar and pray a daily devotional, as well as to set up Christmas decorations and erect a Christmas tree.

Christmas is an extraordinary event for the Catholic Church. It signifies the birth of the savior who is coming (in flesh) to meet people in the world. The Catholic Church designates the four weeks preceding Christmas as Advent. It is a preparatory period of a major event where the Lord is coming as a King and Savior.

According to the Catholic tradition, Christmas is not a one-day celebration, but it is a longer festive period that can last up to 22 days. It is also connected to other holidays that are celebrated in the winter period of the year.

What this means:

- Families will have a deepened understanding of the meaning of Advent/Christmas Season
- Families will participate in a parish-wide celebration
- A family Advent/Christmas project will be presented

Session Three (3 hrs)

The Liturgical Seasons of Lent/Easter/Pentecost

This third Session should be held on the first Sunday of Lent. It stresses the importance of the Lenten practices of prayer, self-sacrifice, and charity as a means of preparing for the renewal of **Baptismal promises** at Easter. The intention of the Session is to present a liturgical/spiritual understanding of Lent, provide examples of how the Domestic Church may pray and sacrifice together, present cultural elements of the Easter celebration, and illustrate how the spirit of Pentecost is found in each sacrament's candidates will receive. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Lenten Devotions

Lent in the Liturgical Year is a time when families examine the Catholic customs of our heritage. The Catholic cultural traditions, especially in the types of **Easter foods**, can become a special treat and religious experience for the family, which can be handed down to the next generation, and to the next.

Fasting conveys a sense of self-sacrifice which is an important theme to teach our children. While Mother and Father may restrict their diet considerably, children should be encouraged to “fast” from desserts or sweets, using their mobile phones, and other electronic devices. References to the fasts in the Bible might be explained several times at dinner during Lent. All family members can also be encouraged to fast from gossip, unkind remarks, or any hurtful behavior. This has been a season of “giving up” things for Lent. Each family member might also be asked to choose one thing to give for every day of Lent. This may be helping someone, donating clothing or food, or some other act of charity.

Holy Week

Holy Week is a serious, deeply religious experience. The week is filled with prayer—formal prayer and private prayer. Families should be encouraged to attend the special Masses and rituals of the week in their home parishes.

From noon till three on Good Friday, many families keep silent. Children should be encouraged to meditate or to say private prayers. Watching a video of the Sorrowful Mysteries of the rosary while saying the **rosary** or watching a video of the Stations would be appropriate while saying the Stations.

As His apostles today, we want to spread the message. Families may write “He is Risen” on different colored sheets of construction paper, and tape them all over the doors of the domestic church. Greet each other with “He is Risen!” In all these ways, make your family life mirror the life of the church. In that way, it will indeed become the domestic church.

What this means:

- Families will have a deepened understanding of the meaning of Lent/Easter Season
- Families will participate in a parish-wide celebration
- A family Lent/Easter project will be presented

Session Four (1 1/2hrs)
Sacraments and Family Life

This fourth Session should take place on a **weeknight** well before the ritual celebration of the sacraments. The presentation highlights the nature of sacraments, the role of sacraments in family life, and the role of the sacraments in the life growth plan of students. The intention of the Session is to present a liturgical/spiritual understanding of sacramental life in general, provide examples of how the Domestic Church may experience sacraments and present cultural elements of Eucharistic celebration. The important personnel is the Pastor, Pastoral Staff, Catechetical Leadership, families, and candidates for Sacraments.

Many Catholic families live their Faith only one hour a week by attending Sunday Mass. The rest of the week, the cares of the world impinge on the family, and the Faith is practically forgotten. We are called to lead lives worthy of our baptismal calling. We are to live with God as a constant part of our lives, especially by including Him in our family life. This proximate prep affords the opportunity to reflect on discipleship in light of the sacraments.

To be an authentic Catholic family, we must live a sacramental life. The sacramental life means not only the regular reception of the sacraments of Penance and the Holy Eucharist but also the daily practice of using sacramentals, to help us to live the life of prayer and to celebrate the feasts of the liturgical year.

Receiving the Sacraments

Next to the Holy Eucharist, the Sacrament of Reconciliation is our biggest help in living the Catholic lifestyle. If we are really aiming to be the best possible Catholic family, it is important to stress the frequent reception of the Sacrament of Reconciliation.

Receiving the Sacrament of Penance frequently will make us concentrate on strengthening our virtues and ultimately improve our Catholic family life.

Parents must be encouraged to raise children to love all the sacraments. The sacramental life involves taking the children to observe the reception of the other sacraments, especially Baptism and Confirmation, and explaining their meaning. When possible, children may opportunities to experience a wedding ceremony, have instruction concerning the deeper meanings of the sacrament of Matrimony according to their age level. When appropriate Children need to witness the Sacrament of the Sick.

Sacramentals

While the Sacramental Life means frequent reception of Penance and Holy Eucharist, it also means the daily use of sacramentals. Sacramentals are a part of our Catholic cultural heritage. They can supplement the daily reception of the Holy Eucharist, and, in some cases,

maybe the only way to maintain the sacramental life for some families during the week between Sunday Masses.

The *Catechism of the Catholic Church* defines **Sacramentals** as “sacred signs which bear a resemblance to the **sacraments**. They signify effects, particularly of a spiritual nature, which are obtained through the intercession of the **Church**. Sacramentals are signs reminding us of God, of the saints, and Catholic truths. While sacraments were instituted by Jesus Christ as a direct means of obtaining sanctifying and sacramental graces, sacramentals were instituted by the Church to obtain graces for us.

Sacramentals embody and make alive Catholic traditions which have existed for centuries. The rosary, the scapular, the Advent Wreath, Miraculous Medal—these are not merely objects, but truly represent the Catholic way of life.

Living the Faith

The sacramentals with appropriate prayers are best used in conjunction with the liturgical year. The liturgical year, starting with Advent takes us through the history of mankind awaiting Jesus our Redeemer, and then through the life of Jesus Christ. (cf. Proximate Prep 2)

This is a wonderful way for us to grow spiritually, but best of all, a joyful way to teach our children how to live and practice the authentic Catholic family life.

To be more specific, certain traditional Catholic practices can be started (or maintained) to help us better understand and love our Catholic beliefs. During Advent, the making of the Advent wreath is a very special event.

What this means:

- Families will have a better understanding of the sacramental life of the Church
- Children will be given additional information about sacraments and their meaning
- Parents/Guardians will have the opportunity to address important issues in their adult faith formation

Session 5 (1 1/2hrs)

The Celebration of the Sacraments

This fifth (final) Session should take place on a **weeknight** before the ritual celebration of the sacraments. The presentation highlights the nature of the particular sacrament to be celebrated. The intention of the Session is to present a liturgical/spiritual understanding of

the particular ritual, explain the flow of the ceremony, and present cultural elements of Eucharistic celebration that may be particular to the Diocese or parish, i.e., presentation of candidates, style of clothing acceptable for participants, and specific elements of conduct that are allowed.

The Celebration of the Christian Mystery:

Jesus Christ has made it possible for us to share in the divine nature by conforming to Him through the grace of the Holy Spirit imparted to us through the Sacraments.

The sacrament of Confirmation is necessary for the completion of baptismal grace. In Confirmation, the baptized is anointed with oil (a sign of abundance, joy, cleansing, healing, and strength) and is thereby consecrated, or imprinted, with the seal of the Holy Spirit. As Christ was marked with his father's seal, Christians are marked with the seal of the Holy Spirit of divine protection in the great Eschatological (end times trial). The primary effect of the sacrament is the (full outpouring of the Holy Spirit as once granted to the apostles on the day of Pentecost." Confirmation brings an increase and deepening of baptismal grace; it unites us more firmly to Christ; increases the gifts of the Holy Spirit and renders more perfect our bond with the church, And gives us a "special strength of the Holy Spirit to spread and defend the faith by word and action as true witnesses of Christ..."

The sacrament of the Eucharist (from the Greek meaning "thanksgiving") completes Christian initiation. The Eucharist is "the source and summit of the Christian life." The other sacraments, along with all the work of the Church in her ministries, are bound up with and oriented toward the Eucharist. "The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by which the Church is kept in being." In short, the Eucharist is the "sum and summary of our faith."

Jesus Christ is present to the church in many ways: in his word, in the church's prayer, in the poor, the sick, the imprisoned, in the sacraments, in the mass, and the person of the minister. At the same time, he is most especially present in the Eucharist, in the body and blood of Christ under the forms of bread and wine. The whole of Christ, his body and blood together with his soul and divinity, is truly, really, and substantially contained in the Most Blessed Sacrament of the Eucharist. This means that Christ is present in the fullest sense when the bread and wine are converted into his body and blood through the power of the Holy Spirit.

What this means:

- Families will have a better understanding of the liturgical aspects of the sacraments

- Parents/guardians will receive specific information about the ritual as it is celebrated in the home parish
- Children will have the opportunity to receive final instructions about the reception of a sacrament

C. Parental Communication

Scheduled parent teacher conferences allow teachers and parents/guardians to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent/guardian may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, and never in a hallway, on the street, or another public place. A parent/guardian who is refused such a meeting should notify the Principal. If a parent/guardian seeks to meet with the Principal, he or she must contact the main office to set up an appointment.

Additionally, the Academy may communicate with the parent/guardian in many ways, including:

- **Email, SMS, phone messages and posts through the FACTS Family Portal**
- **School Website and Social Media:** The Academy website can be found here: www.stsebastianacademy.org. This website does not require a login and is accessible to the public. Various announcements may be made on the school website, such as emergency school closing, snow days, and other important information. The website will also contain various resources, such as the academic calendar.
- **Information Sent Home With the Children:** Occasionally, teachers or administration at the Academy will send hard copy information home with your children. Please check your child's backpack daily to check for any information sent home by the Academy.

D. Home Academy Association (HAA)

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

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

E. Homework

As a partner in education, parents' role in homework is vital. Parents/guardians or another caretaker should remain available to assist students with homework and ensure that all homework is completed.

F. Fundraising

Fundraising activities are beneficial to the Academy and are often a quality way to involve students in furthering their school community. Any fundraising program should have the approval of the Principal, and should be organized and executed so that the Academy program is not interrupted.

A mandatory fundraising fee of \$200 per family is required and is charged through FACTS over the school year based on your payment plan. Any additional fundraising is optional to participate in.

G. Volunteering, Chaperoning & VIRTUS Training

All parent volunteers/chaperones, must complete VIRTUS training, sign a Code of Conduct, and complete a background check.

- The VIRTUS program for adults is a three-hour live awareness session that instructs adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session helps trainees understand signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent child sexual abuse.
- The Code of Conduct is a document that acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgement Form. The Code of Conduct is distributed at all VIRTUS sessions.
- All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions. As of May 2010, all background screenings (employees and volunteers) will be done through the Safe Environment Office. The searches are done through LexisNexis (volunteers) or HireRight (employees). All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken. Background searches will be rerun every 3 years for employees and 5 years for volunteers

H. Custody and Guardianship Orders

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

I. Contacts with Media

Throughout the academic year, the Academy may take pictures or videos and release personal information about students for promotional purposes. This might include:

- where a special event or program at the Academy is covered by a newspaper or television station, resulting in student interviews and pictures;
- award-winning students who may have their names and photos published in a local newspaper; or
- if the Academy posts pictures of school activities on webpages and social media.

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. If a parent/guardian chooses to exclude their child, the parent/guardian must provide written notification to the main office.

Parents/guardians who do not object must fill out the media authorization release form, attached at the end of this Handbook. Please be advised that, if a parent/guardian does not fill out this form, the child may be excluded from certain group photographs or otherwise taken in connection with the school day or other Academy functions.

VII. HEALTH AND WELLNESS

A. Medical Requirements

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

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

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

B. Health Services

The New York City Department of Health provides us with a full-time nurse. Responsibilities include:

1. Assess students who are feeling ill.
2. Maintenance of health records.
3. Detection of disease or illness.
4. Administer medication, epi-pens, etc. according to MAF from a physician.

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

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

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

C. Illness and Medical Conditions

The following provides an overview of various medical conditions and illnesses, the Academy's policy on how it handles such illnesses and conditions, and parent/guardian requirements. This list is not meant to be exhaustive but rather explanatory. In the case of any other illness or medical condition, or if there are any questions, please contact the Principal.

Parents are reminded of the NYC Department of Health Core Practices for reducing illness in school:

- Keep your child home if they are sick
- Practice good Hand Hygiene (wash hands)
- Practice good Respiratory Hygiene (cover coughs and sneezes)

Allergies: Parents/guardians must notify the Academy of any documented allergies that a student may have.

Policy on nuts and other allergens: **We are a NUT FREE school. Many children have air-born allergies to nuts so foods/snacks that contain nuts are prohibited. Please see our safe snack list to help you choose safe and healthy foods for school. (Appendix A).**

Asthma: Parents/guardians are required to notify the Academy of the medical needs and protocols of any student who has asthma or a related condition.

Clearance to Return: In certain instances, the Academy may require medical clearance for the child to return to the Academy. If requested, the medical clearance note must specifically state that the child may return to the Academy and resume all activities including gym and playground. Clearance notes will likely be required for severe illness, including hospitalizations and ER visits, surgical procedures, head injuries, cardiac/respiratory concerns, fractures, sprains, or significant changes in a child's health state which may impact physical activities.

Contagious Illness: To the extent a child has a contagious illness, please notify the Academy as soon as possible so that we may alert others who encountered your child. We also may be required to notify the Department of Health. A student with a contagious illness should not arrive for school. This applies even if the parent/guardian has not received confirmation that the child's illness is contagious, but the child is exhibiting signs of a possible

communicable disease, such as a suspicious skin rash, suspicious open wounds, redness of the eyes with intense itching/burning and a thick drainage, painful, reddened sore throat, and a constant cough accompanied by other symptoms. Students with a contagious illness should remain home from school until a doctor advises that he or she is no longer contagious and can resume normal activities.

Diarrhea/Vomiting: Students who are exhibiting vomiting and/or diarrhea should not arrive for school. Rather, they should stay home until they are free from symptoms for at least 24 hours.

Epinephrine: Severe allergic reactions leading to anaphylaxis are a life-threatening and time sensitive medical emergency. Therefore, and in accordance with New York State and City Departments of Health recommendations, Academies will work with local health providers to receive training on the administration of epinephrine. For more information, see the administering epinephrine policy below.

If a child is at risk of anaphylaxis, the parent/guardian MUST notify the school and inform it of the risk. Additionally, the parent/guardian must 1) inform the Academy whether the student can self-administer epinephrine, 2) supply the Academy with two epinephrine devices in its original packaging; and 3) replace the devices when it expires, has been used, or shows any other signs of defect, such as discoloration.

Fever: If your child has a fever of 100 degrees or over, he or she must stay home. Your child may not return to school until they are fever free without Tylenol, Motrin or Advil for at least 24 hours.

Lice: To the extent a student contracts head lice, he or she must stay home from school until the parent/guardian has treated the condition in accordance with the New York City Department of Health Regulations. This is to protect the health and safety of all students and staff given the highly likelihood that others can also contract head lice. In any cases where a student is infected, a letter will be sent out to the entire class. The student's name will not be revealed. If a parent/guardian becomes aware of a lice infection at home, do not send your child to school. Please inform the school via telephone. The Academy does not pay for lice treatment regardless of where exposure may have occurred.

Mobility: As a matter of safety, and in accordance with all applicable laws, the Academy may not be able to accommodate in-person learning for a child who is immobile, such as a child who is utilizing crutches or in a cast. The Academy will endeavor to provide a reasonable accommodation whenever possible, but must ensure the safety of the student and all other students and be in accord with fire safety laws. Please speak with the principal about options for continued instruction.

D. Administering Medication

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

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

The Academy reserves the right to call 911 in any case of a medical emergency.

E. Administering Epinephrine

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

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

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

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

F. Administering Epinephrine on Field Trips

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

G. City & State Health Services

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

H. Accommodations

Students requiring medical accommodations throughout the school day (including physical education, dietary conditions, physical limitations, and medical interventions) must submit a statement from his or her licensed medical provider stating the need for such accommodation each academic year. The Academy will attempt to provide the accommodation in accordance with all applicable laws, and will inform the parent/guardian if it is unable to do so. If the Academy is unable to do so, it may withdraw the child's enrollment in accordance with law.

I. Emergency Services in the Event of a Serious Injury

In the event of a serious injury, the Academy may call 911 and an ambulance may take the child to the hospital. The ambulance staff will determine the hospital based upon the severity of the emergency. A staff member will accompany the child in the ambulance and the parent/guardian will be notified to meet the child at the hospital. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any emergency services and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents/guardians.

J. Limitations of Physical Activity

Students at the Academy will be enrolled in physical education classes. To the extent a student has a physical disability or issue which may impair his or her ability to engage in the class, or which may make the class unsafe, the parents/guardians must notify the Academy at the beginning of the school year or as soon as the issue arises. A written doctor's recommendation may be required. Further, a student will be required to attend the physical education class for the instructional component and observation, and to complete an alternative assignment or to complete missed activities when physically able to participate.

If a student is not mobile on his/her own without assistance, the student may need to remain at home. Parents must discuss such a situation with the school about alternative instruction.

K. Counseling Services

The academy has a PDHP (Partnership for the Development of Human Potential) counselor in person 2 days a week.

L. Wellness Policy

The Academy meets minimum federal and state standards for goals of physical education, nutrition, and healthy environments in schools.

M. Breakfast/Lunch Program

Each student is responsible for bringing their own lunch to school each day there is a full session. No glass bottles are allowed to be brought to the Academy. Parents/guardians are not to bring lunches of any kind to the Academy office. Refrigeration and heating devices are not available so please pack food in appropriate containers for desired temperatures.

We offer a snack program. Parents can pay a small fee and sign up for a punch card which allows students to pick snacks during lunchtime. We try to the best of our ability to pick healthy snacks for the program.

An extra water bottle is required on days the children have physical education class.

During lunch, whether in the classroom or, if the case may be, a lunchroom, each child is expected to remain in his or her seat until dismissed. Each child is also responsible for keeping his or her area clean. Respect and obedience are to be always shown to those who are supervising lunch.

N. Accident Policy

If a student is seriously injured, the parent/guardian will be notified by the Academy as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of aiding the student.

If an accident results in a medical condition/injury, the Academy is authorized to render reasonable first aid if such direct medical assistance would, in the opinion and judgment of the Academy, minimize the severity of the student or injured person's condition. The Academy may secure a professional diagnosis and/or treatment if such action, in the opinion and judgment of the Academy, appears to be reasonably warranted. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses associated with any treatment of first aid provided (including, but not limited to the cost of transportation), and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents.

VIII. TECHNOLOGY

A. Acceptable Use Policy

The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Academy community. The Anti-Bullying, Cyberbullying and Harassment policy applies here with equal force.

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

Respect One's Self

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

Respect Others

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

Protect One's Self and Others

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

Respect Intellectual Property

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

Members of Catholic Academy communities must remember that when electronically communicating 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 Catholic Academy you are associated with without the expressed permission of the principal.

Security of Technology

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

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

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

Administrative Rights (To monitor use of technology)

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

Personal use of Social Media (Teachers, Students)

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

Representation of the school/academy in whole or part on any personal posts and/or communication is prohibited. The Academy reserves the right to take disciplinary action for activity that occurs on social media or otherwise on the internet, if deemed, in the sole discretion of the Academy, in the best interest of the Academy.

Please sign the Acceptable Use Policy acknowledgment at the end of this document and return to school as soon as possible.

B. FACTS Family Portal

The FACTS Family Portal will be your one-stop destination to view student academic information, school announcements, school calendar and your FACTS payment plan and incidental billing information. You will conveniently be able to access all this information in one centralized location, eliminating the need for multiple log-ins. Once the FACTS Family Portal is set up your child's school will notify you with some simple instructions on creating log-in credentials. Once you create your user profile, you will be able to access the FACTS Family Portal from any device, including your smart phone whether it is an Apple or Android device.

C. Communications with Teachers

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

Parents and teachers should not use personal social media accounts or personal cell phones (texting) as a means of communication in regards to school related concerns.

D. Electronic Devices

Electronic devices, although useful and helpful tools in many ways, must only be used appropriately by faculty, administration, staff and students. The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices). The Academy is permitted to implement, at any time, any policy regarding electronic devices, such as cell phones, as it deems appropriate. In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of Academy policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the Academy access to the device and the information on the device to ensure compliance with policy and the safety of the school, and parents/guardians further consent hereto.

Inappropriate use of any electronic device may result in serious consequences, up to and including, expulsion.

Schools are not responsible for the loss, theft or damage to electronic devices.

E. Parent/Guardian Monitoring of Child's Non-School Devices

Today more than ever young individuals need guidance from their parents to help navigate the technological world, create boundaries, and filter out inappropriate content. There are multiple consumer products, including some at no cost, which parents/guardians can secure for monitoring and controlling their child's access to technology. Specifically, products for mobile and cellular services include, but are not exclusive to, Apple Screen Time, Google Family Link, Qustodio and OpenDNS Family Shield. The Academy expects parents/guardians to equip their child's personal electronic devices, including cellular devices and tablets, with parental controls if not already in place. The Academy expresses no preference or recommendation for any specific product but expects that parent/guardians utilize such a product to monitor their child's electronic activity. Further, as Catholics, we all have an obligation to our fellow Academy-community members. Therefore, the Academy expects that parents/guardians will notify the school if activity on a child's personal electronic device threatens the health and/or safety of any member of the Academy community. Please also see the Anti-Bullying, Cyberbullying and Harassment policy for related information.

IX. SAFETY

A. Commitment to Safety

Safety of the students is the Academy's number one concern and we maintain a high standard of safety. This requires that the Academy complete periodic drills and exercises and that all members of the community are trained in our safety standards. To maintain a safe environment, the Academy requires cooperation across the board including the administration, teachers, staff, and, of course, parents. We must ensure safety is practiced in hallways, when passing during class, while on staircases, when using restrooms, during recess and physical education, during after school programs and extracurricular activities, when outside the school building, during arrival and departure, and in connection with parent parking.

B. Emergency Drills

Per New York State laws, academies are required to conduct twelve emergency drills over the course of the school year. Four of these drills must be lockdown drills. Students are

expected to follow all directives provided to them by school teachers and staff. Failure to comply or act appropriately during emergency drills will result in disciplinary action.

C. School Closings

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

D. Crisis/Emergency Information

Should a crisis require evacuation from the school building, the students will be brought to a safe place located at the St. Sebastian Parish Center and parents/guardians should meet them at that location. The Academy utilizes a parent alert system in FACTS to notify parents/guardians directly about the crisis.

E. Reporting Concerns Regarding School Safety

Students, parents/guardians and staff must report all dangerous and potentially dangerous situations and/or events directly to an administrator at the Academy.

F. Visitors

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

G. Video Surveillance/Photographs

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

Violations of Diocesan policies, administrative regulations, building rules, or laws that images, video and audio capture through surveillance may be used as evidence that may subject

students, staff, and visitors to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

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

The Academy recognizes that parents/guardians will often want to document their student's life at the Academy, including by taking pictures or video recordings. The Academy asks parents/guardians to exercise caution, however, and be mindful of not taking pictures of other children without the express consent of those children's parents/guardians. Parents/guardians and students are not permitted to take pictures or make recordings of any type, including but not limited to audio and/or video recordings, on school grounds without express consent of the Principal.

Students are prohibited from making any and all recordings (including audio and video) on Academy grounds or at an Academy-sponsored event, regardless of whether such event is on Academy grounds. This prohibition applies to the recording of a class or Academy event through the use of a personal electronic device, including, but not limited to, cell phones, smart watches, iPads, tablets, laptops, and/or iPhones. The Academy may, in its sole discretion, authorize the recording of a class or Academy event; however, such recording may only be done with the prior consent of the Principal.

X. SAFE ENVIRONMENT

A. Safe Environment Protocol & VIRTUS training

All teachers, staff and volunteers must complete VIRTUS training and a background screening which is administered by the Diocese of Brooklyn.

There are additional steps parents/guardians can take to keep their children safe, which we recommend parents/guardians consistently and regularly review with their children. This includes:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the Academy, they should be encouraged to return to the Academy and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at the Academy will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

B. Child Lures Prevention Program

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

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

C. Child Abuse Laws

Under NYS law, teachers are all mandated reporters and are legally required to report any suspected case of child abuse or neglect to the proper agency. The teacher will make a

judgment that the child may be presenting signs of abuse or neglect. If the mandated reporter makes such a judgment and suspects abuse or neglect, in addition to reporting to the proper agency, the reporter must also notify the Principal.

D. Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. However, if a teacher learns of something that could impact the health or safety of a student or any person, the teacher has the responsibility to share the information with the Principal. Further, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

E. Sexual Harassment

The Academy is committed to providing for its students an atmosphere and school zone free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment is a direct violation of the Catholic faith as it signifies a lack of respect for other persons.

Any student who believes that he or she is being sexually harassed, or a parent/guardian who was informed by their child that the child was sexually harassed shall immediately report this information to teacher and to the Principal. A student/parent who is uncomfortable reporting the alleged harassment to a teacher or Principal may report it directly to the Office of the Superintendent. Any information shall be treated as confidential, to the extent permitted by law. All claims of sexual harassment will be investigated in an appropriate manner under the supervision of the Office of the Superintendent. No student will be subject to any retaliation or disciplinary action on the part of the Academy for reports of sexual harassment made in good faith.

No student is to sexually harass another member of the school community. Any individual who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

F. Child Reporting Abuse to Parents

If a student reports any form of abuse at the Academy to his or her parent/guardian, the parent/guardian must notify the Principal. Any information shall be treated as confidential, to the extent permitted by law. This will permit the Principal to investigate the situation and will ensure that the alleged abuse or harassment does not occur to other students. If a

parent/guardian is uncomfortable going to the Principal, he or she may go directly to the Office of the Superintendent.

XI. TUITION AND FINANCES

A. School Tuition Policies

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

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

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

B. Tuition and Other Fee Schedules

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

Tuition breakdown:

Tuition is due on FACTS by the 15th or 25th of the month depending on the plan you chose.

GRADE	YEARLY TOTAL	MONTHLY	5-month plan August	October	December	February	April
1 Child K to 8	\$ 6,500.00	\$650.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00
2 Children K to 8	\$11,900.00	\$1,190.00	\$2,380.00	\$2,380.00	\$2,380.00	\$2,380.00	\$2,380.00
3 Children K to 8	\$17,000.00	\$1,700.00	\$3,340.00	\$3,400.00	\$3,400.00	\$3,400.00	\$3,400.00
4 children or more K to 8	\$19,150.00 Add \$1050 each additional child	\$1,915.00 4 students	\$3,750.00 4 students	\$3,830.00 4 students	\$3,830.00 4 students	\$3,830.00 4 students	\$3,830.00 4 students

Schedule of Fees and Fundraising 2024-2025 dates due

Fee	AMOUNT	DUE
Admission's Application Fee	\$22 per application	(non-refundable) paid on FACTS during admission process
Enrollment/Re-enrollment Fee	\$225 per family	at time of registration (non-refundable)
Fundraising Fee (mandatory)	\$200 per family (In addition to tuition – NOT optional)	Fee will be applied to your FACTS billing account according to your payment plan selection. We will have additional <i>optional</i> fundraising events throughout the year. THANK YOU FOR YOUR SUPPORT!

Technology Fee (mandatory)	\$100 per student	Fee will be applied to your FACTS billing account for the August invoice
Additional Fees (mandatory)	\$50 Sacrament Fee for grades 2 and 7 or other eligible grade levels.	Fee will be applied to your FACTS billing for the January invoice
	\$250 Graduation Fee for all Grade 8 students.	Fee will be applied to incidental billing on FACTS in January.

Please note:

Academies reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard.

Again, we encourage prompt communication with the academy in an effort to avoid litigation.

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

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

C. Resources for Tuition Assistance

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

Each family in need of tuition assistance must complete a scholarship application through Futures in Education, which may currently be found at:

www.futuresineducation.org/scholarships. The one exception is families returning to the Teddy Forstmann program coordinated by Children's Scholarship Fund.

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

D. Tuition Assistance Committee

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

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

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

E. FACTS

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

F. Tuition Delinquency

By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

Students will not be permitted to attend class at the start of the trimester should any balance be past due.

No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.

To participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.

For all grades, to participate in school activities and field trips, all financial accounts are to be current and up to date.

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

XII. TRANSPORTATION

A. Bus Procedure

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

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

Bus availability is subject to the child's age, distance from the school, and established bus stop.

B. Use of Other Vehicles

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

The Academy does not assume liability for transportation not operated by it, such as Ubers, car service, private buses or van services.

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

XIII. RECORDS

A. Change of Information

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

The Academy will use a student's name as stated on the child's birth certificate. A student's name will only be changed with formal legal documentation.

B. Educational Records Request

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

C. Authorization to Release Records

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

- Other academy or parish school officials who have legitimate educational interests.
- Officials of other academies or parish schools in which the student intends to enroll.
- Officials of the courts with lawfully issued judicial process, i.e., subpoena, court order, etc.
- Please note health records are the property of the Department of Health.

D. Review of a Child's Official Records

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

Appendix A

Safe Snack List

The following "safe snacks" are peanut and tree nut free. They also do not contain any warnings regarding possible cross contamination.

- Please read food labels EVERY TIME – manufacturing processes can and do change frequently. Also some products are made in multiple facilities that use different manufacturing processes.
 - AVOID any products containing the ingredients: peanut, peanut flour, peanut oil, peanut butter, nut butter, nut flour, nut oil, almonds, cashews, brazil nuts, pecans, pistachios, hazelnuts, pine nuts, macadamia nuts, pesto AND any products containing the following warnings: "May contain trace amounts of peanuts/tree nuts" or "Processed in a facility that also processes nuts/peanuts."
- Thank you for your support and cooperation in keeping all our children safe from experiencing a life-threatening reaction in school!!

FRUIT & VEGGIES

Apples slices, bananas, melon, pineapple, orange slices, berries, etc...

Del Monte & Dole fruit cups

Carrot sticks, little tomatoes, bell pepper, cucumbers, etc...

Mott's and Musselman Applesauce cups

Sunmaid & Dole Raisins (not yogurt or chocolate covered)

DAIRY

Yogurt cups (avoid granola and candy pieces)

Dannon yogurt smoothies

Jell-o pudding cups and gelatin, Kraft Handi pudding, Hunts pudding

String cheese

Cheese cubes

CEREAL & CEREAL BARS

Chex – wheat, rice, corn, cinnamon

Cheerios – NOT Honey nut, Frosted or Peanut Butter Cornflakes, Wheaties, Kix, Life

Frosted Mini-wheats Raisin Bran

FiberOne 80 – chocolate and honey

Special K Cereal bars – NOT honey nut or pretzel Nutrigrain Cereal bars

Pop Tart minis – chocolate, strawberry Original Rice Krispies Treats

CRACKERS & COOKIES

Goldfish

Nabisco Graham Crackers

Wheat thins, Triscuits, Wheatables, Club Crackers and Snack Sticks, Townhouse Crackers and flatbreads, Ritz (NOT Ritz bits)

Girl Scout Cookies: Trefoils and Thin Mints

Oreos (original blue packaging) & golden Oreos (gold packaging), mint Oreos, chocolate crème Oreos

Lorna Doone crackers

Teddy Grahams

Keebler Graham crackers and Graham snacks

Barnum's Animal Crackers

Nabisco Animal Crackers Nabisco 'Nilla Wafers

Fig Newtons

100 Calorie Packs – Chips Ahoy, Oreo Thin Crisps, Wheat Thins, Cheese Nips Oreo Cookies – Original, Double Stuff, Cool Mint Oreo Cookies, Choc. Creme Oreo Cookies – Uh-Oh - Double Stuff – Original, Chocolate Creme

Mini Chips Ahoy

Chips Ahoy Chocolate Chip Cookies – Original, Chocolate Chunk (not white chocolate)

PRETZELS & CHIPS

Herr's: Thin pretzels, pretzel rods, popcorn, chips

Rold Gold: Pretzel twists, sticks, rods, mini twists, honey-wheat pretzels Utz – Halloween size snacks, cheese balls, potato chips, popcorn SmartPop popcorn

Popchips

Ruffles, Lays – Original and Baked Pringles

Tostitos tortilla chips

Salsa – Tostitos, Giant Eagle Doritos, Fritos, Cheetos

Sunchips

Appendix B

ABSENT NOTE FORM

Student's Name: _____

Student's Class: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Doctor's Note Attached (circle one)? Y N

ACKNOWLEDGEMENT OF RECEIPT

FOR PARENTS/GUARDIANS

I acknowledge that I have received and read the Parent-Student Handbook and all subsequent forms ("Handbook").

I have read and understood the contents of this Handbook, and will act in accord with these policies and procedures. I have explained the contents of this Handbook to my child. I agree that I am responsible for my child's adherence to the policies in this Handbook.

I understand that this Handbook supersedes any other previously issued handbook and personnel manual and that all previous versions are hereby revoked.

I understand that the Academy reserves the right to add, amend, modify, or discontinue any of the policies and procedures as set forth in the Handbook at any time, with or without notice.

Acceptable Use Policy: As the parent/guardian of a student at the Academy, I have read the Acceptable Use policy and agree to abide by its terms, and to ensure my child abides by its terms. I understand that computer and internet access at the Academy is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold the Academy responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child

Print Name: _____

Signature: _____

Date: _____

Name of Child(ren) and Grades:

FOR STUDENTS GRADES 6-8

I have read the Parent-Student Handbook, have discussed its contents with my parent/guardian, and agree to abide by all its terms.

Student 1:

Print Name: _____

Signature: _____

Date: _____

Student 2:

Print Name: _____

Signature: _____

Date: _____

Student 3:

Print Name: _____

Signature: _____

Date: _____

ELECTRONIC SIGNATURE AUTHORIZATION

*If a parent/guardian chooses to sign any form electronically, the following **MUST** be submitted beforehand to the Academy with an original, and not electronic, signature:*

I authorize the Academy to accept my electronic signature.

Print Name: _____ Signature: _____

WALKING TRIP AUTHORIZATION (choose one - initial please)

_____ I give my child/children permission to participate in the neighborhood walking trips for this current school year.

_____ I do not give my child/children permission to participate in the neighborhood walking trips for this current school year.

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian by the Academy, Roman Catholic Diocese of Brooklyn, and/or Department of Education and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "Parties"). I hereby grant the Parties the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I ☒ ~~forever~~ grant, assign, and transfer to the Parties any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by the Parties. I hereby agree to release, indemnify and hold harmless the Parties from any and all claims, demands, actions or causes of actions, loss, liability, damage, or cost arising from this authorization.

I allow this only for the academy use

☐ I allow this for both the academy and outside parties

☐ I do not give permission

Print Name: _____ Signature: _____

If you are choosing to opt out of this policy, the Academy **MUST receive an acknowledgement to the Principal by the first day of school:**

3K, PK, and K ONLY- CHANGE OF CLOTHES AUTHORIZATION (initial please)

_____ I give permission for the teacher or teacher assistant to assist my child to change into clean clothes.

_____ I do not give permission and prefer to be called to come to school to change my child.



Office of the Principal

ST. SEBASTIAN CATHOLIC ACADEMY

*serving the Parishes of the Blessed Virgin Mary Help of Christians,
Queen of Angels, St. Teresa and St. Sebastian*

3970 58th Street • Woodside, New York 11377

WALKING HOME PERMISSION SLIP

Dear Parent or Guardian of students in grades 5 through 8:

If you want to allow your child to walk home from school, we must have this form signed and returned to the school. Your child will not be allowed to leave school unaccompanied unless and until this form has been received by the school.

THIS FORM ONLY APPLIES TO THOSE STUDENTS WHO WILL WALK HOME. YOU SHOULD ALREADY HAVE ON FILE WITH THE SCHOOL THE PERSON(S) DESIGNATED TO PICK UP YOUR CHILD (FILLED OUT DURING ENROLLMENT).

☐ My child, _____ has permission to WALK HOME from St. Sebastian Catholic Academy. I am aware that once my child leaves the school, there is no adult supervision for them. I have made my child aware that, for their safety, they are not allowed to loiter around the premises after school or at any nearby businesses, and they are to go directly to their after school destination.

☐ My child has permission to pick-up and walk home their younger sibling, _____, in grade _____.

By signing, you are agreeing to the following guidelines:

- You are aware of student dismissal times.
- You understand that SSCA will not be held liable for anything that may happen once your child/children leave the school.
- You will assist SSCA in ensuring your child's safety by adhering to the guidelines outlined above
- You agree that ANY CHANGES from the above permission will be communicated (in writing) to the front office.

This permission form will remain in effect until the last day of the school year or until you have notified the school in writing that it has been rescinded.

Student Name_____ Grade_____

Parent / Guardian Signature_____ Date _____