



Student Parent Handbook

2018-2019



Saint Margaret Catholic Academy
66-10 80 Street
Middle Village, New York 11379
www.stmargaretschoolmv.org
718.326.0922 fax 718.326.3308



"The future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping!"

ADMINISTRATION

Pastor: Rev. Robert Armato

Principal: Ms. Victoria Richardson, M.Ed., B.A.

Chairman of the Board: Mr. Stephen Barbaro

OFFICE STAFF

Secretary/Tuition: Mrs. Heidi Kirmaier

Receptionist: Mrs. Katy Moore

Volunteer: Sr. Barbara Kradick, OP

Office email: stmargoffice@gmail.com

Mission: *Saint Margaret Catholic Academy exists to educate and form young people in light of the Gospel. Saint Margaret Catholic Academy recognizes the unique talents of each student. Our mission, therefore, is to help all students attain their full potential through an integrated academic curriculum, rooted in Gospel values and Catholic teachings.*

The rules of this handbook apply to all students and all families who are enrolled in Saint Margaret Catholic Academy from Nursery through 8th Grade. **Legally, Registration in the academy assumes acceptance of these guidelines and policies on the part of the families registered.** It is the sole responsibility of the administration of the academy to interpret and, when needed, to change aspects of the handbook in whole or in part. First and foremost, Saint Margaret is a Catholic Academy, guided by the Gospel. The principles of the Catholic Faith will always be the guiding force behind these and all school and academy policies and procedures. All persons who attend the academy are to learn and respect the Catholic Faith as taught within the academy.

Academy Schedule

Nursery and Pre-Kindergarten

Full Day: 8:00AM to 2:25 PM Children enter via school yard and leave by 80th St
Half Day: 8:00AM to 11:00 AM Children enter via school yard and leave by 80th St.

Grades Kindergarten through 8th

Doors open: 7:45AM (there is NO supervision before 7:45AM)

Early bird is available in the cafeteria from 7 AM-7:30 AM. Doors close at 7:30 AM. Students will be brought over to the main building at 7:45 AM as needed. CLASSES AND INSTRUCTION WILL BEGIN AT 8 AM. (NEW FOR 2018-2019) Students who arrive at 8:00AM or later are marked late and must receive a late pass. Lateness interferes with learning for all in the classroom and is recorded on permanent record cards.

Dismissal

Nursery classes are dismissed via 80th Street next to the Flower Shop at 2:25PM

Pre Kindergarten classes are dismissed through the gym doors at 2:25 PM

Kindergarten classes are dismissed via the school door near the church on 80th Street at 2:25 PM

Grades 1-3 are dismissed via 79 Place at 2:35 PM

Grades 4-5 are dismissed via 80th Street at 2:35 PM

Grades 6-8 are dismissed via 80th Street at 2:45PM

Parents and Guardians should make every effort to be on time for the safety of all the children. NEW FOR 2018-2019....students will be released from the gate of the school yard. Parents/guardians are to wait outside in designated areas. We urge all parents/guardians and children to leave the premises as quickly as possible.

Traffic Safety

Parental cooperation is vital for the safety of our children. Please observe the following:

1. DO NOT CONGREGATE ON THE SCHOOL SIDE OF THE STREET.
2. Instruct your child to obey the School Crossing Guard and the teacher on duty when crossing.
3. DO NOT DOUBLE PARK on 79th Place and 80th St., nor park on the School side of Juniper Valley Road.
4. Do not sit in your car opposite the School and call your child to cross the street in the middle of the block or between parked cars.
5. Be punctual when meeting your child at dismissal time. Instruct your child in advance to go directly to the Office if you are not in your designated meeting place.
6. Do not take another child home, unless parents or legal guardians of said child have given you and the school specific instructions.
7. Do not patronize vendors on 79th Place and 80th St. Vendors are not permitted within two hundred feet of the school. If vendors wish to sell their wares, they may do so on 80th St. and Furmanville or 80th St. and Metropolitan Ave., not on Juniper Valley Road at 79th Place and at 80th Street.

Admission Policy

Saint Margaret Catholic Academy does not discriminate on the basis of race, sex, national origin or health conditions (if reasonable accommodations can be provided on the part of the school for good and safety of the disabled person). However, in cases of waiting lists and crowded classes, preference is given to NEW PROSPECTIVE REGISTRANTS in the following manner:

- 1) Students with siblings already registered in the school.

- 2) Catholic students who live in Saint Margaret Parish (On a first-come-first served basis)
- 3) Catholic students (On a first come-first served basis)
- 4) Non-Catholic students may be accepted, but are required to pay the tuition rate of "full cost per child."

Students who are RE-REGISTERING from the previous year receive first preference up to and including a specific, clearly designated date. If they fail to register prior to this date, the student is now on the list of PROSPECTIVE STUDENTS, and will follow the above protocol for admission.

Attendance and Lateness

A student registered in school should be able to profit from the school experience. Students in grades K-8 are **required by New York State Compulsory Attendance Law** to be present each day school is in session. Students are responsible for all classwork and homework that is covered during the time of absence within a certain amount of days. Medical and dental appointments and family functions should be tended to during school recess periods. Vacation taken during school time must be recorded as an illegal absence. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exception to this policy.** Teachers must be notified in writing one day prior to appointments. If a student is absent from school during the day then he/she cannot attend after school activities. Illness or family emergencies are the only real reasons for a student to be absent. If a student is unable to attend class, please observe the following:

1. A parent or legal guardian must call Saint Margaret Catholic Academy by 9:00 AM each day the student is absent. Please state student's name, grade and reason for absence. Indicate who will pick up books and assignments. **It is extremely important that this be done so that the school is aware that the parent or legal guardian knows of the absence. NO books can be picked up after 3PM.**
2. A parent or legal guardian is responsible to send a written note explaining the absence to the child's teacher when the student returns to school. If no written excuse is received within three days, the absence must be recorded as illegal. The school will always follow all State attendance laws in this regard.
3. In case of a profound illness or contagious disease (chicken pox, measles, etc.) a physician's note must be presented to the teacher when the student returns. This note must indicate when the student is permitted to return to classes. For the safety of all, a student cannot be permitted back to class without such a note. **STUDENTS SHOULD BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**
4. In case of a long-term illness contact the Principal for Home Instruction Procedures.
5. A student with excessive absences is in jeopardy of retention. There is a legal limit for absences at which point it is highly probable that a student will be retained so as to ensure that he or she will truly benefit from the education offered.
6. **Please note: Students are registered for the school year. If for some medical or other reason, a student is absent for a prolonged amount of time, tuition is still required. Tuition is divided into monthly payments to budget parents or legal guardians. School tuition is not paid monthly based on attendance.**

Lateness: A student is late if s/he arrives after 8:00 AM. This will be strictly enforced. Tardy students in grades K-8 must enter the building via the 79th Place Road entrance and receive a Late Pass. This pass must be presented to the class teacher upon entrance to the classroom. Lateness is recorded on the student's Permanent Record Card. Chronic lateness can result in a Parent conference. Chronic lateness is a serious issue for the child's total development and can influence acceptance into high school. In order to maintain necessary security, parents or legal guardians will not be allowed to accompany a child to his/her classroom.

Release of Students from School

Students will normally be released ONLY at regular dismissal time. It is the responsibility of the parent or legal guardian to be certain that a qualified and designated adult is ready and able to pick up the child from school. Supervision is not provided after dismissal.

Students are expected to be in attendance all day each school day. If, for any reason, a student must leave school before the regular dismissal hours, a parent or legal guardian must send a note to the teacher and principal explaining the reason for early departure. **A Parent or duly designated person 18 or older must come to the School's Office to sign the student out and escort him/her to the designated place.**

No student will be dismissed from school to anyone other than a parent or legal guardian without prior written or verbal permission from the parent or legal guardian directly to the office or teacher. This is the case even if the student, of any age, recognizes the adult who presents himself or herself to pick up the child. Even in such cases clear permission must be received for the student to be released to this adult.

Accident and Illness at School

Each student must have on file an Emergency Card with up-to-date information indicating parents' home and/or work telephone number and the number of an adult who can be contacted if parents or legal guardian cannot be reached. The doctor's name and telephone number should be indicated on the reverse side of the card. Please notify the school in writing if Emergency Card information changes.

If a child has a severe ailment such as diabetes or cardiac condition, and needs medication, please inform the teacher and the School Office at the beginning of the school year. **It is essential that the school nurse has updated access to all pertinent information to ensure that your child will receive the proper care.** In case of an accident, parents or legal guardians will be notified and given a written report. In case of illness, a child will remain in school until a parent or responsible adult designated by the parent or legal guardian arrives. School personnel may not dispense medication.

Emergency Closing

The closing of the academy due to snow or other emergency is usually a local decision which is discussed with other schools. A message will be posted on the website, on the academy's Facebook page and class parents may send out a message. In addition, a remind message will be sent from teacher or school.

Dress Code

Students are required to wear official school uniforms unless special dress code is indicated for a specific reason. Failure to be **in full uniform** will result in disciplinary action. This is especially true for flagrant disregard for uniform rules and for repeat offenses on this matter. **Anytime and anyplace** where the student is wearing the Saint Margaret uniform he or she is representing the academy and is expected to act accordingly. This includes travel to and from school. In addition to possession of the uniform, it is the responsibility of the student and family to be certain that the uniform is worn properly, in a manner that is neat, clean and presentable. Shirts must always be tucked in. Improper wearing of the uniform, such as untucked shirts, are also considered infractions of dress code.

Official School Uniform

Nursery and Pre-K Students will wear the gym uniform every day.

Students are ONLY to wear the specifically designated uniforms for Saint Margaret as clarified in handouts and as offered at Flynn and O'Hara. No exceptions or substitutions will be made.

Casual versions of the uniform can be worn only during clearly designated times of the year. Students may not wear the summer version of the uniform at any time of the year other than specific designated days. Similarly, skorts may only be worn during the summer/casual uniform times.

The girls skirt is to be no more than 1/2 inch above the knee. Student may NOT roll up their skirts.

The optional Blue blazer may be worn in place of the sweater or vest. Full dress uniform is required for Mass and school pictures unless other instructions are given by the Administration.

JEWELRY- is never permitted to be worn on gym days. No rubber bracelets.

EARRINGS- Girls who have pierced ears may wear posts or hoops no bigger than ¼" inch. Only ONE pair is permitted. Large hoops or dangling earrings may not be worn as this presents a health hazard to the child during the school day. Only thin, inconspicuous chains may be worn around the neck. Boys are not permitted to wear earrings at any time.

WRIST WATCHES- may be worn, but it is the student's responsibility to provide a safe place for their belongings, especially during gym. Administration, faculty and staff are not responsible for students' belongings or personal money. If students wear watches or carry personal money to school, they do so at their own risk. No watches or other of the like are permitted. MAKEUP AND NAIL POLISH --are NOT permitted on regular school days. Only when specific instructions are given from the administration can an exception be made for special occasions.

Students are encouraged to have clean hands and nails, no "fake" nails of any kind.

DRESS DOWN/ NUT CARDS: Students may use NUT cards or Dress Down only on clearly designated days with the express permission of the School Faculty and Administration. For no reason can parents/legal guardians or students decide on their own to dress down without prior permission and a clear written explanation.

Even when dressed down for any reason, students must dress with modesty and observe at all times the following:

- 1) No bare shoulders, spaghetti straps, camisoles or similar tops.
- 2) No bare midriffs. The stomach must be covered entirely. When wearing leggings, appropriate fingertip length tops must be worn.
- 3) No "short-shorts" or short skirts, etc. At least fingertip length is expected at any given time.
- 4) No writing of any kind on the backside of pants or shorts.
- 5) No ripped jeans/ pants.
- 6) Shirts and jackets cannot have offensive or unchristian pictures, images or messages on them. This rule will be strictly enforced. It is the role of the administration to decide what constitutes an unacceptable saying or image on a shirt.
- 7) No High heeled shoes. No flip-flops, or crocs. Sandals must be fastened to feet.
- 8) BOOTS may be worn to and from school during inclement weather. However, boots may not be worn during class. Upon entrance to the classrooms, the students must change into uniform shoes. (This applies only to regular dress days.)
- 9) Boots with reasonable heels may be worn on dress down days or NUT card days. Administration will determine appropriateness.
- 10) When dressing down or dressing up always keep in mind the importance of modesty and the fact that we are in a Catholic school setting.

HAIR is to be well groomed. Hair styles should be neat and simple. The following rules for hair styles will be observed at all times:

- 1) Students may not dye their hair or parts of their hair in any unnatural or unusual colors.
- 2) Boys must always have their hair cut. It can extend NO LONGER than the shirt collar. Boys' long hair can never be held above the shirt collar in a ponytail or in any other fashion. It must be cut.
- 3) Absolutely no words or images shaved into the hair.
- 4) No Mohawks of any type.
- 5) Students do not wear hats or head coverings in the school building at any time unless special permission is given by the Administration for a specific reason or special occasion.
- 6) It is the responsibility of the Administration only to judge whether hairstyles and haircuts will be deemed acceptable or unacceptable in accord with the handbook as a clear guideline.

GYM UNIFORMS- On gym days, Grades PK-8 must wear sneakers white crew socks and official gym uniforms. Official gym uniform consists of a Saint Margaret Catholic Academy sweatshirt or T-shirt and navy blue shorts or sweatpants (with elastic at the ankle and waist). NO LEGGINGS CAN BE WORN UNDER GYM SHORTS.

School uniforms and gym clothes may be purchased at Flynn & O'Hara in Atlas Mall

Curriculum

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas. Saint Margaret Catholic Academy offers students opportunities for growth in the following major subject areas:

Religion: Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation Liturgical services are held each month for the entire school community. Grades 2-8 attend weekly Parish Masses throughout the school year. **Computer Literacy:** Word Processing, Database, Spreadsheets, Effective Use of Social Media, and Integration with Curricular Subjects **Fine Arts:** Music, Visual Arts, Art, and Performing Arts **Handwriting:** Students in Grades 3 through 8 are expected to submit all handwritten work in cursive penmanship. **Language Arts:** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature Students in Grades 4, 6 and 8 take the New York State ELA Test each spring. **Mathematics:** Skills, Pre-Algebra Students in Grades 4, 6 and 8 take the New York State Math Test in the spring. **Physical Education:** Physical fitness programs appropriate for each grade **Science:** General Sciences and Laboratory Experiences Students in Grade 4 and 8 take New York State Science Test. **Social Studies:** History, Geography, Economics, State History, and Current Events **Spanish:** Vocabulary, common expressions, grammar, conversation, and culture.

Homework Assignments

Homework is given at the discretion of the teacher based on daily classwork. Parents or legal guardians are requested **to check and sign homework daily in grades K-6.** Homework for grades 7&8 may need to be signed at the request of teachers and/or parents or legal guardians.

Homework is included in report card grades. Each trimester, every student begins with a homework grade of 100%. All tests must be signed and returned. Homework is an essential part of the learning experience and the final grade. Time Allotment (approximate and includes written and studying. Projects are not included in these amounts. Primary Gr. K-2 maximum 45 minutes | Intermediate Gr. 3&4 maximum one hour | Junior High Gr. 5-8 maximum 90-100 Minutes

STUDENTS ARE NEVER EVALUATED BASED ON ONE SIMPLE CRITERION. MULTIPLE ASSESSMENTS ARE USED SUCH AS CLASSWORK, PARTICIPATION, HOMEWORK, TESTS, QUIZZES AND OTHER ASSIGNMENTS. CLASSWORK INCLUDES EFFORT.

Report Cards are distributed at three points during the year- December, March and June. Interim progress reports will be available at www.optionc.com. Only progress reports for conduct will be sent home if necessary. Parents or legal guardians should take advantage of tracking their child's progress using optionc.com platform. Concerns should be dealt with promptly so that the student can be helped, if needed, prior to report card time by contacting the teacher directly. The final grade recorded in the fourth column of the Report Card represents a comprehensive assessment of the student. **It is this grade that is recorded on the Permanent Record Card.**

If students are repeatedly missing homework assignments, the teacher will notify the parent or legal guardian. Plagiarism will not be tolerated. Any information downloaded from the internet must be properly cited. Students handing in plagiarized reports or work will be given a 0 and will be asked to redo the assignment. Repeated offenses may result in further disciplinary action including suspension or expulsion. Be careful in paraphrasing as well.

Parent-Teacher Conferences

Formal Parent Teacher conferences set in advance by the school are an extremely important means by which parents or legal guardians and teachers discuss and work together for the good of the child. It is essential that parents or legal guardians make every effort to attend the scheduled conference.

Similarly, the parent or legal guardians or the teacher may request an individual meeting during the year. The purpose of all such meetings is to work for the betterment of the child's education.

Promotion to the next grade is based on a total evaluation of a student's growth in all areas of his/her development and contingent upon attendance. Successful achievement of the program objectives.

Honors for Grades 4-8:

Honors are awarded at the end of each marking period to recognize academic achievement. Candidates for honors must also have a 3 or above in all personal progress areas. **Special subjects will be taken in account of any honors awards.** Weight of special subjects will not be considered the same as major subjects. Lateness will be included in the decision of such awards.

Principal's List: 95-100 average with no grade lower than 93 or A in any subject.

Honors: 90-94 average with no grade lower than 85 or B in any subject.

Merit: 85-89 average with no grade lower than 80 or C+ in any subject.

Effort: A passing grade in all subjects with no grade lower than a 75.

All of the above require good personal progress and conduct grades. Regular attendance is part of class participation and excessive absence can therefore influence awards. New York State law has clear compulsory attendance expectations for Grades K-8 and excessive absences, by State law, put promotion in serious doubt.

IEPS

Saint Margaret's will accept students who have IEPs. The IEP, actually referred to as an IESP for private schools, will be respected insofar as possible. This discussion will take place with the parents or legal guardians. If it is not possible to accommodate the child as necessary, this will be told to the parents or legal guardians before registration or after an agreed period of trial. IESPs that call for extra time or separate location cannot be enforced for regular testing, as Saint Margaret Catholic Academy does not possess the personnel or space to do so. Extra time and space can be given for major exams such as state exams.

Potential Holdovers

Students who through early identification and assessment indicate difficulty in completing required program objectives are to be considered potential holdovers.

When a student is identified as a potential holdover, the procedure is:

1. Parents or legal guardians are notified and a Parent-Teacher Conference is held.
2. Recommendations are made for remediation or, in severe cases, for an educational evaluation.
3. By May, the academic status of the student is reevaluated and recommendations communicated in writing to the parents or legal guardians. Copies of such notifications are kept in the student's Permanent Record Folder.

Transfer Policy

When a student transfers to a new school, the parent must come to the School Office and request the appropriate transfer form. To facilitate the procedure, the necessary information is required: Student's Name, Present Address (if appropriate) New Address (if appropriate) Name of New School. Transfers at the end of the school year are issued at the parent's request, the last week school is in session. Failure to notify the school of a transfer, will delay the transfer of records.

Graduation Policy

All students successfully completing Grade 8 will receive a diploma at a public graduation ceremony in June. However, participation in this ceremony is **an honor and privilege** from which a student may be excluded if s/he consistently fails to behave as a mature Christian. Students must achieve a passing grade in every major subject area in order to receive a diploma in June. Those who do not meet this requirement will receive their diploma by mail upon successful completion of a recognized summer school program.

IF A FAMILY STILL OWES TUITION AND FEES TO THE SCHOOL THE 8TH GRADERS RECORDS WILL NOT BE SENT TO THE HIGH SCHOOLS AND THE DIPLOMA CANNOT BE ISSUED UNLESS AND UNTIL ALL SUCH OBLIGATIONS ARE SATISFIED. SUCH STUDENTS CANNOT BE LISTED AS GRADUATES. ALL EFFORTS WILL BE MADE TO HELP FAMILIES MEET THEIR OBLIGATIONS.

Graduation Ring money is due by November 1. Graduation photos are taken in January Graduation fee is due in March.

Graduation Awards and Trips

An awards ceremony is held annually for our eighth grade students. Participation in Awards Brunch is an honor and privilege from which a student may be excluded if s/he consistently fails to behave as a mature Christian and/or does not adhere to the Discipline Policy or Academic Standards of Saint Margaret Catholic Academy. Service awards are presented to those who have conscientiously given their time to assist members of the school community. Also, students are recognized for their outstanding scholastic achievements with an honor cord to be worn at graduation. A gold cord will be presented to those who meet the requirements for the Principal's List and a white cord for students who meet the requirements for Honors. Attendance, **lateness and special subject awards** will be considered. Graduation is comprised of Graduation Mass and Brunch and Graduation Mass. All students must attend both in order to graduate.

8th Grade Class Trips: Class trips may be a tradition but they are an earned privilege and are not a mandatory part of 8th Grade graduation activities. If deemed necessary, parents may be asked to accompany students on trip.

HAA/Fundraising

Parental support and involvement is an important part of the success of our students. Parents or legal guardians are strongly encouraged to be active participants in our HAA. Meetings are held in the evenings when guest speakers are also scheduled to support our parents. Fundraisers are held to raise funds for the HAA to give back to our students. All fundraising contributes to keeping the tuition down and not incurring other fees that other schools require.

Volunteering

Any parent/grandparent or legal guardian who wishes to volunteer at school activities and/or chaperone a class trip must be Virtus trained. Information about training classes can be found at www.virtus.org. A certificate of completion needs to be sent to the office in order to volunteer.

Code of Conduct: Discipline Policy

A progressive policy is in effect, including both positive reinforcement as well as direct disciplinary action, in order to promote responsible student behavior and to ensure that each student is treated as a person with dignity and respect in an atmosphere of trust and cooperation.

Rules are taught and students are expected to follow them. In turn, students have a right to expect fair treatment and respect. This is an integral part of their overall education and formation as productive members of society and as Christian ladies and gentlemen. Parents or legal guardians, as first educators of their children, share deeply in the responsibility to educate and form their children to be responsible and well-behaved.

Discipline is generally handled on the classroom level and respect is due at all times to the teachers, staff and volunteers. In cases of a serious infraction of the rules, parents or legal guardians will be notified of the occurrence by email, phone or written notice. These tools are a means by which parents or legal guardians are informed of a discipline issue that took place in school. It does not go on the permanent record card. Students may be required to serve detention for repeat offenses. This will allow an opportunity for teachers and students to discuss what happened, why it happened and what can be done to prevent future occurrences. Continued discipline issues will affect a student's Personal Progress Code on the Report Card. Conferences are always possible to arrange to discuss these matters.

Certain infractions of the rules are very serious and cannot be handled with only a form or a detention. These infractions can result in immediate suspension or even expulsion from the school. These infractions include but are not limited to:

- 1) Ongoing bullying behavior, as defined by diocesan policy and adopted by Saint Margaret Catholic Academy.
- 2) Physical harm caused to any person.
- 3) Damage of school or private property.
- 4) Possession of any dangerous or illegal items.

The Administration reserves the sole right to determine what infractions can and will result in the penalty of Suspension or Expulsion.

Discipline is always to be handled by school staff, meaning only faculty and aides. Parent or legal guardian volunteers are to inform teachers or aides of infractions. Any communication regarding discipline should take place between teachers and parents or legal guardians only.

In addition to these methods, students will also be rewarded when good behavior is consistently followed and modeled for fellow students.

The following rules **do not** constitute an exhaustive list. They are **some** of the major expectations of the school in regard to ethical conduct and Christian activity:

CAFETERIA- AT ANY TIME THE BELL RINGS OR HANDS RAISED, STUDENTS ARE TO LISTEN SILENTLY. Grace is prayed before and after meals. Silence and respect are to be observed during grace. Children must remain in their seats while eating. There is NEVER walking around or socializing during lunch. Junk foods including candy and bottled glass beverages are not permitted. While eating children should talk and socialize with those around them.

Parents or legal guardians may NOT deliver lunch to the cafeteria. Instead, forgotten lunches must be brought to the main office and the office will ensure that students receive their meal. Lunch volunteers are to assist not wait on students. Students must bring napkins and utensils as well.

N.B. We have a number of children with NUT ALLERGIES, therefore for the children's health and safety, nut products of any kind may not be given to your child for lunch and/or snacks. Thank you for your cooperation. Please always keep in mind the seriousness and severity of this allergy.

No snacks may be shared with students in the cafeteria unless a teacher or administration has given approval

SCHOOLYARD- The children must stay in their designated area as defined by the teachers on duty. ONLY those games permitted by the school are to be played during recess. Students who are not playing by the rules or who are in any way dangerous to others will not be permitted recess.

CLASSROOMS/ASSEMBLIES- The children must enter quietly, follow directions and observe the rules of good manners. Class disruptions, disrespectfulness to students/teachers, cheating, lying, forgery, fighting, truancy and sexual harassment of any kind are never permitted. Jeering or booing is not appropriate behavior at a school function.

HALLWAYS- Students who are changing classes or walking through the halls for any reason are expected to maintain calm. There is absolutely NO running in the hallways. Students must always remain ON LINE. Students may not talk in the hallways but may speak quietly when they enter classroom.

CHURCH- Grades 2-8 go to Mass one day each week. The children are taught to genuflect toward the Blessed Sacrament before being seated and to participate fully in the liturgical prayers. A reverential attitude and behavior is expected at all times by all persons. Children will always be reminded of their obligation as Catholics to participate in Mass on Sundays and Holy Days. Regardless of the child's religious faith respect in Church will be very strictly enforced.

Suspensions/Expulsion

Suspensions or expulsions may occur for the following offenses: carrying a weapon, stealing, physical fighting, academic dishonesty, leaving school without permission, defacement or destruction of school property, smoking, selling or possessing drugs, and truancy. The procedure for suspension is as follows:

1. Parents or legal guardians will be notified by telephone of the child's offense.
2. A conference will be held with the student, parents or legal guardians, teacher, and administrator.
3. If a suspension is given, students will be either in the care of a parent or legal guardians or in the care of the administrator.
4. The final decision rests with the administrator. Subsequent suspensions may result in a student's expulsions

Anti-Bullying Policy

Saint Margaret Catholic Academy follows the anti-bullying policy of the Diocese of Brooklyn.

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human persons. 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. If bullying impedes the education of a student and the learning environment in the classroom then the academy has an obligation to get involved. Students and parents or legal guardians will be asked to sign our school wide Anti Bully Policy.

Definition: Bullying is described as an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bully, bias-based harassment/intimidation are intentional, 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.

The behaviors include but are not limited to:

- physical violence such as hitting, pushing, or spitting at another student
- interfering with another student's property, by stealing, hiding or damaging it
- using offensive names when addressing another pupil
- teasing or spreading rumors about another pupil or his/her family
- belittling another student's abilities and achievements
- writing offensive notes or graffiti about another student
- excluding another student from a group activity-misusing technology to hurt or humiliate another person. This includes forwarding such messages if received: constitutes cyberbullying

Bullying reports will be logged by teachers or other academy staff. Such reports will be monitored by the Bullying Coordinator. If the bullying is an ongoing problem, interventions (mediation, meetings with parents, referrals to counseling. Bullying issues must be reported to the Superintendent. If deemed necessary, police will be notified accordingly. Students who bully will not be tolerated.

Character awards will be given to students who display good character on a consistent basis throughout the marking period. Each month we will highlight a Pillar of Character: Kindness, Respect, Responsibility, Fairness, Trustworthiness and Citizenship. At the end of a three month period we will nominate up to three students who have demonstrated each of the particular character traits for those months to receive Character awards.

Cell Phones and Electronics

Students are never permitted to use their cell phones or other device that might be able to go onto the internet in the school building without permission. Cell phones must be turned off before the student enters the building, and must remain off until the student has exited the building. Cell phones of students in grades 6-8 will be collected daily and placed in a box in a locked cabinet. Cell phones of students in other grades must be turned off and kept in the student's schoolbag. If you need to contact your child during the school day, please call the school office and the message will be delivered. If a student uses a phone during the school day, the phone will be confiscated and must be picked up at the office by a parent or legal guardian. Permission should only be granted in emergencies or other situations in which the use of the phone is truly necessary. Students using a phone FOR ANY REASON whatsoever during an exam are to fail the exam. THERE IS NO EXCEPTION to this rule. If a student is attempting to use his or her phone during an exam this is equivalent to cheating and must be treated as such. If a

student is caught using a cell phone during the school day must 1. Have the phone taken away until dismissal 2. Have a note sent home to parents EVERY TIME and 3. Have a record made by a teacher that the student was using the phone. After the third time a student has been caught using his or her phone during school hours , the student will be sent to the principal's office and the student will lose recess as well as other privileges for an amount of time determined by the administration which can include suspension, loss of honors to name a few..

TAPE RECORDING is absolutely forbidden unless specific permission is given. Tape recording a teacher is permitted only with the teacher's permission. Tape recording without permission could result in expulsion.

PICTURE TAKING

No student is permitted to take pictures on school property without the expressed permission of the Principal. NO SUCH pictures are to be posted to Facebook or other social media without similar permission.

The principal and teachers reserve the right to implement and to modify the above policy at their professional discretion. Infraction of the above Discipline Policy after a student has already been suspended could result in an automatic expulsion from Saint Margaret Catholic Academy.

Technology Acceptable Use Policy:

Here at Saint Margaret Catholic Academy, the students have access to the internet. Saint Margaret Catholic Academy supports the right and responsibility of parents to direct the use of the internet by their children. We provide convenient, supervised access to filtered search engines on all Internet terminals. Filtered search engines may restrict access to sites which could be deemed objectionable. Students can bring in own devices that can have internet capabilities but only permitted for academic activities. To prevent any abuse of internet activities, each child and parent of grades 3-8 are required to sign and return our acceptable use policy.

RULES OF CONDUCT

1. Internet computers will not be used for anything other than teacher directed use. Installation, downloading, or modification of software is prohibited.
2. Students will respect copyright laws and licensing agreements.
3. Students will not make any attempts to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
4. If any material is objectionable or questionable, the student will advise the teacher immediately.
5. Students will not visit chat rooms.
6. Vandalism of hardware, software, or furniture will not be tolerated.
7. Checking web-based email accounts is prohibited.
8. Students will not use cell phones that have photographic capabilities in school.
9. When posting personal web pages on the internet, Students will not use Saint Margaret Catholic Academy name, the name of any academy teachers, and any pictures of Saint Margaret Catholic Academy.

Parent or Guardian Permission for Photo/Video Release

Parent or guardian permission is granted or denied for Saint Margaret Catholic Academy to photograph or video a student. Photos may be published in the newspaper, magazine, school website or other publications for the educational or informational purposes of the academy. Permission is requested yearly on the attached release slip that is kept on file in the academy office.

Financial Obligations for 2018-2019

NURSERY AND PRE-KINDERGARTEN

HALF-DAY: \$3,200 (\$320 PER MONTH) FULL DAY: \$3,700 (\$370 PER MONTH)

THERE IS NO CATHOLIC/ NON CATHOLIC DISTINCTION IN TUITION FOR NURSERY AND PRE-KINDERGARTEN

KINDERGARTEN TO GRADE 8

Catholic:	1 Child	\$4,700	(\$470 PER MONTH)
	2 Children	\$7,500	(\$750 PER MONTH)
	3 Children	\$9,800	(\$980 PER MONTH)

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Non-Catholic:	1 Child	\$5,700	(\$570 PER MONTH)
	2 Children	\$8,100	(\$810 PER MONTH)
	3 Children	\$10,800	(\$1,080 PER MONTH)

TUITION IS DUE ON THE 5TH OF EVERY MONTH BEGINNING IN JULY AND ENDING IN APRIL. IT IS ESSENTIAL THAT TUITION IS PAID IN FULL AND ON TIME. WHEN THIS DOES NOT HAPPEN, THE SCHOOL LACKS THE PROPER FUNDS TO FUNCTION AND TO PAY BILLS. TUITION MAKES UP ONLY A PORTION OF THE ACTUAL COST PER PUPIL, WHICH IS WHY FUNDRAISING IS SO NECESSARY. PLEASE LET US ALL DO OUR PART TO BE PUNCTUAL WITH ALL OF OUR FINANCIAL OBLIGATIONS.

A late fee of \$20.00 will be charged for all accounts over (30) days late. For each additional 30 days a payment is late, the account will incur an additional \$20.00 per 30 days. Each trimester report cards will be held on all accounts not current. No child will be re-registered for the new school year until tuition balances are current. Once made current, your future registration is dependent upon the satisfaction of your account in full. For any students transferring to a different school, records and transcripts will not be sent until accounts are paid in full. Those graduating will not be sent until accounts are paid in full.

\$150 per child at time of Registration (Non-Refundable)
\$100 per child payable at re-registration (Non-Refundable)

The Administration of Saint Margaret Catholic Academy reserves the right to modify policies and procedures contained herein at their professional discretion. Parents will always be notified of such changes. Similarly, any issues or rules not specifically covered within this handbook are dealt with by the Administration of the school, who possess the sole right to interpret and enact school rules for the good of the entire school community.

Cyber-Bullying Policy for
Academies and Parish Schools within the Diocese of Brooklyn
August 2018

1. **Purpose:**

One of the main duties of the Academies and Parish Schools within the Diocese of Brooklyn is to provide a safe environment for our students. With the current state of technology, internet use and digital communications, this extends beyond the bounds of the physical building. Students now have 24x7 access to each other through computers, smart phones and tablet devices which can provide both an enriching experience for learning and an unfortunate opportunity for mischief. The Diocese of Brooklyn, in an attempt to harness the good and discourage and protect from the bad, has developed the following policy and guidelines to govern cyber-bullying.

2. **Scope of Use:**

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

3. **Definitions of Cyber-Bullying:**

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

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

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

4. Responsibilities of the Academy/Parish School:

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

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

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

5. Responsibility of Students:

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

Protecting Yourself from Cyber-Bullying and Cyber-Attacks

- Do not share personal information over the internet that could be used to facilitate an attack
- Never share account credentials with anyone other than your parents or guardians
- If you are being harassed by someone, report the user to the appropriate administrator (such as Facebook or Twitter), tell your parent/guardian immediately and do your best to take screenshots or print the offensive material to document the incident
- If the person is a member of your Academy/Parish School community, also inform the school of the incident providing any documentation that you can
- Block users who engage in bullying behavior from contacting you
- Set social media accounts such that posts need approval before they can be seen publicly on your page (Facebook, Twitter, Instagram, etc.)
- Do not engage others who are looking to “bait” you into an altercation. This is often a tactic to lure victims into revealing information that is then used for the attack
- Avoid aggressive behavior that could provoke others to retaliate

Protecting Others from Cyber-Bullying

- Do not participate in any of the behaviors outlined in the definition above
- When communicating digitally, be mindful to show respect and understanding
- Refrain from using derogatory, defaming, embarrassing or vulgar language when communicating
- Report any aggressive behavior observed to the appropriate administrator, and your parent or guardian
- If it involves members of the Academy/Parish School community, inform the school as well with any documentation you can provide

- Discourage others who may be thinking, planning or talking after the fact about cyber-bullying or attacks they have/will engage(d) in

Identifying Cyber-Bullying

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

7. Policy Violations:

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

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

Acceptable Use Policy for Technology
Academies and Parish Schools within the Diocese of Brooklyn
August 2018

1. **Purpose:**

Throughout the years, the Academies and Parish Schools within the Diocese of Brooklyn have maintained a steadfast dedication to educational excellence and Catholic culture rooted in faith, service, and personal responsibility. The Diocese of Brooklyn is committed to provide programs that enable all students to develop effective communication skills while striving for academic excellence.

The Diocese of Brooklyn is dedicated to the utilization of technology today to produce moral, innovative, and creative leaders for tomorrow.

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

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources that follow these guidelines.

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

2. **Scope of Use:**

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

3. Definitions of Technology:

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

“The use of technology is permitted on academy/parish 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/PARISH SCHOOL} community.”

4. Responsibilities of User:

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

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

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

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within 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.
- **Respect Others**
 - Be mindful of comments, posts, photos or any content directed toward or including others
 - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- **Protect One's Self and Others**
 - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
 - Cite sources when using any content not originally authored by you

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

5. **Security of Technology:**

The all Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto Academy/Parish School property, whether it is lost, stolen, damaged, or confiscated.

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

Additionally, member of the Academy/Parish School community shall not:

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

6. Technology Use Guidelines:

a. Appropriate Use/Educational Purpose

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

b. Communications (Teachers/Parents/Students)

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

- Teacher Academy/Parish School web page
- Teacher Academy/Parish School email
- Teacher Academy/Parish School phone #
- Teacher created, Academy/Parish School approved, educationally focused networking sites

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

c. Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.

- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of Academy/Parish School or system employees
- Harm the goodwill and reputation of the Academy/Parish School or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and/or threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

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

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

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

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

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

f. Vandalism

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

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

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

such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

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

7. Policy Violations:

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

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

NOTE:

Students will not be given access to Academy/Parish School technology without an appropriately completed and signed acknowledgment form on file in the Academy/Parish School office.