



*Immaculate Conception Catholic
Academy*

Parent-Student Handbook

2022-2023

179-14 Dalny Road

Jamaica Estates, NY 11432

(718) 739-5933

www.iccajamaica.org

Dr. Cristina Tancredi Cruz
Principal

September, 2022

Dear Parents, Guardians and Students,

Welcome to **Immaculate Conception Catholic Academy** and the 2022-2023 new school year! 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 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, you may always reach out to me or the Board of Directors if you have any questions, comments, or concerns.

This Handbook is a living document and will be updated as necessary. We will notify you of any updates or changes via FACTS. It is available on the school website; www.ICCAJamaica.org

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 30, 2022

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

In Christ our Savior,

Dr. Cristina Tancredi Cruz
Principal

Administrators
Dr. Cristina Tancredi Cruz, Principal

Rev. James Price, CP, Pastor, Immaculate Conception Church
 Rev. Victor Bolanos, Presentation of the Blessed Virgin Mary Church

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Office			
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Dr. Cristina	Cruz Tancredi	Principal	dracruz@icajamaica.org

ACADEMY OVERVIEW

A. Mission Statement

The mission of ICCA is to teach the message of Jesus Christ and implant the values He taught to students of all faiths. *Through the sound teachings of the Sisters of St. Joseph, Immaculate Conception Catholic Academy BELIEVES in Academic Excellence and fosters an environment where every child can ACHIEVE.*

B. Our Philosophy

Immaculate Conception Catholic Academy parochial co-educational school, which seeks to provide a quality education for its students. The primary mission of Immaculate Conception Catholic Academy is to teach the message of Jesus and to implant in the students the values He taught. Through a variety of religious and non-religious experiences, we strive to develop students of good conscience who can make proper moral choices both in today's world and in the future.

Immaculate Conception Catholic Academy implements accepted educational theories and practices in planning for the intellectual development of all students at all grade levels. The school adheres to both local and state guidelines.

The social development of students incorporates the values given us by Catholic tradition. Students are taught to respect all and understand the need for rules and guidelines.

The development of students into committed Catholics, while at the same time respecting the religious beliefs and practices of non-Catholic students. Religious instruction and experiences are infused into all phases of the students' daily schedule.

The goal for each student is to see him/her graduate from Immaculate Conception Catholic Academy with the following instilled characteristics: love of God and neighbor, ability to know right from wrong and make good moral judgments, and the knowledge needed to be able to successfully function in today's ever-changing world.

C. History of the Academy

Immaculate Conception School opened its doors on September 12th, 1938. At that time, it accommodated 235 pupils in grades one to five. From the outset, ICS has been staffed by the Congregation of Saint Joseph of Brentwood. Sister Mary Osmund was the first principal.

In October 1949, the enlargement of the building began. This included the cafeteria and auditorium. The present dedicated faculty of religious sisters and lay men and women holds Masters and Bachelor's degrees in education and other disciplines.

Dr. Cristina Tancredi Cruz is the current principal. Rev. James Price, CP, Pastor, Immaculate Conception Church
Rev. Victor Bolanos, Presentation of the Blessed Virgin Mary Church

As an integral part of Immaculate Conception Parish, which is staffed by the Passionist Congregation of priests, the school is a local landmark in the Jamaica Estates area. Presently, ICS serves students ages three and four through NYC's UPK program. Students in Kindergarten through 8th grade are instructed according to NYS educational guidelines. ICCA is accredited by Cognia. ICS / ICCA is justly proud of its graduates, many of whom have become professionals and leaders in this and other communities.

As we moved into the 1960s, our parish church was undergoing a massive renovation. The long awaited construction of the upper church began. It was dedicated on September 22, 1962 by Bishop McEntegart. The church is designed in the Romanesque style to accommodate 1,350 persons in the nave.

The faculty of the Immaculate Conception Catholic Academy is dedicated to the tradition of Catholic education and the mission of the Sisters of St. Joseph who established ICS in 1938.

Immaculate Conception Parish, a Passionist community, and Presentation of the Blessed Virgin Mary are both in aligned with Immaculate Conception Catholic Academy.

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. Further, this Handbook will

change from time to time during the academic year. An up-to-date version can be found at www.ICCAJamaica.org. If you have any questions on this Handbook or otherwise, please contact the school at (718) 739-5933.

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.

I. CATHOLIC IDENTITY

A. Catholic Identity

The mission of Catholic Education is to help children develop 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.

the Academy’s mission and commitment to Christian principles.

B. 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.

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. For Grades K-8, after a test is graded, it will be posted on FACTS to inform the parent/guardian. Assignments with a “C” or less require parent signature.

B. Curriculum & Assessments NY State Testing

Our Core Subjects are aligned with NGS- Next Generation Standards. The students in grades 4th, 6, 7 will participate in the MATH & ELA NGS State Test while grade 8 will take the Science NYS Exam, Grade 5 is exempt this year as the state transitions to Next Generation Standards.

Parents receive an Individual Student Report which includes a breakdown of a student's performance in different skill areas within ELA, Math and Science. There **are no negative consequences** when taking state tests as the tests are considered diagnostic.

TerraNova Testing (This is the last year)

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

iReady; diagnostic testing for grades Kindergarten through grade 8. These results are shared with parents.

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. 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 not an option and 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. Students may be held back from recess or a activity in order to complete missing HW.

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. Grades are posted weekly. Please check their grades weekly.

E. Make-Up Work

Students are expected to make up all work when they are absent.

F. Protecting Instructional / Academic Time

Maintaining school schedule and structure is of the utmost importance during the school year. In protecting instructional time, parents are asked to refrain from removing their child during the school day for unnecessary activities such as appointments. Parents/volunteers are never allowed to interrupt the academic time during instruction which begins at 8:00am until 2:45pm. Please schedule a meeting with the teacher.

G. 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 are asked **to log onto FACTS weekly** to monitor their child's grades and progress on a regular basis. Any concerns regarding a child's progress should **be addressed first to the child's teacher**.

***Please note; Report cards will be held if there is an outstanding Tuition balance.*

***Students with a "C" or less in a core subject will received weekly progress reports for your signature.*

H. Parent-Teacher Conferences / meetings

Parent teacher conferences at the end of the first and second trimester following receipt of student report cards. Parents are encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

I. Admission Policies

The process for admission to the Academy is as follows: parents/guardians must complete the Academy application form and provide all required documents. An interview may be held. Following the evaluation of the materials, the parent/guardian will be notified about whether the Academy is offering the child a position. Admission is on a first-come, first served basis.

J. 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 **the new school**. Before records are transferred to another school, **all bills must be paid in full and all books must be returned**.

- At the discretion of the Principal, 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.

K. Recommendation/Promotion for Next Grade Level

The Academy takes the decision whether to promote or retain a student extremely seriously. Students failing Math and/or ELA have the option of going to Summer School or retention. Students failing 3 or more subjects will result in retention. 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; completed assignments, diagnostic test including iReady.

L. Graduation

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, with academic or financial issues.

M. School Closure

ICCA will provide Distance Learning in the event of a school closure

N. Extracurricular Activities

The Academy offers various fee based extracurricular activities such as; After School program & clubs. 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.

O. Academic Failure & Summer School

In accordance with NYS Education Guidelines students who receives a failing average grade in mathematics and/or ELA will be required to attend mandatory summer school at the parents expense. Failure of 3 or more classes will result in mandatory retention. ***15 or more absences is excessive during the school year may result in the child being required to attend summer school at the parent/guardian's expense.*** The final determination as to whether a student must attend summer school rests with the Principal. **Summer School will be provided at ICCA/or neighboring school at an additional expense.**

- 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.

II. GENERAL INFORMATION

A. Academy Calendar and Hours

- 177 instructional days of instruction with 3 professional days and cites the following holidays when schools may not be in session. No Snow days.
The Feast of the Immaculate Conception, the Academy will be closed.

B. School Hours

UPK program 8:00 AM to 2:20 PM

K-8th 7:40 AM – 2:45 PM

*late bell 7:55am

**Students arriving before 7:40 will be placed in Before Care and charged a fee

C. School Office Hours: 7:30 AM – 4PM.

D. Early Release Schedule –(Half Day, 12:00pm) Half days are 7:45 AM – 12 Noon.

E. After School Program 2:45-6:00pm (please see ASC handbook for additional information)

- The Academy offers a fee based After School program. This occurs **5 days a week from 2:45 PM – 6 PM, unless otherwise noted on the school calendar.** 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. 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.

F. Attendance

- *Please call the school if your child is going to be absent.
- When a child has been absent, a written excuse is required from his or her parents/legal guardians. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation.
- When a student has been absent for 5 days without a satisfactory explanation, *a report will be made to the attendance officer of the local public school district.*
- Continuing illegal absences, totaling five or more days, will also be reported to the attendance officer at the local public school district office. **15 or more absences may result in retention, mandatory summer school.**
- 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. *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.
- HONOR ROLL – 100% Attendance Award = NO Absences & NO Lateness in the trimester

G. Lateness

H. Bell rings at 7:45, students are late at 7:55am. **Every 3 lateness's, a detention will be given.** After 3 detention in a trimester, privilege will be taken away and removal of school extracurricular activities. If a student accumulates more than 30 lateness's, they will/may be withheld from end of year activities.

I. Arrival and Dismissal Policy

- Early arrival, before care begins at **6:30 AM (fee attached).** Parents/guardians may drop their children off at **the Pre K & Grade 1 entrance on Dalny Road,** with a teacher or staff member present.
- At 2:45pm or the end of the school day, the students will be dismissed from the same doors in which they entered.
- 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 otherwise, must do so as safely and directly as possible and students in Grades 1-4 must submit written authorization signed by the parent/guardian to the Academy. Students in **Pre K – Grade 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.

J. Early Release / Early dismissal

- Students are expected to be in attendance for the complete session each school day. Parents/ legal guardians must provide authorization for their child to be released to an individual other than a parent/ legal guardian. **Every 3 early release/early dismissal will count as an absence.**

Dress Code

- The Academy believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.

REGULATION UNIFORMS (SEE WEBSITE FOR DATES of uniform change)

Boys PreK-3, PK-4, K Blue Polo Shirt w/Logo, Navy Blue Shorts,
Navy Blue Sweat Suit w/Logo

Grades 1 — 6 Gray trousers, Black Belt, Blue Shirt, Gray School Tie

Grades 7 — 8 Gray trousers, Black Belt, Blue Jacket w/ Logo, White
Shirt, Red and Blue Striped Tie

Girls PreK-3, PreK-4, K Blue Polo Shirt w/Logo, Navy Blue Shorts,
Navy Blue Sweat Suit with ICS Logo

Grades 1— 3 Plaid -Pleated Jumper, White Blouse

Grades 4 — 6 Plaid-Pleated Skirt, Plaid Cross Tie, White Blouse, Navy
Blue Vest w/Logo

Grades 7 — 8 Plaid-Pleated Skirt, Navy Blue Blazer w/Logo, Blue
Cross Tie, White Blouse

ALL: Navy Blue Knee Socks or Stockings, Black Shoes with Laces or Velcro

No sneaker-type footwear or boots are acceptable with regulation uniform.

NO DECORATIVE STOCKINGS or SOCKS, NO SLIP-ON-SHOES, NO LIGHT-UP SNEAKERS. NO SLIP-ON SNEAKERS, NO SNEAKERS ABOVE THE ANKLE BONE, NO HIGH-HEELED SNEAKERS, UNDERSHIRTS & UNDERGARMENTS MUST BE WHITE

Gym Uniform — Boys and Girls: White Polo Shirt w/Logo, Navy Blue Mesh Shorts with ICS logo or Walking Shorts, Navy Blue Sweat Shirt with ICCA Logo, Navy blue sweat pants with logo.

SUMMER UNIFORMS (September & October / May & June)

Boys/Girls: PreK-3 — 2nd Mesh Gym Shorts with Logo, White Polo Shirt
with Logo, Sneakers, White Socks

3rd – 8th Mesh Shorts with ICCA Logo or Walking Shorts,
White Polo Shirt with Logo, Sneakers, White Socks,
Belts (if worn must be black)

COLD WEATHER UNIFORMS

Boys/Girls PK3, PK 4 & Kindergarten Sweat Suit, Gym Shirt, Sneakers, Socks

Boys Grades 1 -- 8 Regulation Uniform

Girls Grades 1--8 Regulation Uniform (Optional — Pants with rest of
Regulation Uniform). ICS sweatpants may be worn
under a skirt, but must be removed in school.

ALL: ONLY Navy Blue School Sweater w/Logo allowed in class. "Hoodies" may not be worn underneath the Navy Blue regulation blazer while in class.

Non-compliance with uniform regulations will result in detention.

NOTE: It is unnecessary for students to wear mesh or walking shorts underneath their sweatpants on gym days in cold weather months. Students will be allowed to wear their sweatpants for the entire school day.

K. 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. Tattoos and body piercings are not allowed.
- 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.

L. 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 2” above the knees
- No torn or tight jeans or pants
- No spaghetti strap tanks, midriffs, tube tops, tank tops, etc.
- No hats (unless specifically designated)
- No loose/baggy pants or shorts
- No make-up or nail polish (including gels/French manicures)
- No jeggings, leggings or skinny jeans

M. Field Trips

- Field trips are a privilege not mandatory. All payment and written permission forms must be in the office, minimally 2 weeks in advance.
- 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.
- All medications given on field trips must comply with the Administering Medication policy. Any adult accompanying the student must also 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.

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 ANY Academy property shall be required to pay for the damage or loss.

O. Books and Supplies

- Textbooks are to be covered and handled carefully. Each child is responsible for keeping his or her books in good condition. Books that are lost, damaged or defaced become the liability of the student and his or her parents. See the office for replacement cost.

P. Telephone Use to Call Parent/Guardian/Custodian ***STUDENT CELLPHONES WILL BE COLLECTED AT THE BEGINNING OF EACH DAY AND RETURNED AT THE END.****

- If a parent/guardian needs to reach a student, he or she must call the **Main Office at (718) 739-5933**. Similarly, if a student seeks to call his or her parent, the student must make the request in the **Main Office**.

Under no circumstances should STUDENT be in possession of their cellphone during the school day. Students will turn in their phone daily, failure to do so will result in detention and more.

Q. Personal Property

- **Again, 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.

STUDENT EXPECTATIONS AND BEHAVIOR

A. Student Behavior and Code of Conduct

The Academy Student Code of Conduct is as follows:

DISCIPLINE POLICY

- During Back to School night you will receive the class rules/procedures.
- Basic to all discipline is the principle of respect—respect for one's self, for others, all of creation. The administration and faculty of Immaculate Conception Catholic endeavor to develop a specific, positive approach to discipline. This includes the following components:
 - an atmosphere of trust, acceptance and learning.
 - a place where there is courtesy, communication, and joy.
 - rules and regulations which have been formulated and enforced.

In order to foster this environment of responsibility in our school, the following procedures will be in effect:

1. A student may be corrected by any faculty member when necessary.
2. If a student's conduct is unacceptable, a conference will be held by the teacher to discuss the matter with the student. If it is considered necessary or advisable, the principal will be part of this conference. The student will be helped to evaluate his/her behavior and to take responsibility beyond excuses and hopeful promises to create a specific plan to bring about an improvement.
3. ***STUDENT CELLPHONES MUST BE TURNED IN DAILY.**
4. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. The following are some examples of student behavior that violate school policy. This list is not intended to be all-inclusive. Students may be disciplined, receive detention, be suspended or expelled for any of the following:
 - a) the possession, transmission, and/or use of weapons, tobacco, drugs, or alcohol; Automatic expulsion
 - b) insolence, disrespect, or insubordination; the use of improper language;
 - c) fighting; rowdy behavior, running, pushing, shoving, yelling,
 - d) cheating on tests and plagiarizing will result in loss of honors in addition to disciplinary action
 - e) inappropriate displays of affection, such as hugging and kissing;
 - f) class tardiness or truancy;
 - a) vandalizing, damaging, or stealing school or private property;
 - b) threatening, intimidating, or causing bodily harm to any person;
 - c) biting or spitting;
 - d) forging parent's signature
 - e) consistent disrespect of the school uniform

**** Please note 1-day suspension is equal to 3 detentions. ****
**** A 2-day suspension is equal to 6 detentions.****

PUBLIC AFFECTION

ICCA fosters an environment of academic professionalism. Public displays of affection in the school building and on grounds are prohibited. Such displays include, but are not limited to, kissing, hand holding, hugging, and touching.

*Students are also reminded that appropriate behavior should be maintained going **to and from school**. Any public displays of affection may result in suspension.*

PANTSING

"Pantsing" is the pulling down of a student's sweatpants as a practical joke. Pantsing is a form of sexual harassment and will not be tolerated. Detention is not a harsh enough punishment for this act. **ALL INCIDENTS OF PANTSING WILL RESULT IN IMMEDIATE SUSPENSION.**

DISCIPLINARY ACTIONS

Students are given detention for reasons listed. Detention slips must be signed and returned to school. Each trimester your child's detention record will be reviewed. Once a child has accumulated 6 detentions — within a trimester — he/she is not permitted to attend any school trips or school activities. **NO Honors** will be awarded after six detentions within a trimester.

Once a child has accumulated 6 detentions — within a trimester — he/she signs a behavior contract with the principal. For every 3 additional detentions that the child receives after the contract is signed — he/she **MAY** be suspended.

At the beginning of each trimester — each student starts a clean slate.

This will help us to assess whether or not the child is improving as the school year progresses. Any child whose behavior is not improving as the year progresses will not be permitted to re-register for the following school year.

B. Anti-Bullying Policy *ICCA is a BULLY FREE school *Any & All suspected Bullying must be reported to the Principal

- 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.
- **In School/outside of school Bullying**, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. The behaviors include but are not limited to: **(this includes social media, on/off school property, 24/7)**
 - *Physical*: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
 - *Verbal*: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
 - *Written*: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

C. Anti-Cyber Bullying Policy

- ZERO tolerance in/out of school. 24/7, 365 days.
- In accordance with New York State Law on 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, who will investigate the matter and enforce the consequences deemed appropriate.
- Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy 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

D. Alcohol and Drug Free Zone Policy

- Students in possession of alcohol or tobacco on or immediately near school grounds at any time will be disciplined. A “tobacco product” is any substance which contains tobacco including but not limited to cigarettes, cigars, pipe tobacco, vaping, e-cigarettes and chewing tobacco. Thus, smoking is prohibited on ALL SCHOOL PREMISES AT ANY TIME.

E. Impermissible Items

The following items are NOT allowed:

1. Any type of permanent marker
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, scissors, or any type of weapon
6. Any type of toy weapon, including toy guns
7. Nail files(used as a weapon)
8. Energy drinks and caffeine
9. Extreme jewelry, bracelets, dangling earrings, or hoop earrings larger than the size of a dime
10. Makeup of any kind, including lipstick and nail polish

F. Discipline Policy on or off ICCA campus

- 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.
- ICCA is a ZERO tolerance for physical fight. In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned. Possession of drugs or alcohol by a child will/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 will be 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 / Police 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.

Lastly, a child’s arrest for a crime on or off of 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 of school grounds, within or beyond the vicinity of the Academy, will likely result in a child’s expulsion.

III. EXPECTATIONS AND OBLIGATIONS OF PARENTS/GUARDIANS

A. Parental Volunteer & Involvement (must be cleared by VIRTUS)

- Parents are encouraged to be involved in many ways such as sharing in student supervision in the lunchroom or playground or serving as library or teacher aide. All volunteers need to check to the office first.

Parental are held to a higher standard as they are modeling Catholic behavior, failure to do so will result in being asked to leave or not return. In extreme circumstances, failure of parents to act in a manner compatible with the values of the Academy may result in student dismissal.

B. Parental Communication

- Any concerns that are in the classroom or teacher related must be discussed first with the teacher.
- A parent/guardian may request a meeting with a teacher by simply sending a note or email to the teacher.
- Meetings should never occur during arrival or at dismissal.
- Meeting should take place in the classroom or someplace that ensures privacy.
- **Messages/email/calls received after school hours/weekends/recesses or vacations will be answered the next school day.**
- Teachers are NOT allowed to respond to text/messages during academic instructional time.
- **School Website and Social Media** The Academy website can be found here: www.ICCAJamaica.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 school's Facebook page is <https://www.facebook.com/ICCAJamaicaEstates/> and our Instagram page is https://www.instagram.com/icca_jamaica/.

C. 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. Special events will be noted on the school calendar and social media.

FUND RAISING OBLIGATIONS

- In addition to the tuition it is necessary for each family to be involved in the FUNDRAISING for the school. ONE HUNDRED TWENTY FIVE (\$125) PER CHILD in fund raising has been budgeted to meet our obligations. This amount can be met through participating in one or all fund raisers.
- If a family does not participate in these fund raising drives, a fee of \$125 per child, payable to the school will be assessed in lieu of fund raising. This is due by May 15th.

D. 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. The Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, 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.**

E. 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: 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** and inform teachers.

Health Services

- ICCA has a nurse on staff to assist students with medical needs.
- Please contact Nurse Judy at (718) 739-5933 for information on student immunizations.
- Allergies: Parents/guardians must notify the Academy of any documented allergies that a student may have.
- **ICCA does not allow students to share food. ICCA does not have peanut-free classrooms and we are not a peanut free school. Please notify the school nurse of any allergies documented by the child's doctor.**
- 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 came in contact with your child. A student with a contagious illness should not be sent to school. Students with a contagious illness should remain home from school until a doctor clears the student with a written notice.
- 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.
- 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.

Head Lice

- To the extent a student contracts head lice, he or she must stay home from school until the hair is nit free. Parent/guardian has treated the condition in accordance with the New York City Department of Health Regulations. **Any cases where a student has lice, 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.

A. Administering Medication the Academy will call 911 in case of an emergency.

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

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.

**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,
- *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.

B. 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 to attend with the child/student (must be Virtus cleared) for the purpose of epinephrine administration, if necessary.

C. 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.

D. Limitations of Physical Activity during Gym/physical activities at ICCA

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.

E. Counseling Services

ICCA's counselor is Sister Alice Reichmeider. She can be reached at areichmeider@iccejamaica.org or by calling the school office at (718) 739-5933.

F. Lunch Program **NO PERSONAL food delivery; UBER eats, door dash etc .

- K-4th eat at 11:55 AM, 5th – 8th grade eat at 12:15PM
- 7th graders are asked to assist in student lunch monitoring as part of their "service hours"
- Recess follows Lunch. Students go outside if the temperature is above 34' degrees; light rain, snow
- If you wish to volunteer for the lunch program please call the front office.
- Late or forgotten lunches; drop off on the table by the auditorium. They will be brought up prior to lunch time. We WILL NOT call the class during academic time.
- No Glass containers, no food that requires warming. McDonald's or other fast food unless it is for the whole class.

If you child forgets their lunch, they will be provided with a sandwich/juice or mild/snack. You will be billed \$5 for each lunch given.

- Students are expected to respect the lunch monitor/supervisor.
- Bell Rings- students line up in silence. 2nd Bell, students walk silently into the building

G. Detentions

Start at the beginning of lunch time and supervised by an instructor

H. 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 providing assistance to 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.

IV. 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. ZERO policy on cyber bullying/threatening of any ICCA student. This includes text, pictures or other defaming methods.

Respect Intellectual Property

- Cite sources when using any content not originally authored by you
- Zero tolerance for plagiarism
- 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.

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.
- Negative representation of the school/academy in whole or part on any personal posts and/or communication is prohibited and may result in being asked to leave.
- Parents/guardians for all students must sign this Acceptable Use Policy which effectively gives permission for their child to use the internet and the Academy's technology resources for educational purposes and also understands and accepts the Academy's guidelines. The acknowledgement of the Acceptable Use Policy to be signed by parents/guardians and, where applicable, students, is attached to the end of this Handbook.

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(rens) 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.

SAFETY

A. Emergency Drills

Academies are required to conduct emergency drills and 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.

B. School Closings We will go remote/zoom

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.

C. Crisis/Emergency Information

Should a crisis require evacuation from the school building, the students will be brought to a safe place located at Immaculate Conception Church or The Mary Louis Academy. Parents /guardians will be kept informed throughout the emergency. Students CANNOT be released during a crisis/emergency. We will follow the directions of the authority in charge; Police. We will notify you using The FACTS System to notify parents/guardians directly about the crisis.

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.
- 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 video recordings on school grounds without express consent of the Principal.

V. SAFE ENVIRONMENT

A. Safe Environment Protocol & VIRTUS training

<https://dioceseofbrooklyn.org/protecting-children/office-of-safe-environment/>

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

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.

C. Child Abuse Laws

- Under NYS law, teachers and administrators 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. The teacher will inform the Principal. The school is NOT obligated to inform the parent of the call.

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 and report it. 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.
- 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 student 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. * If a parent/guardian is uncomfortable going to the Principal, he or she may go directly to the Office of the Superintendent.

VI. 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.
- Tuition is collected through FACTS Tuition Mgt, the 2nd Wednesday of each month
- January is REREGISTRATION. The Registration fee is \$275 If you do not plan on retuning then full tuition is due.
- 8th grade graduation fee of \$350 is due in January
Moving up fee \$50 is due in January for(UPK) Prek3&4year old students
- TUITION Assistance: All families are encouraged to complete a Scholarship application. We will assist you in completing this form. Please call the front office.
- A Tuition Assistance Committee will be in place at every Academy
- Report Cards will be held until tuition is up to date.

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 July to May. Tuition collection will begin *prior to the start of the school year*.

Tuition Payments 2022-2023

Tuition is due on the 15th of each month - starting in July and ending in May

January is Re-Registration and Graduation Payment Month

Personal Checks will not be accepted after May

LEVEL 1: Baptized Catholic

1 Child	\$4,850	10 payments of \$485.00
2 Children	\$8,840	10 payments of \$884.00
3 Children	\$12,460	10 payments of \$1,246.00
4 Children	\$16,050	10 payments of \$1,605.00
5 Children	\$17,625	10 payments of \$1,762.50

LEVEL 2: Non-Catholics

1 Child	\$6,175	10 payments of \$617.50
2 Children	\$11,950	10 payments of \$1,195.00
3 Children	\$17,275	10 payments of \$1,727.50
4 Children	\$22,900	10 payments of \$2,290.00

Activity Fee of \$175 is included in your monthly tuition payment

This fee covers, but is not limited to:

FACTS Student Information System

Science Labs, Technology, Special Assemblies and Class Visits

Textbooks / Workbooks

Re-registration Fee of \$275 is due in January* and is non-refundable

(If you are not planning on re-registering, tuition is expected to be paid in January)

8th Grade Graduation Fee is due in January

Graduation Fee = \$350

Fundraising Fee of \$125 is due by the end of Fundraising Season in April

All students must raise a minimum of \$125 through ICCA Major Fundraisers

If this amount is not raised, the balance will be added to your tuition

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.

B. Resources for Tuition Assistance

Catholic education is meant to be available to every Catholic and non-Catholic family.

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 . We will help you complete the application. Please call the Main office. 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.

C. 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. 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 offers 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. FACTS also allows for flexible payment options. Common options are monthly payments, three trimester payments, and a payment in full.

D. 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.
- No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. **Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the commencement of the academic year unless the delinquency is paid in full.**
- In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
- For all grades, in order 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.

VII. TRANSPORTATION

A. Bus Procedure

- While students are being transporting 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.

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.

VIII. 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).

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

C. 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*.

**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.

Policies relating to the COVID-19 virus, where applicable, will be provided as part of a supplement to this Handbook.

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.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

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

ACKNOWLEDGMENT OF ACCEPTABLE USE POLICY

Parent/Guardian

As the parent/guardian of a student at the Academy, I have read the Technology 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.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Name of Student: _____

Grade: _____

Name of Student: _____

Grade: _____

For Students Grades 6-8

I have read the Acceptable Use Policy in this Handbook.

Student Name: _____ Student Signature: _____

Student's Grade: _____ Date: _____

Student Name: _____ Student Signature: _____

Student's Grade: _____ Date: _____